

## Information for Journeyman Well Driller (JWD) Certification Applicants

Each applicant for JWD certification must:

- 1) Be at least 18 years of age. A written waiver may be granted if requested in writing for applicants at least 16 years of age who have completed the 10<sup>th</sup> grade, are currently attending school working towards graduation while maintaining a 2.0 grade average on a 4.0 scale.
- 2) Complete the enclosed "Application for Journeyman Well Driller Certification" form EW-125B. No initial application fee is required for submission.
- 3) Include a detailed account of your actual years of experience installing wells, along with the name and phone number of all previous employers. (ATTACH SEPARATE SHEETS OF PAPER IF NECESSARY). In order to qualify for the West Virginia JWD certification, you must document 2 years (3,000 hours) experience under the supervision a master or journeyman well driller or meet the out of state requirements (4 years experience) as of the signature date of your application.
- 4) Attach all required supporting documents to the application including the two completed Reference Questionnaire/Employment Verification pages for #12.
- 5) Submit the documents to the below address.

**WV BPH-OEHS-EED**  
**Certification & Training**  
**Capitol & Washington Streets**  
**1 Davis Square, Suite 200**  
**Charleston, West Virginia 25301-1798**

General information:

- When Certification & Training receives your completed application with all required documentation, it will be reviewed to determine eligibility for certification.
- Please review the attached certification requirements summary.
- Qualified applicants will be contacted to determine a date and location to take the required examination(s). Exams are scheduled monthly at several locations across the state. Applicants will be registered for examination(s) upon receipt of appropriate form (EW-125E) and fee(s). A person must attain a score of at least 70% to pass the examination(s).
- Applicants who do not meet all qualifications will be so notified and may re-apply when the applicant becomes qualified.
- All well driller and pump installer certifications expire one year from issuance.
- All renewal applications (Form EW-125D) will require CEH documentation after April 1, 2011.

**Requirements for Certification**

<b>Classification</b>	<b>Duties</b>	<b>Experience Requirements</b>	<b>Certification Fee</b>	<b>Written Exam</b>	<b>Insurance / Performance Bond</b>	<b>CEH Requirements (Starting 2010)</b>
Master Well Driller (MWD)  Form EW-125A	Drill, construct, install, repair, replace, alter or abandon water wells, including PWS wells.  Install or replace well pumping equipment.  Perform yield and drawdown tests.  Supervise Journeymen and Apprentices.  Perform field observations to verify qualifications of applicants for all certifications under 64CSR19.  Sign permit applications and completion reports.	2 years (3,000 hours) experience as a JWD.  Out of State - 6 years practicing drilling.  Must be at least 18 years of age.	\$150 annual fee.	70% or better on the NGWA General Exam (\$75 fee to NGWA each administration).  70% or better on 1 of the following NGWA Specialty Exams (\$75 fee to NGWA each administration): <ul style="list-style-type: none"> <li>• Cable Tool Drilling in Unconsolidated Material;</li> <li>• Cable Tool Drilling in Rock Materials;</li> <li>• Air Rotary in Unconsolidated Materials;</li> <li>• Air rotary in Rock Materials;</li> <li>• Mud Rotary Drilling in Unconsolidated Materials; or,</li> <li>• Mud Rotary Drilling in Rock Materials.</li> </ul> Reciprocity - 70% or better on the WV Well Driller Exam (\$25 fee to WV BPH each administration).	Bodily injury...\$100,000 each person / \$300,000 each occurrence.  Property damage...\$50,000 each occurrence / \$50,000 each aggregate.  Performance Bond - \$5,000.	3 CEHs for renewal (plus 2 CEHs related to pumps if conducting pump installations) annually.
Journeyman Well Driller (JWD)	Drill, construct, install, repair, replace, alter or abandon water	2 years (3,000 hours) experience under the supervision of a	\$100 annual fee.	70% or better on the WV Well Driller Exam (\$25 fee to WV BPH each	None but must be covered under bond of Master Well Driller.	2 CEHs for renewal (plus 1 CEH related to pumps if conducting pump

<p>Form EW-125B</p>	<p>wells, except PWS wells.</p> <p>Install or replace pumping equipment.</p> <p>Perform yield and drawdown testing.</p> <p>Supervise apprentices.</p> <p>Cannot sign permit applications or completion reports.</p>	<p>master or journeyman driller.</p> <p>Out of State - 4 years practicing drilling.</p> <p>Must be at least 18 years of age*(16 upon written request/approval).</p>		<p>administration).</p>		<p>installations) annually.</p>
<p>Pump Installer (PI) Form EW-125C</p>	<p>Install or replace well pumps and pumping equipment.</p> <p>Perform yield and drawdown testing.</p> <p>Provide immediate, on-site supervision of an apprentice's work.</p> <p>Run power and control wiring from the disconnect box and breaker panel to water well equipment.</p>	<p>2 years (1,000 hours) experience under the supervision of a pump installer or a master or journey man well driller.</p> <p>Out of State - 3 years practicing Pump Installation</p> <p>Must be at least 18 years of age*(16 upon written request/approval).</p>	<p>\$150 annual fee.</p>	<p>70% or better on WV Pump Installer Exam (\$25 fee to WV BPH each administration).</p>	<p>Bodily injury...\$100,000 each person / \$300,000 each occurrence.</p> <p>Property damage...\$50,000 each occurrence / \$50,000 each aggregate.</p> <p>Performance Bond - \$5,000.</p>	<p>2 CEHs for renewal annually.</p>

NOTES:

Apprentice water well drillers and apprentice pump installers do not hold certifications while gaining the experience required for journeyman or pump installer certification. However, apprentice water well drillers may only perform well drilling under the immediate on-site supervision of a master or journeyman well driller. Apprentice pump installers may only install pumps with on-site supervision by a certified pump installer.

A certified or licensed plumber or electrician shall not break the well seal or alter, cut or drill into the casing unless he or she is a certified pump installer.

C&T strongly recommends you approach obtaining certification in the following order:

1. Read Title 64 Legislative Rule Department of Health and Human Resources Bureau for Public Health Series 19 *Water Well Regulations* entirely.
2. Complete appropriate application for certification being requested (EW-125A for Master Well Driller, EW-125B for Journeyman Well Driller, EW-125C for Pump Installer).
3. Apply for any required examinations by choosing a date and location to have the exam administered and paying all associated fees appropriately by using Form EW-125E.
4. Submit required bonding & insurance information.
5. Allow C&T to review to insure all requirements are met. Pay associated certification fee per individual with a check payable to WVBPH.
6. Take required CEHs and apply for renewal using Form EW-125D. Note: Documentation of CEHs will be required with all renewal applications received after April 1, 2011.

## Application for Journeyman Well Driller Certification

Please type or print legibly. COMPLETE ALL BLANKS. Use your full legal name. Indicate N/A if not applicable to you. Ensure application is signed. Incomplete applications will be returned. **SUBMIT TO: WV DHHR/BPH/OEHS/C&T, Capitol & Washington Streets, 1 Davis Square, Suite 200, Charleston, West Virginia 25301-1798. Fax Number is (304) 558-4322. Call (304) 558-2981 with any questions.**

APPLICANT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ (dd/mm/yyyy)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

HOME EMAIL: \_\_\_\_\_ WORK EMAIL: \_\_\_\_\_

Please provide the following information based on your current employment:

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

BUSINESS COUNTY: \_\_\_\_\_

1. Have you ever been certified by the West Virginia Department of Health and Human Resources as a water well driller? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list your WV certification number(s) \_\_\_\_\_ and the issue and expiration date(s): \_\_\_\_\_

2. Are you currently certified/licensed in an equivalent professional category in a State other than WV? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach copy of certification/license (s) to application.

3. Is a certification/license required to practice well drilling in the State (s) in which you obtained your experience? Yes \_\_\_\_\_ No \_\_\_\_\_ State (s): \_\_\_\_\_

4. Have you ever had any similar certification or license canceled, suspended, or revoked in this or any other State (s)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which States (s) \_\_\_\_\_  
Certification/License number(s) \_\_\_\_\_ and reason(s):

\_\_\_\_\_  
\_\_\_\_\_



8. List the WV certified Master Well Driller(s) who will be signing your permit applications and completion reports?

Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

9. Fill in any on-site work experience obtained within the past 10 years. Begin with your present employment. Attach additional sheets if needed.

Name of Certified Supervisor & Employer & Address & Telephone Number	Briefly Describe Your Duties and Responsibilities	Dates Employed
		From
		To
		From
		To
		From
		To

10. List 10 recent locations where you have installed a well or include copies of 10 well completion reports.

Well Owner/County/Permit Number	Type Well	Completion Date

11. What major equipment will you operate if you become certified? (Description)

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12. Please have two references complete the Reference Questionnaire/Experience Verification portions of this form.

*I hereby affirm that this application contains no willful misrepresentations or falsifications and that the information given herein is true and complete to the best of my knowledge and belief. I will, if necessary submit affidavits to substantiate character, and practical experience claimed. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application may be disapproved, or my certification, if already issued, may be revoked. At the risk of revocation of my certification, I certify the above statements are accurate & complete.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT SIGNATURE: \_\_\_\_\_

Journeyman Reference Questionnaire/Experience Verification

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

I. Experience Questionnaire:

a. How long have you supervised or known the applicant in well drilling activities?

FROM: Month \_\_\_\_/Year \_\_\_\_ TO: Month \_\_\_\_/Year \_\_\_\_

b. Description of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Professional relationship to the applicant (check below):

- Company owner/supervisor     Well driller  
 Well pump installer             Other (specify): \_\_\_\_\_

In your opinion, has the applicant demonstrated professional workmanship in water well drilling?  Yes  No, please explain in the space below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby certify the information provided in this questionnaire is true to the best of my knowledge and belief.**

Reference Signature: \_\_\_\_\_

Printed Name of Reference: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_

WV Well Driller/Pump Installer's Certification Number (If applicable): \_\_\_\_\_

**COMPLETE AND RETURN TO: WV DHHR/BPH/OEHS/C&T, Capitol & Washington Streets, 1 Davis Square, Suite 200, Charleston, West Virginia 25301-1798. Phone (304) 558-2981 and Fax (304) 558-4322.**

Journeyman Reference Questionnaire/Experience Verification

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

I. Experience Questionnaire:

a. How long have you supervised or known the applicant in well drilling activities?

FROM: Month \_\_\_\_/Year\_\_\_\_ TO: Month\_\_\_\_/Year\_\_\_\_

b. Description of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Professional relationship to the applicant (check below):

- Company owner/supervisor     Well driller  
 Well pump installer         Other (specify): \_\_\_\_\_

In your opinion, has the applicant demonstrated professional workmanship in water well drilling?  Yes  No, please explain in the space below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby certify the information provided in this questionnaire is true to the best of my knowledge and belief.**

Reference Signature: \_\_\_\_\_

Printed Name of Reference: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_

WV Well Driller/Pump Installer's Certification Number (If applicable): \_\_\_\_\_

**COMPLETE AND RETURN TO: WV DHHR/BPH/OEHS/C&T, Capitol & Washington Streets, 1 Davis Square, Suite 200, Charleston, West Virginia 25301-1798. Phone (304) 558-2981 and Fax (304) 558-4322.**