

The license renewal application form available on the next page or using the link in the bookmark pane to the left, is for renewal of Class II and III licenses. Please use this form to renew your Class IV license **if you also hold a Class II or III license.**

## "2015 License Renewal Form (CI-II & III)"

### **Renewal information for other license classes**

Class IV licenses held individually will require renewal at the end of 2016 (with a form that is not yet available) and documentation of CEUs appropriate for the CI-IV license, totaling 4, multiplied by the number of years since the license was either issued or last renewed, as appropriate.

Class I and Installer licenses will require renewal at the end of 2017 (with a form that is not yet available) and for the Class I license only, documentation of CEUs appropriate for the CI-I license, totaling 4, multiplied by the number of years since the license was either issued or last renewed, as appropriate.

Class IV licenses held *with* a Class I license will require renewal at the end of 2017 (with a form that is not yet available). Renewal of the Class I and IV licenses will require documentation of CEUs appropriate for each license\* totaling 4, multiplied by the number of years since the license was either issued or last renewed, as appropriate.

*\*Many classes are assigned CEUs applicable to both design and soil evaluator licenses and one class, if appropriate for both, does indeed satisfy the requirement for both.*



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 II, III and IV\*

Beginning License Term 2016, 2017, 2018

### \*RENEWAL OF CLASS IV LICENSES

If a person holds a Class II or III **and** a Class IV license both of these licenses must be renewed by 12/31/15.

If a person holds **only** a Class IV license renewal is not required until 12/31/16.

### 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 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, 2015, shall be considered valid unless otherwise indicated in a notice of deficiency.

**NOTE** that there is **NO GRACE PERIOD** provided. If as of January 4, 2016 an application for renewal of a Class II or III license (or a Class IV license held by a person who also holds a Class II or III license) is not received by this office, the license(s) will be expired effective midnight December 31, 2015.

### 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, 2015, to avoid expiration of your license and assessment of a late fee.
- **Renewal of both Designer and Soil Evaluator Licenses**  
If you are renewing both your Class II or III and your Class IV license, **you must submit a separate form and appropriate fee\*\* for each license, although one check may be used.** This form is available from the RIDEM website at: <http://www.dem.ri.gov/>; from links at left side of screen select "Permits", then from the center of the screen, select the link applicable to the OWTS Licensing Program.
- 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 Application Fee – Including Late Fee Information	
Submission Date	Fee (per license)
Before 12/31/15	\$150.
LATE FEE	
For <u>each</u> license, <u>add</u> the applicable late fee ( <u>as indicated below</u> ), to the renewal application fee of \$150 per license	
Submission Date	Fee(s)
1/1/16 to 12/31/16	A late fee of \$100 is required <b>in addition to</b> the renewal application fee of \$150: (Total fee = \$250).
1/1/17 to 12/31/17	A late fee of \$200 is required <b>in addition to</b> the renewal application fee of \$150: (Total fee = \$350).
1/1/18 to 12/31/18	A late fee of \$300 is required <b>in addition to</b> the renewal application fee of \$150: (Total fee = \$450).
After 12/31/18	Expired over 3 years = License cannot be renewed; exam must be taken

**Continuing Education Unit (CEU) Documentation**

Please list workshops, seminars, courses or other events, attended toward the requirement of twelve (12) "CEUs" or 4 CEUs times the number of years since your license was issued (a partial year counts as a full year) **and** attach proof of attendance for each event listed (attendance documentation should include RIDEM CEUs and the license classes to which they apply). The dates of these events may not be the same as documented on a previously submitted renewal application.

Soil science related workshops, seminars, courses or other events are eligible for continuing education credit for Class II and III licenses unless specifically limited in the notice of DEM credit (soil science related college-level, semester length courses in which you earned a passing grade, satisfy the twelve-CEU requirement).

Surplus CEUs may be applied to your next renewal in 2018, however, **NO SURPLUS CEUS from 2016, 2017, 2018 MAY BE APPLIED TO YOUR RENEWAL IN 2021 (ending the license term 2019, 2020, 2021).**

Event Title	Date(s)	Event Sponsor	Continuing Education Credit
No "banked" surplus CEUs from 2016, 2017, 2018			
will be allowed on the December 2021 renewal application form (ending the 2019, 2020, 2021 term)			

<b>BUSINESS ADDRESS (Information in this box will appear on the RIDEM website)</b>
Information provided in this box
will be used for the applicable
licensee list(s) on the DEM website.
<b>BUSINESS PHONE WITH AREA CODE</b> (       )
<b>BUSINESS EMAIL</b>

<b>RESIDENTIAL ADDRESS</b>
<b>RESIDENTIAL PHONE WITH AREA CODE</b> (       )
<b>RESIDENTIAL EMAIL</b>

**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.**

DESIGER LICENSE

PRINT NAME

SIGNATURE

<p><b>TAX CERTIFICATION</b></p> <p>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.</p> <p><b><i>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></b></p> <p>_____</p> <p>APPLICANT'S SIGNATURE</p> <p>_____</p> <p>DATE</p>
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<b>Submission Check List</b>	<input checked="" type="checkbox"/>
Professional license(s) required as a minimum qualification to obtain the designer's license in Rule 10.2 in good standing	<input type="checkbox"/>
Proper Fee	<input type="checkbox"/>
Documentation of Continuing Education "CEUs" Required <i>Indicate in table and attach documentation</i>	<input type="checkbox"/>
Soil Evaluations past due (beyond 90 days of the date of the work unless DEM concurrence was obtained). Attach Soil Evaluations past due <b>or</b> explanation for each that has not been submitted.	<input type="checkbox"/>
Certificates of Construction/As-built Plans Attach CoCs and ASBs past due <b>or</b> explanation for each that cannot be submitted	<input type="checkbox"/>
Sign Tax Certification	<input type="checkbox"/>