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## **Application for Onsite Certificate Renewal Fact Sheet**

All [certificates by examination](#) in any category expire December 31 of every odd-numbered year unless renewed in accordance with [Title 124 - Rules and Regulations for the Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems](#). To renew a valid certificate, the certified professional must submit the following required information to the Department or on forms provided by the Director. All information shall be typed or legibly printed:

- A request that includes
  - The words “Application for Onsite Certificate Renewal”;
  - The applicant’s full name (first name, middle initial, and last name), mailing address and phone number;
  - A listing of each certificate category the applicant wishes to renew ;
  - The statement “I swear or affirm that the information and documentation submitted are true, complete, and accurate”; and
  - The applicant’s signature and date signed.
- A Record of Continuing Education including:
  - The certified professional’s full name (first name, middle initial, and last name), mailing address, phone number and certification number;
  - For each educational program or course attended/completed:
    - § The date of the program;
    - § A description of the educational program;
    - § The name of the provider of the program;
    - § The program location; and
    - § The number of Department approved professional development hours (recorded to the nearest quarter hour) obtained by the certified professional for participation in that program recorded to the nearest quarter-hour.
  - The statement “I swear or affirm that the information and documentation submitted are true, complete, and accurate”; and
  - The certified professional’s signature and date signed.
- The [certificate renewal fee](#)

If the Department does not receive the application for renewal, which includes the renewal fee, and record of continuing education, prior to the expiration date of the certificate, the certificate

will expire. However, a person may late renew their expired certificate within 60 days after the certificate has expired by submitting to the Department a completed [application for onsite certificate renewal](#), [record of continuing education](#), the [certificate renewal fee](#) and a \$50 late renewal penalty. The late renewal application, record of continuing education, certificate renewal fee and late penalty must be received by the Department no later than 60 days after the certificate has expired. Once the 60 day late renewal period has expired, in order to obtain certification the individual shall submit an [application for examination](#) including the application fee along with the examination fee for each category, and pass the examination in for each category desired.

The certificate of any certified professional who fails to comply with the [continuing education requirements](#) of Title 124 will expire on the expiration date of the certificate.