



BOARD OF CERTIFICATION OF OPERATORS OF WASTEWATER TREATMENT FACILITIES

2015 WASTEWATER OPERATOR RENEWAL

Downloadable Version

It's that time again. Per Chapter 42-17.4 of the Rhode Island General Laws, as amended, and the *Rhode Island Rules and Regulations for Wastewater Treatment Facility Operators*, **please be aware that your wastewater operator license will expire at midnight on December 31, 2015.**

YOU HAVE TWO OPTIONS TO RENEW: Follow the instructions on the back by signing only Acknowledgement #1 to renew your license with a standard renewal. *Or* if you have attained twenty hours of approved training, you may also sign Acknowledgement #2 (in addition to Acknowledge #1) for a “Tier Two” renewal.

Either way, payment of the \$10 renewal fee and this completed renewal form must be received to DEM (not postmarked) by 4:00 p.m. on December 31, 2015.

For your information, please also note the following:

- Failure to renew by December 31st, 2015 for the coming two-year renewal period will result in the assessment of late fees of up to \$50 or the possible expiration of your license. Should your license expire, re-certification will be through examination only; please note that only operators employed at a wastewater treatment facility in Rhode Island can sit for examination.
- As such the Board urges you to renew your license now, even if you are no longer in the field.
- Per the above statutory and regulatory requirements, all operators of wastewater treatment facilities in Rhode Island must maintain licensure in order to remain employed at a wastewater treatment facility in Rhode Island. **Failure to renew may result in the Board requiring your removal from an operation's position if you are currently so employed.**
- You need not be living in Rhode Island or working at a Rhode Island wastewater treatment facility to renew your license. All current license holders may renew.
- **If you do not wish to renew your license** please contact Traci Pena at (401) 222-4700, extension 2410, or via email at Traci.Pena@dem.ri.gov, so we can stop sending you renewal information.

Questions? As always, feel free contact Traci or Bill Patenaude. Bill can be reached at (401) 222-4700, extension 7264, or at Bill.Ptenaude@dem.ri.gov.

RETURN THIS PAGE WITH PAYMENT AND SIGNATURE

**RHODE ISLAND BOARD OF CERTIFICATION OF OPERATORS OF WASTEWATER TREATMENT FACILITIES
2015 WASTEWATER OPERATOR RENEWAL**

DOWNLOADABLE VERSION INSTRUCTIONS:

1. **PRINT YOUR NAME AND LICENSE NUMBER** IN THE SPACE PROVIDED BELOW
2. **READ** ACKNOWLEDGEMENT #1
3. **ALL LICENSEES MUST SIGN AND DATE** ACKNOWLEDGEMENT #1. (LICENSEES WITH TWENTY HOURS OF TRAINING MAY ALSO SIGN AND DATE ACKNOWLEDGEMENT #2)
4. **ENCLOSE** A \$10 CHECK OR MONEY ORDER MADE OUT TO:
TREASURER, STATE OF RHODE ISLAND
(DO NOT SEND CASH THROUGH THE MAIL)
5. **MAIL** THIS COMPLETED FORM AND THE \$10 FEE TO THIS ADDRESS:
DEM – PERMIT APPLICATION CENTER
235 PROMENADE ST., PROVIDENCE, RI 02908
6. **LATE FEES OF UP TO \$50 WILL BE ASSESSED** AND **LICENSES MAY EXPIRE** IF DEM RECEIVES THIS FORM AND \$10 FEE AFTER DECEMBER 31, 2015.



PRINT YOUR FULL NAME AND LICENSE NUMBER HERE: _____

ACKNOWLEDGEMENT #1 (MANDATORY)

I, the undersigned, do hereby acknowledge that I am the license holder in question and that as a condition of licensure, per the *Rules and Regulations of Operators of Wastewater Treatment Facilities*, it is my responsibility to notify the Board regarding any change in my home address, otherwise I may forfeit licensure in subsequent renewal periods if the Board cannot locate me for renewal. I also acknowledge that I am aware that **this 2015 renewal will expire at midnight on December 31, 2017**, and that it is my responsibility to secure renewal information and then proceed to renew my wastewater operator license by that date, otherwise I will be assessed late fees and possibly have my license expire.

SIGNATURE

DATE

ACKNOWLEDGEMENT #2 (OPTIONAL)

I, the undersigned, voluntarily seek Tier Two licensure renewal of my grade of license. I have taken a minimum of twenty hours of approved training related to wastewater operations between January 1, 2014 and present. As proof, I have attached evidence/copies of training completion forms, etc.

SIGNATURE

DATE