Limited Bored Geothermal Heat Exchanger Contractor Qualification Application

Constructing, repairing, and sealing bored geothermal heat exchangers in the state of Minnesota requires licensure by the Minnesota Department of Health (MDH).

The licensing process consists of three steps, to be completed in order:

1. Submitting a qualification application,
2. Passing a written examination, and
3. Submitting a license application.

In addition, each successful licensee will have to pay the license fee, and pay the fee to register drilling machines and hoists, and provide evidence of a corporate surety bond. A bond of $10,000 is required for applicants for a bored geothermal heat exchanger license. 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 two contact hours of continuing education from an MDH-provided or MDH-sponsored program, beginning in the first full year of licensure.

Carefully complete the application, and arrange to have the reference letters completed and returned to MDH, Well Management Section. An incomplete application or an improperly completed application will be returned to you and may cause a 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 the written examination. Study materials to aid you in preparation for the written examination will be sent to you with your notification to schedule the written examination. 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 651-201-4591.

Requirements

In accordance with Minnesota Statutes, section 103I.205, persons engaged in the business of constructing, repairing, or sealing of bored geothermal heat exchangers in the state of Minnesota you must be licensed by MDH.

According to Minnesota Rules, part 4725.0650, subpart 7a, an applicant to be a representative for a limited bored geothermal heat exchanger contractor licensed to construct, repair, or seal bored geothermal heat exchangers must have two years of experience related to the construction, repair, and sealing of excavations or borings for the installation of bored geothermal 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).
Qualification Application
for Certified Representative or Explorer Responsible Individual

Read and follow the enclosed Instruction Sheet.
1. Read the Tenessen Warning information on the last page.
2. Make check or money order payable to the Minnesota Department of Health (MDH) or pay by credit card using the enclosed Credit Card Payment Information form.
3. Returned checks are subject to a $30 fee per Minnesota Statutes, section 604.113, subdivision 2(a). Licenses that have been issued will be canceled.
4. Fees submitted with this application are nonrefundable per Minnesota Rules, part 4725.0350, subpart 3.
5. Mail completed application, payment, and supporting documentation to MDH’s address listed above.

Well Management Section Certification Types
Designate the type of certification for which you are applying by putting an "X" in the appropriate square. A separate application must be filled out and submitted for each certification request.

- $75 Bored Geothermal Heat Exchanger Contractor (233)
- $75 Dewatering Well Contractor (211)
- $75 Elevator Boring Contractor (221)
- $75 Environmental Well Contractor (362)
- $75 Explorer Responsible Individual (225)
- $75 Pump, Pitless, and Screen Contractor (365)
- $75 Well Sealing Contractor (251)
- $75 Well Contractor (253)

Applicant Information

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<tr>
<th>First Name</th>
<th>Middle Name</th>
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<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
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<th>Telephone Number (including area code)</th>
<th>Business Telephone Number (including area code)</th>
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Special Accommodations
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
Provide Social Security Number: _______________________________. Why we ask for it. Under Minnesota law (Minnesota Statutes, section 270C.72, subdivision 4) the agency issuing you this certification is required to provide to the Minnesota Commissioner of Revenue your Social Security Number.

(Over)
### List Education Related to Certification for Which you are Applying

<table>
<thead>
<tr>
<th>High School, College, University, Technical or Vocational School</th>
<th>Dates of Attendance</th>
<th>Certificate or Degree Received (AA, BS, etc.)</th>
<th>Title of Programs or Subjects Taken</th>
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<td>Name</td>
<td>Location</td>
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### List Experience Related to Certification for Which you are Applying

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<th>Location:</th>
<th>Length of Experience</th>
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<tr>
<td>Position:</td>
<td>Supervisor:</td>
<td>% of Time</td>
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<td>Major Activities: 1.</td>
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Attach additional sheets if necessary. Be sure to include all information requested above.

### Tennessen Warning and Signature

I certify that all information provided for certification is accurate and complete. I also understand that submitting false information allows MDH to deny, suspend, revoke, or take other action against this certification. I understand MDH’s Tennessen Warning, which is available by calling 651-201-4600 or on MDH Well Management Section’s website at: [Tennessen Warning](www.health.state.mn.us/communities/environment/water/wells/tw.html).

Name (Print) ________________________________________________________ Date ____________________

Signature ___________________________________________________________ Date ____________________
Limited Bored Geothermal Heat Exchanger Contractor Qualification Application Supplement

License/Registered Information
Applicant licensed or registered to perform bored geothermal heat exchanger or well contracting work in other states?  
☐ Yes  ☐ No

If yes, list state(s), the regulating state agency name (e.g. Wisconsin DNR), and license or registration number.

<table>
<thead>
<tr>
<th>State</th>
<th>Regulating State Agency</th>
<th>License or Registration Number</th>
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Experience and Certification
Bored geothermal heat exchanger contracting work includes construction, repair, or sealing of bored geothermal heat exchangers or water-supply wells.

Are you certified by the International Ground Source Heat Pump Association?  
☐ Yes  ☐ No

If yes, please provide your certification number ____________ and date of certification. ________________

Month and year you started work as a bored geothermal heat exchanger contractor. ________________

If you are using your experience constructing bored geothermal heat exchangers:  
Estimate the total number of bored geothermal heat exchanger systems you have personally constructed, repaired, or sealed. ________________

Estimate the total loop footage you have personally constructed, repaired, or sealed. ________________

If you are using your experience constructing water-supply wells:  
Estimate the total number of water-supply wells you have personally constructed, repaired, or sealed. ________________
Experience (continued)

In accordance with Minnesota Rules, part 4725.0650, subpart 7a, an applicant to be a representative for limited bored geothermal heat exchanger contractor license to construct, repair, and seal bored geothermal heat exchangers must have two years of experience related to the construction, repair and sealing of excavations or borings for the installation of bored geothermal 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).

Provide the information requested for each calendar year of experience. If you are using your experience as a bored geothermal heat exchanger contractor, list three permitted systems installed by you for each of two years. If you are using your experience as a well contractor, list five water-supply wells for each of two years.

If the experience was gained in another state, or prior to the existence of the 1974 Minnesota Well Code, attach additional sheets listing the following information or submit records from the state of jurisdiction for each bored geothermal heat exchanger system constructed or for each water-supply well constructed: name, address, city, state, ZIP code, construction method, grouting method, depth, and date constructed.

Bored Geothermal Heat Exchangers for the Year 20 _____

1. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

2. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

3. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

4. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

5. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

Bored Geothermal Heat Exchangers for the Year 20 _____

1. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

2. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

3. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

4. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________

5. Minnesota Unique Well Number or Bored Geothermal Heat Exchanger Number  _____________________
   License Number of Supervising Well Contractor  _____________________
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 construction, repair, and sealing of bored geothermal heat exchangers or wells. It is desirable (but not required) that one of your three references be a licensed individual who is familiar with your work.

Reference Number 1

__________________________________________________________________________________________
Name Telephone Number (including area code)

__________________________________________________________________________________________
Address

_________________________________________________________   _______________________________
City State ZIP Code

Reference Number 2

__________________________________________________________________________________________
Name Telephone Number (including area code)

__________________________________________________________________________________________
Address

_________________________________________________________   _______________________________
City State ZIP Code

Reference Number 3

__________________________________________________________________________________________
Name Telephone Number (including area code)

__________________________________________________________________________________________
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.
Reference Letter — Limited Bored Geothermal Heat Exchanger Contractor

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 construct, repair, and seal excavations for bored geothermal heat exchangers. The applicant has listed your name as an individual 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. Did the applicant personally construct, repair, or seal excavations for bored geothermal heat exchangers for you or your company? ......................... ☐ Yes ☐ No

2. Was the work satisfactory? ................................................................. ☐ Yes ☐ No

3. In your judgment, is the applicant qualified to be licensed for the above activities (please explain below)? ........................................... ☐ Yes ☐ No

4. Has the applicant been employed by you for work constructing, repairing, or sealing excavations for bored geothermal heat exchangers? ......... ☐ Yes ☐ No

5. If you answered yes to Number 4, how long was the applicant employed by you? ................................................................. _______ Years _______ Months

6. Do you hold a current well contractor license or a limited bored geothermal heat exchanger contractor license from MDH? ........................................... ☐ Yes ☐ No

7. May we contact you by phone? ☐ Yes ☐ No Telephone Number ______________________ (include area code)

Signature

Print Name Signature Date

Remarks

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Attach additional sheet if necessary for remarks.

To obtain this information in a different format call 651-201-4600.
Reference Letter — Limited Bored Geothermal Heat Exchanger Contractor

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 construct, repair, and seal excavations for bored geothermal heat exchangers. The applicant has listed your name as an individual 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.

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2. Was the work satisfactory? .................................................................  □ Yes  □ No

3. In your judgment, is the applicant qualified to be licensed for the above activities (please explain below)? .................................................................  □ Yes  □ No

4. Has the applicant been employed by you for work constructing, repairing, or sealing excavations for bored geothermal heat exchangers? .............  □ Yes  □ No

5. If you answered yes to Number 4, how long was the applicant employed by you? ...........................................................................  _____ Years  _____ Months

6. Do you hold a current well contractor license or a limited bored geothermal heat exchanger contractor license from MDH? ...........................................  □ Yes  □ No

7. May we contact you by phone?  □ Yes  □ No  Telephone Number ______________________  
(include area code)

**Signature**

_________________________________________  ________________________________  ___________________
Print Name  Signature  Date

**Remarks**

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Attach additional sheet if necessary for remarks.

To obtain this information in a different format call 651-201-4600.
License\Qualifications\Qualification Supplement to Limited Bored Geothermal Heat Exchanger 10/09/2019R
Reference Letter — Limited Bored Geothermal Heat Exchanger Contractor

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4. Has the applicant been employed by you for work constructing, repairing, or sealing excavations for bored geothermal heat exchangers? ........... □ Yes □ No

5. If you answered yes to Number 4, how long was the applicant employed by you? ................................................................. _____ Years _____ Months

6. Do you hold a current well contractor license or a limited bored geothermal heat exchanger contractor license from MDH? ............................... □ Yes □ No

7. May we contact you by phone? □ Yes □ No Telephone Number ______________________ (include area code)

**Signature**

______________________________  ____________________________  ___________________
Print Name  Signature  Date

**Remarks**

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Attach additional sheet if necessary for remarks.

To obtain this information in a different format call 651-201-4600.

License\Qualifications\Qualification Supplement to Limited Bored Geothermal Heat Exchanger  10/09/2019R