



**RHODE ISLAND**  
**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

OFFICE OF WATER RESOURCES  
235 Promenade Street, Providence, Rhode Island 02908

**TO:** **Name**

**FROM:** Deb Knauss  
Office of Water Resources  
*E-mail:* [deb.knauss@dem.ri.gov](mailto:deb.knauss@dem.ri.gov)  
*Phone:* (401) 222-4700, extension 7612  
*Fax:* (401) 222-3564

**DATE:** October 31, 2019

**RE:** **Renewal of your Class IV (Soil Evaluator) License** **LICENSE #**

The current three-year term (2017, 2018, 2019) for Class IV licenses held by individuals **who do not** also hold a Class I, II, or III license, **or** who **did not** hold one of these licenses at the time the Class IV license was issued, will end at midnight of December 31, 2019. Renewal is required before then to maintain your license status as active.

**A. Renewal Application Form**

The enclosed Renewal Application Form is for Class IV licenses held by people who **do not also** have a Class I, II, or III license, or who did not have one of these licenses at the time their Class IV license was issued.

This form is available from the RIDEM website.

1. At RIDEM home (<http://www.dem.ri.gov/>), select the vertical tab labeled Permits & Licenses near the upper right of the screen.
2. From beneath "Permits/Licenses" (the list of links near the upper right of the screen) select "Septic (ISDS/OWTS) Licensing".
3. Scroll down and select from the wide center portion of the screen, select "OWTS Licensing Forms".
4. The attached renewal application form will be available as a link titled "**2019 Class IV Renewal Application Form**".

**B. Soil Evaluations**

Please submit any Soil Evaluations that are currently past due per OWTS rule 6.16.

**C. Continuing Education Units (CEUs)**

The number of CEUs needed to renew your license is 4 CEUs *multiplied by* the number of years since your license was issued or last renewed (the **maximum number of CEUs required is 12**). List the events you attended and their associated CEUs on the reverse of the Renewal Application Form and attach copies of certificates of attendance for these events.

If you need CEUs, information on Continuing Education is available on the RIDEM website. From RIDEM home (<http://www.dem.ri.gov/>):

1. Select the vertical tab near the upper right of the screen labeled "Permits & Licenses".
2. From the list of links beneath "Permits/Licenses" near the upper right of the screen, select "Septic (ISDS/OWTS) Licensing".
3. From the list of links beneath "OWTS Licensing Resources" near the upper right of the screen, select "Continuing Education Opportunities". At this screen, you will find:
  - The Schedule of New England Onsite Wastewater Training Program at URI's Courses
  - Approved online CEU Opportunities. RIDEM will accept up to 50% of the required CEUs from online sources. If you wish to use online training that is not on the list, submit a completed CEU Assessment Request Form (also available at this screen).
  - CEU Assessment Request Form. Use this form to request RIDEM review of events for potential CEU value.

**Surplus CEUs**

Surplus CEUs obtained during the 2017, 2018, 2019 term, *may be applied to this renewal*.

*A maximum of 4 CEUs from the **ending** three-year term (2017, 2018, 2019) may be used at the end 2022.*

*A maximum of 4 CEUs from the **next** three-year term (2020, 2021, 2022) for use at the end 2025.*

**Re-taking Classes**

You may list the same class more than once on the same Renewal Application Form if there is at least one year between the dates on which you attended the class.

**D. If you do not renew - license expiration**

If RIDEM has not received your completed Renewal Application Form by January 2, 2020, your license will expire effective midnight December 31, 2019. If your license expires, you will receive a letter informing you of this and also how this affects your activities as a soil evaluator. The expiration of a soil evaluator’s license does not affect the validity of soil evaluations prepared by that soil evaluator. However, if your license expires you may not perform soil evaluations or submit applications to RIDEM for soil evaluations, **until your Class IV license is renewed.**

**IMPORTANT NOTE REGARDING LICENSE EXPIRATION**

- ➔OWTS rule 6.12(A) prohibits an individual with an expired license to practice as a Licensed Designer or Soil Evaluator.
- ➔If you expect to perform soil evaluation after 12/31/19 plan accordingly.



**If your license expires you may not perform soil evaluations or submit applications to RIDEM for soil evaluations, until your Class IV license is renewed!**

**Renewal of Your License Following Expiration:** The 2019 CI-IV License Renewal Application Form is available from the RIDEM website.

1. At RIDEM home (<http://www.dem.ri.gov/>), select the vertical tab labeled Permits & Licenses near the upper right of the screen.
2. From beneath “Permits/Licenses” (the list of links near the upper right of the screen) select “Septic (ISDS/OWTS) Licensing”.
3. Scroll down and select from the wide center portion of the screen, select “OWTS Licensing Forms”.
4. The attached renewal application form will be available as a link titled “**2019 Class IV Renewal Application Form**”.

If you apply for renewal of an expired license, a **late fee** is required per rule 6.12 and rule 6.54, *in addition to* the renewal application fee of \$150.00. Late fees are assessed as follows:

Submission Date	License Renewal <b>Late Fees</b> (due <i>in addition to</i> renewal application fee of \$150.00)	
1/1/20 to 12/31/20	<1 year expired	A late fee of \$100 is required <i>in addition to</i> the renewal application fee of \$150: <b>(Total fee = \$250)</b> .
1/1/21 to 12/31/21	1-2 years expired	A late fee of \$200 is required <i>in addition to</i> the renewal application fee of \$150: <b>(Total fee = \$350)</b> .
1/1/22 to 12/31/22	2-3 years expired	A late fee of \$300 is required <i>in addition to</i> the renewal application fee of \$150: <b>(Total fee = \$450)</b> .
After 12/31/22	<b>Expired over 3 years = License cannot be renewed; exam must be taken</b>	



RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Onsite Wastewater Treatment Program

Office of Water Resources

235 Promenade Street, Providence, RI 02908-5767

Tel. (401) 222-3961; Email: [DEM.OWTS@dem.ri.gov](mailto:DEM.OWTS@dem.ri.gov); Web: [www.dem.ri.gov/septic](http://www.dem.ri.gov/septic)



# APPLICATION FOR RENEWAL OF OWTS DESIGNER LICENSE CLASS IV

## Beginning License Term 2020, 2021, 2022

### ADMINISTRATIVE PROCESSING

Upon receipt of this form and required fee, your application will be reviewed for completeness and compliance with OWTS rule 6.12. 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, 2019, shall be considered valid unless otherwise indicated in a notice of deficiency.

**NOTE** that there will be **NO GRACE PERIOD**. If as of January 2, 2020, 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 6.12(C) and the fee schedule in rule 6.54(B)**. If you apply for renewal after December 31, 2019, 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.

### IMPORTANT NOTE REGARDING LICENSE EXPIRATION

- ➔ OWTS rule 6.12(A) prohibits an individual with an expired license to practice as a Licensed Designer or Soil Evaluator.
- ➔ If you expect to perform soil evaluations after 12/31/19 plan accordingly.

### 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, 2019, 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 12/31/19	\$150.
<b>LATE FEE</b>	
Add the applicable late fee ( <b><u>as indicated below</u></b> ), to the renewal application fee of \$150	
Submission Date	Fee(s)
1/1/20 to 12/31/20	A late fee of \$100 is required <b><i>in addition to</i></b> the renewal application fee of \$150: <b>(Total fee = \$250)</b> .
1/1/21 to 12/31/21	A late fee of \$200 is required <b><i>in addition to</i></b> the renewal application fee of \$150: <b>(Total fee = \$350)</b> .
1/1/22 to 12/31/22	A late fee of \$300 is required <b><i>in addition to</i></b> the renewal application fee of \$150: <b>(Total fee = \$450)</b> .
After 12/31/22	<b>Expired over 3 years = License cannot be renewed; exam must be taken.</b>

### SOIL EVALUATIONS PAST DUE

Please provide with this application, any soil evaluations that are past-due per rule 6.16 which details submission requirements for soil evaluations.

