



PROCEDURE FOR OBTAINING A KANSAS WATER WELL CONTRACTORS LICENSE

Procedure #: WWP-9

(5/11)

Narrative:

The purpose of this procedure document is to outline the process for obtaining a Water Well Contractors 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 all well records (WWC-5 form) for each 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 one first go to the Kansas Department of Health and Environment Geology Section web site at <http://www.kdheks.gov/geo> to learn more about the Geology Section in which the Water Well Program is located. Then, it is recommended one go to the Water Well Program website at <http://kdheks.gov/waterwell> to become familiar with the information that is available in regards to the Water Well Program.

Procedure:

1. Obtain the Water Well Contractor Handbook and Contractor's License Application either by calling 785.296.5524 for a hardcopy or pulling up on the web at <http://kdheks.gov/waterwell>. This handbook contains much of the information and requirements relevant to the Water Well Program. This handbook should also be studied in preparation for the license exam.
2. Schedule a time and place to take the contractor's exam through Richard Harper at 785.296.3565. The exam may be taken at the Curtis Building in Topeka, Kansas or at one of KDHE's six district offices. The location of these district offices and the contact at these offices for setting up to take the exam can be found at the following website: <http://www.kdheks.gov/waterwell/download/WWELC.pdf>. The contractor license fee is \$100 and \$25.00 for each rig you register.
3. At time of exam bring your completed application; including rig application, three (3) character references and the \$10.00 examination fee.
4. Upon passing the exam, which requires a grade of at least 85%, submit the contractor license fee of \$100 and \$25 for each rig registered.

Once the above item numbers been completed and approved, KDHE will issue the contractor and rig(s) license. The license number is to be displayed on the drill rigs as required by K.A.R. 28-30-3(f).