



Certified Backflow Technician Initial Application

Instructions:

1. Please type or neatly print in the applicable fields.
2. All statements made in this application are subject to investigation by the Ohio Department of Commerce, Division of Industrial Compliance, Licensing Section.
3. Submit the completed application and experience verification documents, using one of the following methods:
 - a. Email: BCCTrade@com.ohio.gov; or
 - b. Upload the application to the [Commerce Web Portal](#)
 - i. If you do not already have an account, you will need to create one.

Note: if you need instructions for submitting an application, uploading documents or registering for an account, please see the [Commerce Web Portal User Guide](#).

4. Must be completed by applicant.

Applicant Information			
First Name:	Middle Initial:	Last Name:	
Phone Number:	Email Address:		
Street Address:			
City:	State:	Zip Code:	County:
Union Affiliation (if any):			
<input type="checkbox"/> Journeyman <input type="checkbox"/> Local _____ <input type="checkbox"/> Apprentice _____			
Trade (please include your license number, if applicable):			
<input type="checkbox"/> Plumbing <input type="checkbox"/> Hydronics <input type="checkbox"/> Fire Sprinkler			
OCILB or State Fire Marshal License # _____			
OEPA- License Class I distribution or water treatment operator license # _____			

Backflow Technician Certificate Classification

Three classes of Backflow Technician Certificates may be issued by the Division:

- **Class A certified backflow technicians** are authorized to perform installation, testing, or repair of any isolation backflow prevention device in the state.
- **Class B certified backflow technicians** are authorized to perform installation, testing, or repair of any isolation backflow prevention device in the state located within a lawn irrigation process piping system.
- **Class C certified backflow technicians** are authorized to perform installation, testing, or repair of any isolation backflow prevention device in the state that is owned by the public water system.

What Class of Backflow Technician Certificate are you applying for?

- Class A
- Class B
- Class C

Work Experience

List at least five years' experience relevant to backflow technician work, as follows:

- Class A Applicants: Employment with a licensed Plumbing Contractor, Hydronics Contractor, or Fire Protection Company certified by the Ohio State Fire Marshal.
- Class B Applicants: Employment with a Lawn Irrigation Company.
- Class C Applicants: Employment with a Water Purveyor.

If you do not have at least five years' experience as set forth above (or in addition to that provided), you may list other relevant experience related to the performance of backflow technician duties.

Documentation:

You must provide copies of your tax records (i.e., W-2, 1099, Schedule C Form 1040) or other acceptable documentation (i.e., degree certificate, school transcript, certificate of completion) demonstrating at least 5 years' total experience to assist with verification of your experience and education. **Please redact/black-out social security numbers and taxpayer identification numbers.**

When explaining your job duties, please provide sufficient detail to enable the Division of Industrial Compliance’s licensing section and the Superintendent to evaluate your qualification for certification as a backflow technician.		
Current / Most Recent Employer:		
Period of Employment: Start: _____ End: _____		
Employer’s Street Address:		
Employer’s City:	Employer’s State:	Employer’s Zip Code:
Employer’s Phone:	Employer’s Email:	
Job Classification/Title:		
Duties (<u>please provide sufficient details as previously indicated</u>):		
OCILB License #	Fire Protection Company #	
Next Most Recent Employer:		
Period of Employment: Start: _____ End: _____		
Employer’s Address:		
Employer’s City:	Employer’s State:	Employer’s Zip Code:
Employer’s Phone:	Employer’s Email:	

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Job Classification/Title:		
Duties (<u>please provide sufficient details as previously indicated</u>):		
OCILB License #	Fire Protection Company #	
Second Most Recent Employer:		
Period of Employment:		
Start:		End:
Employer's Address:		
Employer's City:	Employer's State:	Employer's Zip Code:
Employer's Phone:		Employer's Email:
Job Classification/Title:		
Duties (<u>please provide sufficient details as previously indicated</u>):		
OCILB License #	Fire Protection Company #	
Other Experience / Additional Information:		

If additional space is needed, please complete a second form with additional work history and submit the two forms together.

Acknowledgement
Please read and sign below.

I, the above-named applicant, hereby affirm that the information contained in this certified backflow technician application form is true and accurate to the best of my knowledge:

*(**Important** Signing the document may prevent further editing. Complete all other portions of the document prior to signing the form)*

Signature:

Date:

Office Use Only

Determination:

<input type="checkbox"/> Approved	<input type="checkbox"/> More Information Needed	<input type="checkbox"/> Denied
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Advisory Board Decision:

Comments:

Certified Backflow Technician Application Process

- Applicant uploads the application to the [Commerce Web Portal](#) or emails application to the Division of Industrial Compliance and pays a one-hundred dollar (fifty dollar application fee + fifty dollar examination fee) non-refundable fee [online](#).
- Application is reviewed by the Superintendent's Designee and/or the Division's Licensing Section and a determination is made on the application.
 - Please Note: Applications may be presented to the Backflow Advisory Board for a determination on the application. The Backflow Advisory Board meets quarterly (March, June, September, and December).
- Decision:
 - Approved: an approval letter will be submitted to the applicant along with a list of training agencies approved for required backflow technician training.
 - More Information Needed: applicant will be contacted to request additional information if the Superintendent's Designee/Section finds the application fails to provide sufficient information to make a determination.
 - Denied: if the applicant fails to demonstrate sufficient experience to meet the requirements for certification as a backflow technician under Rule [1301:3-7-02](#) of the Ohio Administrative Code, a denial letter will be submitted to the Applicant.
- Backflow Technician Training Course(s)
 - Approved applicants attend one of the authorized backflow technician training courses.
 - Upon successful completion of the course, the applicant will receive a certificate of proficiency from the course administrator.
- Backflow Technician Examination
 - Date:
 - The Backflow Technician Examination is generally given on the 3rd Monday of the month, unless a holiday falls on or is being observed on that day. In which case the examination will be given on the following day. Please visit the [Backflow Technician Exam](#) page of our website for a list of available exam dates.
 - Location:
 - Division of Industrial Compliance
6606 Tussing Rd.
Reynoldsburg, Ohio, 43068-9009
 - Times:
 - Doors will open at 9:30 A.M. with the test beginning at 10:00 A.M. and ending at 12:00 P.M.; or
 - Doors will open at 12:30 P.M. with the test beginning at 1:00 P.M. and ending at 2:00 P.M.

- Examination Reservations:
 - Please contact the Division at 614-644-2223, option 2 or BCCTrade@com.ohio.gov to reserve an examination date and time.
- Requirements on day of examination:
 - Examinees **MUST** bring the following on the day of the test:
 - Certificate of proficiency
 - Photo identification
- Passage criteria:
 - A score of 70% or higher on the examination is required to pass. Examinees will be notified of the results of the examination by letter.
- Certification Fee:
 - Individuals that pass the examination will receive an invoice for the \$75.00 certification fee. Upon payment of the certification fee, a 3-year Backflow Technician Certificate will be issued to the individual and it will also be added to their portal (available online).