



STATE OF RHODE ISLAND
BOARD OF CERTIFICATION OF OPERATORS OF WASTEWATER TREATMENT
FACILITIES 235 Promenade Street, Providence, Rhode Island 02908

October 2023

2023-2025 RENEWAL FORM
RI Wastewater Operators

It's that time again. Per Chapter 42-17.4 of the Rhode Island General Laws, as amended, and the *Rhode Island Rules and Regulations for Wastewater Treatment Facility Operators (RICR-150-10-5)*, **please be aware that your wastewater operator's license will expire at midnight on December 31, 2023.**

YOU HAVE TWO OPTIONS TO RENEW

1. For standard renewals, follow the instructions on the back by **signing only Acknowledgement #1** to renew your license with a standard renewal, OR
2. If you have attained **twenty hours of approved training**, you should **also** sign the Optional **Acknowledgement #2—as well as Acknowledgement #1**—for a “Tier Two” renewal (T2).

Either way, payment of the \$10 renewal fee and this completed renewal form must be **received to DEM (not postmarked) by 4:00 p.m., Friday, December 29, 2023.** Please note DEM is closed on December 30 and 31, 2023 (weekends) as well as January 1, 2024 (State Holiday). Therefore, renewal must be received on 4:00 p.m., Friday, December 29, 2023.

- Per the above statutory and regulatory requirements, all operators of wastewater treatment facilities in Rhode Island must maintain licensure to remain employed at a wastewater treatment facility in Rhode Island.
- **Failure to renew by December 31, 2023, for the coming two-year renewal period will result in the assessment of late fees of up to \$25 or the expiration of your license.** Should your license expire, re-certification will be through examination only. Please note that only operators employed at a wastewater treatment facility in Rhode Island can sit for examination.
- Remember: Your renewal must be **received**, not mailed, by 4:00 p.m. December 29, 2023. Walk-ins are recommended if you're getting close to that date to avoid delays with the US Postal Service.
- You need not be living in Rhode Island or working at a Rhode Island wastewater treatment facility to renew. All current license holders may renew.
- **If you do not wish to renew your license**, please contact Traci Pena at Traci.Pena@dem.ri.gov, so we can stop sending you renewal information.

Questions? As always, feel free contact Traci or Matt Puglia at Matt.Puglia@dem.ri.gov

Scan this QR Code to Sign up for the WWTF Operators Email List:



RETURN THIS PAGE WITH PAYMENT AND SIGNATURE(S)

**RHODE ISLAND BOARD OF CERTIFICATION OF OPERATORS
OF WASTEWATER TREATMENT FACILITIES
2024-2025 WASTEWATER OPERATOR RENEWAL INSTRUCTIONS:**

1. READ, SIGN, AND DATE ACKNOWLEDGEMENT #1 BELOW

ACKNOWLEDGEMENT #1 (EVERYONE MUST SIGN)

I, the undersigned, do hereby acknowledge that I am the license holder in question and that as a condition of licensure, per the *Rules and Regulations of Operators of Wastewater Treatment Facilities*, it is my responsibility to notify the Board regarding any change in my home address, otherwise I may forfeit licensure in subsequent renewal periods if the Board cannot locate me for renewal. I also acknowledge that I am aware that **this renewal will expire at midnight on December 31, 2025**, and that it is my responsibility to secure renewal information and then proceed to renew my wastewater operator license by that date, otherwise I will be assessed late fees and possibly have my license expire.

SIGNATURE

DATE

PRINT NAME: _____ CERT. No.: _____

ADDRESS: _____

CITY, ST ZIP: _____

2. ENCLOSE A \$10 CHECK OR MONEY ORDER MADE OUT TO: *TREASURER, STATE OF RHODE ISLAND*

- NO CASH PAYMENTS WILL BE ACCEPTED.
- **Walk-in credit card payments are accepted at DEM, 235 Promenade Street, Providence. Note: When paying by credit card, an additional convenience fee of \$1.20 is charged for a \$10 payment. Higher convenience fees are charged for higher payment values.**

3. MAIL THIS COMPLETED FORM AND THE \$10 FEE TO THIS ADDRESS:

**WWTF LICENSE RENEWAL
DEM – PERMIT APPLICATION CENTER
235 PROMENADE ST., PROVIDENCE, RI 02908**

LATE FEES OF UP TO \$25 WILL BE ASSESSED AND /OR LICENSES MAY EXPIRE IF DEM RECEIVES THIS FORM AND \$10 FEE AFTER FRIDAY, DECEMBER 29, 2023.

OPTIONAL ACKNOWLEDGEMENT #2:

(SIGN THIS ONLY IF YOU HAVE 20 HOURS OF APPROVED TRAINING)

I, the undersigned, **voluntarily seek Tier Two licensure renewal of my grade of license**. I have taken a minimum of twenty hours of approved training related to wastewater operations between January 1, 2022, and present. As proof, I have attached evidence/copies of training completion forms, etc.

SIGNATURE

DATE

FOR OFFICIAL USE ONLY:

Fee Paid: _____ Check/Card/MO # _____ Date Paid _____