CONTINUING EDUCATION GUIDANCE

1. Guidelines:
   a. The Board’s process is done in accordance with COMAR 26.05.03.
   b. Keep your original documentation for your records. Submit a copy to the Board by a method specified below, see item 2 below.
   c. Board of Waterworks and Waste Systems Operators approved courses are not automatically accepted.
   d. A total of 20 credit hours of Board-approved training is required for license renewal every two years.
   e. Ten of the 20 credit hours of approved training shall be directly related to the category of your license, for example drilling techniques, pump installation or water conditioning installation.
      i. The maximum number of hours for environmental, safety, hazmat, and any other indirectly related course is 10.0 credit hours. Indicated with an asterisk * on the Approved CEU Training Log.
      1. The exception is MWD and MGD licensees, which allow two hazwoper/OSHA 8-hour refresher courses for each renewal. Indicated with a double asterisk ** on the Approved CEU Training Log.
   f. If you hold licenses issued by the Board, you may fulfill the continuing education requirements for renewal of all licenses by obtaining a total of 20 hours of approved training.
   g. Board-approved training may consist of participation in any of the following:
      i. College-level or postgraduate coursework given by an accredited college or university
      ii. Courses, seminars, workshops or lectures
      iii. Extension studies and correspondence (online) courses
      iv. In-service training
      v. Papers published in professional journals requiring peer review
      vi. Instruction of approved training courses (instructor receives 2 for 1 credit)
      vii. Lectures and scheduled courses at national or regional association event
   h. Assignment of credit
      i. Credits shall be approved in not less than ½ hour increments
      ii. Credits shall be approved on an hour-for-hour basis for attendance at an approved training program
      iii. Credits are approved on a 2-for-1 hour basis for the instructor of an approved training program
i. National and regional conventions – attendees receive an additional 1.0 hours per day for attendance for informal interaction with other attendees and vendors.

2. To receive credit for Board-approved courses/events
   Submit documentation of attendance by one of the following methods:
   a. Email to well.board_mde@maryland.gov (preferred)
   b. Fax to 410-537-3168 (call 410-537-4466 to verify that it was received)
   c. Mail to Board of Well Drillers, MDE, 1800 Washington Boulevard, Baltimore, MD 21230 (call 410-537-4466 to verify that it was received)
   d. Documentation may be submitted as soon as it is available or with renewal form to PO Box address.

3. To submit a request for Board review of a course or event
   Submit the following information via one of the methods listed in 2.a to 2.c above:
   a. Description of subject matter
   b. Length in hours or a breakdown / time schedule
   c. Name and brief bio of instructor
   d. Date, time and location

The current list of Board-approved courses is located on the Board website
https://mde.maryland.gov/programs/Permits/EnvironmentalBoards/Pages/boardofwelldrillers.asp

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