

## SECTION .0400 - CERTIFICATION BY EXAMINATION

### 15A NCAC 27 .0401 SUBMITTAL AND PROCESSING OF APPLICATIONS FOR EXAMINATIONS

- (a) An applicant for certification as a well contractor shall submit a complete application for certification by examination to the Commission with the appropriate fee(s) and, if applicable, proof of completion of coursework as provided in Rule .0301(e) of this Chapter.
- (b) Upon receipt of the complete application by the Commission, the application shall be reviewed for eligibility to take the examination.
- (c) If the Commission determines that the applicant is eligible for examination:
- (1) Level A applicants required to complete a field observation shall be notified by the designee(s) in writing to schedule a field observation. Once a field observation is successfully completed by the applicant the designee(s) shall notify the applicant in writing of his or her assignment to the next scheduled examination or requirement for an out-of-cycle examination. A successfully completed field observation will count toward the application requirements for up to 60 months; and
  - (2) All other approved applicants shall be notified in writing of their assignment to the next scheduled examination. The notification shall advise the applicant of the date, time and place of the examination and the required grade for passing the examination. The assigned examination must be at least 30 days after the date of application approval.
- (d) If the designee(s) of the Commission determines that the applicant is not eligible for examination, the designee(s) shall notify the applicant in writing and advise of the reason for ineligibility. Upon learning of ineligibility, the applicant may request a meeting with the Commission, relative to the ineligibility, if the applicant so desires. Such requests must be in writing and shall be submitted no later than 30 days following the date of receipt of the letter of notification. The Commission shall review the request and grant or deny it no later than the second Commission meeting following receipt of the request. The applicant shall be given written notice of the decision to grant or deny the request and the reasons therefore.
- (e) Any applicant who knowingly supplies false information on the application for certification for the purpose of gaining eligibility, shall be ineligible for the examination and must forfeit the annual and examination fees. Applicants who have intentionally supplied false information must also wait 12 months before being eligible to resubmit an application for certification.

*History Note: Authority G.S. 87-98.6; 87-98.9; 143B-301.11;  
Temporary Adoption Eff. December 15, 1998;  
Eff. August 1, 2000;  
Amended Eff. May 1, 2011; May 1, 2008.  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*