

Frequently Asked Questions – Continuing Education

Licensees

Q: How many Continuing Education Points (CEPs) do I need?

*A: You need 21 total CEPs, earning a minimum of four (4) in the safety category and a minimum of 10 in the technical category. You need to meet the minimum category requirements **AND** the total point requirement in order to qualify for your license to be renewed at the end of the licensing cycle.*

Q: Are any licensed individuals exempt from the continuing education requirement to renew their license?

A: The only licensed individuals that are exempt from this requirement are those licensees who have been licensed for less than three years prior to their first license renewal. For example, if someone obtained a journeyman (class B) license in September 2023, they would be exempt from needing to meet the CEP requirement for the 2026 renewal. They would then need to meet the CEP requirement for the following licensing cycle ending in 2029. Additionally, licensees who obtain an upgraded license are also exempt from the CEP requirements for that licensing cycle.

Q: How do I submit my certificates to Well Permitting to receive credit for a course that I took?

A: Send a PDF copy or a screenshot of your completion certificate to wdpilicensing@dep.nj.gov to have a staff member review what you submitted. Within two weeks, someone will review what you submitted and add CEPs to your license for approved courses taken during the continuing education cycle. You will receive a response after your points are added.

Q: I simultaneously hold two drilling/pump installing licenses (i.e. pump installer and environmental resource & geotechnical). Do I need to obtain double the credits for license renewal?

A: No. The CEPs that you earn will be applied to both licenses. If you notice that your credits are only being applied to one of your licenses, please email wdpilicensing@dep.nj.gov with both of your license numbers and the classes that you took that are not appearing on the appropriate license.

Q: When do I need to have all of my CEPs completed by?

A: Licensees must demonstrate that they have completed the appropriate number of CEPs, in the appropriate categories, by March 31st of the year that the licensing cycle ends. For example, in the licensing cycle ending on June 30, 2026, all CEPs must be completed by March 31, 2026.

Q: I took a course related to well drilling and/or pump installation but it is not on the approved list of courses. Can I get this course approved?

*A: If you took a course that you feel had relevant educational information then you can fill out the Course Provider Application and submit it to wdpilicensing@dep.nj.gov. Make sure you attach the necessary documentation, including the course completion document that you received, course description, and short biography of the course instructor that lists their qualifications. Your course will undergo an administrative check by the Department before it gets sent to the New Jersey State Well Drillers and Pump Installers Examining and Advisory Board (Board) for review. A course application may be downloaded from the following site:
https://www.state.nj.us/dep/watersupply/g_boards_le.html.*

Q: How do I check how many CEPs I have?

A: To check your CEPs, visit DataMiner at this website, <https://njems.nj.gov/DataMiner>, and follow these instructions:

1. Click Search by Category
2. Select Water Supply and Geoscience from the Report Category drop down menu
3. Under WS Well Permits, select the Continuing Education Points (Well Drillers and Pump Installers) report
4. Enter your license number

When you enter your license number into the DataMiner report, make sure you are entering your license number and not your registration number. Your license number is a 6 or 7-digit number with no letters; your registration number starts with two letters (MD, JD, JB, EG, PI, CL, or DW). If you do not have your license on you, you can also verify your license number on the DataMiner site by using the Well Drillers & Pump Installers report. If you have not earned any points then your name will not populate on this report.

Q: I took a course that was on the approved course list, but I do not see my points listed on Data Miner. When will my points be entered?

A: *The course provider has 45 days from the date of the course or until the end of the licensing cycle, whichever occurs first, to submit a course roster. It can take up to a month to enter the points once they are received by the Department. If you notice a discrepancy after this point in time, then you should contact wdpilicensing@dep.nj.gov to inquire about the status of your CEPs. Be prepared to show proof of attendance.*

Q: The course list mentions technical and safety CEPs. How many technical and/or safety credits do I need?

A: *You will need a minimum of four (4) safety CEPs and a minimum of 10 technical CEPs. If you have 21 total points but did not meet the minimum category requirements then you will not be able to renew your license.*

Q: I noticed on the Course List that some courses have a maximum amount of credits listed. Why will I not receive the full amount of CEPs for a course?

A: *The maximum point totals are a result of the minimum point requirements for the technical and safety categories. Since you are required to obtain a minimum amount of four safety CEPs, you can only receive a maximum of 17 technical CEPs; the maximum of 11 safety CEPs is due to the minimum 10 technical CEPs.*

Q: I took a class on the approved course list. Do I need to send you my completion certificate?

A: *Unless you are instructed to submit something individually, then the course provider will take care of submitting the course roster to the Department. Certain courses, such as the OSHA HAZWOPER 8-hour refresher, conventions, and certain online courses, require that you submit your course completion certificate directly to the Department. Always keep a copy for your own records. The Course List will note if you need to submit something to the Department, otherwise assume that the Course Provider will submit the roster to us.*

Q: I see that the same class is offered multiple times. Can I receive credit for taking the same class more than once?

A: No. Your name and license number can only be entered into a specific course one time in the licensing cycle. If you take the same course twice then you will only receive credit for it once.

Q: I took a course and received credit for a course in a previous cycle. Can I take the same course in this new licensing cycle?

A: Yes. You can take a class that you took in a previous licensing cycle.

Q: How much do courses cost?

A: The cost of a course varies and depends on the course provider. The Department does not regulate what the course providers charge. To find the cost of a course you will need to contact the course provider directly. The course provider contact information is on the Course List, located on the Licensing and Exams website.

Q: There is a course on the course list that I want to take, but the date has already passed. Will it be offered again?

A: That is up to the course provider. Usually if a course provider receives enough requests to administer additional classes then they may coordinate with the Department to host it again.

Q: I obtained more than the required number of CEPs for this licensing cycle. Can I bank the extra points and carry them forward to the next licensing cycle?

A: No. Unless you did not complete the CEP requirement needed for renewal your CEP total will reset on April 1 the year the licensing cycle ends.

Q: I did not obtain enough CEPs by the March 31st deadline. Can I still renew my license?

A: Yes. If you fail to meet the CEP requirement by the March 31st deadline then you must first provide evidence, to the Department's satisfaction, that all CEPs were obtained. You must also pay an administrative fee of \$500 (in addition to the required license renewal/applicable late fees), as stated in N.J.A.C. 7:9D-1.9(b)4.

Q: There is an approved course related to something I do not directly deal with. Can I take this course and still receive credit for attending?

A: If the course has been approved by the Board, then it is approved for all New Jersey licensed well drillers and pump installers. If you are a pump installer, you could take a course related to monitoring well construction if you want to learn more about the subject.

Course Providers

Q: I instructed a course and am a licensed well driller/pump installer in New Jersey. Do I receive CEPs for the course that I instructed?

A: Yes. You can submit your name on the course roster to receive credit. You can only receive credit for the class one time even if you are teaching it multiple times.

Q: I want to offer an additional class that I already had approved. Do I need to submit a separate Course Provider Application?

A: No, you do not need to submit an additional Course Provider Application for a course that you already had approved. If the course instructor and course information are the same, then you only need to email wdpilicensing@dep.nj.gov and let the Department know about any additional dates/locations. The dates will be added to the website by the end of the month or as needed.

Q: I had a course approved and want to make changes to the course content. What do I need to do?

A: You would need to reapply to have this course approved. If any of the topics that you previously had approved are changing, then this considered a new course. A course application can be found here: https://www.state.nj.us/dep/watersupply/g_boards_le.html

Q: I had a course approved for this licensing cycle and plan on offering it for the next licensing cycle. Do I need to submit a new application once the new licensing cycle begins?

A: No. At the end of every licensing cycle the Board will review the courses that were approved in the prior licensing cycle. All courses deemed to be relevant will continue to receive credit. You will receive a notification with a revised course number and will be notified if there are any new requirements.

Q: I want to get together a few course instructors and put together a seminar. What is the best way to do this?

A: Fill out one application for the entire seminar and submit it to wdpilicensing@dep.nj.gov. Attach all the necessary documentation for the instructors and classes that are being presented. If each instructor applies as an individual, they will need to maintain separate sign in/out sheets and present separate course completion documents.