



Dear Continuing Education Training Provider:

Thank you for providing training opportunities to nearly 1200 Wisconsin pump installers, water well drillers and heat exchange drillers. This group of professionals holds approximately 1400 drilling and pump installing credentials, with 6 credit-hours of continuing education attendance required to renew each credential each calendar year. You are encouraged to continue offering quality training opportunities in Wisconsin and to submit your training for Department of Natural Resources (DNR) continuing education credit approval in 2024.

DNR training application and attendance reporting has been integrated with automated data entry processes used by the Operator Certification Program. This requires the use of application *Form 3300-322* to apply for training approval. New instructions are now available for *Form 3300-322*. The *Training Attendance Spreadsheet* will continue to be used in 2024 to submit attendance data to the DNR.

APPLICATION FOR CONTINUING EDUCATION CREDIT APPROVAL

- Download the application form and instructions from the following links:
 - [Form 3300-322 Training Provider Application](#)
 - [Form 3300-322 Training Provider Application Instruction](#)
- Include an agenda with each application. Missing or incomplete agendas will delay processing.

Training is reviewed for educational content and applicability. Credits may be approved for a driller and pump installer credential. See the following approval criteria and training topic information:

- [Continuing Education Course Approval Criteria](#)
- [Topic Areas by License or Registration Type](#)

Within 14 days of submittal, the training provider will receive notification of training approval or denial. If approved, a *Training Approval ID #* is assigned for attendance reporting purposes.

TRAINING ATTENDANCE REPORTING

The *Training Attendance Spreadsheet* is required for submittal of attendance data to the DNR. The *Training Attendee Log Sheet* is an optional form available for recording in-person training attendance. Entries to the log sheet will need to be transferred to the *Training Attendance Spreadsheet* to submit attendance to the DNR. The log sheet cannot be used to report attendance.

See the instructions for the training attendance spreadsheet for more information.

- [Training Attendance Spreadsheet](#)
- [Training Attendance Spreadsheet Instruction](#)
- [Training Attendee Log Sheet](#)

Questions related to application and attendance reporting can be directed to:
dnrdgcontinuingeducation@wisconsin.gov or call (920) 946-1149.

Sincerely,

Bob Gundrum - Private Water Licensing Coordinator
Bureau of Drinking Water and Groundwater