

## 2026 CONTINUING EDUCATION CREDIT (CEC) APPROVAL CRITERIA

### APPLICATION:

Applications will be completed per [instruction](#) and submitted with a draft agenda:

- by email to: [DNRDGCONTINUINGEDUCATION@wisconsin.gov](mailto:DNRDGCONTINUINGEDUCATION@wisconsin.gov)
- on [Form 3300-322 \[PDF\]](#).
- not less than 30 calendar days before training is offered.

### AGENDA:

- The agenda will indicate if any portion of training is to be pre-recorded passive (not live) presentation viewed on screen with no opportunity to actively engage with the instructor.
- The provider will not publish an agenda that lists CEC approvals until approval has been confirmed.
- The agenda will list:
  - training topic(s) and subtopics
  - approximately four subtopics for each hour of training
  - session time slots and durations
  - concurrent offerings if applicable to an in-person event
  - notice that the event or a portion of the event is pre-recorded (not live) training
  - the number of CECs approved by license type (to be listed only after approval confirmation)
- A syllabus, brochure, flyer or other promotional item that includes all information required from an agenda, will be accepted as the agenda.
- CEC approval by Wisconsin DNR is based on:
  - review of the agenda,
  - assessment of training subtopics
  - perceived educational value to driller/pump installer attendees
  - applicability to intended license types

### CRITERIA:

General requirements:

- Training topics will be relevant to activities authorized and engaged in by a Wisconsin licensed driller or pump installer.
- CECs earned are applicable towards attendance requirements of the calendar year in which the training is attended.
- One continuing education cycle must be completed before CECs can be earned for the next cycle.
- Instructors must be subject matter experts in topic areas that they present.

In-person training

- Training may be provided by way of conference, workshop, symposium, seminar, panel discussions, question-and-answer sessions, hands-on or online virtual training.
- Prior to registration, attendees will be given notice if any portion of an in-person training event is pre-recorded and presented passively **“on-screen”** without attendee/instructor interaction.
- Wisconsin DNR encourages providers to offer “live” training that allows opportunity for direct interaction between attendees and the instructor.
- A separate application is needed for each day of a training event if training topics differ one day to the next.
- One application may be submitted for training that spans two or more days if full session attendance is required to complete the coursework and receive credit (example: Sta-Rite/Pentair Academy - three-day training for pump professionals).

## **CRITERIA:**

### Online/On-demand training

- Attendee identity verification is required.
- Interactive verification of attendance during training is encouraged.
- A minimum duration of 55 minutes is required.
- If requested, training will be made available for audit by Wisconsin DNR.
- Training must be followed by a quiz. A minimum score of 70% or better is required to pass. A higher passing score may be required by the provider. Attendees may be given up to three attempts to pass the quiz.

## **EXPIRATION**

- Approvals for in-person training and online “live” virtual training will expire on the date of completion.
- Online/On-demand training approvals are in effect for three years from the date of approval or until there is a change in training content, whichever is lesser.

## **PROVIDER RESPONSIBILITIES**

Providers of pre-approved training must meet established criteria set by the Wisconsin DNR.

The provider will:

- not advertise or give notice that training has been approved for credit before CEC approval confirmation is given by the Wisconsin DNR.
- following approval, make the final training agenda available to prospective attendees. The agenda will list the number of approved CECs available by license type.
- alert the attendees when attendance will be repeated with a frequency of less than three years. Attendees do not receive credit for training repeated within a three-year period.
- record and [submit attendance](#) to the Wisconsin DNR within 10 business days of training completion. Attendance must be reported on the required [training attendance report](#). Attendance records will be retained by the provider for a period of 2 years.
- following training completion, give attendees an opportunity to evaluate training content and the instructor. The provider will retain training evaluations for two years. If requested, evaluations will be made available for review by the Wisconsin DNR.
- upon completion, issue a training Certificate of Completion to each attendee. The Certificate of Completion will document the following all of the following:
  - provider name
  - attendee name and license number
  - training title
  - Wisconsin DNR training ID #
  - training completion date
  - the number of credits approved for this training by license type

## **Other requirements and related information:**

- Applications submitted without an agenda will be put on hold until an agenda is provided.
- Upon request, providers will convey the process used for attendance verification.
- The Wisconsin DNR reserves the right to audit pre-approved training without prior notice. For online training, a username and password will be provided upon request.
- Training that provides information on new technology, successful business planning, how to reduce unethical business practice and unlicensed drilling activity, identifying and addressing bad property transfer well inspection business practice, and Wisconsin Administrative Code is encouraged.
- One hour spent in exhibits at an applicable statewide convention may be approved for one CEC. No CECs will be approved for trade shows or exhibits in other states.
- Break or lunch time will not to be included as time in attendance for the purpose of establishing the number of CECs to be approved for a training event.

## Other requirements and related information:

- The following approved 2026 CEC attendance mix applies to those who will be seeking eligibility in 2026 to renew licenses and rig operator registrations for the 2027 calendar year:

ANNUAL RENEWAL ELIGIBILITY REQUIREMENT: Six Continuing Education Credits (CECs)						
TRAINING TOPICS & CECs BY LICENSE TYPE	PUMP INSTALLER (PIP)		WATER WELL DRILLER / RIG OPERATOR (WDP / WDRO)		HEAT EXCHANGE DRILLER / RIG OPERATOR (HEDI / HEDRO)	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Wisconsin Administrative Code		No limit		No limit		No limit
Business practice		2		2		2
Safety/First Aid		2		2		2
Specific to PIP	3	No limit		2		N/A
Specific to WDP/WDRO		2	3	No limit		2
Specific to HEDI/HEDRO		N/A		2	3	No limit
WWWA / WRWA Trade Show/Exhibit		1		1		1