

For office use only
Application number _____

Application
Date _____

Amount _____

Ck.No. _____

Note _____



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

Beginning License Term 2017, 2018, 2019

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, 2016, 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 3, 2017, 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, 2016, 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, 2016, to avoid expiration and assessment of a late fee.
- Keep 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
Before 12/31/16	\$150.
LATE FEE	
Add the applicable late fee (<u>as indicated below</u>), to the renewal application fee of \$150	
Submission Date	Fee(s)
1/1/17 to 12/31/17	A late fee of \$100 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$250).
1/1/18 to 12/31/18	A late fee of \$200 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$350).
1/1/19 to 12/31/19	A late fee of \$300 is required <i>in addition to</i> the renewal application fee of \$150: (Total fee = \$450).
After 12/31/19	Expired over 3 years = License cannot be renewed; exam must be taken

SOIL EVALUATIONS PAST DUE

Please provide with this application, any soil evaluations that are past-due per Rule 15 which details submission requirements for soil evaluations.

CONTINUING EDUCATION UNIT (CEU) DOCUMENTATION

Please list workshops, seminars, courses or other events, attended toward the renewal requirement of 12 CEUs for the 3-year license cycle 2014, 2015, 2016, or 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 2011, 2012, 2013, may be reported here, **however, YOU MAY NOT BANK SURPLUS CEUS (obtained during 2017, 2018, 2019) FOR USE AT THE TIME OF YOUR NEXT RENEWAL (IN 2022).**

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

BUSINESS ADDRESS (This information will be posted to the RIDEM website)

BUSINESS PHONE WITH AREA CODE
()

BUSINESSS EMAIL

RESIDENTIAL ADDRESS

RESIDENTIAL PHONE WITH AREA CODE
()

RESIDENTIAL EMAIL

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 (\$150), and late fee if submitted after 12/31/13

Documentation Required of Continuing Education Units "CEUs"
Indicate in table above and attach documentation

Soil Evaluations past due (beyond 90 days of the date of the work) according to provisions of Rule 15.
Attach Soil Evaluations past due or explanation for each that has not been submitted

Sign Tax Certification