

Frequently Asked Questions about the DPOR – Water Well Systems Provider (WWSP) Certification

*Nothing in this subsection shall be construed to prohibit licensed plumbing tradesman from completing work contained in the applicable plumbing code.
(DPOR)*

What is Water Well Systems Provider Certification?

“Effective November 15, 2007, the Board for Contractors Individual License and Certification Regulations were updated to include an individual certification requirement for all individuals engaged in the drilling, installation, maintenance, or repair of water wells or water well systems.” – Virginia Department of Professional and Occupational Regulation (DPOR)/Board for Contractors.

What do the state regulations say?

The following items are in the State Board for Contractors Regulations: Definition and Necessity for Licensure (July 2008):

(§ 54.1-1128. Definitions. 6th item):
“Water well systems provider” means any individual who is certified by the Board in accordance with this article and who is engaged in drilling, installation, maintenance, or repair of water wells, water well pumps, and other equipment associated with the construction, removal, or repair of water wells and water well systems.

(§ 54.1-1129. Necessity for licensure):
D. Beginning July 1, 2007, no individual shall engage in the drilling, installation, maintenance, or repair of a water well or water well system unless a certified water well systems provider is onsite at all times. Until June 30, 2012, any level of certification shall satisfy this requirement. Beginning July 1, 2012, only a certified individual shall engage in the drilling, installation, maintenance, or repair of a water well or water well system and a then certified master water well systems provider shall be available at all times.

How can I get a copy of the DPOR regulations?

You can view the regulations on the DPOR website. **SEE “[How can I find what I need on the DPOR website?](#)”**

You can request a copy of the regulations with a certification application packet. **SEE “[How do I contact DPOR?](#)”**

How is Virginia Water Well Association involved in certification?

Virginia Water Well Association (VWWA) is not responsible for interpretations of the state licensing/certification regulations. We encourage you to read the regulations for yourself. **SEE “[How can I get a copy of the DPOR regulations?](#)”**

- VWWA’s voluntary well driller certification program ended when the state regulations took effect.
- VWWA is a primary provider of quality up-to-date education for certified drillers.
- VWWA does support programs through which drillers are professionally qualified. Professional and educated drillers insure that our ground water resources are protected.
- VWWA does not keep track of or submit workshop credits from other providers. We only record and submit hours from Virginia Water Well Association events. The South Atlantic Well Drillers office submits hours for JUBILEE events. Do not send credits you obtain from other training workshops (such as CPR or OSHA classes, or vendor sponsored classes) to either office.

What is “grandfathering”?

Seeking to become certified without taking an exam is “grandfathering” into the certification program.

As far as VWWA understands, the option to grandfather (to seek exam exemption) is still available.

How do I obtain certification?

You must qualify for certification. **SEE “Do I qualify for certification?”**

You must submit an application to DPOR.

SEE “How do I get a certification application?”

Do I qualify for certification?

If you are applying for a Certified Water Well System Provider card through the examination exemption (grandfathering) you must:

1. Provide satisfactory proof of having been actively and continuously engaged in water well construction activities immediately prior to July 1, 2007;
2. Been employed by a properly licensed water well contractor (WWP) during this period of active and continuous engagement in water well construction activities; and,
3. Give proof and written verification of your experience qualifications by completing the Individual Experience Form as follows:
 - a. One year of experience in water well construction activities for trainee certification;
 - b. Three years of experience in water well construction activities for journeyman certification;
 - c. Six years of experience in water well construction activities for master certification.
 - d. The license number of the WWP you worked for during the experience period must be included in your application and on the Individual Experience

Form portion of the application package.

How do I get a certification application?

To apply for certification the following forms are needed. (**SEE DPOR Website Links**):

Water Well Systems Provider Certification Form (Certified WWSP Application - form 2710WSP)

Tradesman Experience Form (Individual Experience Form - form 2710ESP)

How do I fill out the application?

Completing the Applications:

Make as many copies of the applications as you need. *Always* keep copies of what you send to DPOR.

To apply to grandfather in: On the WWSP application - question #10 --put “no”; and question #12A --put “yes”.

If you need help filling out your forms, contact DPOR. Each individual situation is different and can only be interpreted by DPOR licensing staff. **SEE “How do I contact DPOR?”**

Where do I send my completed application?

Mail the application to the DPOR address at the top of the form. **We advise you to send the application in as soon as possible so you do not miss the opportunity to grandfather in.**

How do I know I am certified?

You will receive a certificate and a pocket card. Store the certificate in a safe place or perhaps frame it on a wall so that it is readily available.

Keep your pocket card with you when you are on the job.

When does my certification expire?

DPOR REGULATIONS PART III. RENEWAL AND REINSTATEMENT. 18 VAC 50-30-120. Renewal.

A. Licenses and certification cards issued under this chapter shall expire two years from the last day of the month in which they were issued, as indicated on the license or certification card.

*D. Certified water well systems providers, as a condition of renewal or reinstatement and pursuant to §54.1-1129.B of the Code of Virginia, shall be required to satisfactorily complete eight hours of continuing education in the specialty of technical aspects of water well construction, applicable statutory and regulatory provisions, and business practices related to water well construction from a provider approved by the board in accordance with the provisions of this chapter.
(DPOR)*

The certification lasts for two years. Do not let it expire once you are certified, or you will have a lot to go through to get set up again. Mark your calendars for renewal dates.

Your expiration date can be found on your certification card.

There is a License Lookup option on the DPOR website. **SEE DPOR Website Links.** You can view your certification information. Enter your name or license/certificate number. Click the “Individual Licenses and Certifications” box under “CONTRACTORS”. Click “Search Licenses”.

How many continuing education credits are required?

DPOR requires 8 approved continuing education credits per 2 year certification period in order to renew.

The classes must take place *within* your 2 year certification period and *before* your expiration date.

Where can I get education credits?

The classes *must be* provided by an approved education provider.

An “approved education provider” (in our case, VWWA or the South Atlantic JUBILEE) is required to submit each workshop to DPOR for pre-approval before the event. Always make sure the class you want to take is pre-approved by DPOR.

DPOR *does not* accept credits that are not pre-approved by DPOR for approved education providers.

The Virginia Water Well Association and the South Atlantic Well Drillers are both approved education providers. Other providers can be found on the DPOR website. **SEE DPOR Website Links.**

Who reports the continuing education credits to DPOR?

The continuing education credits are required to be reported to DPOR by the approved education provider where you took the classes.

How can I make sure my credits are reported?

In order to have your credits reported to DPOR, you must give the approved education provider your certification number and your complete information as it appears on your certification card. You must turn in any classroom education signature forms to the education provider before you leave the event where the classes are held.

How do I renew?

WWSP Certification Renewals (as VWWA understands):

Paying Your Renewal Fees:

You will receive a renewal notice 45 days before your certification expires. The notice includes a perforated page with a tab to return with your payment. Information is included about paying online.

After DPOR Receives Your Renewal Payment:

If you have completed your required education credit hours, you will receive your new certification card. At this time, your certification will also be updated on the DPOR website under License Lookup. **SEE “[When does my certification expire?](#)”**

If DPOR *does not* show that you have completed your required education credit hours, you will receive a letter. At this point, you need to call DPOR immediately. **SEE “[How do I contact DPOR?](#)”**

How do I move up to a Journeyman or Master level?

Board for Contractors Individual License and Certification Regulations Part II. 18 VAC 50-30-40. Evidence of ability and proficiency.

F. Pursuant to § 54.1-1129.D of the **Code of Virginia**, an applicant for examination as a certified water well systems provider shall provide satisfactory proof to the board of at least:

1. One year of full-time practical experience in the drilling, installation, maintenance, or repair of water wells or water well systems under the supervision of a certified master water well systems provider to qualify for examination as a trainee water well systems provider;

2. Three years of practical experience in the drilling, installation, maintenance, or repair of water wells or water well systems under the supervision of a certified master water well

systems provider and 24 hours of formal vocational training in the trade to qualify for examination as a journeyman water well systems provider; or
3. Six years of practical experience in the drilling, installation, maintenance, or repair of water wells or water well systems under the supervision of a certified master water well systems provider and 48 hours of formal vocational training in the trade to qualify for examination as a master water well systems provider.
(DPOR)

Vocational Education points (as VWWA understands):

Currently, vocational education points obtained for the purpose of moving to the next level can also be used to cover the 8 continuing education points needed for renewal.

Vocational education points are earned through classes specifically titled as Vocational Education. After completing vocational education classes, the individual will receive a certificate from VWWA. The individual is responsible for submitting these certificates to DPOR at the time of application for the next certification level.

The individual taking vocational education points to move to journeyman and then to master needs 48 points altogether to be ready to apply for the master level.

Exams must be taken to move up to journeyman, and again to move up to master.

How do I contact DPOR?

For questions regarding DPOR licensing and certification, contact the DPOR office.

Check out DPOR’s **Frequently Asked Questions** page on their website. **SEE [DPOR Website Links](#).**

You must explain that you are inquiring about: **Water Well Systems Provider Certification** information.

Board for Contractors
Department of Professional & Occupational
Regulation
Licensing: (804) 367-8511
Education: (804) 367-2224
Perimeter Center, Suite 400
9960 Mayland Drive
Richmond, VA 23233

What is the DPOR website address?

DPOR website: www.dpor.virginia.gov

How can I find what I need on the DPOR website?

DPOR website: www.dpor.virginia.gov
Select "**Licensing and Regulation (Boards)**"
on the left side of the screen.
Next, scroll down to "**Boards Websites**" and
then select "**Tradesman Licensure.**"
The regulations are on this page, and you can
select "**Applications and Other Forms**" to get
the application.

Under Regulations see:

Article 3;
#54.1-1128 Definitions 6th item
#54.1-1129 Item D

Virginia Water Well Association encourages
you to read the regulations for yourself.

DPOR Website Links

Link to page for regulations, application forms,
and education provider lists: [Contractors](#)
[Tradesman Licensure](#)

Regulations:
http://www.dpor.virginia.gov/dporweb/tra_reg.pdf

Application Forms: **Water Well Systems
Provider Certification Form (Certified
WWSP Application** - form 2710WSP) and
**Tradesman Experience Form (Individual
Experience Form** - form 2710ESP):
http://www.dpor.virginia.gov/dporweb/tra_form.cfm

DPOR answers to frequently asked questions:
http://www.dpor.virginia.gov/dporweb/CE_FAQ.pdf

DPOR License Lookup:
http://www.dpor.virginia.gov/regulantlookup/selection_input.cfm?CFID=1458730&CFTOKEN=21517178

Listing of DPOR approved continuing
education providers:
<http://www.dpor.virginia.gov/dporweb/water%20well%20CE%20list.pdf>

Listing of DPOR approved vocational
education providers:
<http://www.dpor.virginia.gov/dporweb/water%20well%20voc%20list.pdf>