AMENDING REGULATION TEXT IN RIS

Log onto the Regulation Information System. Click on your agency to display the project list page. Click on the project and then the section you would like to edit.

Insert content into the appropriate sections.

After you have created the structure for the regulatory action, you can amend content with strikethroughs and underscores in sections, enter the content of each new section that is being added, and strike through the catchline and section content for sections being repealed. Begin the process in each case by clicking on the "[edit]" button.

This opens the section in Word. Details for each type of action follow.

1. To amend a section, use strikethroughs and underscores to mark changes. Always strike text first, then add new underlined language. Strike and add complete words, not parts of words.

B. A scholar required to repay his the scholarship shall:

1. Enter repayment status on the first day of the first calendar month after:
   a. The council college has determined that the scholar is no longer enrolled in an before six months has elapsed since the scholar was enrolled in such course of st.
   b. The date the scholar informs the council that the college the scholar di

Mark changes in a final regulation with brackets. Use the macro buttons in the RIS template that create the opening and closing brackets without underlining and with "required spaces" so brackets will stay with the stricken and new language being modified.

D. Continuation of permit coverage

1. [Any owner that was authorized to discharge under the petroleum contaminated sites, groundwater remediation, and hydrologic tests general permit issued on or before February 28, 2013, is authorized to continue to discharge under the terms of the ] 2008 2013 general permit Permit coverage shall expire at the end of its term. However, existing permit coverages are automatically continued if the owner has submitted a complete registration statement at least 60 days prior to the expiration date of the permit or a later submittal date established by the board, which cannot extend beyond the expiration date of the original permit The permits is authorized to continue to discharge until such time as the board either:
Verify that all paragraphs have correct styles applied. For a listing of styles and examples, see the VAC Quick Style Sheet on the Register website.

Click the RIS Update button to save changes to RIS.

To make additional modifications, click on "[edit]" again, make additional changes, and use the RIS Update button to finish. If you decide not to keep the changes you made, you may close the Word window without saving and your text in RIS is not changed.

2. For each new section, enter the text of the entire section. Fill in the Statutory Authority portion for the new section. Make sure all text is underlined including the section number, catchline, and section text.

**18VAC5-22-180. Issuance, renewal, and reinstatement of licenses.**

A. Any Virginia license issued, renewed, or reinstated on or after February 26, 2018, and on or before June 30, 2018, shall expire on June 30, 2019, and its holder shall pay the fee prescribed in 18VAC5-22-20 upon submission of a completed license application.

The Statutory Authority is not underlined. Verify that all paragraphs have correct styles applied. Click the RIS Update button. Click on "back" in the upper right hand corner to go back to the Project Details page or click "next" to go to the next section in the project.

D. For Virginia licenses expiring on June 30, 2019, or later, the holder of a Virginia license shall annually renew his license on or before June 30 of each calendar year by submitting a completed license renewal application and paying to the board a renewal fee as prescribed in 18VAC5-22-20.

Statutory Authority

3. To **repeal a section**, use the "(Repealed.)" button in the RIS template to insert (Repealed.) after the catchline.

4. Leave the section number, strike the catchline, and strike the text of the section and the Statutory Authority. Do not strike through the Historical Notes. Historical Notes will remain with the section in VAC after it is repealed.

5. **To insert a new part or article**, include the part or article number and title before the section as they appear in the Register. By doing this, they will appear correctly in the Register when published as final.

6. **To amend current part and article names and numbers**, make the changes in the section if that section is being amended.