**Section 681.805 Certificate Renewal** **Application Form**

a) By May 31 of the year a certificate is due to expire, the Agency shall mail a renewal application form to the operator at the most recent address the Agency has on file for the operator.

b) The renewal application form shall be completed by the operator and shall:

1) specify the current certificate's expiration date, fees due, training requirements for certificate renewal, and number of hours of completed training since the current certificate was issued;

2) contain a statement signed by the operator certifying that all information provided in the renewal application form is true and complete; and

3) be submitted to the Agency, with the $10 renewal fee required by Section 681.110(d), on or before July 1 of the year in which the certificate expires.

c) The Agency will not process incomplete renewal application forms or applications without the water supply operator's signature.

d) In addition to any other law or regulation that may apply, falsification of a renewal application form shall result in denial of certificate renewal and may result in certificate suspension or revocation.

e) A grace period for the renewal application form and fees will be granted until August 1 of the year the certificate is due to expire before the restoration fee is assessed. No renewal shall be issued by the Agency after August 1.

f) Failure to receive the renewal application form does not exempt a certified water supply operator from meeting the renewal deadline.

(Source: Amended at 41 Ill. Reg. 14182, effective November 13, 2017)