



RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
Onsite Wastewater Treatment Program
Office of Water Resources, Room 260
235 Promenade Street, Providence, RI 02908-5767



APPLICATION FOR RENEWAL OF OWTS DESIGNER LICENSE CLASS I or CLASS IV*

To begin license term 2018, 2019, 2020

*IMPORTANT NOTICE REGARDING RENEWAL OF CLASS IV LICENSES

If a person holds both a Class I and a Class IV license they will expire if they are not renewed by 12/31/17.

Class IV licenses held with a Class II or III license will require renewal by 12/31/18.

Class IV licenses held individually will require renewal by 12/31/19.

ADMINISTRATIVE PROCESSING

Upon receipt of this completed form and required fee, your application will be reviewed for completeness and compliance with Rule 11 of the OWTS Rules. Upon completion of this review, you will receive written acknowledgement of the disposition of the renewal of your license, in the form of a notice of renewal, or a notice of expiration with the reason for the expiration. Any valid license, for which a renewal application is submitted on or before December 31, 2017, shall be considered valid unless otherwise indicated in the disposition acknowledgement.

NOTE that there is **NO GRACE PERIOD**. If as of January 2, 2018, an application for renewal of a Class I license (or for a Class IV license held by a person who also holds a Class I license) is not received by this office the license(s) will be expired.

INSTRUCTIONS

- Provide **all** the information requested below **and** on the reverse of this form.
- Return this completed form, and the appropriate fee (**Payable to: the Rhode Island General Treasurer**) to the address above by December 31, 2017. **Forms that are post-marked or received by drop-off at RIDEM after December 31, 2017 will be late renewals and a late fee will be due.**
- **Renewal of both Designer and Soil Evaluator Licenses**
If you are renewing a Class I and a Class IV license, **you must submit a separate form and appropriate fee for each license.**
- Retain a copy of this form and continuing education documentation submitted in support of this application.
- A checklist is provided on the reverse to assist your compilation of all material necessary for the processing of this license renewal application.

Renewal Fee			
License Class	Expiration	Renewal Term	Fee
Class I	12/31/2017	3 Year 2018, 2019, 2020	\$150.00 Late fees: Under 1 year expired = \$100 1 - 2 years expired = \$200 2 - 3 years expired = \$300
Class IV <i>with</i> a Class I	12/31/2017	3 Year term: 2018, 2019, 2020	\$300 (\$150.00 for each license) Late fees (for each license): Under 1 year expired = \$100 1 - 2 years expired = \$200 2 - 3 years expired = \$300

CONTINUING EDUCATION UNIT (CEU) DOCUMENTATION

Please list workshops, seminars, courses or other events, attended toward the requirement of twelve (12) CEUs for the last three year term, or according to the formula four (4) "CEUs" per year since the license was renewed or issued, if held for less than three (3) years *and* attach proof of attendance for each event listed.

SURPLUS CEUs

A MAXIMUM of 4 surplus CEUs from the next renewal cycle (2018, 2019, 2020) may be used for the following renewal (at the end of 2023).

Hours from an eligible event apply toward license renewal only if the hours were earned after the applicable license was *issued*.

Soil science related workshops, seminars, courses or other events are eligible for continuing education credit for Class I licenses unless specifically limited in the notice of DEM credit (soil science related college-level semester length courses satisfy a twelve-CEU requirement).

Event Title	Date(s)	Event Sponsor	Continuing Education Credit (CEUs)

I hereby certify that I continue to hold the professional license(s) required as a minimum qualification to obtain the designer's license in accordance with Rule 10 and that such license(s) is (are) not expired or suspended.

DESIGNER LICENSE NUMBER SIGNATURE

BUSINESS ADDRESS- Or address & phone you want posted to the RIDEM website	HOME ADDRESS - If you want this posted to DEM website, write it in space at left!
BUSINESS PHONE WITH AREA CODE ()	HOME PHONE WITH AREA CODE ()
BUSINESS EMAIL	HOME EMAIL

TAX CERTIFICATION

Any person applying for any license or permit to conduct a business or occupation within Rhode Island or any person renewing a motor vehicle operators license or motor vehicle registration within Rhode Island must have filed all required state tax returns and paid all taxes due the state or must have entered into a written installment agreement to pay delinquent state taxes that is satisfactory to the Tax Administrator.

I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have either paid all taxes due the state or have entered into a written installment agreement with the Rhode Island Division of Taxation.

APPLICANT'S SIGNATURE

DATE

Submission Check List	<input checked="" type="checkbox"/>
Professional license(s) required as a minimum qualification to obtain the designer's license in Rule 10.2 in good standing	<input type="checkbox"/>
Proper Fee	<input type="checkbox"/>
Documentation of Continuing Education 4 "CEUs" Required for each year license was held Indicate in table and attach documentation	<input type="checkbox"/>
Soil Evaluations past due (beyond 90 days of the date of the work) in accordance with Rule 15. Attach Soil Evaluations past due	<input type="checkbox"/>
Certificates of Construction and As-builts Include CoCs and As-builts past due	<input type="checkbox"/>
Sign Tax Certification	<input type="checkbox"/>