



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

235 Promenade Street, Providence, RI 02908-5767

TDD 401-222-4462

TO: Name
FROM: Deb Knauss
Office of Water Resources
E-mail: deb.knauss@dem.ri.gov
Phone: (401) 222-4700, extension 7612
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DATE: October 15, 2018
RE: **Renewal of your Licenses (Applicable license number(s))**

The current three-year term (2016, 2017, 2018) for the referenced license(s) will end at midnight of December 31, 2018. This correspondence serves as your notice that renewal is required before then to maintain your licenses' status **and authority to perform activities authorized by your Designer License: OWTS rule 11.1 prohibits an individual with an expired license to practice as a Licensed Designer or Soil Evaluator.** If you have installations in progress, anticipate beginning construction before December 31, 2018 or shortly thereafter, or plan to perform soil evaluations after December 31, 2018, be aware that expiration of your license will prohibit you from performing licensed activities including calling in a Start of Construction and performing soil evaluations.

The guidance below is provided to assist you in the renewal of your license(s).

A. Renewal Application Form

Enclosed, is a Renewal Application Form for Class II and III designer licenses (and CI-IV licenses held by individuals who also hold a Class II or Class III designer license).

The Renewal Application Form is available from the RIDEM website. At DEM home at: www.dem.gov.

- 1) Click on the vertically-oriented tab on the right side of the screen labeled "Permits and Licenses".
- 2) In the "Permits & Licenses" section at the top, select "Septic (ISDS/OWTS) Licensing".
- 3) Scroll down and from the center portion of the screen, select "OWTS Licensing Forms". This form is identified as "2018 Designer Renewal Application Form (Class II or III & Dually Held Class IV)".

B. Certificates of Construction and As-built Plans

Your designer license will not be renewed if you have overdue Certificates of Construction (COCs) or As-built plans (ASBs). If COCs and ASBs associated with your license were reported overdue as of October 10, 2018, these are attached. Note that you are still responsible for submitting COCs per OWTS rule 44 if they are not reported on this list.

If you are unsure about the status of COCs associated with OWTS permits for which you are the designer of record, you may review permit activity using ri.gov's "OWTS Permit Search". To access this feature from DEM home at www.dem.gov,

1. Click on "Online Services" in the center of the screen.
2. Click on "Septic System (OWTS) Record Search".
3. Enter in the field "Designer Name" your **first and last name enclosed in quotation marks: "First Name Last Name"**.

C. Continuing Education Units (CEUs)

You are required to obtain CEUs according to the formula: 4 CEUs multiplied by the number of years since your license was issued or last renewed. CEUs must be documented on the reverse of the Renewal Application Form with copies of certificates of attendance attached.

Surplus CEUS:

Surplus CEUs from your last renewal (beyond the number of CEUs you needed to renew) may be applied to this renewal. A maximum of 4 CEUs may be applied from this renewal to your next renewal in 2021.

Re-taking Classes: You may use the same class toward renewal of your license if there is at least one year between the dates on which you attended the class.

Information on continuing education opportunities is available on the RIDEM website:

At <http://www.dem.ri.gov/>:

1. Click on the vertically-oriented tab on the right side of the screen labeled "Permits & Licenses".
2. Click on "Septic (ISDS/OWTS) Licensing" beneath "Permits/Licensing".
3. Select "Continuing Education Opportunities" from beneath the heading "OWTS Licensing Resources".

D. If you do not renew: License Expiration

If RIDEM has not received your completed Renewal Application Form by January 2, 2019, your license will expire effective midnight December 31, 2018. If your license expires, you will receive a letter informing you of this.

The expiration of a designer’s license does not affect the validity of approved construction applications prepared by that designer. However, **until the designer license is renewed, all activities authorized by the license may not be performed, including the following:**

- Submission of any applications to RIDEM,
- Calls to DEM: start of construction and scheduling inspections.
- Witnessing and inspecting installations.
- Submission of Soil Testing Application Forms and completed Soil Evaluations to RIDEM
- Performing Soil Evaluations

Approved OWTS Construction Applications

An applicant with an approved design prepared by a Class II or III designer whose license has expired may file an affidavit to replace the designer of record in accordance with Rule 43.9 or retain another licensed designer to prepare a full revised design and application.

Pending OWTS Construction Applications

- OWTS Construction Applications received by the RIDEM or post-marked on or before December 31, 2018, which are deemed complete and meet all regulatory requirements, will be accepted for processing. However, the designer of record may not witness installation until his or her license is renewed.
- OWTS Construction Applications deemed deficient shall be returned and revisions may not be submitted until the license is renewed.
- The applicant named on a deficient OWTS Construction Application will be required to retain a person possessing the appropriate valid license in order to re-file the application. No additional application fee will be charged by RIDEM provided the re-filing takes place within twelve months of the deficiency notice. If a designer’s license is renewed during this period, he or she may resume design services on a pending Construction Application unless the applicant has already engaged another designer and a resubmittal has been made to RIDEM.

Record Keeping: A designer whose license is expired is still required to maintain records used to document and verify witnessed OWTS installations for a period of ten (10) years in accordance with Rule 43.8.

Expired CI-IV Licenses

Soil Evaluators with an expired license may not schedule, perform, or submit completed Soil Evaluation Forms until their Class IV license is renewed.

RENEWAL OF YOUR LICENSE(S) FOLLOWING EXPIRATION:

If you apply for renewal of an expired license, you must submit a **late fee** per Rule 11.3, in addition to the renewal application fee of \$150.00. Late fees are assessed as follows:

License Renewal Fee and Late Fees (due in addition to renewal application fee of \$150.00)	
Submission Date	Fee (Including Late Fee Information)
Before 12/31/2018	\$150
LATE FEE	
For each expired license, add the applicable late fee (as indicated below), to the renewal application fee of \$150 per license.	
Submission Date	Standard Renewal Application Fee Including Late Fee = Total Fee
1/1/2019 - 12/31/2019	Late fee of \$100 <i>in addition to</i> Renewal Application Fee of \$150: Total Fee \$250
1/1/2020 - 12/31/2020	Late fee of \$200 <i>in addition to</i> Renewal Application Fee of \$150: Total Fee \$350
1/1/2021 - 12/31/2021	Late fee of \$300 <i>in addition to</i> Renewal Application Fee of \$150: Total Fee \$450
After 12/31/2021	License may not be renewed, exam will have to be taken

2018 Designer Renewal Application Form (Class II or III & Dually Held Class IV)

This license renewal application form is available on the next page or using the link in the bookmark pane to the left.

This form is for renewal of Class II and III licenses (and Class IV licenses held by individuals with Class II, or III license).

Renewal Information for Other License Classes

Class IV licenses held individually (without a Class I, II, or III license) will require renewal at the end of 2019. Renewal will require 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. A Renewal Application Form specific to this renewal will be available in 2019.

Class I (and Class IV licenses held by individuals with a Class I license) and Installer licenses will require renewal at the end of 2020. Renewal of the Class I (and Class IV) license will require documentation of CEUs appropriate for the Class I (and IV*) license, totaling 4, multiplied by the number of years since the license was either issued or last renewed, as appropriate. A Renewal Application Form specific to this renewal will be available in 2020.

**Many classes are assigned CEUs applicable to both designer and soil evaluator licenses and one class, if assigned CEUs for both licenses will satisfy the requirement for both licenses.*



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 2019, 2020, 2021

*RENEWAL OF CLASS IV LICENSES

If a person holds a Class II or III **and** a Class IV license both of these licenses will expire 12/31/18 unless they are renewed.

If a person holds **only** a Class IV license renewal is not required until 12/31/19.

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, 2018, shall be considered valid unless otherwise indicated in a notice of deficiency.

NOTE that there is **NO GRACE PERIOD**. If as of January 2, 2019 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, 2018.

IMPORTANT NOTE REGARDING LICENSE EXPIRATION

- ➔ OWTS rule 11.1 prohibits an individual with an expired license to practice as a Licensed Designer or Soil Evaluator; this includes witnessing installation.
- ➔ If you have installations in progress, or expect to start construction before 12/31/18 plan accordingly.

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, 2018, 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 (see table below) for each license**, although **one check may be used**. This form is available from the RIDEM website at: <http://www.dem.ri.gov/>; click on the vertically oriented tab on the right of the screen labeled "Permits & Licenses"; from the menu "Septic (ISDS/OWTS) Licensing"; scroll down and from the left side of the screen, click on "OWTS Licensing Forms".
- Keep a copy of your completed Renewal Application 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 12/31/18	\$150.
LATE FEE	
For each license, add the applicable late fee (as indicated below), to the renewal application fee of \$150 per license	
Submission Date	Fee(s)
1/1/19 to 12/31/19	A late fee of \$100 is required in addition to the renewal application fee of \$150: (Total fee = \$250) .
1/1/20 to 12/31/20	A late fee of \$200 is required in addition to the renewal application fee of \$150: (Total fee = \$350) .
1/1/21 to 12/31/21	A late fee of \$300 is required in addition to the renewal application fee of \$150: (Total fee = \$450) .
After 12/31/21	Expired over 3 years = License cannot be renewed; exam must be taken.

