



Tel: 609-984-6831

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Application for Approval of Continuing Education Points

Submit all completed applications and supporting documents to: wdpilicensing@dep.nj.gov

Time for Submittal

All requests for approval of a seminar, workshop, training course, college course, or other means designated to fulfill continuing education point (CEP) requirements (hereafter referred to as “course”) shall be submitted to the Department at least 90 days prior to the start date of the course. The Department, in its discretion, may on a case-by-case basis, decide to review a course that is submitted outside of this timeframe or that is submitted after the completion of the course, provided that a recommendation has been made by the New Jersey State Well Drillers and Pump Installers Examining and Advisory Board (Board).

Duration of Approval

Course approvals shall be reevaluated at the end of the three-year licensing cycle for which they were approved.

Required Information for Approval of Course(s) Offering Continuing Education Points

The Department shall review and approve/disapprove CEPs for the course based on the following information that must be submitted to the Department:

1. A detailed description of the course content.
2. An agenda for the course, including the duration of each course topic.
3. All proposed course duration, dates, and locations.
4. Name(s) and qualifications of instructors, including any required certification for the subject area, education, experience, and licenses held.
5. Procedures for verification of the identity of the attendees.
 - a. Procedures for tracking the duration of time spent in the course for each attendee to ensure the amount of training time requested for CEPs is met (for online courses).
6. A sample of the course completion certification forms to be used to document attendance.
7. A statement that the course provider will submit to the Department, documentation related to the course and attendees in the format required, no later than the end of the continuing education period or 45 days following the completion of the course, whichever comes first.
8. Proposed number of CEPs to be assigned for the course.

Note: One CEP equals one hour of training. Courses under 30 minutes will not be considered by the Board for approval.
9. Any changes that have been made to the course since the prior approval date, for those courses requesting renewal (only needed if course was already approved and changes to the approved class occurred).

Be advised that the Department will not approve CEPs for courses where:

1. The principal focus of the course is direct sales of a product.
2. The course provider does not provide a certification that all information required to be submitted to the examination and CEP manager that administers the continuing education program including, but not limited to, documentation related to the course and certification of attendance, will be submitted in the required format no later than the end of the continuing education period.
3. The course instructor is not qualified in the subject area.
4. The course content is not related to the well drilling or pump installing industry.

Rev. 12/2021

Current Licensing Cycle Ends: 6/30/2023

Indicate which entity is submitting this application:

A **Continuing Education Provider (CP)** seeking approval of a Continuing Education Program

A **licensed New Jersey Well Driller or Pump Installer (L)** seeking CEPs for attending a Continuing Education Program (*Only submit this application if the Course Provider does NOT*)

A complete application for approval must include each one of the following items. Fill in a response and check off whether an attachment is provided.

Name of Continuing Education Program: _____

Continuing Education Provider: _____

Contact Name: _____

Contact Address: _____

Contact Phone Number: _____

Contact Email Address: _____

Well Driller/Pump Installer License No.: (*if applicable*) _____

Course providers must submit all items in bold with this application for the application to be administratively complete. Licensees seeking credit must submit all items in italics with this application for the application to be administratively complete. Administratively complete applications will be forwarded to the Board for review. Course providers should check the boxes in the “CP” column and licensees should check the boxes in the “L” column.

Information Attached			Item Complete (for WP Staff)
CP	L		
		1. A detailed description of the course content.	
		2. An agenda for the course, including the duration of each course topic.	
		3. All proposed course duration, dates, and locations. Note: If the dates and locations are not yet determined, inform the Bureau of Water Allocation and Well Permitting as soon as they are determined. Note: Licensees must provide this information if seeking credit as an individual.	
		4. Name(s) and qualifications of instructors, including any required certification for the subject area, education, experience, and licenses held.	
		5. Procedures for verification of the identity of the attendees.	
		5a. Procedures for tracking the duration of time spent in the course for each attendee to ensure the amount of training time requested for CEPs is met (online classes only)	
		6. A sample of the course completion certification forms to be used to document attendance. Course completion document certificate that was issued to the licensee upon completion of the course.	
		7. A statement from the course provider acknowledging that they will submit to the Department, documentation related to the course and attendees in the format required, no later than the end of the continuing education period or 45 days following the completion of the course, whichever comes first.	
		8. Proposed number of CEPs to be assigned for the course. 1 CEP = 1 hour of training/course time (.5 minimum allowable credit)	
		9. Any changes that have been made to the course since the prior approval date (only for courses requesting renewal for a new licensing cycle).	