



Dear Continuing Education Course Provider:

During the 2022 calendar year, six hours of continuing education will be required for Wisconsin licensed Well Drillers, Heat Exchange Drillers and Pump Installers. You are encouraged to submit applications to the Department of Natural Resources (DNR) for courses to be offered starting in January of 2022.

#### APPLYING FOR CREDIT APPROVAL

Applying for continuing education course approval is a simple 4 step process:

- Plan on applying at least 30 days prior to advertising and accepting registration for courses.
- Review the [Course Approval Criteria \[PDF\]](#) document for guidelines on content, online session criteria, presenters and the number of credits granted for approved training.
- When planning your agendas, review the [Topic Areas by License Type \[PDF\]](#) document for a breakdown of topics approved by license type.
- Complete [Continuing Education Course Application Form 3300-252 \[PDF\]](#) and click on “**Submit by Email**” at the top of the form to send the application directly to the DNR for processing.

#### APPLICATION REVIEW

The DNR will evaluate course content for applicability to each license type. Courses may be approved for more than one license type depending on content.

#### APPLICATION RESPONSE

A list of approved credits will be provided by the DNR within 30 days of application receipt. Response times may be longer depending on the volume and completeness of applications received. Incomplete course and agenda information will extend application response times.

#### CONTINUING EDUCATION CALENDAR

Approved courses will be publicized on the DNR’s [Continuing Education Calendar \[PDF\]](#) if you select “**Yes**” in the “**DNR Publicize?**” section at the lower right corner of the application.

#### ATTENDANCE RECORD REPORTING

Providers must submit **in-person** attendance records to the DNR within 30 days of course completion. Bi-monthly reporting of online / on-demand attendance records is recommended. A [Continuing Education Attendance Form \[PDF\]](#) available to you at the DNR web site. Attendees will not receive accreditation until attendance verification is received by the DNR. Frequency of reporting may affect an attendee’s ability to renew their license when renewals begin in October of each year.

Thank you for providing quality continuing education opportunities to Wisconsin Water Well Drillers, Heat Exchange Drillers and Pump Installers.

Sincerely,

Bob Gundrum, Private Water Licensing Coordinator  
Bureau of Drinking Water and Groundwater