



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; Web: www.dem.ri.gov/septic



APPLICATION FOR RENEWAL OF OWTS DESIGNER LICENSE CLASS I WITH OR WITHOUT CLASS IV*

Beginning License Term 2024, 2025, 2026

*IMPORTANT NOTICE REGARDING RENEWAL OF CLASS I/LICENSES

If a person holds both a Class I and a Class IV license they will expire if they are not renewed by 12/31/23.

Class IV licenses held with a Class II or III license will require renewal by 12/31/24.

Class IV licenses held individually will require renewal by 12/31/25.

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, 2023, 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, 2024, an application for renewal of a Class I 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, 2023, 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 12/31/23 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, 2023, 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 of both Designer and Soil Evaluator Licenses**
If you are renewing a Class I and a Class IV license, **you must submit a separate form and appropriate fee for each license.**

| License Class | Expiration | Renewal Term | Regular Fee | Late Fee |
|-----------------------------------|------------|----------------------------------|---|--|
| Class I | 12/31/2023 | 3 Year 2024, 2025, 2026 | \$150 | Under 1 year expired = \$100 Total = \$250 1 - 2 years expired = \$200 Total = \$350 2 - 3 years expired = \$300 Total = \$450 |
| Class I <i>with</i> a Class IV | 12/31/2023 | 3 Year term: 2024, 2025, 2026 | \$300 <i>(\$150.00 for each license)</i> | Under 1 year expired = \$100 Total = \$400 1 - 2 years expired = \$200 Total = \$500 2 - 3 years expired = \$300 Total = \$600 |

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

BOX 1 CONTINUING EDUCATION UNIT (CEU) DOCUMENTATION

Due to the recent rule change on December 28th, 2021, those who have held their individual licenses in good standing for 12 consecutive years, do not need to submit continuing education credits. If you hold multiple licenses, you must meet the 12 years for each individual license. If you believe this new ruling applies to you, please indicate the date you received your license, total years held, and signature. Otherwise, please fill out the **attached CEU self-reporting form:**

***License must be held for 12 consecutive years**

| License Number | Date Administered | Consecutive Years Held |
|----------------|-------------------|------------------------|
| | | |
| | | |

Signature: _____

Date: _____

Overdue Paperwork

In addition to this renewal form and attached CEU reporting form, you must also submit any overdue paperwork from the past three years. This includes any missing Soil Evaluations as required by the Regulations. A list of missing forms will be sent to you, and it is your responsibility to submit them all prior to submitting your renewal form. Your license will not be renewed if all required paperwork is not submitted.

BOX 2

A. Certification of Required Professional Credential(s)

I hereby certify that I continue to hold the professional license(s) required as a minimum qualification to obtain the designer's license identified below, in accordance with OWTS rule 6.11 and that such license(s) are not expired or suspended.

B. Certification of Fulfillment of Rhode Island Tax Obligations

Any person applying for any license or permit to conduct a business or occupation within Rhode Island or any persons renewing a motor vehicle operator's license or motor vehicle registration with 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.

I, the undersigned, certify that sections A. and B. checked (☑) above in this box are true.

PRINT NAME (above line) **SIGNATURE** (above line) **LICENSE NO.** (above line) **DATE** (above line)

BOX 3 – Business information to be posted on RIDEM website

| |
|--|
| |
| |
| |
| BUSINESS PHONE WITH AREA CODE () |
| BUSINESS EMAIL |

BOX 4 – Residential information

| |
|---|
| |
| |
| |
| RESIDENTIAL PHONE WITH AREA CODE () |
| RESIDENTIAL EMAIL |

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Submission Check List |
| <input type="checkbox"/> | Proper Fee (\$150), and late fee if submitted after 12/31/23 (see Fee Table on reverse). |
| <input type="checkbox"/> | BOX 1. Documentation of Required of Continuing Education Units “CEUs” – Record in table above AND attach documentation |
| <input type="checkbox"/> | BOX 2. Sections A and B checked certifying to required professional credentials and fulfillment of Rhode Island tax obligations. |
| <input type="checkbox"/> | BOX 3. Business contact information. This will be posted to the RIDEM website. |
| <input type="checkbox"/> | BOX 4. Residential contact information. This is used to mail material to a licensee when mail sent to the business address is returned undeliverable. |
| <input type="checkbox"/> | Soil Evaluations past due (beyond 90 days of the date of the work) according to provisions of rule 6.16. - Attach Soil Evaluations past due or explanation for each that has not been submitted |
| <input type="checkbox"/> | Asbuilt plans and Certificates of Construction overdue |