



PROCEDURE FOR OBTAINING A KANSAS WATER WELL CONTRACTOR'S LICENSE

Procedure #: WWP-9
(12/15)

Narrative:

The purpose of this procedure document is to outline the process for obtaining a Water Well Contractor's License issued by the Kansas Department of Health and Environment. Kansas Statutes K.S.A. 82a-1202 and 82a-1206 require the licensing of water well contractors. KDHE Regulation K.A.R. 28-30-2 defines a "license" to mean a document issued by KDHE to qualified persons making application therefore, authorizing such persons to engage in the business of water well contracting.

After becoming a Licensed Water Well Contractor, the contractor is required to renew their license annually by submitting to KDHE a renewal application on a form provided by KDHE, filing water well records (WWC-5 forms) for each water well constructed, reconstructed, or plugged during the previous year of licensure, satisfying the continuing education requirements, and submitting the required fees.

If one has access to the internet, it is recommended that one first go to the Kansas Department of Health and Environment Geology & Well Technology Section website at <http://www.kdheks.gov/geo> to learn more about the Geology & Well Technology Section in which the Water Well Program is located. Then, it is recommended that one go to the Water Well Program website at <http://kdheks.gov/waterwell/index.html> to become familiar with the information available concerning the KDHE Water Well Program.

Procedure:

1. Contact KDHE at 785-296-3565 or pchaffee@kdheks.gov to obtain a study guide that contains links to documents and information that should be studied in preparation for taking the Kansas Water Well Contractor's Licensure Examination.
2. Schedule a time and place to take the exam by contacting 785-296-3565 or 785-296-5524. The exam may be taken at the Curtis State Office Building in Topeka, Kansas or at one of KDHE's six district offices. The locations and contact information for these offices as well as the rules for taking the exam are available at the Water Well Program website.
3. At the time of the exam bring the \$10.00 examination fee.
4. Upon passing the exam (score of at least 85%), submit the completed contractor license application, drilling rig license application (if applicable), three (3) character reference questionnaires, and applicable fee payments (\$100 for contractor license and \$25 for each rig to be licensed). The contractor and drilling rig license application forms (WWC-1 and WWC-3) and character reference questionnaire form (WWC-2) can be found at the Water Well Program website under **Forms**.

Once the above items have been completed and approved, KDHE will issue the contractor and drilling rig licenses. The license number is to be displayed on each drilling rig.