



**Secretary of State
Office of Professional Regulation**

**WELL DRILLERS
Application Instructions**

A. TRANSITIONAL: DEC Licensees transferring license to our office

1. Your Vermont online application and pay the Non-refundable application fee
2. Upload a current active copy of your Well Driller license (pdf)

B. EXAMINATION: First time Applicants

1. Your Vermont online application and pay the Non-refundable application fee
2. Submit Verification of Experience Form for 36 months of Well Installation Experience or 24 months of well installation experience with a minimum of two-year degree in engineering, environmental science, well drilling or related degree.
3. Submit five (5) Well Completion Reports approved by DWGWPD
4. If applicable, submit official school transcripts verifying possession of a two-year degree in an engineering environmental science, well drilling or related degree. Must be submitted directly by the institution.
5. Submit proof of successfully completing and passing the National Ground Water Association exam.
6. Complete the Vermont State Jurisprudence exam and upload completed answer sheet.

C. ENDORSEMENT: Applicants currently licensed from other states

To qualify to be licensed, an applicant must be licensed or certified in good standing in another jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

1. Your Vermont online application and pay the Non-refundable application fee
2. Provide verification and the licensure requirements from your original state of licensure and from your most recent state of licensure, if different.
3. Submit Verification of Experience Form for 36 months of Well Installation Experience or 24 months of well installation experience with a minimum of two-year degree in engineering, environmental science, well drilling or related degree.
4. Submit five (5) Well Completion Reports approved by DWGWPD

5. If applicable, submit official school transcripts verifying possession of a two-year degree in an engineering environmental science, well drilling or related degree. Must be submitted directly by the institution.
6. Submit proof of successfully completing and passing the National Ground Water Association exam.
7. Complete the Vermont State Jurisprudence exam and upload completed answer sheet.

CHANGE IN CLASS

1. Your Vermont online application (Select "Add specialty to license").

QUALIFYING INDIVIDUAL

1. Your Vermont online application (Select "Add specialty to license").
2. Submit Qualifying Individual Agreement

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.