

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Office of Waste
Permitting and Registration Support Division
Occupational Licensing Section

OCCUPATIONAL LICENSING DISASTER RELIEF POLICY

The Texas Commission on Environmental Quality's (TCEQ) Permitting and Registration Support Division has adopted an emergency Disaster Relief Policy in order to assist individuals who have been affected by Hurricane Harvey. This policy was developed to: 1) assist licensed individuals in Texas who have been impacted by this natural disaster to continue work with an active license or registration and (2) assist individuals who have a current application within TCEQ to have additional time to complete licensing or registration requirements. This Disaster Relief Policy is restricted to individuals in those counties set forth in the Hurricane Harvey Disaster Declaration issued by the Governor of Texas.

Under this policy, the Executive Director will not pursue formal enforcement against individuals who request a disaster extension, for failure to comply with 30 Texas Administrative Code (TAC) Section (§) 30.5, Occupational Licenses and Registrations, General Provisions, which requires persons to be licensed or registered by the commission before engaging in an activity, occupation, or profession.

For more information on TCEQ licensing rules and guidance please see <https://www.tceq.texas.gov/licensing>

1. Renewal Extensions of Current TCEQ Occupational Licenses and Registrations

This policy will allow TCEQ Occupational Licensing staff the flexibility to grant an extension for a license or registration that has expired, or will expire, between August 1, 2017 and December 31, 2017 for up to 120 days from the original expiration date to licensees or registrants who request assistance. This will allow additional time for these individuals to fulfill all licensing and registration renewal requirements. This policy will cover all occupational licenses and registrations issued by the TCEQ within the Hurricane Harvey impacted counties that are under Disaster declarations.

Extensions will be addressed on a case by case basis. An extension will not extend the original expiration date of a license or registration. It will be the licensee's or registrant's responsibility to contact the Occupational Licensing Section and request the extension on a standard form approved by the executive director.

To request an extension, a licensee must complete a Hurricane Harvey Disaster Relief extension form found at <https://www.tceq.texas.gov/licensing> and email to Licenses@tceq.texas.gov with *Hurricane Harvey* in the subject line or by postal mail to the address on the form. TCEQ Occupational Licensing staff will process the requests as expeditiously as possible. A letter of acknowledgment will be sent via email and postal mail to the licensee regarding approval or denial of the extension request.

All statements, qualifications, and attachments provided by the applicant that relate to extension shall be true, accurate, complete, and contain no misrepresentation or falsification and are subject to verification. Misrepresentation or falsification of any information may be grounds for denial of an extension and for enforcement action.

Requirements for TCEQ license renewal:

- Complete the required Continuing Education requirements;
- Submit a renewal application;
- Submit a criminal history attestation; and
- Pay the renewal fee

For Online Renewals, an individual can access the TCEQ Online Renewal webpage at <https://www.tceq.texas.gov/licensing/renewal-online-folder/Renewal/>

Paper Renewal: if unable to renew on-line, please contact the TCEQ to receive a printed renewal application at licenses@tceq.texas.gov or phone 512-239-6133. Be sure to include your full name and license number with your request.

2. Application Extensions

Applicants may receive an extension for up to 120 days from the original expiration date of application if they meet the following conditions:

- 1) are in the Hurricane Harvey impacted counties that are under Disaster declarations;
- 2) have an approved, conditionally approved, or pending application currently on file with the TCEQ; and
- 3) require more time to complete licensing requirements to obtain the license, including testing, training, or addressing any application deficiencies.

Extensions will be addressed on a case by case basis. It will be the licensee's or registrant's responsibility to contact the Occupational Licensing Section and request the extension on a standard form approved by the executive director.

To request an extension, an applicant must complete a Hurricane Harvey Disaster Relief extension form and email to Licenses@tceq.texas.gov with *Hurricane Harvey* in the subject line or by postal mail to the address on the form. TCEQ Occupational Licensing staff will process the requests as expeditiously as possible. A letter of acknowledgment will be sent via email and postal mail to the applicant regarding approval or denial of the extension request.

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