



## PROCEDURE FOR RENEWING A KANSAS WATER WELL CONTRACTOR LICENSE

**Procedure #: WWP-12**  
(10/16)

Narrative:

The purpose of this procedure document is to outline the process for renewing your Water Well Contractor's License issued by the Kansas Department of Health and Environment. Pursuant to Kansas Statutes K.S.A. 82a-1209, after becoming a Licensed Water Well Contractor, the contractor may renew their license annually if they wish to continue drilling water wells. The term of all licenses issued under the provisions of this act shall be July 1 of each year through the following June 30.

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. KDHE, Bureau of Water, GWTS will mail hard copies of the Water Well Contractor Renewal Letter, Renewal Application for Kansas Water Well Contractor License (WWC-1R) and Application for Kansas Water Well Contractor Drilling Rig Licenses (WWC-3) approximately May 15 or whichever date the first Monday falls on after May 15.
2. Pursuant to K.S.A. 28-30-3(c), each water well contractor or the contractor's designated person shall earn at least eight units of continuing education approved by the Kansas Ground Water Association who administers this program for the KDHE Secretary. You will find information at their website listed below. Please register and pay for your CEU's at the following address:

Continuing Education Committee  
Attn: Dale Hayse  
c/o KGWA, P.O. Box 107  
Mullinville, KS 67109-0107

Phone: 620.548.2669  
E-mail: [Haysemgt@Havilandtelco.com](mailto:Haysemgt@Havilandtelco.com)  
Website: <http://kgwa.org/>

3. Prior to July 1, please send the items mentioned above in #1 (sent to you by KDHE in May) along with \$100.00 fee for contractor license and \$25.00 fee for each rig you register. Please fill out the renewal application and rig application completely, show the number and what type of wells you constructed, reconstructed and plugged, list your drillers and make sure you sign your app and check. Incomplete forms and/or no signatures will delay processing your license(s). Mail applications and fees to:

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

Phone: 785-296-5524  
E-mail: [Debra.Biester@ks.gov](mailto:Debra.Biester@ks.gov)  
Website: <http://kdheks.gov/geo>

4. Pursuant to K.S.A. 82a-1206(d), if you are registering as a "Corporation", you must register with the Secretary of State and be in "Good Standing" with their office before KDHE can issue a license.

<http://www.kssos.org/business/business.html>

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. If these requirements are not met by July 1, the license shall be revoked under K.S.A. 82a-1209.