

The license renewal application form available at the link below is for renewal of Class IV licenses that are held by individuals who do not also hold a CI-I, II or III license. Please use this form to renew your Class IV license if you **do not** also hold a Class I, II or III license.

**[“2013 Designer Renewal Form \(Class IV\)”](#)**.

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

Class I and Installer licenses will require renewal at the end of 2014 (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 2014 (with a form that is not yet available) and for the Class I and IV license, 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.*

Class II and III Licenses will require renewal at the end of 2015 (with a form that is not yet available) with documentation of CEUs appropriate for the CI-II or III 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 II or III License* will require renewal at the end of 2015 (with a form that is not yet available) with documentation of CEUS applicable to each of the licenses being renewed, 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 IV** (Revised 5/28/15)

**Beginning License Term 2014, 2015, 2016**

**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 on, before or postmarked by December 31, 2013, shall be considered valid unless otherwise indicated in the notice of deficiency.

**NOTE** that there will be **NO GRACE PERIOD** provided. If as of January 2, 2014, an application for renewal of a Class IV license is not received by this office, the license will be expired. **Application for renewal of an expired license will require submission of a late fee in accordance with Rule 11.3 and the fee schedule in Rule 50.** If you apply for renewal after December 31, 2013, a late fee applies. Please consult the table below to establish the applicable late fee according to the time that has elapsed since your license expired.

**INSTRUCTIONS**

- Provide **all** the information requested below **and** on the reverse of this form.
- Return this completed form, all required supplemental material and the correct fee\* (**Payable to: the Rhode Island General Treasurer**) to the address above by December 31, 2013, to avoid expiration and assessment of a late fee.
- 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	Expiration date of current license	Renewal Term	*Fee - Including <u>Late Fee</u> Information
Class IV	12/31/2013	2014, 2015, 2016 (This means your next renewal will be due by 12/31/16 – with 12 CEUs)	<p>Renewal fee is \$150.00. <b>If the renewal application is submitted after 12/31/13, a late fee applies. Please read the following to establish the applicable late fee, according to the number of years your license has been expired:</b></p> <p>If submitted between 1/1/14 and 12/31/14, a late fee of \$100 is required <b>in addition to</b> the renewal application fee of \$150: (Total fee = \$250).</p> <p>If submitted between 1/1/15 and 12/31/15, a late fee of \$200 is required <b>in addition to</b> the renewal application fee of \$150: (Total fee = \$350).</p> <p>If submitted between 1/1/16 and 12/31/16, a late fee of \$300 is required in addition to the renewal application fee of \$150: (Total fee = \$450).</p> <p><b><u>After 12/31/16: Expired over 3 years = Exam must be taken</u></b></p>

**SOIL EVALUATIONS PAST DUE**

Rule 15 of the OWTS Rules, details submission requirements for soil evaluations.

Please provide with this application, any soil evaluations that are past-due per Rule 15.

# Continuing Education Unit (CEU) Documentation

Please list workshops, seminars, courses or other events, attended toward the renewal requirement of twelve (12) "CEUs" for the three-year license cycle (4 CEUs per year since your license was issued or last renewed) **and** attach proof of attendance for each event listed. You may not report the same course twice for CEU credit within one 3-year renewal cycle, unless there is one year between the two dates on which it was attended

## Surplus CEUs

If you are applying surplus CEUs from your last renewal, please attach a copy of that renewal application form, indicating the CEUs to be applied to this renewal.

Surplus CEUs (more than the 12 required) obtained during the 2011, 2012, 2013 term, reported here, may be applied at the time of your next renewal. Please retain a copy of this form for submission with your next renewal application if you will apply surplus CEUs to the next renewal.

Soil science related college-level, semester length courses satisfy a twelve-CEU requirement.

Event Title	Date(s)	Event Sponsor	Continuing Education Credit

I hereby certify that I continue to hold the professional license(s) required as a minimum qualification to obtain the designer's license for which renewal is hereby sought in accordance with Rule 10 and that such license(s) is (are) not expired or suspended.

DESIGNER LICENSE NUMBER \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS to which OWTS program material should be mailed. This address will be posted on the RIDEM website.  
 \_\_\_\_\_  
 \_\_\_\_\_

PHONE; this phone number will be posed on the RIDEM website. \_\_\_\_\_

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	<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 (\$150, late fee if submitted after 12/31/13)	<input type="checkbox"/>
Documentation of Continuing Education "CEUs" Required <i>Indicate in table above and attach documentation</i>	<input type="checkbox"/>
Soil Evaluations past due (beyond 90 days of the date of the work) <i>Attach Soil Evaluations past due or explanation for each that has not been submitted</i>	<input type="checkbox"/>
Sign Tax Certification	<input type="checkbox"/>