



DATE: September 2021
TO: Private Water Systems Contractors
FROM: Rachel L. Townsend, REHS. Administrator, Residential Water and Sewage Program
Bureau of Environmental Health and Radiation Protection
SUBJECT: 2022 Registration for Private Water Systems Contractors

Below please find **Registration Instructions** for different business organization types, the **2022 Registration Application**, the **2022 Registration Bond** form, and the **Continuing Education Reporting Form**.

- A. **Individuals registering as themselves** must register with their given name matching the name on the state-issued identification card or driver's license; **or**
- B. **Registering with a business name (company name, trade name, or fictitious name)** must register with the name matching the business name filed with the Ohio Secretary of State.

WHAT IS NEEDED FOR REGISTRATION?

1. PROOF OF INDIVIDUAL NAME OR BUSINESS NAME.

- a. State-issued identification card or driver's license – a copy must be submitted for only those registering as their Individual (Given) Name – NO COMPANY, TRADE, FICTITIOUS NAMES and NO DBAs (Doing Business As); **or**,
- b. Ohio Secretary of State Business Filing (“B” above)– a copy must be submitted for those registering with a Business Name other than the owner's individual (given) name, that is company, trade, fictitious names, and DBA. Go to the Ohio Secretary of State website at <https://businesssearch.ohiosos.gov/> or call 614-466-3910 for a copy of your company's business filing.

2. APPLICATION FOR REGISTRATION

- a. The contractor must match the state-issued identification card if registering as an individual's given name or match the Ohio Secretary of State business filing if registering as a trade name, fictitious name, or company name.
- b. Must be signed and dated.
- c. Must have a contact name, phone number, and/or email address.

3. REGISTRATION BOND

- a. The contractor name must match the name on the state-issued Identification card or Ohio Secretary of State business filing.
- b. The submitted registration bond must have the original signatures of the company owner and the attorney-in-fact/insurance agent plus the original surety company's corporate seal.
- c. Power of Attorney must be submitted with the registration bond.

4. CERTIFICATE OF LIABILITY INSURANCE

- a. The proof of general liability insurance must only have the contractor's name being registered and the name must match the name on the state-issued identification card.
- b. The Certificate of Liability Insurance must show the insured has a minimum of \$500,000 general liability coverage.

5. CONTINUING EDUCATION REPORTING FORM

- a. Must be completed and submitted with the application. Courses available for continuing education can be found at the following website address:
<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/private-water-systems-program/Continuing>

6. REGISTRATION FEE

- a. A \$250 registration fee, OR
- b. A \$500 registration fee payable for starting work on a private water system before being registered.
- c. Write check to "TREASURER, STATE OF OHIO".

DO NOT START ANY WORK AFTER DECEMBER 31, IF YOU HAVE NOT RECEIVED CONFIRMATION OF YOUR REGISTRATION APPROVAL.

A complete registration application and required documents must be submitted by mail with the registration fee. **Applications will not be accepted by email or hand delivery.**

If a complete 2022 registration application and required documents are not received and you have not completed the 12 continuing education (CE) hours by December 31, 2021, registrations issued in 2021 will automatically expire in accordance with Ohio Administrative Code 3701-28-18 (C)(3). If you were a new registrant in 2021, you must complete six continuing education hours before December 31, 2021 to meet the renewing registration requirements for 2022.

If your registration **EXPIRES** or you are a **NEW REGISTRANT**, you or your company **MAY NOT LEGALLY DO BUSINESS** as a private water systems contractor until such a time as a 2022 registration is issued.

Applications with missing or conflicting information will not be processed for registration until complete and accurate information is submitted. If your application is determined to be incomplete, notification will be sent to the email address provided on the application; if no email address is provided, notification will be mailed to the address on the application.

Should you have any questions about registration, please contact the Residential Water and Sewage Program at (614) 644-7558 or at BEH@odh.ohio.gov.

Ohio Department of Health
2022 Annual Private Water Systems Contractor
Application for Registration

Registration Number

Is the company owner a U.S. Armed Forces service member or veteran, or the spouse or surviving spouse of a service member or veteran? Yes No If yes, see the information on the next page.

COMPLETE THIS DOCUMENT BASED ON THE REGISTRATION GUIDE PROVIDED FOR THE BUSINESS TYPE YOU ARE APPLYING FOR. This application must be accompanied by all required documents as listed on the next page.

Registrant Name (name you are registering as)

Registrant Address

PO Box

City

State

Zip

County

Phone

Fax

Contact Person

E-mail

An application with inaccurate or incomplete information will not be accepted until corrections are made.

Registrant Categories of Work (please check all that apply to your business, must check at least one)

Systems on which you work:

- Wells Ponds Springs Cisterns Hauled Water Storage Tanks EPA Public Water Systems

Type of Well Drilling method, if you drill wells:

- Cable Tool Rotary Bucket Auger Point Well Other: _____

Type of work you do:

- Construction Sealing/ Abandonment Rehabilitation/Disinfection systems Pump/Distribution systems
 Water Treatment/Continuous Disinfection systems

Inspection Services

- Downhole Camera Evaluations Private water systems inspections

The applicant for registration as a private water systems contractor agrees to the following terms and conditions of registration:

1. I/we, have read and reviewed Chapter 3701-28 of Ohio Administrative Code and understand the provisions contained therein.
2. I/we, the undersigned, hereby agree to comply with the state private water system rules, Chapter 3701-28 of the Ohio Administrative Code.
3. I/we, assert that I/we have adequate experience and knowledge to comply with the requirements Chapter 3701-28 of the Ohio Administrative Code.
4. I/we, assert that I/we are not using this registration application to aid or abet an unregistered person to evade the requirements of registration under section 3701.344 of the Ohio Revised Code, that I/we will not allow this registration to be used by an unregistered person, or am acting as an agent, partner, or associate of an unregistered person with the intent to evade the provisions of Chapter 3701-28 of the Ohio Administrative Code.
5. I/we, also acknowledge that registration may be suspended, revoked or denied for violation of any provisions of these rules.
6. I/we also understand that a registration expires on **December 31** of each year unless earlier revoked or suspended, and that annual application for registration must be made to the Ohio Department of Health.

I hereby certify that I have read the terms and conditions and the information provided is true and accurate.

Signature of Owner or Representative (required):

Date:

Printed Name of Owner or Representative (required)

Notice to Applicant – Required Information to Process Your Application

Follow the registration guides provided based on the business type you are filing as:

- A. Individual
- B. Individual with DBA or Doing Business As (fictitious or trade name)
- C. Corporation
- D. Corporation with DBA (fictitious or trade name)
- E. Out of state corporation

All applications must be mailed with the following documents and funds:

1. This **Ohio Department of Health 2022 Annual Private Water Systems Contractor Application for Registration form** completely filled out, signed and dated;
2. **Ohio Secretary of State Business Filing certificates**, or **state-issued identification card** if you do not have an active business or name filing with the Ohio Secretary of State;
 - a. Copies of all current Ohio Secretary of State certificates for company business filing, fictitious name registration, and/or trade name registration (as applicable) if there is an active business filing with the Ohio Secretary of State;
 - b. Copy of the state-issued driver's license or state identification card if you do not have an active business or name filing with the Ohio Secretary of State;
3. Proof of service member or veteran status, as applicable;

The acceptable proof of service member/veteran status documents are: Department of Defense identification card (active, retired, temporary disability retirement list (TDRL)); DD214 military discharge certificate indicating disposition of discharge; Report of separation from the national archives national personnel records center in St. Louis, Missouri; or veterans identification card from the Department of Veteran's Affairs. All acceptable proof documents, except veteran's identification card, must show the veteran status as honorable, general, general under honorable conditions, or discharged or released under conditions other than dishonorable;
4. The **original State of Ohio 2022 Registration Bond Private Water Systems Contractor**;
5. The **Power of Attorney** associated with the 2022 Registration Bond;
6. **Proof of \$500,000 General Liability Insurance**;
7. A **\$250** registration fee payable by check or money order written to **Treasurer, State of Ohio**; **OR** A **\$500** registration fee payable for registration applications submitted after starting work on a private water system in 2021 as required in Ohio Administrative Code Rule 3701-28-18(B)(1)(a).
8. The **Continuing Education Reporting Form** must be completed and submitted with the application packet.

Registration is due by December 31, 2021

Incomplete applications **will not be** processed until all required information is received.

Registration Mailing and Contact Information:

Mail completed packets to:

Ohio Department of Health
BEHRP Private Water Systems
P.O. Box 15278
Columbus, Ohio 43215-0278

Questions or need forms??

Contact the Residential Water and
Sewage Program at (614)644-7558
or email at BEH@odh.ohio.gov

Forms, instructions and more information is posted on the program website at:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/private-water-systems-program/info-for-contractors/>.

Registration Number

Bond Number

State of Ohio
2022 Registration Bond for
Private Water Systems Contractors

Ohio Department of Health use only

Power of attorney attached

Owned By

(Check one)

- Individual
Partnership
Corporation

REGISTRANT NAME:

MAILING ADDRESS:

MAILING ADDRESS 2:

CITY, STATE, ZIP:

As Principal, and Surety Company
is/are authorized to do business in the State of Ohio, as Surety. The Principal and Surety are bound to an aggrieved party in the sum of

- ten thousand dollars (\$10,000)
twenty thousand dollars (\$20,000)

the payment of which is to be made as provided below. The Principal and Surety hereby bind to themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

Bond Effective Date:

The above Principal has applied to the Ohio Department of Health for a registration to be a private water systems contractor in the State of Ohio as provided in Ohio Revised Code (R.C.) 3701.344 (B)(3) and Ohio Administrative Code (O.A.C.) 3701-28-18, The registration expires on the 31st day of December, 2022.

If the above Principal shall comply with all laws and rules relating to the construction, alteration, repair, service, or abandonment of private water systems, and any amendments thereto, and shall save and keep harmless the State of Ohio and any person who may be aggrieved by the violation of any of the aforesaid laws or rules from the consequence of any and all acts done by said Principal. This obligation shall remain in full force and effect until December 31, 2022 and will be null and void after that date.

PROVIDED, HOWEVER, that this bond is executed subject to the following expressed conditions and limitations:

- 1. The Surety Company may cancel this bond at any time by giving written notice to the Ohio Department of Health ninety (90) days prior to the effective date of cancellation in accordance with OAC rule 3701-28-18 (D)(2), effective January 1, 2020. Any such cancellation shall release the Surety from liability for any subsequent acts of the Principal; provided, however, the Surety shall remain liable for any and all acts of Principal covered by this bond up to the date of cancellation.
2. The aggregate of liability of the Surety Company shall in no event exceed the sum of this Bond, regardless of the number of claims that may be filed hereunder. The sum of this bond shall be available for payment of violations for the 2022 registration year.
3. This bond shall be for the benefit of any aggrieved party for damages incurred as a result of a violation of OAC Chapter 3701-28, as provided by OAC 3701-28-18 (B)(1)(d) effective January 1, 2020.

Registrant Name (required - print name)

Owner/Representative Name (required - print name)

Signature of Owner/Representative (required)

Surety Company Name:

Address:

City, State, Zip:

Surety Company Phone:

Attorney-in Fact or Insurance Agent Name (required - print name)

Attorney-in-Fact or Insurance Agent Signature (required)

Instructions for preparation:

- 1. Impress/affix Seal of Surety Company
2. Attach corresponding Power-of-Attorney form for Attorney-in-fact
3. Make sure Principal (contractor company representative) signs in appropriate location.

(Place Bonding Corporation Seal Above)

Registrant Name

ODH Registration Number

Continuing Education Reporting Form

In order to renew as an Ohio Registered Private Water Systems Contractor in 2022, a total of twelve (12) Continuing Education hours must be obtained between January 1, 2020 and December 31, 2021 to meet the registration continuing education requirements for both 2021 and 2022 as required in the OAC 3701-28-18(B)(1)(g) and the Director of Health's Journal Entry dated October 10, 2020. If you were a new registrant in 2021, you must have obtained six (6) continuing education hours before December 31, 2021 to register for 2022.

I/Representatives of my company have met the Continuing Education requirement by:

_____ Completing 12 hours online training/attending conferences which were preapproved for private water systems contractor continuing education credit by ODH for 2021 and/or 2022 Registration. **(Not applicable for new registrants in 2021.)**

_____ Completing six hours online training/attending conferences which were preapproved for private water systems contractor continuing education credit by ODH during 2021 for the 2022 Registration. **(Applicable only for new registrants in 2021.)**

_____ Holding a current Class A, I, II, III, or IV public water systems operator certification from Ohio EPA as authorized under Chapter 3745-7 of the Administrative Code. **I have included a copy of this certification.**

_____ Holding a current status as a Water Quality Association certified water specialist (CWS), certified installer (CI), certified service technician (CST), master water specialist (MWS), or master service technician (MST). **I have included a copy of this certification.**

_____ Holding a current status as a National Groundwater Association certified well driller (CWD), certified pump installer (CPI), or master groundwater contractor (MGWC). **I have included a copy of this certification.**

Information about the courses available for continuing education credit can be found on the Ohio Department of Health website at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/private-water-systems-program/Continuing>.