

# TU04- Limited Practice Planner Renewal

## Instructions for Online Filing



**EEA ePLACE Portal**

## TU04- Limited Practice Planner Renewal

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- ▶ How to create an account in ePLACE
- ▶ Access your Renewal Application
- ▶ How to file an online application
- ▶ How to pay the application fee
- ▶ How to check your license status
- ▶ How to get help



# Register for an Account

- Create or Log-in to your account in eLicensing
- First time users click here
- Be sure to provide your full name, address, and contact information when setting up your account.

Mass.gov | State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

## eLicensing and ePermitting Portal

[Announcements](#) | [Accessibility Support](#) | [Register for an Account](#) | [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at: (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact [Energy and Environmental Affairs](#).

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

Advanced Search ▾

### Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

**Options for Consumers and the General Public:**

- Check License Status for Individuals or Business Licensees [Here](#)

**Login**

User Name or E-mail:

Password:

[Login](#)

☐ Remember me on this computer

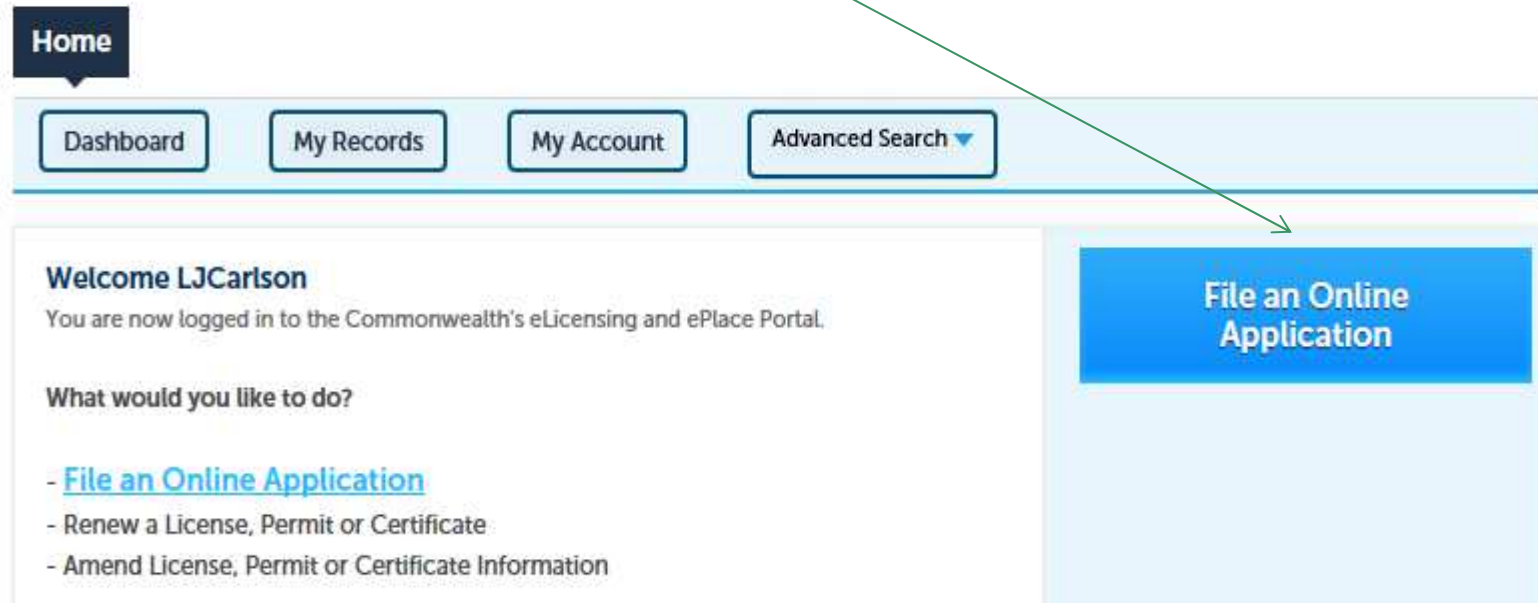
[New Users: Register for an Account](#)



**EEA ePLACE Portal**

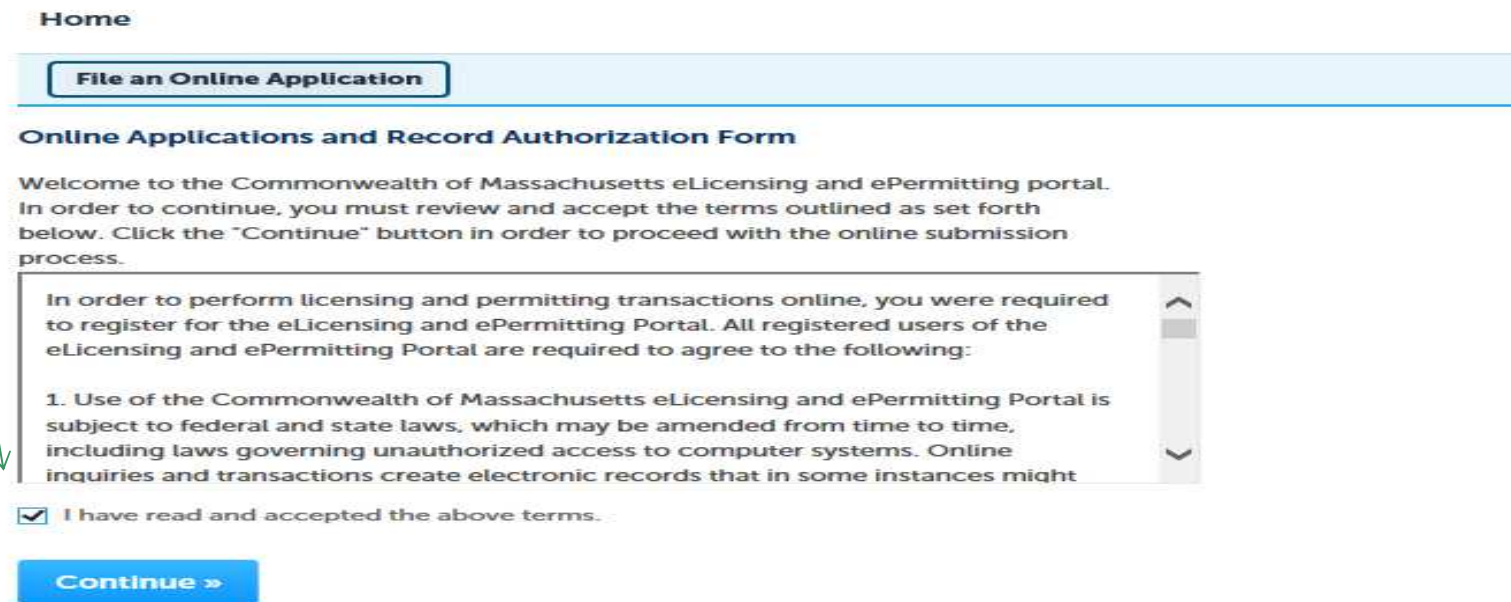
# Access your Renewal Application

- Click here to start



# Access your Renewal Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”



Home

[File an Online Application](#)

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

[Continue »](#)



# Access your Renewal Application

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- You will have been sent an email providing you key information to linking to your original TUR approval in your account.
- You only have to do this once. Thereafter you can see your renewal from the “My Records” link.
- Click “Link Your Account” to create the renewal link.

CLICK ON THE BELOW LINKS TO APPLY FOR AUTHORIZATIONS FROM DIFFERENT DEPARTMENTS:

ENERGY AND ENVIRONMENTAL AFFAIRS (DEP, MDAR, DCR)

☐ APPLY FOR A DEP AUTHORIZATION

☐ APPLY FOR A MDAR AUTHORIZATION

☐ APPLY FOR A DCR AUTHORIZATION

LINK YOUR ACCOUNT

Continue »



# Access your Renewal Application

- When presented the next screen enter “EEA” for agency, Record ID is the permit number from the email and Authorization Code is the PIN Number.
- You have now linked your account and do not need to do this procedure again.

## Step 1: Link your existing record > Record Linking Form

To associate any existing licenses, permits, or certifications to your online permitting account, enter a "Record Identification Code" and an "Authorization Code" from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM - 5:00 PM Monday-Friday.

\* indicates a required field.

### Record Linking Form

#### RECORD LINK

\* Agency:

EEA

\* Record

Identification Code:

\* Authorization Code:

Continue »

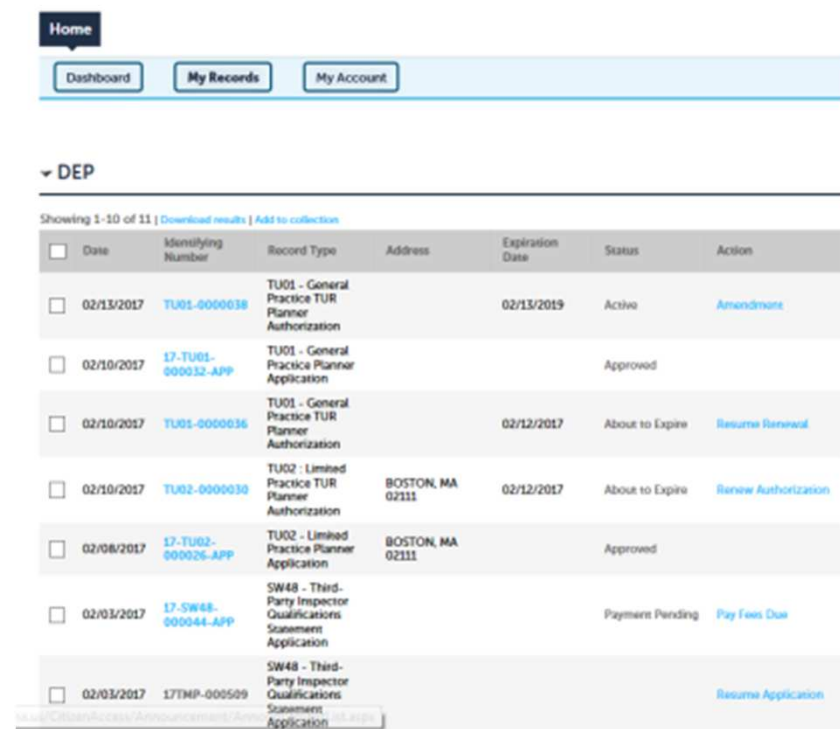
Save and resume later



EEA ePLACE Portal

# Start you Renewal Application

- From the HOME screen:
- Click on “My Records”
- The original Approval record will be listed with a “Renewal” link in blue to the right.
- Click on “Renewal Authorization” to get started.



<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	02/13/2017	TU01-0000038	TU01 - General Practice TUR Planner Authorization		02/13/2019	Active	<a href="#">Amendment</a>
<input type="checkbox"/>	02/10/2017	17-TU01-000032-APP	TU01 - General Practice Planner Application			Approved	
<input type="checkbox"/>	02/10/2017	TU01-0000036	TU01 - General Practice TUR Planner Authorization		02/12/2017	About to Expire	<a href="#">Resume Renewal</a>
<input type="checkbox"/>	02/10/2017	TU02-0000030	TU02 - Limited Practice TUR Planner Authorization	BOSTON, MA 02111	02/12/2017	About to Expire	<a href="#">Renew Authorization</a>
<input type="checkbox"/>	02/08/2017	17-TU02-000026-APP	TU02 - Limited Practice Planner Application	BOSTON, MA 02111		Approved	
<input type="checkbox"/>	02/03/2017	17-SW48-000044-APP	SW48 - Third-Party Inspector Qualifications Statement Application			Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	02/03/2017	17TMP-000509	SW48 - Third-Party Inspector Qualifications Statement Application				<a href="#">Resume Application</a>





# 1. Application Information

- Provide information about your TUR continuing education credits
  - ▶ Click “Add a row” to start entering into the table provided.
  - ▶ You will need 1 row in the table for each continuing education activity you wish to claim credit for

Home

DEP Applications

TU04 : Limited Practice Planner Renewal

1 Application Information	2 Documents	3 Special Fee Provision	4 Certification Information	5 Review	6	7
---------------------------	-------------	-------------------------	-----------------------------	----------	---	---

Step 1: Application Information > Page 1 of 3

\* indicates a required field.

Re-Certification for Limited Practice TUR Planner

Re-Certification Information

Please provide the title of each educational activity attended, dates attended, the hours in attendance, a brief description of the activity and the number of continuing education credits you are seeking for your attendance. Attachment(s) must contain supporting documentation for all courses listed.

Showing 0-0 of 0

Title	Date(s)	Hours	Credits Requested	Course Type	Credit Category
No records found.					

Add a Row Edit Selected Delete Selected

Environmental Management System or Resource Conservation Planner Certification

Please indicate if you are also applying to certify an Environmental Management System and/or a Resource Conservation Plan (there is no additional fee for this certification). If you're applying for TUR only, you can skip this section.

Environmental Management System:  
☐

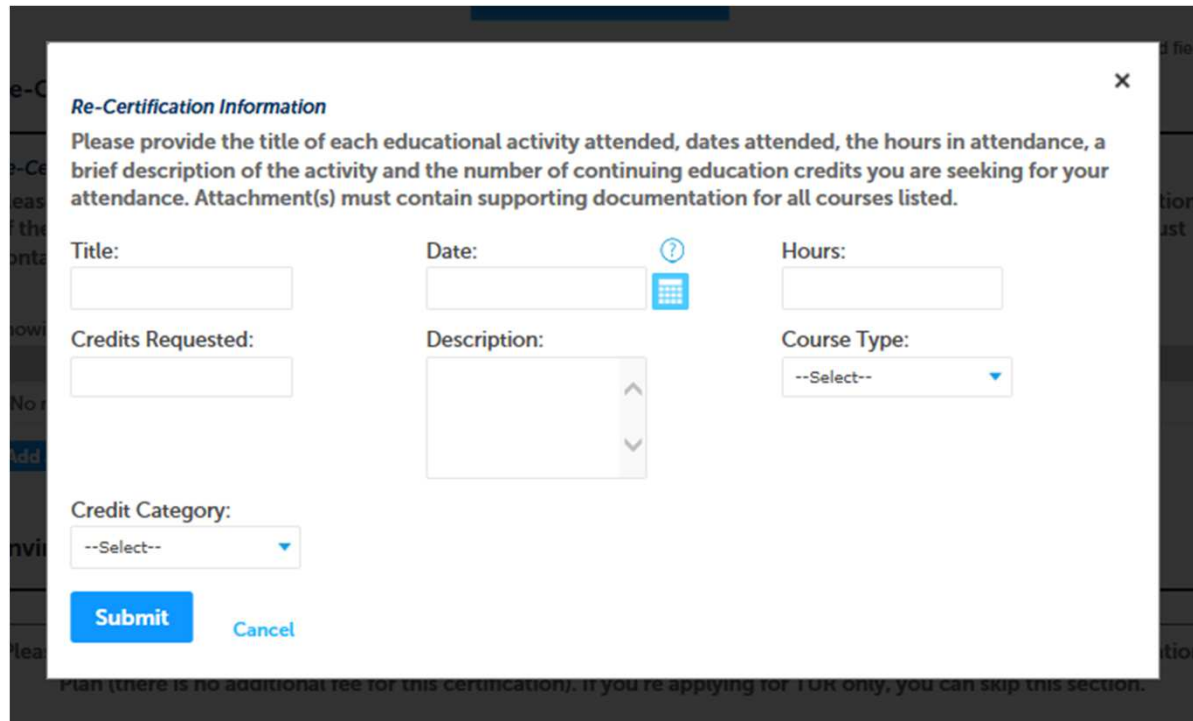
Resource Conservation Plan:  
☐

Continue Application » Save and resume later



# 1. Application Information (Cont)

- Provide all requested information about each continuing education activity
- Click “Submit”
- You will be returned to the 1<sup>st</sup> page of your form
- Click “Add a Row” to add another activity.



The screenshot shows a web form titled "Re-Certification Information" with a close button (X) in the top right corner. The form contains the following fields and instructions:

- Title:** A text input field.
- Date:** A date input field with a calendar icon and a help icon (?) to its right.
- Hours:** A text input field.
- Credits Requested:** A text input field.
- Description:** A large text area with up and down arrow controls on the right side.
- Course Type:** A dropdown menu with "--Select--" as the current selection.
- Credit Category:** A dropdown menu with "--Select--" as the current selection.

At the bottom of the form are two buttons: a blue "Submit" button and a "Cancel" link. Below the form, a note states: "Plan (there is no additional fee for this certification). If you're applying for LUK only, you can skip this section."



# 1. Application Information (cont.)

- Check that your continuing education information is complete
  - ▶ You must have at least 30 completed credits
- Indicate if you are applying for an EMS and/or a RC Plan certification
- Click “Continue Application”

Home

DEP Applications

TU04 : Limited Practice Planner Renewal

1 Application Information	2 Documents	3 Special Fee Provision	4 Certification Information	5 Review	6	7
---------------------------	-------------	-------------------------	-----------------------------	----------	---	---

Step 1: Application Information > Page 1 of 3

\* indicates a required field.

Re-Certification for Limited Practice TUR Planner

**Re-Certification Information**

Please provide the title of each educational activity attended, dates attended, the hours in attendance, a brief description of the activity and the number of continuing education credits you are seeking for your attendance. Attachment(s) must contain supporting documentation for all courses listed.

Showing 1-1 of 1

<input type="checkbox"/>	Title	Date(s)	Hours	Credits Requested	Course Type	Credit Category	
<input type="checkbox"/>	Title	01/01/2017	120	24	TUR Approved Course	TUR Course	Actions ▼

Add a Row Edit Selected Delete Selected

**Environmental Management System or Resource Conservation Planner Certification**

Please indicate if you are also applying to certify an Environmental Management System and/or a Resource Conservation Plan (there is no additional fee for this certification). If you're applying for TUR only, you can skip this section.

Environmental Management System:  
☐

Resource Conservation Plan:  
☐

Continue Application » Save and resume later



## 2. Documents

- Review the list of required documents
- Click “Browse”
- In the “File Upload” window that opens, click “Browse” again.

Home

DEP Applications

TU04 : Limited Practice Planner Renewal

1 Application Information	2 Documents	3 Special Fee Provision	4 Certification Information	5 Review	6	7
---------------------------	-------------	-------------------------	-----------------------------	----------	---	---

Step 2: Documents > Page 1 of 1

Your certification credit request MUST be supported by documentation, which should be attached to this application. Such documentation should describe the courses or events listed and the hours in attendance for each course, e.g., a course syllabus or event itinerary and a copy of the sign-up sheet or certificate of completion.

\* indicates a required field.

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. Proof of DEPs prior approval of TUR courses not offered by the TUR Program (OTA, TURI or MassDEP) or of an eligible activity (approval letter/notice)
2. Proof of all claimed continuing education credits in Toxics Use Reduction issued by course provider / proof of participation in an eligible activity

Attach Documents

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

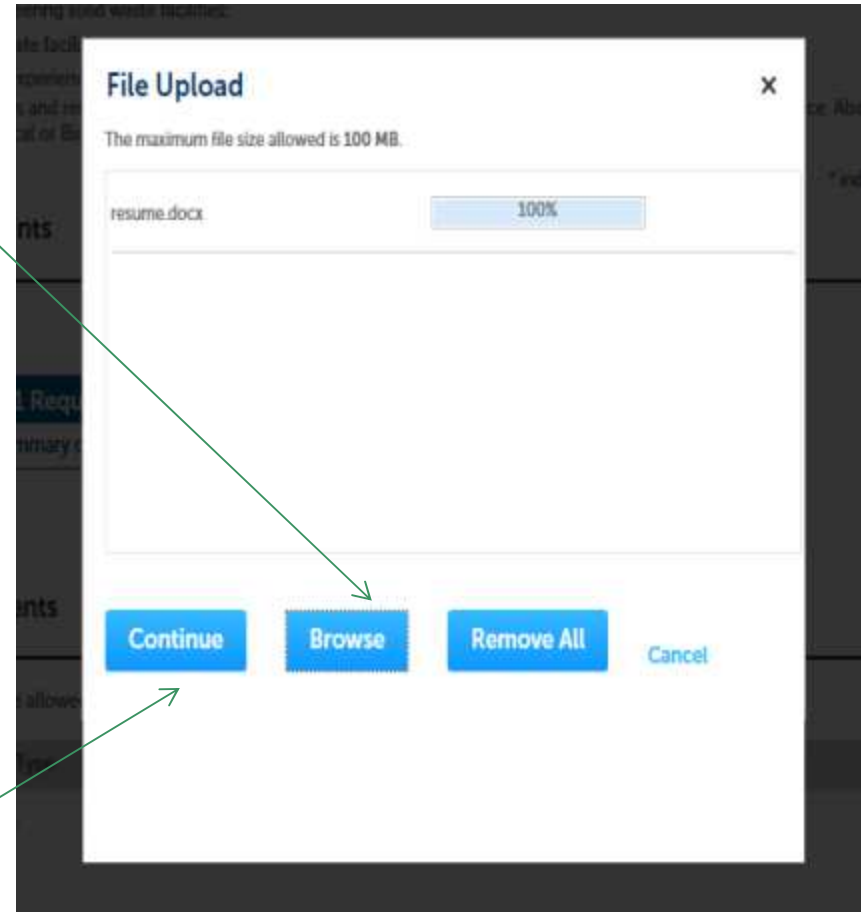
Continue Application »

Save and resume later



## 2. Documents (Attaching)

- You will get a pop up box.
- Click “Browse” on pop up
- Find you’re the document you wish to attach on your computer
- Click on the file name then click “open”
- Once the document uploads in the file upload box, click “Continue”



## 2. Documents

- Pick a document type from the drop down list and type in a description of the document you attached
- Click “Save”
- The document will take a minute to load. When complete you will get the following message:



**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

- Add more documents or Click “Continue Application”



**EEA ePLACE Portal**

Attach Documents

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Description	Action
No records found.					

\* Type:

File: WS10 ACA Script.docx  
100%

\* Description:

Save Browse Remove All

Continue Application »

Save and resume later

## 2.Documents

- Review the information about your uploaded documents.
- Click “Continue Application”

\* indicates a required field.

### List of Documents

#### Documents:

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. Proof of DEPs prior approval of TUR courses not offered by the TUR Program (OTA, TURI or MassDEP) or of an eligible activity (approval letter/notice)
2. Proof of all claimed continuing education credits in Toxics Use Reduction issued by course provider / proof of participation in an eligible activity

### Attach Documents

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Description	Action
<a href="#">Blank Upload 2.docx</a>	Proof of all claimed continuing education credits in Toxics Use Reduction issued by course provider / proof of participation in an eligible activity	12.26 KB	02/14/2017	Description of Proof of all claimed con... <a href="#">read more</a>	<a href="#">Actions</a> ▼
<a href="#">Blank Upload 1.docx</a>	Proof of DEPs prior approval of TUR courses not offered by the TUR Program (OTA, TURI or MassDEP) or of an eligible activity (approval letter/notice)	12.26 KB	02/14/2017	Description of Proof of DEPs prior ... <a href="#">read more</a>	<a href="#">Actions</a> ▼

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



EEA ePLACE Portal

# 3. Special Fee Provision

- Leave blank and click “continue Application” if special fees do not apply to your situation
- If special fee applies (e.g., you are a municipal employee), then click “Exemption” and indicate Exemption type in space provided (not shown)
- Click “Continue Application”



EEA ePLACE Portal

Home

DEP Applications

TU04 : Limited Practice Planner Renewal

1 Application Information	2 Documents	3 Special Fee Provision	4 Certification Information	5 Review	6	7
---------------------------	-------------	-------------------------	-----------------------------	----------	---	---

Step 3: Special Fee Provision > Page 1 of 1

\* indicates a required field.

Special Fee Provision

Check if applicable:

Exemption: ?

☐ Exclusion (special agreement or policy): ?

☐ Substitution (ASP/IRP): ?

☐ Double Fee for Enforcement: ?

☐ Hardship payment extension request: ?

☐

Continue Application >

Save and resume later



## 4. Certification Information

- The published information section shows what information about the applicant will be made public when the application is published
  - ▶ It defaults to the profile information of the applicant
  - ▶ You have an opportunity to modify some of what would be published or shown on a website if you don't want your account information to show



EEA ePLACE Portal

### Step 4: Certification Information > Page 1 of 1

To review or certify this application, click on the "Continue Application" button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the "Save and resume later" button, and have the applicant log-in to certify.

\* indicates a required field.

#### Application Contributors

A List of Registered Users that have Viewed, Edited, and/or Signed this Application

Showing 1-2 of 2

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Delegate User 17-TU02- 000026-APP					<a href="#">Edit/View</a>
207972 15-FAC- 017135					<a href="#">Edit/View</a>

#### Published Information

Information from this application will be made available to the public. By default, the information listed below is from your account profile. To make changes to your account profile, save/resume this form, go to Account Management, and make the changes. When you next access this form, those changes will now appear. First name, middle name (if provided) and last name can only be edited through your account profile. Phone #, email, company name and address fields may be edited on this form without updating your account profile. Please note that EITHER an email address or a phone number must be provided. City, State and Zip code are also required fields.

Company Name:

Middle Name:

\*Telephone Number: ?

6172925787

PO Box/ Address:

1 Winter St.

\*State:

\*First Name:

Erin

\*Last Name:

Swallow

\*E-mail Address:

erin.swallow@state.ma.us

\*City/Town:

Boston

\*Zip Code:

## 4. Certification Information

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- The Applicant Information box will also show the name and address of the person currently logged into the application. This is the applicant. If the person filing out the form is NOT the applicant, please log out and have the applicant log in to complete the form.
- Click “Continue Application” if the correct person is shown as the applicant. Ignore the “Edit or View” link- this has been disabled.

### Applicant Information

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To review or certify this application, click on the “Continue Application” button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the “Save and resume later” button, and have the applicant log-in to certify.

#### Applicant Information:

Ted Smith  
10 Winter Street  
Boston, MA, 02144  
Telephone #: 617-777-5555 Email: tedsmith@email.com

Edit or View

[Continue Application »](#)

[Save and resume later](#)



**EEA ePLACE Portal**

# 5. Review

- Review your application
- Click “Edit Application” if you want to update or change any information you provided.

## Step 6: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

## Review and Certification

If you arrive at this Review page after selecting "Resume Application" from your dashboard, and then select "Pick up where I left off", you will need to click on the "Applicant and Contributors" tab at the top of this page, and then click "Continue" to finish submitting this application.

[Edit Application](#)

## Facility Information

ALCONQUIN GAS TRANSMISSION CO | 8 BRALEY HILL RD ROCHESTER MA 02770  
DEP Facility ID: 336394  
DEP Region: SE  
HW ID: MAR000011445  
Facility Record ID: 15-FAC-022932

## Additional Facility Information

ADDITIONAL FACILITY INFO  
No Custom Lists data for the sub group above.

## Employment Information

Environmental Management System: No  
Resource Conservation Plan: No

## Related Work Experience



## 5. Review

- Read the certification statement
- Check the box agreeing to it
- Click “Continue”
- ONLY the applicant in whose name the certification will be issued can click on this box and certify the application

### Applicant Information

Individual  
Laurel J Carlson  
One Winner Street, 7th Floor  
Boston, MA, 02108-0000  
United States

Telephone #: 617-348-4095  
E-mail: Laurel.Carlson@state.ma.us

"I certify that, to the best of my knowledge, all information presented in this application is true in substance and effect."

☐ I agree that I am the Applicant.  
If you are not the Applicant then click on 'Save and resume later' button.

Date Signed:

Continue Application »

Save and resume later



**EEA ePLACE Portal**

## 6. Pay Fees

- Both “Pay Online and “Pay by Mail” are available.
- If you select “Pay by Mail”, the application review will not start until the check has been received
- Online payment requires payment of a service charge.

### TU02 - Limited Practice Planner Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Pay Fees	8 Application Submitted
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#### Step 7: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

#### Application Fees

Fees	Amount
TU02 Application Fee	\$100.00

\$100.00

Pay Online »

Pay by Mail »



EEA ePLACE Portal

# Pay Online

- If you select “Pay Online” you will be redirected to a third party payment page.
- Provide the information required on this page and click on “I accept” to indicate your acceptance of the MassDEP and Ncourt Terms Agreement.

Description	Item Number	Amount
DEP/3rd Party Certification/Application	TTMP-000750	\$195.00
		\$395.00

Total Convenience Fee Due: \$13.90  
Total Amount Due: \$808.90

### Billing Information

Payment on Behalf of:

All fields are required.

Enter Company OR First and Last Name below

Company Name

First Name

Enter First Name

Last Name

Enter Last Name

Street

Enter Street

City

Enter City

State/Territory

Select State

Zip

Enter Zip

Phone Number

Enter Phone Number

Email

Enter Email Address

Confirm Email

Enter Email Address

### Payment Information

To pay by electronic check, click the ACH tab.

Card Type

Credit/Debit Card

Select Card Type

Card Number

Enter Card Number

CVV Code

Enter CVV Code

Expiration

01 2010

Check to accept to both the MassDEP and nCourt Terms Agreements

☒ I Accept

#### MassDEP Terms Agreement

For all payment methods, the email acknowledgment sent back to the customer after "I Accept" must include a contact telephone number at the merchant entity.

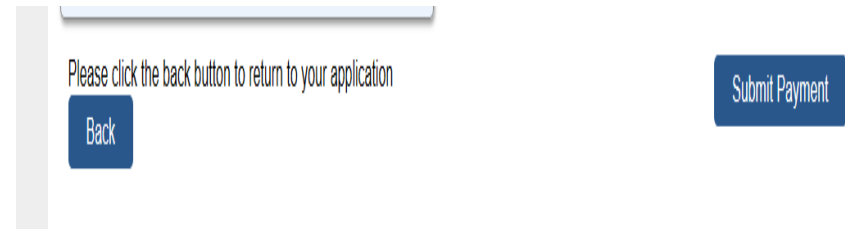
[nCourt Terms Agreement](#)



# Pay Online

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- At the bottom of the page is the button to “submit Payment” or, if you wish to change your mind and pay by mail, Click the “Back” button to return to the application




## 6. Record Issuance

- After you've chosen and gone through the payment option, the screen indicates the application has been successfully completed.
- This is your record number! →
- If you decided to “Pay by Mail”, you will receive email instructions on how to mail payment (please attach your record number)

TU02 - Limited Practice Planner Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Pay Fees	8 Record Issuance
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Step 8: Record Issuance

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 17-TU02-000049-APP.

Conditions

Showing 1-2 of 2

Documents - 2 Uploaded

Required Documents

Copy of letter from MassDEP verifying that TUR exam was passed

Required Documents

Uploaded || 03/15/2017

TUR Planner course certificate

Required Documents

Uploaded || 03/15/2017

You will need this number to check the status of your application.





# After Submittal

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- The following Notifications will be sent you to via email:
  - ▶ Authorization PIN – Allows you to share your application for any reason (but in most cases, you will probably not use this).
  - ▶ Confirmation of Application Submission and Payment Information – Information about payment. This notice will include you application or Record Number.
  - ▶ Proof of Record – A printable copy of your application minus attachments. This will be sent approximately 5 minutes after submission.



## Your Records in ePLACE

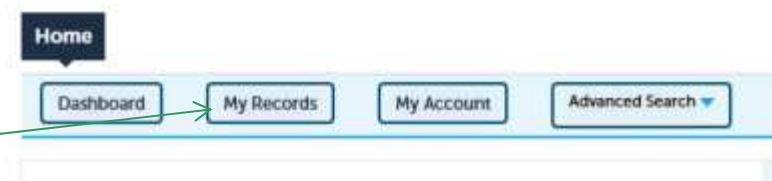
---

- Every application you prepare or submit will be saved in a file associated with your account in EEA ePLACE.
- From the “Your Records” screen you will be able to:
  - ▶ Resume Application – If you decided “Save and Resume” during the application process, you can resume here.
  - ▶ Edit – If your application is not complete or requires a change after submission, you may be given the option to edit here after the Department has confirmed this.
  - ▶ Pay Fees Due – If you have fees that are due (or fees that have been paid by mail but have not been processed yet).
  - ▶ Amend Authorization – Once your certification has been approved by the Department and has not yet expired, you may be able to Amend your Authorization here (i.e. upgrade your certification, etc.)
  - ▶ Renew Authorization – Starting 90 days prior to the expiration of your certification, you will be able to renew your authorization here (at this point, your certification amendment will also be made here).



# Accessing Your Records

- Log in to EEA ePLACE Portal
- Click “My Records”
- Click “▶” in front of “DEP” on the next screen



# “My Records”

- View list of Applications/ Authorizations associated with your account.
- Status indicates current status
- Actions are also shown here (see next page):
- Once your certification application (status) is approved, you will receive your approval letter and card via email.

▼ DEP

Showing 1-10 of 26 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	03/03/2017	<a href="#">17-WS10-000499-APP</a>	WS10 - Cross Connection Certification Application			On Hold	
<input type="checkbox"/>	02/24/2017	<a href="#">17-WS10-000482-APP</a>	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/24/2017	<a href="#">17-WS10-000483-APP</a>	WS10 - Cross Connection Certification Application			Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	02/24/2017	<a href="#">17-WS10-000481-APP</a>	WS10 - Cross Connection Certification Application			Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	02/24/2017	<a href="#">WS10-0032775</a>	WS10 - Cross Connection Certification Authorization		02/24/2020	Active	<a href="#">Amendment</a>
<input type="checkbox"/>	02/23/2017	17TMP-001404	WS10 - Cross Connection Certification Application				<a href="#">Resume Application</a>
<input type="checkbox"/>	02/21/2017	<a href="#">17-WS10-000411-APP</a>	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/21/2017	<a href="#">WS10-0032770</a>	WS10 - Cross Connection Certification		02/21/2017	About to Expire	<a href="#">Renew Authorization</a>



## For More Help

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- Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records):
  - [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us).
  - or call (844) 733-7522 (7:30 am – 5pm, M-F)
- Questions about the Program Requirements for this certification
  - David Minucci at [David.Minucci@state.ma.us](mailto:David.Minucci@state.ma.us)

