

APPLICATION

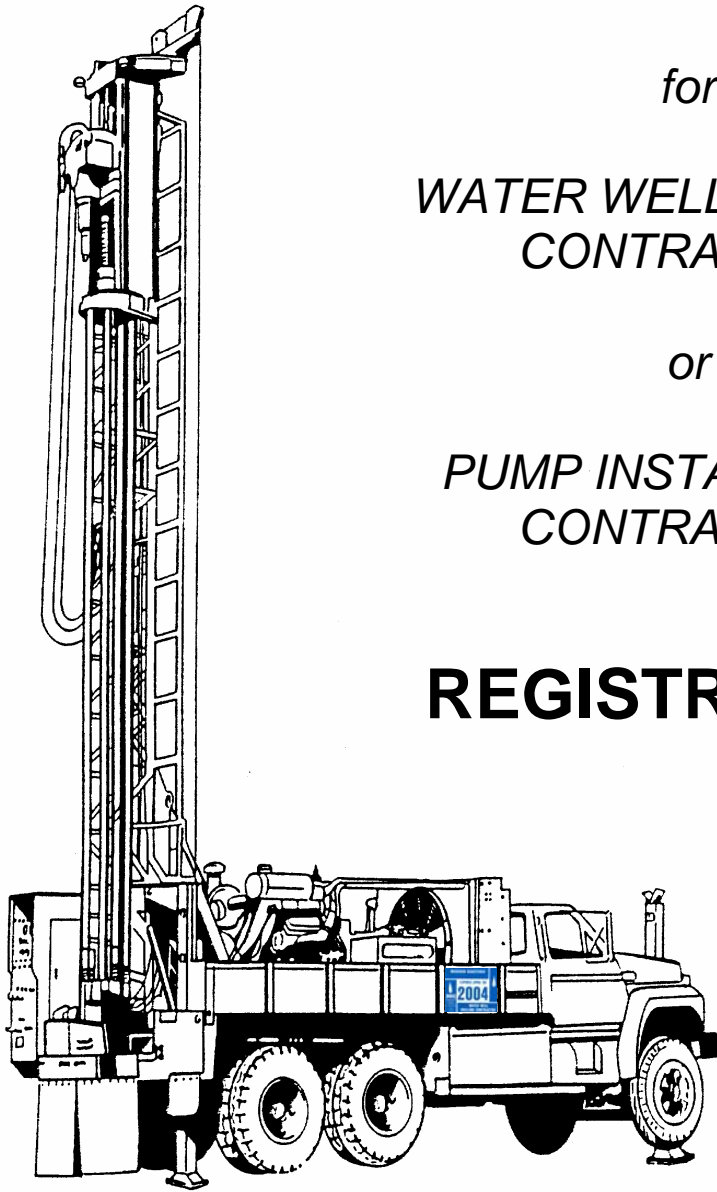
for

*WATER WELL DRILLING
CONTRACTOR*

or

*PUMP INSTALLATION
CONTRACTOR*

REGISTRATION



Michigan Department of Environmental Quality
Water Bureau
Lansing Operations Division
Drinking Water and Environmental Health Section
Well Construction Unit

EQP 2087 (Rev. 08/2007)



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
Water Bureau
Lansing Operations Division

**PROCEDURES FOR WELL DRILLER
AND PUMP INSTALLER REGISTRATION**

LEGAL BASIS

Before engaging in the business of water well drilling, pump installing, or constructing dewatering wells, a person shall obtain a **Certificate of Registration** annually from the Michigan Department of Environmental Quality (DEQ). These requirements are set forth in Part 127, 1978 PA 368 (Michigan Public Health Code), Section 12704, being §333.12704 of the Michigan Compiled Laws. Failure to register is a misdemeanor pursuant to Section 12715, being §333.12715 of the Michigan Compiled Laws.

Registration is **required** for persons who install, repair, or service the following water well types:

POTABLE WATER SUPPLY WELLS (PRIVATE OR PUBLIC)

IRRIGATION WELLS

WATER SUPPLY OBSERVATION WELLS

HEAT PUMP SUPPLY AND RETURN WELLS

INDUSTRIAL WELLS

Registration is **not required** for persons installing:

- a. A well on their owned or leased property that will serve their own single family house or is intended for farming purposes on their own farm and where the water produced will not be used by the public or in any other residence.
- b. Water wells used solely for oil or gas well drilling or production operations.
- c. Dewatering wells used temporarily during construction that are less than 25 feet in depth and less than 2 inches in diameter.
- d. Monitoring wells, mineral wells, brine wells, test wells, storage wells, or disposal wells regulated by Part 615, 1994 PA 451 (formerly 1969 PA 315, Mineral Well Act).

REGISTRATION CATEGORIES

Water Well Drilling Contractor - Persons in this category are authorized to construct, alter, service, and repair water wells. A registered well drilling contractor may also perform the work of a pump installer without obtaining an additional **Certificate of Registration**.

Pump Installation Contractor - Persons in this category are authorized to install, remove, alter, and repair water pumping equipment. Persons who perform only shop work on pumps are not required to be registered. Licensed master plumbers may perform the work of a pump installer without having to obtain a pump installers registration. Pump installers may not drill, service, or repair any part of the well not directly related to the pump installation. Pitless adapters, drop pipes, packer jets, and foot valves are considered part of the pump installation. Casings and screens are well components.

Dewatering Well Contractor - Persons in this category are authorized to engage in construction, installation, and plugging of dewatering wells and installation and operation of dewatering well pumps.

Dewatering Well Pump Installer - Persons in this category are authorized to engage in installation and operation of dewatering well pumps.

QUALIFICATIONS

Persons applying for registration must possess the following minimum qualifications:

1. Obtain not less than two years of full-time experience in the water well drilling field for registration as a water well driller which includes pump installation or in the pump installation field for registration as a pump installer. The experience shall have been obtained within the **last 5 years**.
2. Be not less than 18 years of age and have completed high school or submit proof of equivalent education. Up to 4 years of work experience may be substituted for equal years of education.
3. Be of sound moral character. This refers to the ability of the applicant to conduct a business in a fair, honest, and open manner.

APPLICATION FILING PROCEDURES

An applicant must submit the following not later than 60 days before the examination date:

1. **Registration Application, Work History Form**, and at least two **Reference Statements**, one of which shall be from a Michigan Registered Water Well Drilling Contractor. (These forms are included in this booklet).
2. Water well records for at least **20 water wells and pumps installed** by the applicant shall be submitted. A pump installer applicant shall submit at least 20 pump records. The records shall demonstrate completion of work by the applicant over a period of not less than 2 years and not more than 5 years. The dates of completion on the records are to correspond to the same years as the submitted W-2s.
3. Proof of work experience as a water well driller or pump installer must be provided. At least 2 years of the last 5 years of W-2 wage statement forms, paycheck stubs, employers' payroll records, Workers' compensation insurance records, or any combination of the above must be submitted. These forms must indicate employer's name and occupation of applicant. **These confidential records will not be retained by the DEQ and will be returned to you after you become registered.**
4. All forms must be completed in a clear, legible manner. Any form which does not contain sufficient information, or is unreadable, will be returned to the applicant.
5. An application fee, which includes the first year of registration (or remainder until April 30) is required. Make checks payable to the **STATE OF MICHIGAN. Do not send cash.**

FEES: WATER WELL DRILLING CONTRACTOR.....\$40 (includes 1 drilling machine)
ADDITIONAL WELL DRILLING MACHINE.....\$10
PUMP INSTALLATION CONTRACTOR.....\$25

OUT-OF-STATE APPLICANTS

An applicant who is not a resident of Michigan and is a licensed or registered well driller or pump installer in their state of residence, is eligible for registration in Michigan if all of the following requirements are met:

1. Proof of current licensure or registration is submitted to the DEQ.
2. Applicant is in good standing in the state in which the license is held.
3. Applicant shall meet the minimum qualifications and follow the application filing procedures listed above, with the following exceptions:
 - a. A **Reference Statement** from a Michigan registered water well driller or pump installer is **not** required. At least one **Reference Statement** from a well driller or pump installer who is licensed in the applicant's state of residence must be submitted.
 - b. The **Work History** form shall be reviewed by the agency that is responsible for regulating water well construction in the applicant's state of residence.

STUDY MATERIALS

The recommended study materials for contractors seeking registration are the **Water Well Construction and Pump Installation Code Book** and the **Ground Water and Wells Fundamentals Course Manual**. They are both available on the DEQ website (www.michigan.gov/deq). Click on "water", then "drinking water", then "water well construction". The Code Book is also available by contacting the Well Construction Unit at 517-241-1370. The Course Manual is also provided when you enroll for the course (see information on last page).

EXAMINATIONS

A hands-on submersible pump electrical troubleshooting exercise and written examination must be completed by all new applicants. The exercise and exam are given during scheduled meetings of the DEQ Ground Water Advisory Committee. Meetings are held each April and October in Lansing. (Contact the DEQ, Well Construction Unit, at 517-241-1389 for exact dates.)

HANDS-ON EXERCISE

The hands-on submersible pump electrical troubleshooting exercise tests whether an applicant can correctly diagnose electrical problems such as a faulty main motor winding, broken motor lead, or damaged wire insulation. The applicant will have 20 minutes to complete the exercise. It is recommended that the applicant bring his/her own meters. If the applicant does not bring a meter, one will be provided. (See the next page for more information about the exercise.)

WRITTEN EXAMINATION

The written examination consists of 200 multiple choice and true/false questions. A score of at least 70 percent is required to pass the written exam. The exam begins at 1:00 p.m., after completion of the Hands-on exercise in the morning. Four hours are allowed to complete the exam. Applicants are notified of the exam results within 30 days of the exam. Those who fail the written exam must wait at least 30 days before retaking it. A \$25 reexamination fee is required to repeat the written exam.

SUBMIT APPLICATION

Applications must be received **at least 60 days** before the exam date. If the application is complete, you will be notified in writing of your scheduled oral interview time and location. You will also be notified if the application is incomplete. Be sure to make a copy for your records.

Mail applications to:

**MI DEPT OF ENVIRONMENTAL QUALITY
CASHIERS OFFICE - WB - WD
PO BOX 30657
LANSING MI 48909-8157**

Make check payable to: **State of Michigan**

If you have a disability and require some accommodation in taking the registration examination, be sure to ask for a "Request for Accommodation" form from the DEQ when you submit your application. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation on site.

ANNUAL RENEWAL

Certificates of Registration expire on April 30 of each year. The DEQ mails renewal applications in February. Completed applications must be submitted by March 1. After July 1, a late registration penalty of 50 percent of the basic registration fee is added. A Certificate of Registration that has expired because of failure of the applicant to renew, may be reinstated within two years of the expiration, if back fees and late registration penalty fees are paid. Reinstatement after a two-year expiration period requires a candidate to meet the requirements of a new applicant. **Michigan does not have a provision for an inactive registration or retired status.** To be sure you receive your renewal application, promptly notify the DEQ of any mailing address changes.

SUBMERSIBLE PUMP MOTOR ELECTRICAL TROUBLESHOOTING EXERCISE

The examination to become a **Michigan Registered Water Well Drilling Contractor** or **Pump Installer** includes a hands-on submersible pump electrical troubleshooting exercise. The exercise tests whether an applicant can correctly diagnose an electrical problem such as a faulty main motor winding, broken motor lead, or damaged wire insulation. Applicants complete the exercise under the observation of Ground Water Advisory Committee members.

A test device simulating a typical domestic wellhead and test meters will be furnished. Applicants are welcome to bring their own electrical meters. The test device (Wellhead Simulator) is **not** energized and there is no electrical shock hazard. The hands-on exercise involves testing the resistance of motor windings and power source wiring insulation by simulating actual field conditions.

Applicants should (1) have experience field or bench testing pump electrical systems, (2) understand how to adjust electrical meters to their appropriate settings, and (3) be able to understand charts showing the specifications for particular motor models. Once the meter readings are obtained, the applicant is expected to interpret the readings by comparing them to the motor specifications and make decisions about the condition of the pump. Knowledge of basic electrical terms (i.e., volts, amps, watts, ohms, ground, conductor, and resistance) is advised.

Training on pump troubleshooting is available through the **Ground Water & Wells Fundamentals Course**, cosponsored by the Michigan Ground Water Association, Inc. Information about the course dates, location, and cost can be obtained by calling the MGWA at 213-767-9355.

Pump troubleshooting training materials are also available from pump or motor manufacturers. Some examples are Franklin Electric's **Submersible Pump Motor Application, Installation, Maintenance Manual**, available online at www.franklin-electric.com/Manual/contents.html. or Goulds Pump's **Single Phase Service Manual for Jets and Subs**, at www.goulds.com/pdf/GSSINGLE.pdf.



REGISTRATION APPLICATION FORM

(Please check one)

- WATER WELL DRILLING CONTRACTOR - \$40**
(Includes Pump Installation Activities)
- PUMP INSTALLATION CONTRACTOR - \$25**
- DEWATERING WELL DRILLING CONTRACTOR - \$40**
(Includes Dewatering Pump Installation Activities)
- DEWATERING WELL PUMP INSTALLATION CONTRACTOR - \$25**

IMPORTANT NOTE:

A complete application includes the following:

- Registration Application Form
- Work History Form
- Two Reference Statements
- Verification of 2 years experience
- Minimum of 20 Water Well and Pump Records

(Please type or print in ink. Complete all sections and sign on the bottom of the last page.)

APPLICANT INFORMATION:

Name: Last First Middle Initial

Address City State ZIP County

Telephone Location (home, shop, office, etc.) E-mail address Date of Birth

Position with Company: owner partner officer full-time employee other _____

BUSINESS INFORMATION:

Business Type: sole owner partnership corporation government other _____

Proposed Business Name E-Mail Address

Business Address City State ZIP County

Business Telephone Mobile Phone No. FAX No.

Branch office address and telephone _____

APPLICATIONS ARE DUE 60 DAYS BEFORE THE EXAM DATE


Please send application and check payable to the State of Michigan to:

**MI DEPT OF ENVIRONMENTAL QUALITY
CASHIERS OFFICE-WB-WD
PO BOX 30657
LANSING MI 48909-8157**

For Cashier's Use Only: 37000-40567-9406

EXPERIENCE:


QUALIFICATIONS: Work experience must equal at least 2 years of full-time work (4000 hours) within the last 5 years.

 REFERENCE: R 325.1701 Rule 201(a)(b)(c)(d).

Do you have at least 2 years of full-time experience in the water well drilling industry? Yes No

If yes, number of years in well drilling industry _____

PROOF OF WORK EXPERIENCE: Proof of experience shall be documented by submitting all of the following:

 REFERENCE: R 325.1701a Rule 201a.

Check list:

- _____ A minimum of 20 Water Well and Pump Records signed by the registered contractor with your name as the drilling machine operator and pump installer .
- _____ Work History Form with local health department review and signature (form included in this booklet).
- _____ Two notarized reference statements (form included in this booklet). One must be from a Michigan Registered Water Well Drilling Contractor.
- _____ Reference statements from relatives cannot be accepted.
- _____ Verification (federal W-2 forms, paycheck stubs, employers' payroll records, health insurance records, or any combination that verifies 2 years of experience within the last 5 years).

Have you ever been convicted of a felony or misdemeanor? Yes No

If "Yes", attach a detailed explanation of each conviction, including: specific charge(s), date(s) of conviction, and county where sentence was received.

List other state(s) in which you are licensed as a water well driller or pump installer.

State _____ County _____ From _____ to _____

Has your license ever been suspended or revoked? Yes No

EDUCATION:

High School (Name and Location) _____

Highest Grade Completed (circle) 1 2 3 4 5 6 7 8 9 10 11 12 Year graduated _____

College (Name and Location) _____ Degree and Major _____

College Years Completed _____ Year Graduated _____ Not Graduated _____

OTHER TRAINING AND EDUCATION: List any short courses, conferences, or college courses related to the well drilling field.

Note: Training courses **cannot** be substituted for minimum required field experience.

Course Title	Instructor	Location	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL REFERENCES: List persons with knowledge of applicant's water well drilling experience.

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

DRILLING MACHINE(S): list additional drilling machines on separate sheets.

Do you intend to register any drilling machines? Yes No If yes, how many? _____

If yes, please provide the following information:

Make of Drilling Machine	Model	Serial Number
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Type (cable tool, rotary, jetting, hollow rod, auger, etc.)

Truck Mounted:

Make of Truck	Year	Vehicle No.	No. of Rear Axles
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License Plate No.	State	Year
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Trailer Mounted:

Make of Trailer	Serial No.	Body Style	No. of Axles
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License Plate No.	State	Year
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NOTE: Registration of one drilling machine is included in initial \$40 fee. Additional machines are \$10 each.

I certify that all information in this application and the Work History form are true and accurate. I understand that any false statements will result in the denial of the application or renewal of the registration certificate, and/or may include criminal prosecution. I will supervise all water well drilling and pump installation activities and certify that all well/pump installations will adhere to the Groundwater Quality Control Rules and well code, R325.1601 *et seq.*, and other applicable state and local regulations. I will notify the Michigan Department of Environmental Quality (DEQ) if I am no longer the registered well drilling contractor/pump install for the firm, or I am no longer employed in a supervisory role, or if my firm name or address changes.

Signature of Applicant _____ **Date** _____



Michigan Department of Environmental Quality
Water Bureau

WORK HISTORY FORM
for Water Well Drilling/Pump Installation Contractor Registration

Name of Applicant

Name of Present Employer

Registration Number

YEAR	* WEEKS WORKED PER/YR	* HOURS PER WEEK	NAME OF FIRM	BRIEFLY DESCRIBE YOUR DUTIES	COUNTIES WORKED
TOTAL			* Applicant must have a minimum of 100 weeks (or 4,000 hours) of verifiable work experience within the last 5 years.		

List the following information for wells you drilled (you operated the water well drilling rig).
 For Pump installers applicants, complete columns - Number of pumps, type of Wells, Type of Pumps

DRILLING METHOD	NUMBER OF WELLS (Pumps)	WELL DIAMETER(S)	WELL DEPTH (FT) (RANGE)	TYPES OF WELLS (PRIVATE, IRRIGATION, PUBLIC, ETC.)	TYPE OF PUMPS (SUBMERSIBLE, JET, CENTRIFUGAL, HAND PUMPS, TURBINE, ETC.)

FOR LOCAL HEALTH DEPARTMENT OR OUT-OF-STATE LICENSING DEPARTMENT USE ONLY

Please review the applicant's work history and answer the following questions:

- YES NO Are you familiar with the firm where the applicant was/is employed?
- YES NO Has the applicant performed all water well and pump work according to the Michigan Water Well Construction and Pump Installation Code (or applicable regulations for out-of-state applicants)?
- YES NO Is the applicant familiar with all applicable local regulations?
- YES NO Has the applicant's well drilling license ever been revoked, suspended, or denied?
- YES NO Do you recommend the applicant for registration?

COMMENTS _____

REVIEWERS NAME _____

AGENCY _____

Signature _____ Date _____



REFERENCE STATEMENT

for Water Well Drilling/Pump Installation Contractor Registration

Name of Applicant _____

Recommendation for: Well Drilling Contractor Pump Installation Contractor

1. How long have you known the applicant? _____

2. What is your association with the applicant?

- Employee Acquaintance Business associate
 Other _____

3. How long was applicant employed by you? _____

4. What tasks did the applicant perform for you? _____

5. Have you ever personally observed the applicant's work? Yes No

6. Is this individual able to operate a water well drilling/pump installation business in an acceptable manner?

- Yes No

7. How long has the applicant been working in the water well drilling field?

- Less than 2 years 2-5 years 5-10 years 10+ years

8. Additional Comments: _____

9. Enter your choice from Column B that best applies to the applicant.

COLUMN A

- _____ Honesty
- _____ Dependability
- _____ Judgment
- _____ Workmanship
- _____ Ability to deal with public
- _____ Knowledge of water well drilling
- _____ Knowledge of pump installing

COLUMN B

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor

(NOTE: Reference statements from relatives cannot be accepted.)

I certify that the facts stated above are true to the best of my personal knowledge and belief and that I have not accepted payment from the applicant for completion of this form.

Print Name _____

Signature _____

Firm Name _____

Well Driller # _____ Pump Installer # _____

Address _____

City/State/Zip _____

Telephone # _____ Date _____

NOTE: This form must be notarized and returned no later than 60 days prior to written exam date.

Subscribed and sworn before me this _____
day of _____, 20_____, a Notary Public
in and for _____ County,

(State)

Signature, Notary Public
My Commission expires _____, 20 _____

IF MAILING REFERENCE STATEMENT SEPARATE FROM APPLICATION, PLEASE SEND TO:

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER BUREAU
LANSING OPERATIONS DIVISION
DRINKING WATER & ENVIRONMENTAL HEALTH SECTION
PO BOX 30273
LANSING MI 48909-7773
517-241-1389



REFERENCE STATEMENT

for Registration of
Water Well Drilling/Pump Installation Contractor

Name of Applicant _____

Recommendation for: Well Drilling Contractor Pump Installation Contractor

5. How long have you known the applicant? _____

6. What is your association with the applicant?

- Employee Acquaintance Business associate
 Other _____

7. How long was applicant employed by you? _____

8. What tasks did the applicant perform for you? _____

5. Have you ever personally observed the applicant's work? Yes No

6. Is this individual able to operate a water well drilling/pump installation business in an acceptable manner?

- Yes No

10. How long has the applicant been working in the water well drilling field?

- Less than 2 years 2-5 years 5-10 years 10+ years

11. Additional Comments: _____

12. Enter your choice from Column B that best applies to the applicant.

COLUMN A

- _____ Honesty
- _____ Dependability
- _____ Judgment
- _____ Workmanship
- _____ Ability to deal with public
- _____ Knowledge of water well drilling
- _____ Knowledge of pump installing

COLUMN B

- 5 = Excellent
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- 3 = Average
- 2 = Below Average
- 1 = Poor

(NOTE: Reference statements from relatives cannot be accepted.)

I certify that the facts stated above are true to the best of my personal knowledge and belief and that I have not accepted payment from the applicant for completion of this form.

Print Name _____

Signature _____

Firm Name _____

Well Driller # _____ Pump Installer # _____

Address _____

City/State/Zip _____

Telephone # _____ Date _____

NOTE: This form must be notarized and returned no later than 60 days prior to written exam date.

Subscribed and sworn before me this _____
day of _____, 20_____, a Notary Public
in and for _____ County,

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Signature, Notary Public
My Commission expires _____, 20 _____

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WATER BUREAU
LANSING OPERATIONS DIVISION
DRINKING WATER & ENVIRONMENTAL HEALTH SECTION
PO BOX 30273
LANSING MI 48909-7773
517-241-1389



GROUND WATER AND WELLS FUNDAMENTALS COURSE:

Each winter the Michigan Ground Water Association, Inc. (MGWA), sponsors a course that prepares contractors for the registration exam. Among the topics covered in the two-day course are: water supply regulations, hydrogeology, well construction methods, pump and pressure tank fundamentals, and plugging abandoned wells. For information on this course, please contact the MGWA by phone at 231-767-9355 or by email at mgwa@comcast.net.

THE FOLLOWING CONTRACTOR REGISTRATION STUDY MATERIALS ARE AVAILABLE FROM THE DEQ:

1. Part 127, 1978 PA 368 - Michigan Water Well Construction and Pump Installation Code
Please contact the Well Construction Unit at 517-241-1370 to receive a free copy of the Code Book. The Code Book (statute and rules) is also available via download from the Well Construction Unit website. Go to www.michigan.gov/deq then click on "Water" – then "Drinking Water" – then "Water Well Construction".
2. Ground Water and Wells Fundamentals Course Manual
The manual is provided as part of the Course registration. It is also available via download from the Well Construction Unit website. Go to www.michigan.gov/deq then click on "Water" – then "Drinking Water" – then "Water Well Construction". The manual can not be ordered directly from the DEQ.

Department of Environmental Quality
Steven E. Chester, Director
Environmental Assistance Center 1-800-662-9278

State of Michigan
Jennifer M. Granholm, Governor