



Tel: 609-984-6831

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Email: wdpilicensing@dep.nj.gov

Application for Approval of Continuing Education Points

Application Submittal and Review Process

Please fully complete Parts 1, 2, and 3 of this application. Text boxes have been provided, but you can complete the application in a separate document. All required attachments must be submitted with the completed application. Completed applications, with all the required supplementary documentation, must be submitted electronically to the New Jersey Department of Environmental Protection (Department) at wdpilicensing@dep.nj.gov.

Applications will be reviewed by the Department for administrative completeness while the New Jersey State Well Drillers and Pump Installers Examining and Advisory Board (Board) will review the course content and instructor qualifications. Course applications will only be reviewed by the Board after the Department determines that the completed application is administratively complete.

The Well Construction and Maintenance; Sealing of Abandoned Wells rule, N.J.A.C. 7:9D (rule), indicates that you must submit a course application 90 days prior to the date of the course. The rule stipulates that the Department, in its discretion, may decide to review a course that is submitted outside of this timeframe or that is submitted after the completion of the course. Administratively complete course applications may be accepted up to 10 business days before a Board meeting is due to be held. However, if there are any deficiencies that are not resolved a week before the scheduled Board meeting, the course application will be reviewed during a later meeting. The Board meets monthly to review course and license applications. A list of Board meeting dates can be found here, on the Board's webpage: https://www.state.nj.us/dep/watersupply/g_boards_swd.html.

Administratively completed applications will be presented to the Board for review. The Board will review the course based on the criteria listed below and will recommend to the Department whether they recommend the approval or denial of the course. The Department will notify the applicant in writing whether the course was approved or denied within a week of the Board's decision. Approved courses will be assigned a total amount of continuing education points (CEPs), a point category for the assigned CEPs, and a course approval number. Approved courses will be added to the Department's website within two weeks of being approved by the Board.

CEP Categories, Assignments, and Rules for Licensees

New Jersey licensed Well Drillers and Pump Installers are required to obtain a total of 21 CEPs during a three-year cycle. There are two categories of CEPs which licensees can earn their points: Technical and Safety. Of the 21 total CEPs needed for their renewal, licensees need to earn a minimum of 10 Technical CEPs and a minimum of 4 Safety CEPs.

The following rules have been established by the Board via motions regarding assigning CEPs to approved courses:

1. One hour of training is equal to one CEP.
2. CEPs can be assigned in .5 intervals. Quarters CEPs will not be awarded to any courses.
3. If a course duration is more than halfway to the next half-hour increment, the Board will round up to the nearest half-hour when assigning CEPs. For example, if a course is one hour and 47 minutes long, the Board will award 2 CEPs to the course. If a course is one hour and 14 minutes, it will be rounded down to 1 CEP.
4. Courses under 30 minutes will not be considered by the Board for approval.

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Licensing Cycle Dates: 7/1/2023 – 6/30/2026

Continuing Education Cycle Dates: 4/1/2023 – 3/31/2023



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Required Information for Course Providers

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. 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.
3. An agenda for the course, including the duration of each course topic.
4. All proposed course duration, dates, and locations.
5. Name(s) and qualifications of instructors, including any required certification for the subject area, education, experience, and licenses held.
6. Procedures for verification of the identity of the attendees.
7. 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).
8. A sample of the course completion certification forms to be used to document attendance.
9. 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.
10. Any changes that have been made to the course since the prior approval date (only needed if course was already approved and changes to the approved class occurred).

Required Information for Licensees Seeking Course Approval for Courses Already Administered

Licensees who have taken a course which is not on the list of approved courses may apply individually to have a course reviewed by the Board. Fully complete Part 1 and Part 3 of the application and complete items 1 through 8 for Part 2. You may need to reach out to the course provider to obtain some of this information if it was not made available to you the day of the course. If you apply for a course which was already approved for another individual, you will automatically receive credit for that course.

Reasons for Course Denial

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.

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Duration of Approval and Renewals

If the course is recommended for approval by the Board, it shall be valid during the entirety of the continuing education cycle, which occurs in three-year intervals. The course is only valid if it will be administered as approved in the original application. Additional dates can be reported to the Department by emailing wdpilicensing@dep.nj.gov.

Course approvals shall be reevaluated at the end of the three-year continuing education cycle for which they were approved. Courses which are approved, but are never offered during the licensing cycle, will not be considered for renewal. Seminars and large conventions will not be considered for renewal.

Revocation of Course Approval

If approved for CEPs for New Jersey Well Drillers and Pump Installers, the Department and Board reserves the right to re-evaluate the course approval if it is determined that the original course application contained inaccurate information or if the course provider fails to comply with the conditions of the course approval. Any deviations from the approved course duration, unapproved changes in course content, and/or unapproved course instructors could result in the course approval being revoked or total number of assigned CEPs being reduced.

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Part 1: General Information

Fully complete the information below for the primary point of contact and the name of the course/seminar/conference which will be administered. This is the information that will appear on the Department's website if the course is approved by the Board.

Name of Course or Seminar:

Provider/Company Name:

Contact Name:

Contact Address:

Contact Phone Number:

Contact Email Address/Registration Website:

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Part 2: Course Specific Information

Fully complete all the information below. If holding a seminar with multiple courses, provide answers/information for each of the courses within the seminar which you are applying to have the Department and Board review. If you are applying to change something for a course which has already been approved, only complete number 10.

1. Provide a detailed description of the course content. If the provider is hosting a seminar where multiple courses will be held, provide detailed descriptions for each individual course. If the space below is not adequate, attach a document with the course description(s).

2. How many CEPs are you requesting for this course? Based on Board motions, one hour of training equals one CEP and the minimum point denomination which can be awarded is a half of a point. If holding a seminar/convention with multiple courses, indicate how many points you are requesting for each course.

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3. Provide an agenda, syllabus, or outline for the course, including the duration of each topic. If the provider is hosting a seminar where multiple courses will be held, provide agendas, syllabi, or timed outlines for each course. The information provided needs to sufficiently demonstrate to the Department and Board that the number of CEPs requested in item # 2 is commensurate with the number of training hours that will be administered. If the space below is not adequate, attach a document with the information.

4. If known, provide the Department with the date(s) and location(s) of this course/seminar. If this course is being offered online or via webinar, indicate whether the course can be taken anytime or if it can only be taken on specific dates.

5. List the names and qualifications of instructors, including any required certification for the subject area, education, experience, and licenses held. If the provider is hosting a seminar where multiple instructors are teaching courses, list the name of the course with the instructor's name. If the space below is not adequate, attach a document with the information.

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6. Explain the procedures in which you will verify the identity of attendees of your course. Examples of this include checking photo identification during check in.

7. If this course is being offered online, explain the 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. Some examples of this include the inability of licensees being able to fast forward through the presentation or being required to be on camera during the full presentation.

8. Attach/include a sample of the course completion certification forms to be used to document attendance. If you are a licensee submitting an application for a course which you have already taken, you must submit your course completion certificate.



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9. The Department requires that the course provider acknowledge and agree 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.** If the course provider can accommodate this, check “Yes” below. If the course provider cannot accommodate this, check “No” below. If you check “No”, explain either what timeframe/frequency you plan on providing the Department with the information or explain how documentation of attendance will be sent to the Department.

YES

NO (fill in box below if you check NO)

Please note that the required format will be an Excel spreadsheet which captures, at a minimum, the name and license number of each New Jersey licensed Well Driller or Pump Installers in attendance. Only New Jersey licensed well drillers and pump installers should appear on this spreadsheet. The Department can provide a sample spreadsheet upon request.

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- 10.** If your course was previously approved for this cycle, but is changing, provide the Department with your assigned course number and indicate what is changing with the course. Supporting documentation must be provided to document the change. For example, if the course instructor is changing, but the rest of the course is the same, only provide the Department with the name and credentials of the new instructor. If the course was offered online but is being offered in an in-person format, explain how you plan on verifying the identities of attendees.

Part 3: Applicant's Acknowledgement

To the best of my knowledge, the information submitted in this application is true, accurate, and complete. I am aware that providing false information will result in the revocation of any course approval issued by the Department and Board.

Signature of Applicant

Date

Print Name