



DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

OFFICE OF WATER RESOURCES 235 Promenade Street, Providence, Rhode Island 02908

TO: Name

FROM:

Deb Knauss Office of Water Resources *E-mail*: <u>deb.knauss@dem.ri.gov</u> *Phone*: (401) 222-4700, extension 7612 *Fax*: (401) 222-3564

DATE: October 31, 2019

RE: Renewal of your Class IV (Soil Evaluator) License LICENSE

The current three-year term (2017, 2018, 2019) for Class IV licenses held by individuals **who do not** also hold a Class I, II, or III license, <u>or</u> who **did not** hold one of these licenses at the time the Class IV license was issued, will end at midnight of December 31, 2019. Renewal is required before then to maintain your license status as active.

A. <u>Renewal Application Form</u>

The enclosed Renewal Application Form is for Class IV licenses held by people who **do** <u>not</u> also have a Class I, II, or III license, or who did not have one of these licenses at the time their Class IV license was issued.

This form is available from the RIDEM website.

- 1. At RIDEM home (http://www.dem.ri.gov/), select the vertical tab labeled Permits & Licenses near the upper right of the screen.
- 2. From beneath "Permits/Licenses" (the list of links near the upper right of the screen) select "Septic (ISDS/OWTS) Licensing".
- 3. Scroll down and select from the wide center portion of the screen, select "OWTS Licensing Forms".
- 4. The attached renewal application form will be available as a link titled "2019 Class IV Renewal Application Form".

B. Soil Evaluations

Please submit any Soil Evaluations that are currently past due per OWTS rule 6.16.

C. Continuing Education Units (CEUs)

The number of CEUs needed to renew your license is 4 CEUs *multiplied by* the number of years since your license was issued or last renewed (the **maximum number of CEUs required is 12**). List the events you attended and their associated CEUs on the reverse of the Renewal Application Form and attach copies of certificates of attendance for these events.

If you need CEUs, information on Continuing Education is available on the RIDEM website. From RIDEM home (<u>http://www.dem.ri.gov/</u>):

- 1. Select the vertical tab near the upper right of the screen labeled "Permits & Licenses".
- 2. From the list of links beneath "Permits/Licenses" near the upper right of the screen, select "Septic (ISDS/OWTS) Licensing".
- 3. From the list of links beneath "OWTS Licensing Resources" near the upper right of the screen, select "Continuing Education Opportunities". At this screen, you will find:
 - The Schedule of New England Onsite Wastewater Training Program at URI's Courses
 - Approved online CEU Opportunities. RIDEM will accept <u>up to 50% of the required CEUs from online sources</u>. If you wish to use online training that is not on the list, submit a completed CEU Assessment Request Form (also available at this screen).
 - CEU Assessment Request Form. Use this form to request RIDEM review of events for potential CEU value.

Surplus CEUs

Surplus CEUs obtained during the 2017, 2018, 2019 term, may be applied to this renewal.

A maximum of 4 CEUs from the ending three-year term (2017, 2018, 2019) may be used at the end 2022.

A maximum of 4 CEUs from the next three-year term (2020, 2021, 2022) for use at the end 2025.

Re-taking Classes

You may list the same class more than once on the same Renewal Application Form if there is at least one year between the dates on which you attended the class.

D. If you do not renew - license expiration

If RIDEM has not received your completed Renewal Application Form by January 2, 2020, your license will expire effective midnight December 31, 2019. If your license expires, you will receive a letter informing you of this and also how this affects your activities as a soil evaluator. The expiration of a soil evaluator's license does not affect the validity of soil evaluations prepared by that soil evaluator. However, if your license expires you may not perform soil evaluations or submit applications to RIDEM for soil evaluations, **until your Class IV license is renewed**.

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 evaluation after 12/31/19 plan accordingly.

If your license expires you may not perform soil evaluations or submit applications to RIDEM for soil evaluations, until your Class IV license is renewed!

Renewal of Your License Following Expiration: The 2019 Cl-IV License Renewal Application Form is available from the RIDEM website.

- 1. At RIDEM home (http://www.dem.ri.gov/), select the vertical tab labeled Permits & Licenses near the upper right of the screen.
- 2. From beneath "Permits/Licenses" (the list of links near the upper right of the screen) select "Septic (ISDS/OWTS) Licensing".
- 3. Scroll down and select from the wide center portion of the screen, select "OWTS Licensing Forms".
- 4. The attached renewal application form will be available as a link titled "2019 Class IV Renewal Application Form".

If you apply for renewal of an expired license, a <u>late fee</u> is required per rule 6.12 and rule 6.54, *in addition to* the renewal application fee of \$150.00. Late fees are assessed as follows:

Submission Date	License Renewal Late Fees (due in addition to renewal application fee of \$150.00)		
1/1/20 to 12/31/20	<1 year expired	A late fee of \$100 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$250).	
1/1/21 to 12/31/21	1-2 years expired	A late fee of \$200 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$350).	
1/1/22 to 12/31/22	2-3 years expired	A late fee of \$300 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$450).	
After 12/31/22	Expired over 3 years = License cannot be renewed; exam must be taken		

A	pplication
D	ate

Amount

RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT



Onsite Wastewater Treatment Program

Office of Water Resources

235 Promenade Street, Providence, RI 02908-5767 Tel. (401) 222-3961; Email: <u>DEM.OWTS@dem.ri.gov</u>; Web: <u>www.dem.ri.gov/septic</u>

APPLICATION FOR RENEWAL OF OWTS DESIGNER LICENSE <u>CLASS IV</u>

Beginning License Term 2020, 2021, 2022

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, 2019, 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, 2020, an application for renewal of a Class IV 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, 2019, 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 12/31/19 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</u> <u>Treasurer</u>) to the address above by December 31, 2019, 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 Application Fee – Including Late Fee Information				
Submission Date	Fee			
Before 12/31/19	\$150.			
LATE FEE Add the applicable late fee (as indicated below), to the renewal application fee of \$150				
Submission Date	Fee(s)			
1/1/20 to 12/31/20	A late fee of \$100 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$250).			
1/1/21 to 12/31/21	A late fee of \$200 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$350).			
1/1/22 to 12/31/22	A late fee of \$300 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$450).			
After 12/31/22	Expired over 3 years = License cannot be renewed; exam must be taken.			

SOIL EVALUATIONS PAST DUE

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

BOX 1 CONTINUING EDUCATION UNIT (CEU) DOCUMENTATION

In the table below, list workshops, seminars, courses, and online courses (up to 50% of required CEUs may be obtained online*) or other events, attended toward the renewal requirement of 12 CEUs for the 3-year license cycle 2017, 2018, 2019, or 4 CEUs per year since your license was issued or last renewed *and* attach proof of attendance for each event listed. You may report the same course more than once within one 3-year renewal cycle if there is 1 year between the two dates on which it was attended. *Approved online course list is available at http://dem.ri.gov/programs/benviron/water/licenses/isds/pdfs/owts-ceu-opp.pdf.

Surplus CEUs

If you are applying surplus CEUs from your last renewal, attach a copy of that renewal application form, indicating the CEUs to be applied to this renewal.

The **maximum surplus** that may be used for the renewal immediately following the three-year term during which the surplus was acquired is four (4) CEUs.

Soil science related college-level, semester length courses in which a passing graded was earned satisfy a 12-CEU requirement; attach a copy of the grade report.

Event Title	Date(s)	Event Sponsor	CEUs

BOX 2

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) DATE (above line)				
BOX 3 BUSINESS ADDRESS (to be posted to the RID	EM website)	BOX 4 RESIDENTIAL ADDRESS				
BUSINESS PHONE WITH AREA CODE		RESIDENTIAL PHONE WITH AREA CODE				
BUSINESS EMAIL		() RESIDENTIAL EMAIL				
Submission Check List						
Proper Fee (\$150), and late fee if submitted after 12/31/19 (see Fee Table on reverse).						
BOX 1. Documentation of Required of Continuing Education Units "CEUs" – Record in table above AND attach documentation						
BOX 2. Sections A and B checked certifying to required professional credentials and fulfillment of Rhode Island tax obligations.						
BOX 3. Business contact information. This will be posted to the RIDEM website.						
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						