For office use only
Application number_____ Application Date_____ Amount_____ Ck.No._____ Note _____

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

IMPORTANT NOTICE REGARDING RENEWAL OF *CLASS IV* LICENSES

If a person holds *both* a Class I and a Class IV license both of these licenses must be *renewed by 12/31/11*.

Class IV licenses *held with a Class II or III* license will require *renewal by 12/31/12*.
Class IV licenses *held individually* will require *renewal by 12/31/13*.

ADMINISTRATIVE PROCESSING
Upon receipt of this 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 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, 2011, shall be considered valid unless otherwise indicated in the disposition acknowledgement.

NOTE that there will be **NO GRACE PERIOD** provided. If as of January 2, 2012, 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, 2011.
- **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	**Fee**	**Duration**	**New Expiration Date**
Class I	$150.00	3 Years (2012, 2013, 2014)	12/31/2014
Class IV ***with*** a Class I	$300 ($150 each)	3 Years (2012, 2013, 2014)	12/31/2014

Renewal of an Expired License:
In accordance with OWTS Rule 11.3 and Rule 50 (fee structure), renewal of an expired license requires submission of a late fee, in addition to the renewal application fee specified in the table above as follows:
< 1 year expired, late fee = $100.00
1-2 years expired,late fee = $200.00
2-3 years expired, late fee = $300.00

This license renewal application form is available on the RIDEM website: "www.dem.ri.gov"

Continuing Education Unit (CEU) Documentation

Please list workshops, seminars, courses or other events, attended toward the requirement of four (4) "CEUs" per year since the license was last issued or renewed ***and*** attach proof of attendance for each event listed. **The continuing education requirement is waived for new licensees who obtained their license after passing the examination administered in 2010 for this first license renewal.**

Event Title	Date(s)	Event Sponsor	Continuing Education Credit

Hours from an eligible event apply toward license renewal only if the hours were earned after the applicable license was *issued* (not after the exam was passed).

CEUs must have been obtained during the last license cycle: January 1, 2009 to January 1, 2012.

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).

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

PRINT NAME SIGNATURE

ADDRESS

PHONE E-MAIL

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	☑
Professional license(s) required as a minimum qualification to obtain the designer's license in Rule 10.2 in good standing	☐
Proper Fee Include Late Fee	☐
Documentation of Continuing Education 4 "CEUs" Required *Indicate in table and attach documentation*	☐
Soil Evaluations past due (beyond 90 days of the date of the work) *Attach Soil Evaluations past due*	☐
Certificates of Construction *Attach CoCs past due*	☐
Sign Tax Certification	☐

This license renewal application form is available on the RIDEM website: "www.dem.ri.gov"