

**RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
Onsite Wastewater Treatment Systems Program**

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**CONTINUING EDUCATION REPORTING FORM**  
(See next page for Instructions and CEU Policy)

Name: \_\_\_\_\_ OWTS License No. \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FOR THE PERIOD: \_\_\_\_\_ TO: \_\_\_\_\_ Page: \_\_\_\_\_ of \_\_\_\_\_

Activity No.	Date(s) or Date Range	Nature of Activity and Sponsoring Organization	Location and Speaker/Instructor (As Applicable)	CEU's For This Activity	Cumulative CEU's for This Period
<b>TOTAL NUMBER OF CEU's DECLARED:</b>					

**CERTIFICATION:**

Under penalty of perjury, I hereby certify that the declared CEU credits stated herein are correct and that I personally participated and completed those programs in which the credit was earned and that those credits were in fact awarded to me:

Signature

Print Name

Date

RIDEM OWTS Continuing Education Unit Policy and Reporting Instructions:

1. As a licensed professional you are responsible for keeping track of and maintaining records of your continuing education units (CEUs) accrued. The RIDEM OWTS program may request copies of these records at any time via random annual audits of licensed individuals. **Failure to provide adequate proof and documentation of accrued CEUs upon RIDEM request may result in revocation of your license. Falsely reporting the completion of CEUs to the RIDEM may also result in revocation of your license.**
2. Use this form to document and summarize for the RIDEM the CEUs you have accrued and provide a copy of this completed form only to the RIDEM OWTS Program with your license renewal application and fee. Attach additional sheets as necessary. Proof of in person or online courses, seminars, webinars, or conference participation records do not need to be submitted to the RIDEM when applying for license renewal. You must, however, keep these documents in your own files in the event that you are audited and asked to produce them.
3. A total of 12 CEUs are required for every 3-year OWTS licensing period. CEUs are credited at a rate of 1 CEU for every 2 hours of in person or online participation in a conference, course, webinar or seminar. Extra CEUs accrued in a 3-year license cycle may be carried over to the next 3-year licensing cycle.
4. Pre-approval of seminars/courses/conferences by RIDEM will no longer be required. As OWTS Professionals the RIDEM will rely on your professional judgement to choose courses that you think will help you grow as a professional.