

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 in addition to the renewal application fee of \$150: (Total fee = \$250).
1/1/17 to 12/31/17	A late fee of \$200 is required in addition to the renewal application fee of \$150: (Total fee = \$350).
1/1/18 to 12/31/18	A late fee of \$300 is required in addition to 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

