



*Protecting, maintaining and improving the health of all Minnesotans*

## **LIMITED LICENSE QUALIFICATION APPLICATION**

Limited well contractor licenses may be issued for each of the categories below. If you are engaged in any of these activities you must be licensed by the Minnesota Department of Health.

The licensing process consists of three steps:

1. submitting a qualification application,
2. passing a written examination, and
3. submitting a license application.

In addition, each successful licensee will have to provide evidence of a corporate surety bond. A bond of \$2,000 is required for applicants for a pump installers license or the pitless/well screen license. A bond of \$10,000 is required for applicants for all other limited license categories. This license bond is required in addition to any other bonds that the licensee may hold (such as a bond for a plumbing business). Individuals licensed in multiple limited well contractor categories will need only one bond. Each licensed individual will also have to obtain six contact hours of continuing education, beginning in the first FULL year of licensure.

Carefully complete the application, and arrange to have the reference letters completed and returned to the Minnesota Department of Health, Well Management Section. An incomplete application or an improperly completed application will be returned to you and will cause a significant delay in the licensing process. Mail the application to the address listed at the top of the application.

You will be notified by mail when you are eligible to schedule an appointment to take the examination. Study materials to aid you in preparation for the written examination will be sent to you upon receipt of your qualification application. It is recommended that you read these materials carefully. You must pass the written examination within one year of being notified. You must then complete the licensing process within one year of passing the examination. Should you have any questions, please contact the Well Management Section at 651-201-4597.

## **CATEGORIES AND REQUIREMENTS**

### **PUMP INSTALLER**

In accordance with Minnesota Statutes, section 103I.205, persons engaged in the activity of **INSTALLING PUMPS OR PUMPING EQUIPMENT** in the state of Minnesota must be licensed by the Minnesota Department of Health. Minnesota Rules, part 4725.0100 defines a well pump and pumping equipment as "any device, machine, or material used to withdraw or otherwise obtain water

from a well, and all necessary seals, fittings, and pump controls." The definition includes buried pressure tanks but excludes other water tanks, including accessory water tanks such as fire protection tanks and elevated or ground storage tanks for public water supplies.

According to Minnesota Rules, part 4725.0650, subpart 5, an applicant to be a representative for a limited well contractor licensed to **INSTALL PUMPS OR PUMPING EQUIPMENT**, must have two years experience in pump installation and repair. The applicant must have personally installed 20 pumps. The work must include a minimum of 1,000 hours installing well pumps or pumping equipment.

### **WELL SCREENS AND PITLESS ADAPTERS/UNITS**

In accordance with Minnesota Statutes, section 103I.205, persons engaged in the business of **INSTALLING OR REPAIRING WELL SCREENS AND PITLESS ADAPTERS/UNITS** in the state of Minnesota must be licensed by the Minnesota Department of Health.

According to Minnesota Rules, part 4725.0650, subpart 4, an applicant to be a representative for a limited well contractor licensed to install or repair **WELL SCREENS, PITLESS ADAPTERS/ UNITS, AND WELL CASINGS** from the pitless device to the upper termination of the well, must have two years experience. A year of experience is a year in which the applicant worked a minimum of 1,000 hours having personally installed or repaired five well screens or pitless units or adapters and well casings from the pitless adapter or unit to the upper termination of the well casing. The experience must have been gained under the supervision of a licensed well contractor or limited well contractor licensed to install or repair well screens or pitless units or adapters and well casings from the pitless unit or adapter to the upper termination of the well.

### **CONSTRUCTING, REPAIRING, AND SEALING DUG WELL AND DRIVE-POINT WELLS**

In accordance with Minnesota Statutes, section 103I.205, persons engaged in the business of **CONSTRUCTING, REPAIRING, AND SEALING DUG WELLS AND DRIVE-POINT WELLS** in the state of Minnesota must be licensed by the Minnesota Department of Health.

According to Minnesota Rules, part 4725.0650, subpart 3, an applicant to be a representative for a limited well contractor licensed to **CONSTRUCT, REPAIR, AND SEAL DUG WELLS AND DRIVE-POINT WELLS** must have three years experience. A year of experience is a year in which the applicant personally drilled five dug wells or drive-point wells and worked for a minimum of 1,000 hours constructing, repairing, and sealing dug wells or drive-point wells. An applicant whose experience is constructing dug wells or drive-point wells must have gained the experience under a licensed well contractor or limited well contractor licensed to construct, repair, and seal dug wells or drive-point wells.

## **WELL SEALING**

In accordance with Minnesota Statutes, section 103I.205, persons engaged in the business of SEALING WELLS of any kind in the state of Minnesota must be licensed by the Minnesota Department of Health. This license category is for persons who do NOT hold a full well contractor license and who wish to seal wells of any kind.

According with Minnesota Rules, part 4725.0650, subpart 6, an applicant to be a representative for a limited well contractor licensed to seal wells must have three years of experience. A year of experience is year in which the applicant personally sealed a minimum of five wells and worked a minimum of 1,000 hours drilling wells, clearing obstructions, removing or perforating well casings, and grouting wells. An applicant must have gained the experience under a licensed well contractor or limited well sealing contractor.

## **DEWATERING WELLS**

In accordance with Minnesota Statutes, section 103I.205, persons engaged in the CONSTRUCTION, REPAIR, AND SEALING OF DEWATERING WELLS in the state of Minnesota must be licensed by the Minnesota Department of Health. It should be noted that a dewatering well is defined in Minnesota statutes as "a nonpotable well used to lower groundwater levels to allow for construction or use of underground space. A dewatering well does NOT include:

- (1) a well or dewatering well 25 feet or less in depth for temporary dewatering during construction;  
or
- (2) a well used to lower groundwater levels for control or removal of groundwater contamination."

According to Minnesota Rules, part 4725.0650, subpart 7, an applicant to be a representative for a limited well contractor licensed to construct, repair, or seal dewatering wells must have two years of experience. A year of experience is a year in which the applicant worked a minimum of 500 hours designing, constructing, or field supervising the construction, repair, or sealing of dewatering wells and designed, constructed, or field supervised the construction of a minimum of five dewatering wells.

## **VERTICAL HEAT EXCHANGER**

In accordance with Minnesota Statutes, section 103I.205, persons engaged in the CONSTRUCTION, REPAIR, AND SEALING OF VERTICAL HEAT EXCHANGERS in the state of Minnesota must be licensed by the Minnesota Department of Health.

In accordance with Minnesota Rules, part 4725.0650, subpart 7a, an applicant to be a representative for limited vertical heat exchanger contractor license to construct, repair, and seal vertical heat exchangers must have two years of experience related to the construction, repair and sealing of excavations or borings for the installation of vertical heat exchangers or must have two years of experience related to construction, repair, and sealing of water-supply wells and be certified by the International Ground Source Heat Pump Association (or equivalent).



Minnesota Department of Health  
 Well Management Section, 625 North Robert Street  
 P.O. Box 64502  
 St. Paul, Minnesota 55164-0502  
 651-201-4597 or 800-383-9808  
 Deaf and hard-of-hearing: TTY 651-201-5797  
[www.health.state.mn.us.divs/eh.wells](http://www.health.state.mn.us.divs/eh.wells)

## Qualification Application for Certified Representative or Explorer Responsible Individual

**PLEASE READ INSTRUCTIONS CAREFULLY  
 BEFORE COMPLETING APPLICATION.**

- Application must be typewritten or printed in ink.
- Answer all questions in full. Incomplete applications will not be processed; they will be returned to the submitter.
- The application fee must accompany application. Checks and money orders shall be made payable to Minnesota Department of Health. Checks returned for nonpayment will be charged a \$30 fee (M.S. 604.113, Subd. 2 [a]).

**Office Use Only**

Date Received \_\_\_\_\_  
 Fee \_\_\_\_\_  
 Deposit Date \_\_\_\_\_  
 Deposit Number \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Examination Date \_\_\_\_\_  
 Result \_\_\_\_\_ % P F

Designate the type of license or registration for which you are applying by putting an "X" in the appropriate square. A separate application must be filled out and submitted for each license or registration request.

**Well Management Section License and Registration Types**

- |   |  |
|---|--|
| <input type="checkbox"/> \$75* Dewatering Well Contractor (4870)<br><input type="checkbox"/> \$75* Dug Well and Drive-Point Well Contractor (4877)<br><input type="checkbox"/> \$75* Elevator Boring Contractor (4881)<br><input type="checkbox"/> \$75* Explorer Responsible Individual (4886)<br><input type="checkbox"/> \$75* Vertical Heat Exchanger Contractor (4894)<br><input type="checkbox"/> \$75* Monitoring Well Contractor (4897) | <input type="checkbox"/> \$75* Well Screen and Pitless Adapter/Unit Contractor (4907)<br><input type="checkbox"/> \$75* Pump Contractor (4910)<br><input type="checkbox"/> \$75* Well Sealing Contractor (4914)<br><input type="checkbox"/> \$75* Full Well Contractor (4916)<br><br>*Not refundable |
|---|--|

Please read Tennessee Warning on next page regarding your rights about the information you provide in this application.

Mr. Ms. Mrs.	Last Name	First Name	Middle Name	
Street Address		City	State	ZIP
Home Phone (include area code)		Work Phone (include area code)		

Under certain conditions, the department will provide special accommodations in test facilities or the test process. Applicants may be required to present verification of the need for special accommodations.

If you need special accommodations, describe the type needed below.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Social Security Number

Why we ask for it. Under Minnesota law (M.S. 270C.72) the agency issuing you this certification is required to provide to the Minnesota Commissioner of Revenue your Social Security Number.

List education related to license or registration for which you are applying.

High School, College, University, Technical or Vocational School		Dates of Attendance		Certificate or Degree Received (AA, BS, etc.)	Title of Program or Subjects Taken (Major/Minor)
Name	Location	From	To		

List experience related to license or registration for which you are applying.

Organization:	Location:	Length of Experience	
Position:	Supervisor:	% of Time	From To
Major Activities: 1.			Mo./Yr. Mo./Yr.
2.			<input type="checkbox"/> Full-time
3.			<input type="checkbox"/> Part-time
4.			Hrs./Yr. _____
Organization:	Location:	Length of Experience	
Position:	Supervisor:	% of Time	From To
Major Activities: 1.			Mo./Yr. Mo./Yr.
2.			<input type="checkbox"/> Full-time
3.			<input type="checkbox"/> Part-time
4.			Hrs./Yr. _____
<b>ATTACH ADDITIONAL SHEETS IF NECESSARY. BE SURE TO INCLUDE ALL INFORMATION REQUESTED ABOVE.</b>			

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information below.

Date \_\_\_\_\_ Signature (Do **not** print) \_\_\_\_\_

### EXPLANATION OF RIGHTS (TENNESSEN WARNING)

**Note for Companies and Individuals Acting as Companies** – The Minnesota Department of Health (MDH) will use information you provided in this application to determine if you meet the requirements for a license or registration. You are not legally required to provide any of the requested information. Failure to provide information, however, will result in the denial of your application. Submitting false information is grounds for denying your application or suspending, revoking, or taking other disciplinary action against your license or registration after it is issued.

Social security numbers are private data. Private data will not be shared with others outside the MDH, except as authorized or required by law. In such cases, it may be shared with others, including the Office of the Attorney General, the Minnesota Department of Revenue and persons contacted for purposes of verification or investigation. If the matter of your license or registration becomes contested, private data submitted in this application may become public.

**Note to Individual Applicants** – All data submitted in this application, except your name and address, are considered private until you are issued a license or registration. When you become licensed or registered, all data in this application become public, except your social security number, which remains private.

**Note to Company Applicants** – All data submitted in this application are public data.

If you require this application and related materials in another format, such as large print, Braille, cassette tape, or need more information, call 651-201-4597. Deaf and hard-of-hearing: TTY 651-201-5797.

**SUPPLEMENT TO  
QUALIFICATION APPLICATION FOR PITLESS UNIT/ADAPTER INSTALLER  
LICENSE**

**LICENSE/REGISTRATION INFORMATION**

Applicant registered or licensed to perform well contracting work in other states?  Yes  No

If yes, list state and license or registration number

State	Lic. or Reg. Number
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**EXPERIENCE**

Month and year that applicant started installing or repairing well screens, pitless units/adapters, and well casings.

Total number of well screens and pitless units/adapters applicant has personally installed or repaired.

Percent of applicant's work year spent installing or repairing well screens, pitless units/adapters, and well casings.

**In accordance with Minnesota Rules, part 4725.0650, subpart 4, an applicant to be a representative for a limited well contractor licensed to install or repair well screens or pitless units or adapters and well casings from the pitless device to the upper termination of the well, must have two years of experience. A year of experience is a year in which the applicant worked a minimum of 1000 hours and personally installed or repaired five well screens or pitless units or adapters and well casings from the pitless unit or adapter to the upper termination of the well. THE EXPERIENCE MUST HAVE BEEN GAINED UNDER THE SUPERVISION OF A LICENSED WELL CONTRACTOR OR LIMITED WELL CONTRACTOR LICENSED TO INSTALL OR REPAIR WELL SCREENS OR PITLESS UNITS OR ADAPTERS AND WELL CASINGS FROM THE PITLESS UNIT OR ADAPTER TO THE UPPER TERMINATION OF THE WELL.**

Provide the information below for ten persons the applicant has personally installed or repaired well screens or pitless units/adapters and well casings for. Dates must indicate compliance with years of experience requirements described above. Be sure to provide complete information.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      ZIP Code

\_\_\_\_\_  
City                      State                      ZIP Code

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

Well Screen     Pitless Unit/Adapter

Well Screen     Pitless Unit/Adapter

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

Well Screen  Pitless Unit/Adapter

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

Well Screen  Pitless Unit/Adapter

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

Well Screen  Pitless Unit/Adapter

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

Well Screen  Pitless Unit/Adapter

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

Well Screen  Pitless Unit/Adapter

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

Well Screen  Pitless Unit/Adapter

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Equipment Installed or Repaired

\_\_\_\_\_  
Date Installed or Repaired

Well Screen  Pitless Unit/Adapter

\_\_\_\_\_  
Date Installed or Repaired

Well Screen  Pitless Unit/Adapter

### REFERENCES

Provide the names and addresses of three individuals the applicant has previously been employed by, or the names and addresses of three individuals with knowledge of the applicant's experience relating to the installation or repair of well screens or pitless units/adapters and well casings. It is desirable (but not required) that one of your three references be a licensed individual who is familiar with your work.

\_\_\_\_\_  
Name (\_\_\_\_\_) Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Name (\_\_\_\_\_) Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Name (\_\_\_\_\_) Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

Arrange for the three attached reference letters to be sent to the Minnesota Department of Health by those listed above. All three letters must be received before your application is reviewed.

HE-01445-02



Attn: Licensing  
Minnesota Department of Health  
Well Management Section  
P.O. Box 64502  
St. Paul, Minnesota 55164-0502  
651-201-4597

Reference Letter—Pitless Unit/Adapter Installer

**TO:**

Name of Applicant \_\_\_\_\_

The individual above has made application to the Minnesota Department of Health (MDH) to qualify for a limited well contractor license to install or repair well screens, or pitless units/adapters, and well casings. The applicant has listed your name as a licensed well contractor familiar with the applicant's work and character. Answers to the following questions are important on behalf of the applicant. Answer all questions to the best of your ability. **TYPE OR PRINT IN INK AND RETURN THIS QUESTIONNAIRE PROMPTLY TO THE ADDRESS LISTED ABOVE.** Providing false information about the applicant may result in enforcement actions being taken against you.

- 1. How many years has the applicant been involved in the business of installing or repairing well screens or pitless units/adapters and well casings? \_\_\_\_\_ Years \_\_\_\_ Months
- 2. Has the applicant been employed by you, or worked under your supervision for work installing or repairing well screens or pitless units/adapters and well casings?  Yes  No
- 3. If you answered yes to Number 2, how long was the applicant under your supervision? \_\_\_\_\_ Years \_\_\_\_ Months

List the number of pitless units/adapters installed by the applicant under your supervision for two separate years.

- A. Pitless units/adapters or well screens installed or repaired for the year 20\_\_\_\_ # \_\_\_\_\_
- B. Pitless units/adapters or well screens installed or repaired for the year 20\_\_\_\_ # \_\_\_\_\_

- 4. In your judgment, is the applicant qualified to be licensed for the above activities (please explain below)?  Yes  No
- 5. Did the applicant personally install a pitless unit/adapter or well screen for you or your company?  Yes  No
- 6. Was the work satisfactory?  Yes  No
- 7. May we contact you by phone?  Yes  No
- 8. Telephone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

9. Signature _____	Date _____
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10.	Remarks _____ _____ _____
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**ATTACH ADDITIONAL SHEET IF NECESSARY FOR REMARKS.**



Attn: Licensing  
Minnesota Department of Health  
Well Management Section  
P.O. Box 64502  
St. Paul, Minnesota 55164-0502  
651-201-4597

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- 1. How many years has the applicant been involved in the business of installing or repairing well screens or pitless units/adapters and well casings? \_\_\_\_\_ Years \_\_\_\_ Months
- 2. Has the applicant been employed by you, or worked under your supervision for work installing or repairing well screens or pitless units/adapters and well casings?  Yes  No
- 3. If you answered yes to Number 2, how long was the applicant under your supervision? \_\_\_\_\_ Years \_\_\_\_ Months

List the number of pitless units/adapters installed by the applicant under your supervision for two separate years.

- A. Pitless units/adapters or well screens installed or repaired for the year 20\_\_\_\_ # \_\_\_\_\_
- B. Pitless units/adapters or well screens installed or repaired for the year 20\_\_\_\_ # \_\_\_\_\_

- 4. In your judgment, is the applicant qualified to be licensed for the above activities (please explain below)?  Yes  No
- 5. Did the applicant personally install a pitless unit/adapter or well screen for you or your company?  Yes  No
- 6. Was the work satisfactory?  Yes  No
- 7. May we contact you by phone?  Yes  No
- 8. Telephone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

9. Signature _____	Date _____
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10.	Remarks _____ _____ _____
-----	---------------------------------

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Attn: Licensing  
Minnesota Department of Health  
Well Management Section  
P.O. Box 64502  
St. Paul, Minnesota 55164-0502  
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Name of Applicant \_\_\_\_\_

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- 1. How many years has the applicant been involved in the business of installing or repairing well screens or pitless units/adapters and well casings? \_\_\_\_\_ Years \_\_\_\_ Months
- 2. Has the applicant been employed by you, or worked under your supervision for work installing or repairing well screens or pitless units/adapters and well casings?  Yes  No
- 3. If you answered yes to Number 2, how long was the applicant under your supervision? \_\_\_\_\_ Years \_\_\_\_ Months

List the number of pitless units/adapters installed by the applicant under your supervision for two separate years.

A. Pitless units/adapters or well screens installed or repaired for the year 20\_\_\_\_ # \_\_\_\_\_

B. Pitless units/adapters or well screens installed or repaired for the year 20\_\_\_\_ # \_\_\_\_\_

- 4. In your judgment, is the applicant qualified to be licensed for the above activities (please explain below)?  Yes  No
- 5. Did the applicant personally install a pitless unit/adapter or well screen for you or your company?  Yes  No
- 6. Was the work satisfactory?  Yes  No
- 7. May we contact you by phone?  Yes  No
- 8. Telephone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

9. Signature _____	Date _____
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10.	Remarks _____ _____ _____
-----	---------------------------------

**ATTACH ADDITIONAL SHEET IF NECESSARY FOR REMARKS.**