ALABAMA ONSITE WASTEWATER BOARD ADMINISTRATIVE CODE

CHAPTER 628-X-3 LICENSING

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628-X-3-.01 Requirement For Licensing.

Any individual, business, partnership or corporation advertising, soliciting, bidding, obtaining permit, obtaining a business license, performing the function of manufacturing septic tanks, manufacturing of poured in place tanks, installing, pumping, servicing, repairing, and cleaning portable toilets, installing, cleaning, pumping, servicing, repairing, or maintaining onsite wastewater equipment or systems in Alabama shall have and maintain a current license issued by the Board or have a licensed employee in responsible charge. The Board shall establish the following types of licenses: A Basic Level Installer's License for the installation, servicing, replacing lids, repairing or maintenance of a small flow conventional onsite wastewater systems and shallow placement onsite wastewater systems. The definition of a small flow conventional OSS system is defined in the current State Board of Health Onsite Sewage and Disposal Rules 420-3-1. These systems may include a pump that lifts the effluent to the disposal field. These pumps must be basic on-demand pumps. An Advanced Level I Installer' s License to allow all work done under the Basic Level License and for the installation, servicing, repairing or maintenance of small flow systems as defined by the current State Board of Health Onsite Sewage and Disposal Rules 420-3-1, and/or mound systems, simplex pumps with time dosing requirements, on-demand duplex pumps including single family systems with secondary

treatment. An Advanced Level II Installers License to allow for all work done under the Basic and Advanced Level I Installers License and for the installation, servicing, replacing lids, repairing, or maintaining all onsite wastewater systems, permitted by the Alabama Department of Public Health, including effluent discharge systems and large flow systems as defined by the current State Board of Health Onsite Sewage and Disposal Rules 420-3-1, to include, multiple pump systems with timed dosing requirements and other advanced technology systems; This shall include cluster wastewater systems permitted by the State Board of Health Onsite Sewage and Disposal Rules 420-3-1 and community wastewater systems with Underground Injection Control (UIC) permits issued by the Alabama Department of Environmental Management. A Manufacturer's License for those involved in the manufacture of onsite wastewater septic tanks, including tanks poured in place, lids and receptacles. A Pumper's License for those pumping, servicing to include: replacing lids, repairing or replacing risers, replacing tees and filters or cleaning filters of a septic tank, sewage tanks, grease traps, and portable toilets. This shall not include the installation of pumps associated with septic tanks, sewage tanks and grease traps. Portable Toilet License for those involved in installing, transporting, pumping, servicing, repairing, maintaining, and cleaning portable toilets. This shall include all temporary onsite wastewater system facilities; included but not limited to: handwashing stations, holding tanks, shower trailers, restroom trailers, urinals, vault toilets and greywater. The Board may develop additional areas and/or levels of licensing at a later date as the industry changes require. Any unlicensed individual, business, partnership or corporation performing work for which a license is required must cease said work upon demand by the Board. A license is current only during the calendar year in which it is issued. A calendar year runs from January 1 thru December 31. Unless renewed, a license automatically shall expire at the end of the calendar year for which it was issued.

Author: Melissa Hines

Statutory Authority: Code of Ala. 1975, §§34-21A-1, et seq.

History: New Rule: Filed May 19, 2000; effective June 23, 2000. **Amended:** Filed September 28, 2004; effective November 2, 2004. **Amended:** Filed April 27, 2006; effective June 1, 2006. **Amended:** Filed November 6, 2006; effective December 11, 2006. **Amended:** Filed August 10, 2007; effective September 14, 2007. **Amended:** Filed April 24, 2009; effective May 29, 2009. **Amended:** Published October 31, 2019; effective December 15, 2019. **Amended:** Published December 31, 2025; effective February 14, 2026.

628-X-3-.02 Plumbing.

Onsite Wastewater Systems which are permitted by the Alabama Department of Public Health shall not be considered plumbing. For the purpose of this section, the “building sewer”, as defined by

420-3-1-.04 (17) of the Alabama Department of Public Health administrative rules shall be considered part of the Onsite Wastewater System. Sewage grinder pumps or sewage lift stations or pumps of any type that are installed or maintained as a component of an onsite wastewater system shall not be considered plumbing and shall require a licensed installer from the Alabama Onsite Wastewater Board. Installation of the "building sewer" and all pumps within the scope of this section shall be in accordance with the International Plumbing Code.
Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, SS34-21A-1, et seq.
History: New Rule: Published October 31, 2019; effective December 15, 2019. **Amended:** Published December 31, 2025; effective February 14, 2026.

Ed. Note: New Rule .02 was added, and the original Rule .02 was renumbered to .03 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.03 Filing Of License Applications.

License applications, annual license renewal applications, and all other applications or submissions required by these rules shall be mailed, or emailed to the office of the Executive Director. All license applications, annual license renewal applications and any other application or submission will be deemed filed when received by the Executive Director. The Executive Director may reject an application that is inaccurate, incomplete, or for which all fees due have not been paid at the time the application is filed.
Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, §§34-21A-1, et seq.
History: New Rule: Filed May 19, 2000; effective June 23, 2000.
Amended: Filed September 28, 2004; effective November 2, 2004.
Amended: Published October 31, 2019; effective December 15, 2019.
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Ed. Note: Rule .02 was renumbered to .03 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.04 Obtaining A New License.

All persons desiring to obtain a license should request from the Executive Director instructions for obtaining any license issued by the Board. Persons desiring to be licensed must satisfy all the eligibility requirements for licensure. The Executive Director has the authority to Investigate backgrounds of prospective licensees and forward any questionable applications to the Board; Eligibility requirements to obtain a license for basic installer, pumper, portable restroom, manufacture are as follows: Contact the

Executive Director or designee and request eligibility license application or it may be obtained off of the boards official website. Qualifications shall include: (1) Business Experience. (2) 12 months of work experience in the area of onsite sewage in the requested area of licensure to include company name and address, telephone number, position held, supervisor for the basic installer applicant. (3) 6 months of work experience in the area of onsite sewage in the requested area of licensure to include company name and address, telephone number, position held, supervisor for the pumper, portable restroom and manufacturer applicants. (4) other areas of eligibility may be required. Approved applicants will be notified via first class mail as well as a list of exam procedures to contact a sponsor of Board approved training to register for the initial training. Board approved sponsors shall be posted on the Boards web site in January of each year. The exam shall be given at the administrative office of the Alabama Onsite Wastewater Board located in Montgomery, Alabama. Testing dates will be posted on the Boards website. An application for testing must be completed and returned with the appropriate testing fees to the office of the Executive Director. Testing fees may also be paid online via the Boards website. The minimum passing grade of all licensing examinations is 80 percent. 2 (two) hours shall be given to take any licensing exam. Successful candidates shall have 1 year (12 months) to obtain a license after exam, if a license is not obtained within said 12 months, candidates shall begin the licensing process anew. Successful candidates will receive information on completion of the licensure process along with their test results. Any person who fails an examination will be provided with information on reapplying. Those testing unsuccessfully can re-test two times with a minimum of fourteen days lapsing between each test. If a passing score is not achieved with the second re-test, the applicant must begin the licensing anew. Application packets containing licensing application for current year, and the bond along with all applicable fees shall be received and reviewed for accuracy by the Executive Director or designee of the Board. The Board's Executive Director or designee shall approve all complete applications for licensing; The minimum application requirements shall include, but are not limited to, the applicant's business experience, work experience, company name and address, business license number, business phone, email address, evidence of bond; citizenship status and being of the legal age of 18 in the State of Alabama. In the building trades, except that individuals 14 or 15 years of age who are members of the immediate family of the licensee may be employed in trades involving nonhazardous duties or occupations. Persons must first obtain an Alabama Onsite Wastewater Board (AOWB) Basic Level Installer License before qualifying for an AOWB Advanced Level I Installer License. To qualify for an AOWB Advanced Level I Installers License, an AOWB Basic Level Installer licensee, who has held the AOWB Basic Level Installer License for less than 10 years (of continuous active license service) shall complete a minimum of five (5) conventional onsite sewage systems as defined

by the Alabama Department of Public Health and have held the AOWB Basic Level Installer License for not less than twenty-four (24) months and have obtained the Board required education. Documentation verifying these qualifications have been met must be submitted for an Advanced Level I Installers License. Persons must first obtain an AOWB Advanced Level I Installer License before qualifying for an AOWB Advanced Level II Installer License. To qualify for an AOWB Advanced Level II Installer License an AOWB Advanced Level I Installer License holder, (with less than 10 (ten) years of continuous active license service service) as an AOWB Advanced Level I Installer License, shall complete a minimum of 5 (five) engineered systems as defined by the Alabama Department of Public Health, have held the Advanced Level I Installer License for no less than twenty-four (24) months, and have obtained the Board required education. Documentation verifying these qualifications have been met must be submitted for an Advanced Level II Installer License.

Author: Melissa Hines

Statutory Authority: Code of Ala. 1975, §§34-21A-1, et seq.

History: **New Rule:** Filed May 19, 2000; effective June 23, 2000. **Amended:** Filed September 28, 2004; effective November 2, 2004. **Amended:** Filed April 27, 2006; effective June 1, 2006. **Amended:** Filed April 24, 2009; effective May 29, 2009. **Amended:** Filed November 18, 2009; effective December 23, 2009. **Amended:** Filed June 14, 2010; effective July 19, 2010. **Amended:** Filed January 13, 2011; effective February 17, 2011. **Amended:** Filed August 1, 2012; effective September 5, 2012. **Amended:** Published October 31, 2019; effective December 15, 2019. **Amended:** Published September 30, 2020; effective November 14, 2020. **Amended:** Published December 31, 2025; effective February 14, 2026.

Ed. Note: Rule .03 was renumbered to .04 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.05 Annual Renewal Of Licenses, Consequences Of Failure To Renew.

License is valid only during the calendar year indicated on the license. At the end of the calendar year, the license expires unless it is renewed by the licensee. A person holding an Advanced Installer License at the time these rules are adopted not making a license transition during the three years following adoption of these rules will become an Advanced Level I license Installer. To become an Advanced Level II license Installer after three years the Advanced Installer must fulfill the Advanced Level II Installer License requirements. All licensees shall make application for license renewal at least 30 days prior to the expiration of current license. Those not renewing by the last day of the calendar year shall do no work for which a license is required until a renewal license has been issued. The licensee's name will be removed from the Board's official list and the

Alabama Department of Public Health and the appropriate local health authorities will be notified of the license expiration. To renew a license, licensees must submit appropriate fees with the applicable application, proof of continuing education and training requirements for each level and type of license, evidence of required bond, and any other documents requested by the board or the Executive Director. Renewal applications and forms should be requested from the Executive Director. Continuing education units required for renewing a license shall be set by resolution of the Board. Failure to meet renewal requirements shall result in the expiration and possible revocation of the license.

(a) Failure to renew a license before the close of business on December 31 will result in restoration fees being assessed by the Board.

(b) A license which has expired for failure to renew may only be restored within one year from the date of expiration after application and payment of the license restoration fee established by the Board.

(c) Any license which has not been restored within one year following its expiration may not be renewed, restored, or reissued, and the holder may apply for and obtain a new license only upon compliance with all qualifications and requirements for the issuance of a new license.

(d) Any Advanced Level I license or Advance Level II license which has not been restored within three years following its expiration shall not be renewed, restored, or reissued, and the holder shall apply for and obtain a Basic Level Installer License; upon compliance with all qualifications and requirements for a Basic Level Installer License the holder can then apply for an Advance Level I License. The holder must complete all time requirements, system and educational requirements for an Advance Level I License before applying for an Advance Level II License.

Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, §§34-21A-1, et seq.
History: New Rule: Filed May 19, 2000; effective June 23, 2000. **Amended:** Filed September 28, 2004; effective November 2, 2004. **Amended:** Filed April 27, 2006; effective June 1, 2006. **Amended:** Filed April 24, 2009; effective May 29, 2009. **Amended:** Filed January 13, 2011; effective February 17, 2011. **Amended:** Filed August 1, 2012; effective September 5, 2012. **Amended:** Published October 31, 2019; effective December 15, 2019. **Amended:** Published December 31, 2025; effective February 14, 2026.

Ed. Note: Rule .04 was renumbered to .05 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.06 Continuing Education And Training Requirements.

The Board shall adopt programs for initial training to become licensed and continuing education for licensees as presented by the education coordinator or the Executive Director by October 1 of each year. The Education Coordinator or Executive Director may recommend to the Board the approval or disapproval of courses and classes that meet the requirements for initial training and continuing education credit hours for licensees. Courses, classes or shows desiring approval by the Board shall submit a complete agenda of coursework to include date, time and location and hours to be obtained, no later than October 1 of each year in order to be approved and posted by January 1 on the boards official website.
Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, §34-21A-1, et. seq.
History: New Rule: Filed April 24, 2009; effective May 29, 2009.
Amended: Published October 31, 2019; effective December 15, 2019.
Amended: Published December 31, 2025; effective February 14, 2026.

Ed. Note: Rule .05 was renumbered to .06 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.07 Requirements For Continuing Education.

All licensees, being active or inactive, holding a Basic Level Installers License, Advanced Level I Installers License, Advanced Level II Installers License, Pumpers License, Portable Toilet License and Manufacturers License shall be required to obtain continuing education each year. Alabama Onsite Wastewater Board licensees with a Basic Installer License, a Pumper License, a Manufacturer License, or any combination of the three (3), being Active or Inactive, shall obtain six (6) credit hours of continuing education each calendar year. Licensees with an Advanced Level I License and additional Alabama Onsite Wastewater Board licenses, being Active, Inactive or a shall obtain eight (8) credit hours of continuing education for each calendar year. Licensees holding an Advanced Level II license and additional Alabama Onsite Wastewater Board licenses, being Active, Inactive, shall obtain ten (10) credit hours of continuing education for each calendar year. All licensees holding a portable restroom license being Active, Inactive shall be required to obtain four (4) credit hours of continuing education each year. The Board may require licensees to submit to the Board proof of compliance with the continuing education requirement on an annual basis to allow the Board to maintain its records regarding continuing education attendance of each licensee by submitting as proof a certificate of attendance from the approved training program. All licensees

licensed with the Board shall complete the required continuing education hours prior to receiving a renewal of their license. The failure to complete the minimum continuing education requirements during the year shall prevent the renewal of a license until proof of compliance is submitted in writing to the Board. All restoration fees are applicable.
Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, §34-21A-18.
History: New Rule: Filed April 24, 2009; effective May 29, 2009. **Amended:** Filed August 1, 2012; effective September 5, 2012. **Amended:** Filed June 4, 2013; effective July 9, 2013. **Amended:** Published October 31, 2019; effective December 15, 2019. **Amended:** Published December 31, 2025; effective February 14, 2026.

Ed. Note: Rule .06 was renumbered to .07 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.08 Replacement Licenses.

Applications for replacement licenses may be obtained from the Executive Director or the Alabama Onsite Wastewater Boards website. Applications and appropriate fees must be submitted and reviewed by the Executive Director and/or Board before replacement licenses are issued. Reasons for requesting replacement licenses will be reviewed and taken into consideration by the Board and/or Executive Director when determining whether or not to issue a replacement license.
Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, §§34-21A-1, et seq.
History: New Rule: Filed May 19, 2000; effective June 23, 2000. **Amended (Rule Number Only):** Filed April 24, 2009; effective May 29, 2009. **Amended:** Published October 31, 2019; effective December 15, 2019.

Ed. Note: Rule .05 was renumbered to .07 as per certification filed April 24, 2009; effective May 29, 2009. Rule .07 was renumbered to .08 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.09 Inactive Licenses.

Applications to cause the status of a license to be inactive may be obtained from the Executive Director. Persons holding inactive licenses shall not perform any work under the auspices of being a licensed dealer, installer or pumper. Persons in possession of an inactive license shall maintain educational requirements as set by the Board of Executive Director on a case-by-case basis. Appropriate fees must be submitted as directed by the Board and/or Executive Director for issuance of an inactive license and annual

renewal of the inactive license. Forms and instructions to reactivate the license may be obtained from the Executive Director.
Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, §§34-21A-1, et seq.
History: New Rule: Filed May 19, 2000; effective June 23, 2000. **Amended (Rule Number Only):** Filed April 24, 2009; effective May 29, 2009. **Amended (Rule Number Only):** Published October 31, 2019; effective December 15, 2019.

Ed. Note: Rule .06 was renumbered to .08 as per certification filed April 24, 2009; effective May 29, 2009. Rule .08 was renumbered to .09 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.10 Roster Of Licensees.

Copies of the roster shall be made available from the Executive Director or obtained from the website that shall be updated on a monthly or as needed basis.
Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, §§34-21A-1, et seq.
History: New Rule: Filed May 19, 2000; effective June 23, 2000. **Amended:** Filed September 28, 2004; effective November 2, 2004. **Amended (Rule Number Only):** Filed April 24, 2009; effective May 29, 2009. **Amended:** Published October 31, 2019; effective December 15, 2019.

Ed. Note: Rule .07 was renumbered to .09 as per certification filed April 24, 2009; effective May 29, 2009. Rule .09 was renumbered to .10 per certification published October 31, 2019; effective December 15, 2019.

628-X-3-.11 Military Family Jobs Opportunity Act Applicants.

(1) Pursuant to the statutory requirements found in Act 2018-540, as codified at Code of Ala. 1975, §31-1-6, any applicant for licensure as a basic installer, pumper, manufacture, portable restroom operator who is considered an "eligible individual" under Code of Ala. 1975, §31-1-6(c) shall be issued a license under the following conditions:

(a) he or she must possess a valid license or certificate issued by another state, district, or territory of the United States, or from any branch of the United States Armed Forces, including the National Guard; and

(b) the licensing or certification requirements of the issuing body must be greater than or substantially similar to the

licensure requirements of this board, as determined by the executive director's review; and

(c) the applicant must submit a completed application which documents compliance with the board's licensure requirements. Upon satisfaction of these conditions, the application will be submitted to the executive director for review. Approval will result in the issuance of the appropriate license to the eligible individual allowing him or her to continue working at the same licensure level for one (1) year. All approvals will be reported to the board at its next regularly scheduled meeting.

(2) In the event the applicant's certifying jurisdiction did not promulgate licensure requirements greater than or substantially similar to the certification requirements of this board, as determined by the executive director's review, the applicant will be notified of the specific requirements which must be met prior to receiving licensure from the State of Alabama. In accordance with Code of Ala. 1975, §31-1-6(b)(2), the eligible individual concurrently will be granted a temporary license to continue working in the same field and at the same licensure level for one hundred eighty days (180) days while he or she completes the specific requirements the Alabama Onsite Wastewater Board Chapter 628-X-3 necessary to obtain a license from this board. Subject to the approval of the executive director, such temporary certification period may be extended as necessary to promote the intent of the Military Family Jobs Opportunity Act. All temporary licensing will be reported to the board at its next regularly scheduled meeting.

(3) Any applicant for licensure as a basic installer, pumper, manufacturer or portable restroom operator who is considered an "eligible individual" under Code of Ala. 1975, §31-1-6(c) and who properly submits a request for waiver of the initial license fee shall receive the same within thirty (30) days of the board's receipt of the required documentation for waiver.

(4) A completed application submitted pursuant to this section will be administratively expedited.
Author: Melissa Hines
Statutory Authority: Code of Ala. 1975, §§34—21A—1, et seq.
History: New Rule: Published March 31, 2020; effective May 15, 2020.

628-X-3-.12 Deceased Licensee Waiver.

Upon the death of a licensee of the Alabama Onsite Wastewater Boar, the Board shall allow one qualifying family member, to bypass the experience/time requirements and earn the AOWB license level carried by the deceased. This waiver is

designed to allow a qualifying family member an opportunity to keep the AOWB licensees' business in continuous operation after his/her death. The qualifying family member is required to take AOWB approved training and successfully pass the test for each license level he/she wishes to earn. This waiver can only be used to bypass time/experience requirements up to the level carried by the deceased. If the "experience waiver is used to earn a single license level, both training and successful testing must be completed within 180 days. If multiple license levels need to be earned, the first must be successfully completed in 180 days with with all the remaining completed within 360 days. Failure to do so in the time allotted will disallow the qualified family member from using the waiver. Qualified family members are limited to: surviving spouse, parents, children, step-children and siblings. Relation by both blood and legal adoption qualify. The qualifying family member must notify, in writing, the Alabama Onsite Wastewater Board within 60 days of death of the licensee of their intent to use the waiver and all time requirements begin at the date of the licensees' death.

Author: Melissa Hines
Statutory Authority: 34-21A-1
History: New Rule: Published December 31, 2025; effective February 14, 2026.