



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 12/31/08.

Class IV licenses held with a Class II or III license will require renewal by 12/31/09.

Class IV licenses held individually will require renewal by 12/31/10.

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, 2008, 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, 2009, 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, 2008.
- **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	Renewal Expiration	Renewal Term	Fee
Class I	12/31/2008	3 Year	\$150.00
Class IV <i>with</i> a Class I	12/31/2008	3 Year	\$300 (\$150.00 <i>for each license</i>)

Continuing Education Unit (CEU) Documentation

Please list workshops, seminars, courses or other events, attended toward the requirement of **four (4) "CEUs"** *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 2007 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 two license cycles: January 1, 2006 to January 1, 2009.

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

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