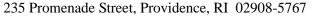
For office use only	Application			
Application number	Date	Amount	Ck.No	Note



RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Onsite Wastewater Treatment Program
Office of Water Resources



Tel. (401) 222-3961; Email: DEM.OWTS@dem.ri.gov; Web: www.dem.ri.gov/septic



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

Beginning License Term 2021, 2022, 2023

*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 12/31/20.

Class IV licenses held with a Class II license will require renewal by 12/31/21.

Class IV licenses held individually will require renewal by 12/31/22.

ADMINISTRATIVE PROCESSING

Upon receipt of this form and required fee, your application will be reviewed for completeness and compliance with OWTS rule 6.12. Upon completion of this review, you will receive either a renewal letter or a notice of deficiency. Any valid license, for which a renewal application is submitted (hand-delivered, or post-marked) on or before December 31, 2020, shall be considered valid unless otherwise indicated in a notice of deficiency.

NOTE that there will be **NO GRACE PERIOD**. If as of January 2, 2021, an application for renewal of a Class I license is not received by this office, the license will be expired. **Application for <u>renewal of an expired license</u> will require submission of a <u>late fee</u> in accordance with rule 6.12(C) and the fee schedule in rule 6.54(B). If you apply for renewal after December 31, 2020, a late fee applies. Please consult the table below to establish the applicable late fee according to the time that has elapsed since your license expired.**

IMPORTANT NOTE REGARDING LICENSE EXPIRATION

- →OWTS rule 6.12(A) prohibits an individual with an expired license to practice as a Licensed Designer or Soil Evaluator.
- If you expect to perform soil evaluations after 12/31/20 plan accordingly.

INSTRUCTIONS

- Provide **all** the information requested below **and** on the reverse of this form.
- Return this completed form, all required supplemental material and the correct fee* (<u>Payable to: the Rhode Island General Treasurer</u>) to the address above by December 31, 2020, to avoid expiration and assessment of a late fee.
- Keep 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 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.

License Class	Expiration	Renewal Term	Regular Fee	Late Fee
Class I	12/31/2020	3 Year 2020, 2021, 2022	\$150	Under 1 year expired = \$100 Total = \$250 1 - 2 years expired = \$200 Total = \$350 2 - 3 years expired = \$300 Total = \$450
Class I with a Class IV	12/31/2020	3 Year term: 2020, 2021, 2022	\$300 (\$150.00 for each license)	Under 1 year expired = \$100 Total = \$400 1 - 2 years expired = \$200 Total = \$500 2 - 3 years expired = \$300 Total = \$600

^{**} Please provide with this application, any soil evaluations that are past-due per rule 6.16 which details submission requirements for soil evaluations.

In the table below, list workshops, seminars, courses, and online courses attended toward the renewal requirement of 12 CEUs for the 3-year licer issued or last renewed and attach proof of attendance for each event year renewal cycle if there is 1 year between the two dates on whitp://dem.ri.gov/programs/benviron/water/licenses/isds/pdfs/owts-ceu-osurplus CEUs If you are applying surplus CEUs from your last renewal, attach a copy this renewal. The maximum surplus that may be used for the renewal immediately four (4) CEUs. Soil science related college-level, semester length courses in which a pacopy of the grade report.	(up to 50% of reconsection of	o19, 2020, or 4 CEUs per year since y report the same course more than one ended. *Approved online course list application form, indicating the CEUs e-year term during which the surplus	our license was ce within one 3- is available at to be applied to was acquired is	
Event Title	Date(s)	Event Sponsor	CEUs	
A. Certification of Required Professional Credential(s) ☐ I hereby certify that I continue to hold the professional license(s) required as a minimum qualification to obtain the designer's license identified below, in accordance with OWTS rule 6.11 and that such license(s) are not expired or suspended. B. Certification of Fulfillment of Rhode Island Tax Obligations Any person applying for any license or permit to conduct a business or occupation within Rhode Island or any persons renewing a motor vehicle operator's license or motor vehicle registration with 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. I, the undersigned, certify that sections A. and B. checked (☑) above in this box are true.				
PRINT NAME (above line) SIGNATURE (above line)		LICENSE NO. (above line) D	ATE (above line)	
BOX 3 BUSINESS ADDRESS (to be posted to the RIDEM website)		ITIAL ADDRESS		
BUSINESS PHONE WITH AREA CODE () BUSINESS EMAIL	RESIDENTIAL PHO	NE WITH AREA CODE		
☑ Submission Check List				

BUSINE	ESS EMAIL		RESIDENTIAL EMAIL
☑ Su	ubmission Check List		
☐ Pro	oper Fee (\$150), and late fee if submitted after 12/31/20 (see Fee Table on reve	rse)	
□ ВО	BOX 1. Documentation of Required of Continuing Education Units "CEUs" – Record in table above AND attach documentation		
□ ВО	BOX 2. Sections A and B checked certifying to required professional credentials and fulfillment of Rhode Island tax obligations.		
□ВО	BOX 3. Business contact information. This will be posted to the RIDEM website.		
□ВО	BOX 4. Residential contact information. This is used to mail material to a licensee when mail sent to the business address is returned undeliverable.		
	Soil Evaluations past due (beyond 90 days of the date of the work) according to provisions of rule 6.16 Attach Soil Evaluations past due or explanation for each that has not been submitted		