PROCEDURE FOR RENEWING A KANSAS WATER WELL CONTRACTOR’S LICENSE

Procedure #: WWP-12
(6/2019)

Narrative:

The purpose of this document is to outline the process of renewing a water well contractor’s license issued by the Kansas Department of Health and Environment (KDHE), and administered by the Water Well Program in KDHE’s Bureau of Water, Geology & Well Technology Unit. Pursuant to Kansas statutes (K.S.A. 82a-1201, et seq.), a licensed water well contractor may renew their license annually if they wish to continue in the business of water well construction, reconstruction, or treatment of water wells. The term of all licenses shall be July 1 of each year through the following June 30. Pursuant to Kansas regulations (K.A.R. 28-30-3), license renewal will require submission of application(s) and fee payment(s) for the contractor license and rig registration (if applicable), filing of water well records, reporting and meeting the requirements for continuing education, and providing any outstanding information or records requested. These statutes and regulations are available on the Water Well Program website at: [http://kdheks.gov/waterwell/index.html](http://kdheks.gov/waterwell/index.html) under the heading Regulations.

Procedure:

1. KDHE will send the water well contractor a renewal letter, Renewal Application for Kansas Water Well Contractor’s License (Form WWC-1R), and Application for Kansas Water Well Contractors Drilling Rig Licenses (Form WWC-3), via the U.S. Mail approximately May 15 of each year.

2. Each water well contractor or the contractor’s designated person shall earn at least eight units of approved continuing education (or CEUs) during the current licensure period. The continuing education program is administered the Kansas Ground Water Association (KGWA) under a memorandum of understanding with KDHE. Information on the continuing education program can be found at the KGWA website under Information. CEUs must be reported and fees paid to the KGWA prior to July 1 at the following address:

   Kansas Ground Water Association
   Continuing Education Committee
   Attn: Dale Hayse
   P.O. Box 107
   Mullinville, KS 67109-0107

   Phone: 620.548.2669
   Fax: 620-548-2369
   E-mail: Ksgroundwater@gmail.com, or Haysemgt@Haylandtelco.com;
   Website: http://kgwa.org/

3. Prior to July 1, complete and return the forms listed above in Step 1, along with payment of applicable fees ($100 for contractor’s license and $25.00 for each drill rig to be operated in Kansas). Complete the application form(s), list the number and types of wells constructed, reconstructed, and plugged during the previous licensure period, list drillers and individuals performing labor or services under the applicant’s license, and sign the contractor’s license application (Form WWC-1R) and personal check. Incomplete and unsigned forms or checks will delay processing of the license(s). Mail application(s) and fee payment(s) to:

   Kansas Department of Health & Environment
   Bureau of Water, Attention: Deb Biester
   1000 SW Jackson Street, Suite 420
   Topeka, KS 66612-1367

   Phone: 785-296-5524
   Fax: 785-559-4258
   E-mail: Debra.Biester@ks.gov
   Website: [http://kdheks.gov/geo](http://kdheks.gov/geo)

4. Pursuant to K.S.A. 82a-1206(d), if applicant’s business is incorporated, it must be registered with the Kansas Secretary of State’s Office and evidence of “Good Standing” must be provided to KDHE before a license can be issued. Information is available at [https://sos.kansas.gov/business/](https://sos.kansas.gov/business/).

Once the above items have been received and approved, KDHE will issue the contractor and drill rig licenses. Each drill rig operated by or for a contractor shall display the drill rig license number in letters/numbers at least two-inches tall (K.A.R. 28-30-4(f)). If these requirements are not met by July 1, the license will be revoked (K.S.A. 82a-1209).