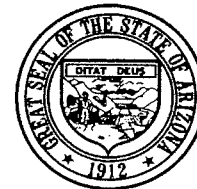


ARIZONA DEPARTMENT OF WATER RESOURCES
Groundwater Management Support Section

500 North Third Street, Phoenix, Arizona 85004-3921
Telephone (602) 417-2470, Fax (602) 417-2422
Attn: Mike Ball, miball@adwr.state.az.us



JANE DEE HULL
Governor

JOSEPH C. SMITH
Director

Dear Well Driller License Applicant:

The Department appreciates your interest in obtaining a full-time well driller's license. The following information is to guide you through the application process.

Please complete the enclosed goldenrod colored, two-sided application, noting that it asks for your experience as it relates to the drilling of wells. In order to obtain a full-time well driller's license from the Arizona Department of Water Resources, you must have at least three years of experience with the method of drilling for which you are applying. This requirement can be reduced to two years if the "qualifying party can clearly and convincingly demonstrate a high degree of understanding and knowledge of the well drilling techniques for which the applicant is applying for." cases, a license may be granted with only two years of experience.

Department rules require the application be submitted at least twenty (20) days prior to taking the examination, which are normally scheduled on the second Friday of every even numbered month (see the enclosed Time Frames supplement for more specific information as to when you should file your application). In addition to the application, a form titled "Important Message" is required. Even if the requirement to complete the form is not applicable to you, leave the form attached to your application. After the application is received and approved by the Department, you will receive a notice scheduling you for testing. Included with this notice will be a map of downtown Phoenix, which will assist you in locating the test site, parking and hotel accommodations, if necessary.

The examination consists of three sections – a legal requirement section, general knowledge section and a section that covers the specialized trade examinations. The legal section tests your knowledge of the Arizona Revised Statutes (A.R.S.) pertaining to well drilling, and Department rules adopted pursuant to the state code. The examinations covered by the general knowledge and the specialized trade sections are provided by the National Ground Water Association (N.G.W.A.). The general knowledge section covers geologic and hydrologic concepts as well as principles and practices in the well construction industry. It also requires that you possess a level of knowledge in groundwater protection, pollution, and water quality and public health effects. You must also pass at least one of the six specialized trade examinations. These specialized examinations cover proper procedures for the method of drilling that your firms intends to utilize, such as cable tool, air or mud rotary, reverse circulation, etc. The test questions are formatted as either true/false or multiple choice.

You must receive a score of 70% on each of the sections (legal, general knowledge and at least one of the specialized trade examinations). The Department will notify you of your test scores and the status of your license application.

Ground Water and Wells, published by Johnson Division, UOP, Inc., is a reference book which covers quite a few of the questions found on the general and the specialized trade examinations. In addition to **Ground Water and Wells**, additional reference books and study guides are available from the National Ground Water Association (N.G.W.A.). The NGWA recently updated the study guide that pertains to the examinations you will be taking. It is titled **Voluntary Certification – Exam Study Guide** and it may be obtained by calling the NGWA Bookstore at (800) 551-7379. An updated list of available references and an order form can be obtained by searching the NGWA's website at <http://www.ngwa.org>.

On the day of the examination, a \$30.00 fee will be assessed by the NGWA for each examination taken. The fees will be collected upon completion of the examinations. Please be prepared to pay the required fees by check, money order or credit card.

Once you have passed the exams and are eligible to be licensed, a \$50.00 license fee, payable to the Department pursuant to A.R.S. § 45-595(C), is due. Please do not send cash.

To assist you in understanding the substantive requirements for this license, the statutes and Department rules governing the licensing of well drillers are included with your application. Additionally, I have enclosed information regarding the time frames within which the Department must make a decision on your application.

If you have any questions concerning the licensing procedures, please call me at (602) 417-2470, or better yet, send me an email at miball@adwr.state.az.us.

Sincerely,

Mike Ball

Michael I. Ball
Chief, Technical Support Unit

Enclosures

DWR 37-11 (Rev 5/02)

| |
|-------------------------|
| FOR DEPARTMENT USE ONLY |
| ADWR LIC. NO. _____ |

APPLICATION FOR WELL DRILLERS LICENSE

WL-8

1. APPLICANT:

FIRM NAME: _____

ADDRESS: _____

CITY _____ STATE _____ 9-DIGIT ZIP CODE _____

PHONE NUMBER _____ FAX NUMBER _____ EMAIL ADDRESS _____
() () @

2. QUALIFYING

NAME: _____

ADDRESS: _____

CITY _____ STATE _____ 9-DIGIT ZIP CODE _____

POSITION WITH FIRM _____ PHONE NUMBER _____ EMAIL ADDRESS _____
() @

3. CLASSIFICATION(S) OF LICENSE SOUGHT: as required by A.A.C. R12-15-805.

- | | | |
|--|--|---|
| <input type="checkbox"/> CABLE TOOL | <input type="checkbox"/> AIR ROTARY | <input type="checkbox"/> MUD ROTARY |
| <input type="checkbox"/> JETTING & DRIVING | <input type="checkbox"/> BORING & AUGERING | <input type="checkbox"/> REVERSE ROTARY |
| <input type="checkbox"/> AUGERING & MONITORING (can be taken in lieu of the Boring & Augering examination) | | |

NGWA Trade Examinations that are available: but are not required by A.A.C. R12-15-805.A.

- | | | |
|--|---|--|
| <input type="checkbox"/> GENERAL DOMESTIC PUMP | <input type="checkbox"/> PUMP INSTALLATION <100 GPM | <input type="checkbox"/> PUMP INSTALLATION >100 GPM |
| <input type="checkbox"/> AUGERING & MONITORING | <input type="checkbox"/> WELL SERVICING & MAINTENANCE | <input type="checkbox"/> GROUND WATER SOURCE HEAT PUMP |

4. TYPES OF WELLS THAT WILL BE CONSTRUCTED BY YOUR FIRM:

- | | | |
|---|------------------------------|-----------------------------|
| Will firm drill residential (Domestic) water wells? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will firm drill commercial (Irrigation, Municipal, Industrial or Stock) water wells? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will firm drill mineral exploration, geotechnical, cathodic protection, heat pump or grounding wells? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will firm drill monitoring/piezometer wells? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

5. REGISTRAR OF CONTRACTOR'S (ROC) LICENSE: For information on obtaining residential, commercial or dual contracting licenses, contact the ROC at 602-542-1502 or visit them on the web at <http://www.rc.state.az.us>.

ROC LICENSE CATEGORIES CURRENTLY IN EFFECT OR PENDING:

| | | |
|---|--|---|
| C-53 Residential Water Well Drilling ROC LIC. NO. _____ | L-53 Commercial Water Well Drilling ROC LIC. NO. _____ | K-53 Dual Covers C-53 & L-53 ROC LIC. NO. _____ |
| "A" Commercial General Engineering ROC LIC. NO. _____ | A-4 Commercial General Drilling ROC LIC. NO. _____ | A-16 Commercial Water Works ROC LIC. NO. _____ |

6. **EXPERIENCE RECORD:** (must be the qualifying party's record)

- (a) Date commenced drilling wells _____
- (b) Approximate number of wells drilled _____
- (c) Depth of deepest well ever drilled _____ feet
- (d) Largest well diameter ever drilled _____ inches
- (e) Has more than five years elapsed since you drilled your last well? Yes _____ No _____

7. **LIST THE APPROXIMATE NUMBER OF WELLS THAT YOU HAVE DRILLED BY TYPE:**

| APPROXIMATE NUMBER | LIST THE STATE(S) OR COUNTRY(S) WHERE THE WELLS WERE DRILLED | WL-8 |
|------------------------------|--|------|
| RESIDENTIAL (Domestic) _____ | _____ | |
| IRRIGATION/STOCK _____ | _____ | |
| MUNICIPAL/INDUSTRIAL _____ | _____ | |
| MINERAL EXPLORATION _____ | _____ | |
| MONITOR/PIEZOMETER _____ | _____ | |
| OIL/GAS/GEOTHERMAL _____ | _____ | |
| OTHER (Explain) _____ | _____ | |

8. **REFERENCES:** List three people or firms with knowledge of qualifying party's drilling experience. At least one reference must be from a licensed Arizona driller, or if the qualifying party is licensed in another state, give license number and address of licensing agency.

- (1) _____
(Name of individual) (Firm name) (Mailing Address)
- (2) _____
(Name of individual) (Firm name) (Mailing Address)
- (3) _____
(Name of individual or licensing agency) (Mailing Address)

9. **HAS QUALIFYING PARTY EVER BEEN LICENSED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES?**

YES _____ NO _____ If yes, list the license number and firm name under which the license was issued. In addition, if you have ever been or are currently licensed in another state, please list those states: _____

10. **EQUIPMENT:** List the type, manufacture and serial number of all drilling rigs to be operated in the State of Arizona. (Use continuation sheet if necessary).

| TYPE (air rotary, cable tool, etc.) | MANUFACTURER (C.M.E., I.R., B.E., etc.) | RIG SERIAL NUMBER |
|-------------------------------------|---|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

11. Do you have a copy of the Department regulations concerning well construction and licensing of well drillers? YES NO

PURSUANT TO A.R.S. § 45-595(C), THE ARIZONA WELL DRILLER'S LICENSE FEE IS \$50.00. DO NOT SEND THE FEE UNTIL YOU HAVE BEEN NOTIFIED THAT YOU HAVE COMPLETED THE REQUIREMENTS IDENTIFIED IN A.R.S. § 45-595 AND THE RULES ADOPTED THEREUNDER. IN ORDER TO MAINTAIN A LICENSE, YOU WILL BE REQUIRED TO RENEW IT NO LATER THAN JUNE 30TH OF EACH YEAR DOES. NOTE: The Director of the Department may revoke a license for good cause, including any material misstatement of fact or violation of the statutes or Department rules pertaining to the licensing of well drillers and the construction of wells.

I, the undersigned, do hereby swear that all statements contained herein are true to the best of knowledge and ability.

(Signature of Qualifying Party)

(Date)

(Notary Public)

My Commission Expires: _____

(S E A L)

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**JANE DEE HULL
Governor**

**JOSEPH C. SMITH
Director**

*****IMPORTANT MESSAGE*****

WL-8

Arizona Revised Statutes §§ 25-320 and 25-502 require agencies that issue professional and occupational licenses and certificates to record the social security number of the applicant. This requirement applies only to sole proprietors and general partners of partnerships.

Social security numbers are confidential and are kept on file by the Department, however, state licensing boards and agencies must provide those numbers to the Department of Economic Security upon request, for use by that agency in child support enforcement. The license itself will have an identification number assigned by the Department.

Name of applicant

Company or firm name

Social Security No.

This form must be submitted with your well drillers license application.

CONFIDENTIAL

*****IMPORTANT MESSAGE*****

For a complete text of the referenced Arizona Revised Statutes, copies can be obtained by going to the official web site for the office of the Secretary of State. The addresses for the web sites are as follows:

<http://www.azleg.state.az.us/ars/25/00320.htm> and <http://www.azleg.state.az.us/ars/25/00502.htm>

**TIME FRAMES FOR REVIEWING YOUR APPLICATION FOR A FULL-TIME
ARIZONA WELL DRILLER'S LICENSE**

Within one hundred thirty (130) days after receipt of your application, the Department will determine whether you should be granted or denied a license, unless the time is extended as described below. The Department does not consider your application to have been received until *both* of the following occur: 1) you complete and file an Application for Well Drillers License (form DWR 37-01), and 2) you take and pass the well drillers general knowledge and specialized trade examination. Please note that the Department Rules require applications to be filed at least twenty (20) days prior to the examinations.

As the examinations are the property of the National Ground Water Association (NGWA), the Department is required to forward the computer generated answer sheets to the NGWA in Westerville, Ohio for evaluation. The usual turnaround time for this procedure is three to four weeks. The Department will notify you of your scores upon receipt. The examinations are given every two months. If you do not pass all the required examinations for a particular license, you may request to take the examination again, at which time you can be rescheduled for the portions of the exam that you did not pass. No person may take the exam more than twice during any twelve months.

After receiving your application, including the passing scores from the well drillers exam, the Department will first determine if the application is administratively complete (administrative completeness review), and then whether the application meets the substantive criteria established by statute or rule (substantive review). Each of these reviews will be completed within the time frames stated below. The time for the administrative completeness review plus the time for the substantive review is referred to as the overall time frame, which is one hundred thirty (130) days.

1) Administrative Completeness Review Time Frame

Within twenty-five (25) days after receipt of your application, the Department will determine whether it is administratively complete and will issue a written notice of administrative completeness or deficiencies. If the Department determines that the application is incomplete, it will provide you with a comprehensive and specific list of deficiencies. Both the administrative completeness review and the overall time frames will be suspended until the Department receives the missing information. When the Department receives the missing information, the time frames will resume. Your application will not be complete until all of the requested information is received. If you do not supply the missing information within sixty (60) days, the Department may deny your application.

2) Substantive Review Time Frame

Within one hundred five (105) days after the application is complete, the Department will review and verify your qualifications, experience, references, and other matters to determine whether you have met the substantive criteria required by statute and the Departments Rules. During the substantive time period, the Department may make one written request for additional information. You may also agree in writing to allow the Department to submit supplemental requests for additional information. If the Department requests additional information, both the substantive review and overall time frames will be suspended. When the additional information is received, the substantive review and overall time frames will resume. If you do not supply the missing information within sixty (60) days, the Department may deny your application.

At the end of the substantive review, the Department will send you a written notice either granting or denying your application for a license. If your application is denied, the notice will include the justification for the denial and an explanation of your right to appeal the Department's decision.