



STATE OF DELAWARE  
DEPARTMENT OF NATURAL RESOURCES &  
ENVIRONMENTAL CONTROL

**DIVISION OF WATER**  
89 KINGS HIGHWAY  
DOVER, DELAWARE 19901

TO: All On-Site Licensees

FROM: Kathy Wright, Environmental Engineer  
Dawn Baker, Administrative Specialist

DATE: September 2011

RE: **On-Site License Renewal for CY 2012 (Jan 1, 2012 – Dec 31, 2012)**

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The enclosed packet is full of important information that relates to the renewal of your on-site (septic) license(s). The following information is enclosed within this package:

- On-Site License Renewal Instructions
- Application for Renewal of On-Site License (“Renewal Form”)
- Current status of your Continuing Education Training (CET)

As a reminder, to renew your license(s) for CY 2012, the following three (3) items *must be* submitted prior to November 30, 2011:

- 1. Application for Renewal of On-Site License(s)**
- 2. Proof of Continuing Education Training (CET)**
- 3. Renewal fee (\$40 per license type)**

If you plan to attend any approved course after November 30, you must still submit your Renewal Application and the appropriate fee prior to November 30; you may fax a copy of your CET certificate once you complete the course (fax # 302-739-7764).

Check out our new Licensing website! It has the list of Approved Courses for CETs *and* Renewal information: <http://www.wr.dnrec.delaware.gov/Information/GWDInfo/Pages/GroundWaterDischargesLicensesandLicensees.aspx>

Please be aware that all on-site licenses expire on December 31, unless the license is properly renewed (Section 4.09000 of the State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems).

If you have any questions regarding the information contained in this packet and/or your license, please do not hesitate to contact me or Dawn Baker at (302) 739-9948 or e-mail me directly at [Kathy.Wright@state.de.us](mailto:Kathy.Wright@state.de.us).

***EXCITING NEWS!***

**Are you attending the DOWRA Conference on Oct 11/12?**

**If so, make plans now to bring your renewal form and payment (checks only)!**

***For your convenience, you can submit your renewal paperwork  
at the DNREC table at the DOWRA Conference.***



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## **2011 ON-SITE LICENSE RENEWAL INSTRUCTIONS**

- ❖ **STEP 1 – LICENSE VERIFICATION**
  - a. Check **Yes** to renew all License Types (License Types are shown on same line as License #).
  - b. Check **No** to drop one or more License Types and sign on line provided.
  
- ❖ **STEP 2 – LICENSEE INFORMATION** ~ review and make corrections if necessary.
  
- ❖ **STEP 3 – COMPANY INFORMATION** ~ review and make corrections if necessary.
  
- ❖ **STEP 4 – CONTINUED EDUCATION INFORMATION**
  - a. Verify CET Balance Due on the attached CONTINUING EDUCATION TRAINING (CET) SUMMARY REPORT.
  - b. If you have completed training that does not appear on the CET summary report, attach the Training Certificate to the Renewal Application.
  - c. If you are registered to attend training in the months of November and December, mail in the Renewal Application and the applicable license fee *prior* to November 30<sup>th</sup>; you may fax/mail the Training Certificate once you receive it (fax # 302-739-7764).
  
- ❖ **STEP 5 – LICENSEE FEE**
  - a. Cash and check (payable to DNREC) payments only (payments accepted in Dover office only – NOT Georgetown).
  - b. One check may be submitted for multiple licenses.
  - c. One check may be used for an entire company, to cover all licensees.
  - d. Non-refundable License renewal fee of \$40.00 *per* license.
  
- ❖ Sign and date the form.
  
- ❖ **For Class C licensees only – P.E. seal required in space provided.**
  
- ❖ Mail the following items to the address below: (1) Renewal Application , (2) Continued Education Information (if applicable) and (3) License Fee to:

DNREC – GWDS  
Attn: On-Site Licensing Coordinator  
89 Kings Highway  
Dover, DE 19901

(302) 739-9948  
(302) 739-7764 Fax