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“Working towards a healthy and safe Putnam County”

Property Owner Service Provider Registration Instructions

Please follow the instructions below to register as a property owner service provider. As stated in Ohio Administrative Code (OAC) 3701-29-03, you must pass the STS exam and register as a service provider to perform the evaluation, maintenance, or any repairs to your household sewage treatment system. An application for registration shall be made to the board of health as well as proof of compliance with testing requirements. The board of health waived the registration fees, liability insurance, surety bond and continuing education requirements for property owner service provider registrations in Putnam County.

Step 1: Log on to the **Operator Training Committee of Ohio** website at <https://otco.org>

Step 2: Click on the **SEWAGE TREATMENT SYSTEM (STS) PROGRAM** link

SEWAGE TREATMENT SYSTEMS (STS) PROGRAM



The Operator Training Committee of Ohio, Inc. administers this program under the direction of the Ohio Department of Health.

STS PROGRAM INFO

Step 3: Follow the online instructions for the **STS ONLINE EXAM INFORMATION (\$65 EXAM FEE)**

STS ONLINE EXAM INFORMATION (\$65 EXAM FEE)

Step 4: The exam is open book and consists of 75 questions. A minimum of 3 hours will be provided to take the exam. A passing score of 75% or greater is required. You will have 5 attempts to pass the exam at no additional charge. Currently, the Putnam County Health Department does not offer testing on-site. The test will need to be completed online. Submit the certificate, along with the Property Owner Service Provider Application to the Putnam County Health Department.

FACTS AND MATERIALS



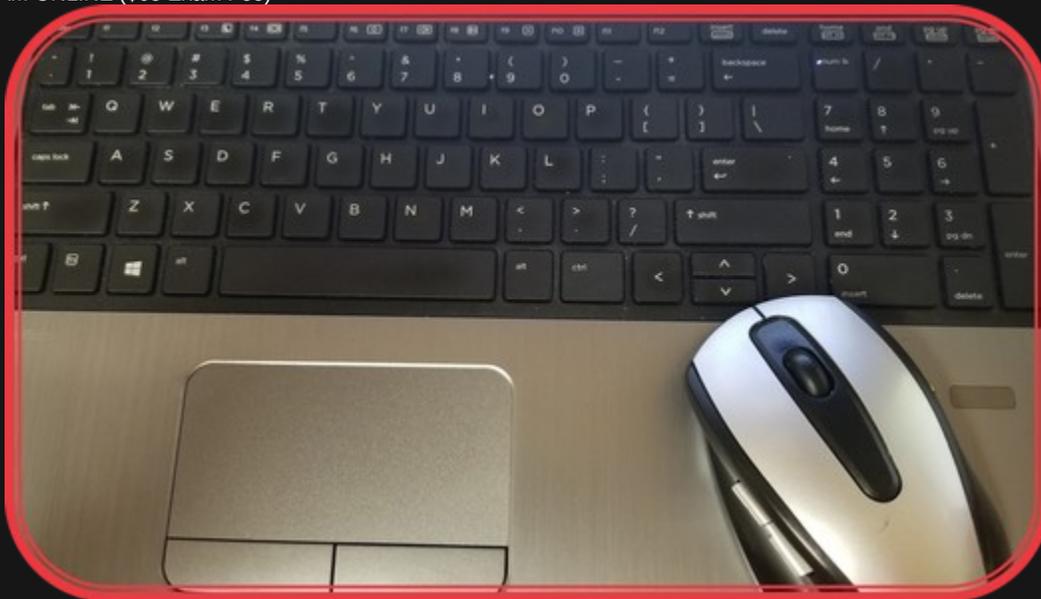
EXAM FACTS

Open book online test with 75 questions.

1. [CLICK HERE](#) for a copy of the STS rules.
2. You will have 3 hours to take the open book test.
3. The test will be available through three entities: Local Health Districts, OhioTrain, and OTCO.

[CLICK HERE FOR EXAM MATERIALS - OAC 3701-29](#)

TAKE THE STS EXAM ONLINE (\$65 Exam Fee)



You have up to 5 attempts to complete the exam at no charge.

For questions regarding the OTCO on-line or paper exams, contact:
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[CLICK HERE TO TAKE THE EXAM](#)