Dear Continuing Education Course Provider:

In the upcoming year, six hours of continuing education will be required for Wisconsin licensed Well Drillers, Heat Exchange Drillers and Pump Installers. You are encouraged to submit applications to the Department of Natural Resources (DNR) for courses to be offered in 2020.

APPLYING FOR CREDIT APPROVAL
Applying for continuing education course approval is a simple 4 step process:

- Plan on applying at least 30 days prior to advertising and accepting registration for courses.
- Review the Approval Criteria and Information document for guidelines on content, presenters and the number of credits allowed for material presented.
- When planning your agendas, review the Topic Categories document for a breakdown of topics approved by license type.
- Submit the Continuing Education Course Application by completing and saving the form electronically. Use the “Submit by Email” icon at the top of the form to send your application directly to the DNR Continuing Education Inbox for processing.

APPLICATION REVIEW
The DNR will evaluate course content for applicability to each license type. Courses may be approved for more than one license type depending on content.

APPLICATION RESPONSE
A list of approved credits will be provided by the DNR within 30 days of application receipt. Response times may be longer depending on the volume and completeness of applications received. Incomplete course and agenda information will extend application response times.

CONTINUING EDUCATION CALENDAR
Approved courses will be publicized on the DNR’s Continuing Education Calendar if you select “Yes” in the “DNR Publicize?” section at the lower right corner of the application.

ATTENDANCE RECORDS
Providers must submit a “record of attendance” to the DNR within 30 days of course completion. Attendees will not receive accreditation for attendance until this document is received at the DNR. A sample attendance form is available at the DNR web site.

If you would like to discuss a proposed agenda prior to applying, please call (608) 266-0162. Thank you for providing quality continuing education opportunities to Wisconsin Water Well Drillers, Heat Exchange Drillers and Pump Installers.

Sincerely,

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