APPLICATION FOR RENEWAL OF OWTS DESIGNER LICENSE
CLASS IV*

Beginning License Term 2023, 2024, 2025

ADMINISTRATIVE PROCESSING
Upon receipt of this form and required fee, your application will be reviewed for completeness and compliance with Rule 6.12 of the OWTS Rules. 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 31st, 2022, shall be considered valid unless otherwise indicated in a notice of deficiency.

IMPORTANT NOTE REGARDING LICENSE EXPIRATION

 The Rules and Regulations have been updated as of December 28th, 2021.
 OWTS Rule 6.12.1 prohibits an individual with an expired license to practice as a Licensed Designer or Soil Evaluator.
 If you expect to perform soil evaluations after 12/31/22 plan accordingly.

INSTRUCTIONS
• Provide all the information requested below and on the reverse of this form.
• Review updated CEU policy.
• Return this completed form and the appropriate fee (Payable to: the Rhode Island General Treasurer) to the address above by December 31st, 2022, to avoid expiration of your license and assessment of a late fee.
• Keep a copy of your completed Renewal Application 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

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>Fee (per license)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 12/31/22</td>
<td>$150.</td>
</tr>
</tbody>
</table>

LATE FEE

For each license, add the applicable late fee (as indicated below), to the renewal application fee of $150 per license

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>Fee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/22 to 12/31/23</td>
<td>A late fee of $100 is required in addition to the renewal application fee of $150: (Total fee = $250).</td>
</tr>
<tr>
<td>1/1/23 to 12/31/24</td>
<td>A late fee of $200 is required in addition to the renewal application fee of $150: (Total fee = $350).</td>
</tr>
<tr>
<td>1/1/24 to 12/31/25</td>
<td>A late fee of $300 is required in addition to the renewal application fee of $150: (Total fee = $450).</td>
</tr>
<tr>
<td>After 12/31/25</td>
<td>Expired over 3 years = License cannot be renewed; exam must be taken.</td>
</tr>
</tbody>
</table>
Continuing Education Unit (CEU) Documentation

Due to the recent rule change on December 28th, 2021, those who have held their individual licenses in good standing for 12 consecutive years, do not need to submit continuing education credits. If you hold multiple licenses, you must meet the 12 years for each individual license. If you believe this new ruling applies to you, please indicate the date you received your license, total years held, and signature. Otherwise, please fill out the attached CEU self-reporting form:

*License must be held for 12 consecutive years

<table>
<thead>
<tr>
<th>License Number</th>
<th>Date Administered</th>
<th>Consecutive Years Held</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

Signature: ___________________________ Date: ___________________________

Overdue Paperwork

In addition to this renewal form and attached CEU reporting form, you must also submit any overdue paperwork from the past three years. This includes any missing Soil Evaluations as required by the Regulations. A list of missing forms will be sent to you, and it is your responsibility to submit them all prior to submitting your renewal form. Your license will not be renewed if all required paperwork is not submitted.

BUSINESS ADDRESS (Information in this box will appear on the RIDEM website)

RESIDENTIAL ADDRESS

BUSINESS PHONE WITH AREA CODE

RESIDENTIAL PHONE WITH AREA CODE

BUSINESS EMAIL (email address will not be posted to the website)

RESIDENTIAL EMAIL

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 #    PRINT NAME                                                                                                     SIGNATURE

Submission Check List

Professional license(s) required as a minimum qualification to obtain the designer's license in Rule 6.11.2 in good standing

Proper Fee

Documentation of Continuing Education “CEUs” if Required

Indicate in table and attach documentation

Soil Evaluations past due (beyond 90 days of the date of the work unless DEM concurrence was obtained). Attach Soil Evaluations past due or explanation for each that has not been submitted.

Certificates of Construction/As-built Plans

Attach COCs and ASBs past due or explanation for each that cannot be submitted.

Sign Tax Certification

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 operator's 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