



Wisconsin Driller/Pump Installer Training Approval Application Form 3300-322 Instruction

This is instruction for application Form 3300-322. Use this form to apply for Wisconsin continuing education credit approval of driller and pump installer training.

Guidance is provided for online and in-person training events such as a conference, workshop, symposium or seminar. **Submit one application for each day of an event and one for each on-demand session offered online.** For training that focuses on one topic and spans more than one day, submit one application for approval of entire training event.

If in need of assistance when completing the application, direct questions to: DNRDGCNTINUINGEDUCATION@wisconsin.gov

GENERAL INSTRUCTION:

- Unless otherwise indicated, all fields must be completed.
- Form 3300-322 is provided in fillable PDF format. Type entries directly into form fields.
- The form is saved and submitted by email using buttons at the top and bottom.
- Applications are delayed if session start and end times are not provided on the agenda.
- Confirmation of receipt and DNR approval is provided by email.

Clear Data Save Submit by Email Note: In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

State of Wisconsin
Department of Natural Resources (DNR)
Private Water Supply Section DG/5
PO Box 7921, Madison WI 53707-7921
dtr@dnr.wisconsin.gov

Driller / Pump Installer / Drilling Rig Operator
Continuing Education / Training Provider Application
Form 3300-322 (R 09/23)
Page 1 of 2

Notice: Use this form to submit continuing education/training approval requests applicable to driller/pump installer license and rig operator registration types regulated under ch. NR 145 Wis. Adm. Code. You are required to use this form and failure to do so may delay or prevent submission of your continuing education hours. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.].

Instructions: Complete one form per training session or per one-day training event. Email the completed application with a detailed agenda attached. Submit by selecting the "Submit by Email" button on this form. It may take up to 14 days to process applications.

Part 1: Training Approval Contact Information

Last Name First Phone Number

Email Employer / Organization

Part 2: Training Information

REMEMBER: Fill out information accurately and completely as this information may be used to create a training calendar.

Training Title

Training Description

Training Organization(s)

This training is applicable to the following license and/or rig operator registration types

Pump Installer Personal License Water Well Driller Personal License Heat Exchange Driller Individual License
 Water Well Drilling Rig Operator Registration Heat Exchange Drilling Rig Operator Registration

How is this training relevant to the license/registration type(s) selected?

Training is online Does this training span more than one day? Yes No

Start Date	City	State	County
_____	_____	Wisconsin	_____
_____	_____	Wisconsin	_____

Would you like this training listed at the DNR's online training calendar? Yes No

If yes, provide registration contact information below (complete all that apply):

Website link

Email Phone Number

Training Approval Renewal: Check this box if this training was previously approved and the training agenda has not changed. Part 3 does not need to be completed if this box is checked.

Part 3: Training Agenda

A detailed agenda is required for each training session or event submitted to the department for approval. The agenda must list the instructor's/presenter's name, topic(s) to be presented, and the time allotted for each topic, including beginning and end times. All breaks and meal times must be noted and will not count toward continuing education hours. Applications submitted with agendas lacking detail will be returned to the provider and cause a delay in processing and approval.

Save...



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GENERAL INSTRUCTION CONTINUED:

Clear Data Save... Submit by Email	Note: In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.
State of Wisconsin Department of Natural Resources (DNR) Private Water Supply Section DG/5 PO Box 7921, Madison WI 53707-7921 dnr.wi.gov	Driller / Pump Installer / Drilling Rig Operator Continuing Education / Training Provider Application Form 3300-322 (R 09/23) Page 1 of 2
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- **Clear Data:** Clears form entries.
- **Save:** Saves the form to your computer.
- **Submit by Email:** (*The application must be saved before using this button*). This button does not submit the application. It opens an email addressed to the DNR with the application attached.

PART 1: CONTACT INFORMATION:

Part 1: Training Approval Contact Information		
Last Name	First	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Employer / Organization	
<input type="text"/>	<input type="text"/>	

- Enter contact information for the person acting as primary contact for the training provider.
- DNR application status emails are directed to the contact listed here.



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PART 2: TRAINING INFORMATION:



Part 2: Training Information
REMINDER: Fill out information accurately and completely as this information may be used to create a training calendar.
Training Title <input type="text"/>
Training Description <input type="text"/>
Training Organization(s) <input type="text"/>
This training is applicable to the following license and/or rig operator registration types <input type="checkbox"/> Pump Installer Personal License <input type="checkbox"/> Water Well Driller Personal License <input type="checkbox"/> Heat Exchange Driller Individual License <input type="checkbox"/> Water Well Drilling Rig Operator Registration <input type="checkbox"/> Heat Exchange Drilling Rig Operator Registration
How is this training relevant to the license/registration type(s) selected? <input type="text"/>

- **Training Title:**

- For consistency, enter the training title from the agenda.
- “**Day #**” is added to the training title when the application is for one day of an event that spans more than one day.

- *Examples:*

- 2024 WWSA Annual Conference Day 2
- NGWA Groundwater Week 2023 Day 3
- When the application is saved (pg. 10), use this “*Training Title*” to name the file.



Wisconsin Driller/Pump Installer Training Approval Application Form 3300-322 Instruction

PART 2: TRAINING INFORMATION CONTINUED:

Part 2: Training Information	
REMINDER: Fill out information accurately and completely as this information may be used to create a training calendar.	
Training Title	
Training Description	
Training Organization(s)	
This training is applicable to the following license and/or rig operator registration types	
<input type="checkbox"/> Pump Installer Personal License <input type="checkbox"/> Water Well Driller Personal License <input type="checkbox"/> Heat Exchange Driller Individual License	
<input type="checkbox"/> Water Well Drilling Rig Operator Registration <input type="checkbox"/> Heat Exchange Drilling Rig Operator Registration	
How is this training relevant to the license/registration type(s) selected?	

- **Training Description:**

- Enter a description. What is provided appears online at the DNR training calendar (if requested). List what you would like a potential attendee to see when referring to the calendar to locate available training that has been approved by the DNR. Limit the entry to not more than three sentences.

- **Training Organization(s):**

- Enter the name(s) of the business, organization or agency that is providing the training.



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PART 2: TRAINING INFORMATION CONTINUED:

Part 2: Training Information	
REMINDER: Fill out information accurately and completely as this information may be used to create a training calendar.	
Training Title	
Training Description	
Training Organization(s)	
	This training is applicable to the following license and/or rig operator registration types <input type="checkbox"/> Pump Installer Personal License <input type="checkbox"/> Water Well Driller Personal License <input type="checkbox"/> Heat Exchange Driller Individual License <input type="checkbox"/> Water Well Drilling Rig Operator Registration <input type="checkbox"/> Heat Exchange Drilling Rig Operator Registration
	How is this training relevant to the license/registration type(s) selected?

- **Applicable License and Registration Type Check Boxes:**
 - Check the box next to each credential that the training is pertinent to. DNR will review the agenda and give approval based on the educational value to the credential holder.
- **How is the training relevant to these license/registration type(s)?**
 - List a training topic or subtopic that pertains to each credential. Group licensed drillers and registered drilling rig operators into water well drilling and heat exchange drilling categories when listing pertinent topics by driller credential.



Wisconsin Driller/Pump Installer Training Approval Application Form 3300-322 Instruction

PART 2: TRAINING INFORMATION CONTINUED:

Training is online

Does this training span more than one day? Yes No

Start Date	City	State	County
-		Wisconsin	
-		Wisconsin	
-		Wisconsin	

Would you like this training listed at the DNR's online training calendar? Yes No

If yes, provide registration contact information below (complete all that apply):

Website link

Email _____ Phone Number _____

Training Approval Renewal: Check this box if this training was previously approved and the training agenda has not changed. Part 3 does not need to be completed if this box is checked.

- **Training is online:**
 - Check this box when training is on-demand and available online at any time.
 - Do not check this box for virtual online training with a scheduled start date.
- **Does this training span more than one day?**
 - **“Yes”** – When an event requires more than one day to present training on one topic (*such as a two-day workshop on VFD pumps*).
 - **“No”** - When the training spans one day (*WWWA Annual Conference Day 2*) or for training that is less than one day in duration (*one hour of on-demand training offered online*).
 - If in doubt, leave blank and the agenda will be used to determine duration.



Wisconsin Driller/Pump Installer Training Approval Application Form 3300-322 Instruction

PART 2: TRAINING INFORMATION CONTINUED

Training is online Does this training span more than one day? Yes No

	Start Date	City	State	County
	02/01/2022	Green Bay	Wisconsin	Brown
	03/07/2022	Eau Claire	Wisconsin	Chippewa
	03/08/2022	Stevens Point	Wisconsin	Portage



- **Start Date & Location Table:**

- Use this table to enter the start date and location for all training other than on-demand training that is available for attendance at any time online.
 - Use the second line when training entered on line #1 is repeated (*the same content on line #1 is offered again at a later date such as with WWA Road Show sessions*).
 - Use the “+” button to add additional dates and/or locations for repeated training.
- For virtual training events with a scheduled start date, enter “Online” for the “City” location. Leave the “County” field blank.
- For an event that requires more than one day to present training on one topic (*such as a two-day workshop on VFD pumps*), the start date is the first day of training.

NOTE: *This table should not be used to list the dates on which a conference or similar event is held unless the same training content is repeated each day of the event. Use a separate application for each conference day when training content varies from one day to the next.*



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PART 2: TRAINING INFORMATION CONTINUED

Training is online Does this training span more than one day? Yes No

Start Date	City	State	County
-		Wisconsin	
-		Wisconsin	
-		Wisconsin	

Would you like this training listed at the DNR's online training calendar? Yes No

If yes, provide registration contact information below (complete all that apply):

Website link

Email

Phone Number

Training Approval Renewal: Check this box if this training was previously approved and the training agenda has not changed. Part 3 does not need to be completed if this box is checked.

- **DNR Training Calendar & Event Registration Information:**

- **“Would you like this training to be posted to the DNR’s online training calendar?”**
 - Check “Yes” to have the training posted to the DNR’s interactive online calendar.
 - Enter a link to the website where attendees register for the training.
 - Enter contact information for whoever handles registration for the provider.
 - Checking “No” will close the contact info form fields. No further entries are required.



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PART 3: TRAINING AGENDA

- **Required Agenda Detail**

- Agendas provide needed training information that is not captured on the application.
- An application submitted without the agenda will be delayed in DNR processing.
- Needed agenda details include the presenter(s) name, session topic(s) and subtopics, session start times, session end times, and session durations (*in hours and/or minutes*).

- **Example Agenda**

Training Title

Registration 8:30 - 9:00 AM

Welcome – Speaker 9:00 – 9:10 AM

Topic – Instructor/Speaker 9:30 - 10:30 AM (1 hour)

Subject Matter Covered (Subtopics)

Break 10:30 - 10:45 AM

Topic – Instructor/Speaker 11:00 - 12:00 Noon (1 hour)

Subject Matter Covered (Subtopics)

Lunch 12:00 - 1:00 PM

Topic – Instructor/Speaker 1:00 - 2:00 PM (1 hour)

Subject Matter Covered (Subtopics)

Break 2:30 - 2:45 PM

Topic – Instructor/Speaker 2:30 - 3:30 PM (1 hour)

Subject Matter Covered (Subtopics)

Adjourn 4:00 PM



Wisconsin Driller/Pump Installer Training Approval Application Form 3300-322 Instruction

PART 3: SAVE THE APPLICATION

<input type="checkbox"/> Training is online	Does this training span more than one day? <input type="radio"/> Yes <input type="radio"/> No		
Start Date	City	State	County
-		Wisconsin	
-		Wisconsin	
Would you like this training listed at the DNR's online training calendar?		<input checked="" type="radio"/> Yes <input type="radio"/> No	
If yes, provide registration contact information below (complete all that apply):			
Website link			
Email		Phone Number	
<input type="checkbox"/> Training Approval Renewal: Check this box if this training was previously approved and the training agenda has not changed. Part 3 does not need to be completed if this box is checked.			
Part 3: Training Agenda			
A detailed agenda is required for each training session or event submitted to the department for approval. The agenda must list the instructor(s)/ presenter(s) name, topic(s) to be presented, and the time allotted for each topic, including beginning and end times. All breaks and meal times must be noted and will not count toward continuing education hours. Applications submitted with agendas lacking detail will be returned to the provider and cause a delay in processing and approval.			
			 <input type="button" value="Save..."/>

- **Save the application**

- Use the “*Save....*” button at the bottom of the application form.
- When saving, assign a file name that is the same or similar to the training title or an abbreviated version of the training title.
- *Example: 2023_WWWA_AC_Day1_3300_322.pdf* for WWWA Annual Conference Day 1.



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PART 3: SUBMIT THE APPLICATION

Clear Data Save **Submit by Email** Note: To fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

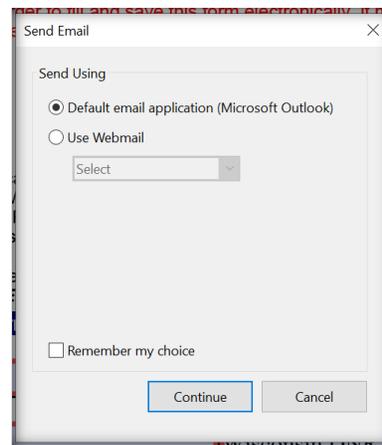
State of Wisconsin
Department of Natural Resources (DNR)
Private Water Supply Section DG/5
PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

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- **Submit the application**

- The form must be saved before the “*Submit by Email*” button will function.
- Clicking “*Submit by Email*” initiates the email process. It does not send the email.

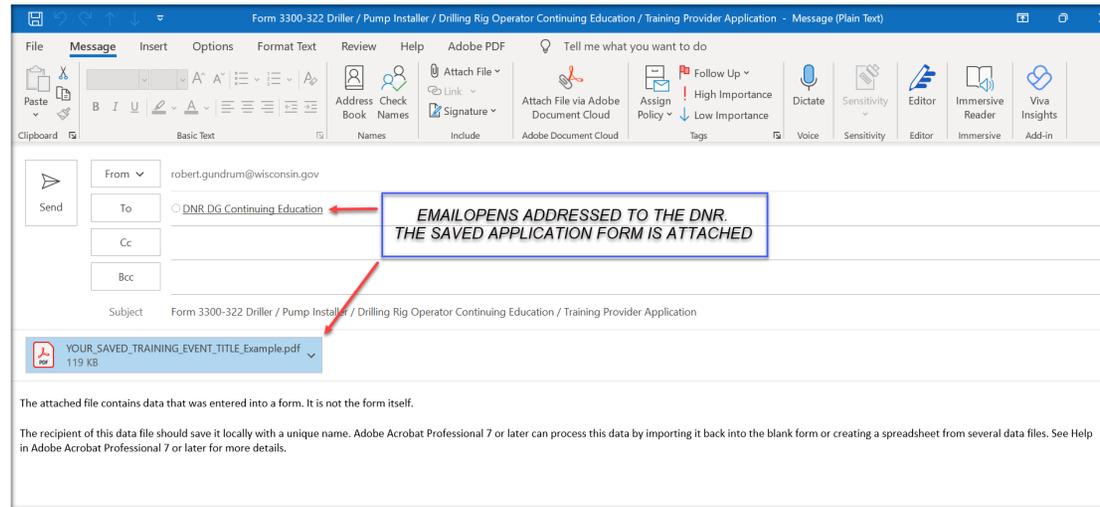


- Select Outlook or a Webmail application and then click “*Continue*” to open an email addressed to the DNR with the saved application form attached.



Wisconsin Driller/Pump Installer Training Approval Application Form 3300-322 Instruction

PART 3: SUBMIT THE APPLICATION CONTINUED



- Attach the training agenda (any format) and click “Send” to submit the application.

