

Board of Well Drillers

Licensing Process

This information was provided at the Eastern Water Quality Association Conference on May 17, 2018.

Thank you for this opportunity to provide an overview of the licensing process as specified in the Board of Well Drillers regulations, COMAR 26.05.04.01-04.

1. **Essential definitions** from the regulations
 - a. Well – a hole made in the ground to
 - i. Explore for groundwater
 - ii. Obtain or monitor groundwater
 - iii. Inject water into any underground formation from which water may be produced
 - iv. Transfer heat to or from the ground or groundwater...
 - b. Practice well drilling – includes engaging in any of the following activities for profit:
 - i. Making, altering, repairing, or sealing a well, or
 - ii. Installing, altering, repairing, or disconnecting well system equipment
 - c. Helper – a person who assists a licensee, but does not practice well drilling. Licensee must be onsite with helper.
 - d. Apprentice – a person licensed by the Board to work under the direction and control of a Master Well Driller, Water Conditioner Installer, or Pump Installer for the specific purpose of training to practice well drilling.
 - e. Well rig operator – a person licensed by the Board to practice well drilling, restricted to the location and excavation of wells, installation of casing, grout, screens, pumps, development and testing of wells
 - f. Water conditioner installer – a person licensed by the Board to practice well drilling restricted to the selection, installation, repair, of water conditioning equipment (which changes the chemical, physical or bacteriological characteristics of water obtained from a well)
 - g. Pump installer – a person licensed by the Board to practice well drilling, restricted to the selection, installation, repair of pumps and related equipment, and testing for well yield
2. **Process to become licensed**
 - a. Study, study, study. Get all the on-site training and classroom training that you can.
 - b. Meet experience qualifications:

Class & Category	In-State Requirement	Out-Of-State Requirement
Apprentice Well Driller (AWD) Water Conditioner Installer (AWC) Pump Installer (API)	1 year as a helper	1 year of related experience

Pump Installer (PI)	2 years as an API	Documented 3 years installing pumps
Water Conditioner Installer (WCI)	2 years as an AWC	Documented 3 years installing water conditioning equipment
Journeyman Well Driller General (JWD) Geotechnical (JGD) Water Supply (JSD)	3 years as a JWD, JGD, or JSD	Documented 5 years practicing well drilling; 2 of the last 3 of which operating equipment used for construction of wells of the category of license sought
Master Well Driller	2 years as Journeyman	Documented 7 years practicing WD 2 of the last 3 of which operating equipment used for construction of wells of category of license sought

- c. Fill out the application form
 - i. Available on the Board homepage
 - ii. Contact the Board for a copy.
- d. Sponsorship required for the following:
 - i. Apprentice Well Driller – Master Well Driller
 - ii. Apprentice Pump Installer – Pump Installer or Master Well Driller
 - iii. Apprentice Water Conditioner Installer – Water Conditioner Installer or Master Well Driller
 - iv. Journeyman Well Driller – Master Well Driller
- e. Experience exception/education credit – up to 2 years' experience for degree/documentated education. Submit transcripts or other documentation with application Approved by Board on a case by case basis
- f. Submit completed application
 - i. Send to PO box address on the form or hand deliver
 - ii. Include \$75 fee, check or money order
 - iii. Fed Ex does not deliver to PO box
- g. When Board review of application is complete, your exam date is scheduled (currently 6 per year)
- h. You will receive an exam admittance letter with
 - i. Instructions
 - ii. Directions to MDE
 - iii. Date of exam
 - iv. Start time
 - v. General study topics
 - vi. Regulations
- i. Day before exam – stay hydrated, get full night's sleep
- j. Arrive at exam session
 - i. Follow instructions in exam admittance letter
 - ii. Bring a copy of the exam admittance letter and photo ID with you.
 - iii. Leave your cell phone in your vehicle.
- k. After exam, you will receive letter with your score and instructions. Three possible outcomes:
 - i. Pass
 - 1. Return letter to address in letter with

- 2. Check or money order for licensing fee (varies depending on the specific license)
 - ii. Fail
 - 1. Apply to take exam one more time
 - 2. Return letter to address with exam fee, \$75
 - iii. Fail twice
 - 1. Take 20 Board approved CEU hours
 - 2. Submit a new application with fee and documentation of training
- 3. Once you are licensed**
- a. Carry your license with you.
 - b. License has two parts
 - i. display the larger portion in your office or truck.
 - ii. The folding portion keep in your wallet.
 - iii. Good idea - keep a copy with you on the job.
 - c. Renewal of license
 - i. All licenses expire when June 1 of odd numbered years
 - ii. Except for those with less than 2 years' apprenticeship remaining, which end 5 years after the apprentice license is issued.
- 4. Terms of apprenticeship**
- a. Maximum of 5 years, can be extended 6 months if you request
 - b. AWD - After 3 years, are qualified to take the Journeyman exam
 - c. AWD - After 5 years, license converts to Well Rig Operator
 - i. WRO is not a path to a Journeyman license
 - ii. WRO is a restricted license – see definition
 - 1. For example, WRO cannot install filters
 - iii. To qualify to test for the Journeyman
 - 1. Apply to take the apprentice exam again
 - 2. Pass the exam again
 - 3. As soon as new AWD license is issued immediately apply to take the Journeyman exam -- the minimum of 3 years' experience as an apprentice is met.
 - d. AWC & API - After 2 years are qualified to take WC or PI exam
 - e. AWC & API – After 5 years, license is expired.
 - i. To continue to practice, reapply for new apprenticeship
 - f. Sponsorship loss – Apprentice license is terminated.
 - g. Sponsorship change – Notify the Board and your apprentice license is not terminated; your record gets updated with new information
- 5. Continuing education credits**
- a. To get CEU credit for a course or event, training must be approved by the Board – check the website for current list, which is updated monthly.
 - b. If a course or event is not on the list, submit to the Board syllabus, schedule, trainer bio. Anyone can submit courses to the Board for review.
 - c. Documentation
 - i. Signed certificates
 - ii. Copy of sign-in sheets
 - iii. Yellow cards are optional
- 6. Reinstatement of Expired licenses**

- a. Must be done within 3 years of expiration of license
 - b. After 3 years of expiration date, former licensees must apply to sit for the exam again
7. **Inactive status**
- a. License status which does not expire the license but does not allow practice of well drilling.
 - b. Fee is \$50
 - c. term is 2 years the same renewal period as active licenses
 - d. Bond, liability insurance, sponsorship, and continuing education are not required.
 - e. Available for all license classes and categories except apprentices
8. **Board website** – google “Maryland Board of Well Drillers”
<http://mde.maryland.gov/programs/Permits/EnvironmentalBoards/Pages/boardofwelldrillers.aspx>
- a. Forms
 - b. Regulations
 - c. Upcoming AWD training course date
 - d. Exam schedules
 - e. Meeting schedule – meetings are public except in specific conditions when a portion is closed
 - f. Meeting agenda and minutes
 - g. Regulations
 - h. Rosters of licensees (updated monthly)
 - i. Continuing Education Courses/events (updated monthly)
 - j. Study guides
 - k. Board contact information – email, phone
 - l. This outline will be posted.