



PROCEDURE FOR OBTAINING A KANSAS WATER WELL CONTRACTOR'S LICENSE

Procedure #: WWP-9
(10/16)

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 (KDHE). Kansas statutes in Article 12 the Kansas Groundwater Exploration and Protection Act (K.S.A. 82a-1201 et seq.) require the licensing of water well contractors. Each well contractor desiring to engage in the business of constructing, reconstructing or treating water wells in Kansas shall make initial application for a license to KDHE, with issuance to the applicant upon compliance with K.S.A. 82a-1206, and determination of qualification in accordance with 82a-1207.

Any Kansas licensed water well contractor may renew their license annually by submitting to KDHE on or before July 1: a completed renewal application, payment of required fees, and water well records for each well constructed, reconstructed, or plugged during the previous licensure year, and by complying with continuing education requirements, all in accordance with *WWP-12 Procedure for Renewing A Kansas Water Well Contractor's License*. The license will be revoked if the requirements for renewal are not met.

The Water Well Program is administered in the Kansas Department of Health and Environment, Bureau of Water's Geology & Well Technology Section (GWTS). Information is available online at the GWTS website <http://www.kdheks.gov/geo> and the Water Well Program website at <http://kdheks.gov/waterwell/index.html>.

Procedure:

1. Contact KDHE at 785-296-3565 or pam.chaffee@ks.gov to obtain a study guide that contains links to documents and information to be studied in preparation for taking the Kansas Water Well Contractor's Licensure Examination.
2. Schedule a time and place for taking the licensure exam by contacting 785-296-3565 or pam.chaffee@ks.gov or 785-296-5524 or debra.biester@ks.gov. The exam may be taken at the Curtis State Office Building in Topeka, Kansas, or at a KDHE district or satellite office. Office locations and rules for taking the licensure exam are available at the Water Well Program website.
3. At the time of the exam, bring and submit completed applications for contractor license (Form WWC-1) and drilling rig license (if applicable) (Form WWC-3), and the \$10.00 licensure exam fee. These forms are available on the Water Well Program website under the heading **Forms**.
4. Upon passing the licensure exam (score of at least 85% is required), submit all applicable fee payments (\$100 for contractor license and \$25 for each rig to be licensed), and three (3) completed character reference questionnaires (Form WWC-2 - which is also available on the Water Well Program website).
5. If the applicant is to be a "Corporation," registration and a current status of "active and in good standing" with the Kansas Secretary of State Office, is required before a license can be issued. Information is available at: <http://www.kssos.org/business/business.html>.

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