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AND QUALIFIED WELL PUMP INSTALLERS (QWPI)**

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CHAPTER 1 | REQUIREMENTS

As of November 1, 2004:

- only qualified well drillers (QWD) or qualified professionals with competency in the field of hydrogeology or geotechnical engineering can construct wells in BC
- only qualified well pump installers (QWPI) can install well pumps in BC

QWD and QWPI must register with BC Ministry of Environment (MOE) and under the Regulation the Comptroller is to establish and maintain a register of qualified well drillers and a register of qualified well pump installers.

CHAPTER 2 | ELIGIBILITY FOR REGISTRATION

Well Drillers

All applicants must:

- be 19 years of age
- have a certification from the province of B.C. or the Canadian Groundwater Association (CGWA)
- have a minimum of three years full time experience

Well Pump Installers

All applicants must:

- be 19 years of age
- have a certification from the Canadian Groundwater Association (CGWA)
- have a minimum of three years full time experience

For both drillers and pump installers

- Applicants must have a referee submit letter(s) of reference that cover 3 years full time of work experience.

Who can be a referee?

A referee is a person who has known the applicant in a professional capacity and can attest to the applicant's full time work experience.

Full-time will be taken to mean not less than 1800 hours per year.

Note: Some drillers and well pump installers have registered under the grandfathering provision. This provision ended on October 31, 2006.

CHAPTER 3 | APPLICATION PROCESS FOR QWD OR QWPI

APPLICANT MUST SUBMIT ALL OF THE FOLLOWING:

- completed application. The application must be signed and dated.
- original or notarized proof of age (19 or older).
- an original or notarized Certificate of Qualification as a Water Well Driller issued by the Province of B.C. (QWD only), or, a certificate as a Ground Water Drilling Technician or Ground Water Pump Technician issued by the Canadian Ground Water Association (CGWA)
- letter(s) of reference verifying the number of years of **experience** drilling wells or installing pumps (submitted independently by the referee)
- Work History summarizing **experience** drilling wells or installing pumps

Acceptable documentation for proof of age:

- Birth Certificate
- Driver's Licensee
- Passport
- Care Card

(original or notarized documents are accepted. Originals will be returned via Registered Mail).

Acceptable notarization:

- Lawyer
- Notary Public

Experience should relate to the individual well driller or well pump installer applicants and not the experience of the company in general.

Letter(s) of reference should describe the **applicant's particular experience** (i.e. time actually installing well pumps).

In deciding whether to register a person, the comptroller considers only whether the person has the certification and experience. The comptroller does not assess or certify the quality of the work undertaken by that person.

CHAPTER 4 | HOW TO OBTAIN CERTIFICATION

AS A WELL DRILLER:

You may get certified by completing the requirements for either:

- the Certificate of Qualification as a Water Well Driller issued by the Province of British Columbia (for information on the provincial Water Well Driller certification process, contact the Industry Training Authority; a training program called “**Water Well Drilling Program**” is offered by **Red Deer College - Tel: (403) 342-3454, www.rdc.ab.ca**; or

Industry Training Authority

Suite 110, 2985 Virtual Way, Vancouver, BC V5M4X7

Toll Free 1-866-660-6011

e-mail: customerservice@itabc.ca Web page: <http://www.itabc.ca/>

- a certificate as a Ground Water Drilling Technician issued by the **Canadian Ground Water Association**. For information on the Canadian Ground Water Association Drilling Technician certification process, contact the

Canadian Ground Water Association

1600 Bedford Highway, Suite 100 - 409 Bedford, NS B4A 1E8

Tel: 902-845-1885

e-mail: info@cgwa.org Web page: http://www.cgwa.org/drilling_tech.

AS A WELL PUMP INSTALLER:

You may get certified as a Ground Water Pump Technician of a particular class issued by the **Canadian Ground Water Association**. For information on the Canadian Ground Water Association Pump Technician certification process, contact the

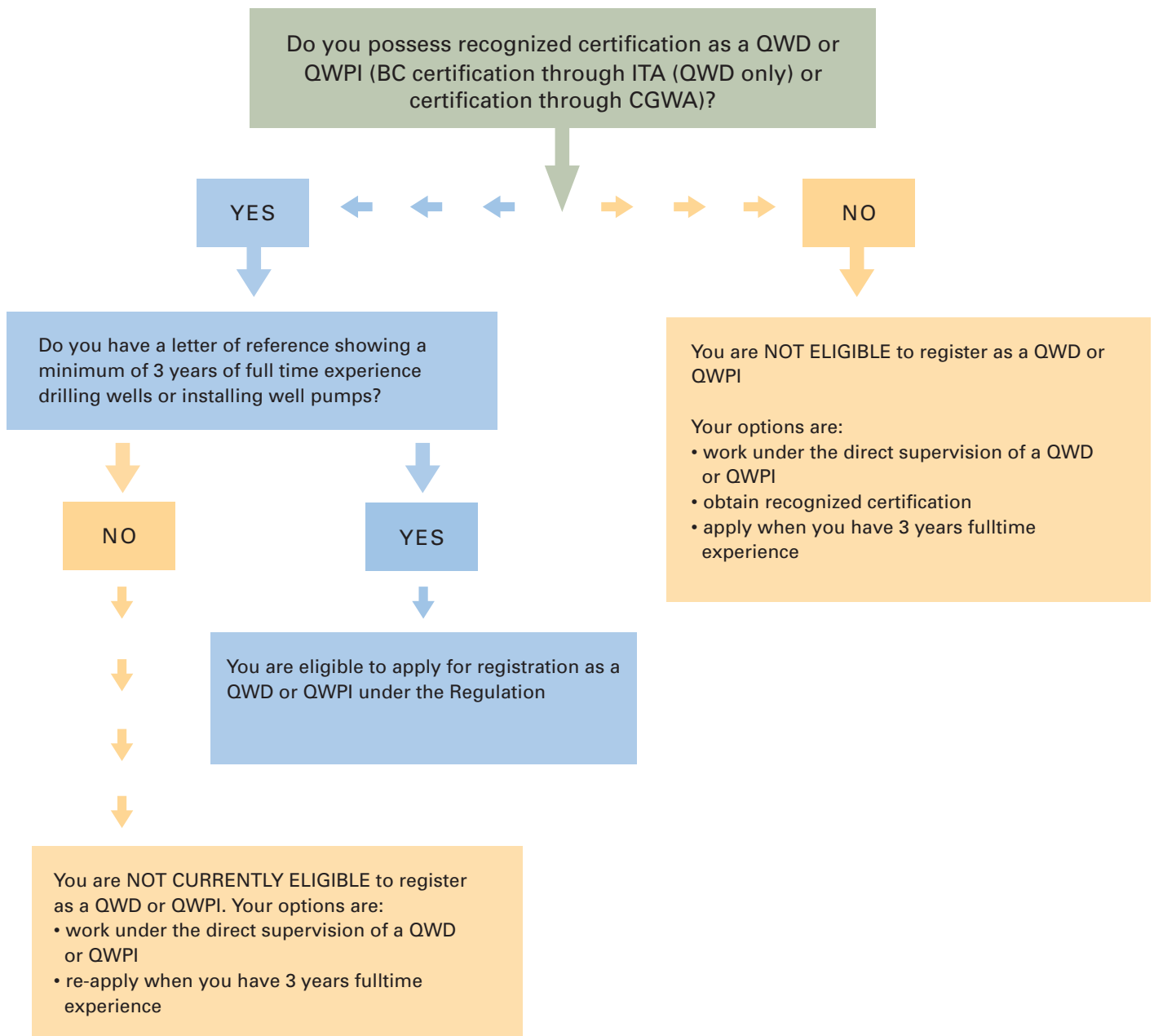
Canadian Ground Water Association

e-mail: info@cgwa.org Web page: http://cgwa.org/pump_tech.htm

There is currently no provincial certification process for well pump installers.

Contractors will obtain certification after passing an exam. Well drillers who complete the Red Deer College program have the opportunity to challenge the exam delivered by the Industry Training Authority. Otherwise, both drillers and pump installers can get their certification by passing the exam delivered by the Canadian Ground Water Association, at least once a year.

CHAPTER 5 | THE REGISTRATION PROCESS IN A NUTSHELL



CHAPTER 6 | COMMON ERRORS IN APPLICATIONS

Based on applications submitted to date to the BC Ministry of Environment (BC MOE), the most common errors are the following:

- The application does not indicate the proof of qualification on the application form;
- Photo copies of proof of age or certificate are not notarized;
- Insufficient letter(s) of reference are submitted to verify adequate number of years of experience;
- The applicant submits evidence of experience of the company rather than of the individual;
- Well pump installers providing experience installing surface pumps, sewage pumps and well pumps as evidence for well pump installation experience (the application will be reviewed based on the experience installing well pumps only).

MOST SIGNIFICANT ERROR NOTED TO DATE BY BC MOE

Applicants are not reviewing the check list on page 2 of application to make sure all necessary documents are included!

CHAPTER 7 | CONFIRMATION OF REGISTRATION

Where registration is accepted, the applicant will be provided with a Letter Confirming Acceptance of Registration as a Qualified Well Driller or a Letter Confirming Acceptance of Registration as a Qualified Well Pump Installer, as applicable. If the registration is not accepted, written reasons will be provided in the response letter for the refusal to register, including information on further experience or certification required to become registered.

In cases where the applicant's number of years of experience is determined insufficient, the applicant can amend his or her application at a later date without having to get the proof of age and certificate re-notarized.

Accepted applicants will have their names and contact information included in the Register of Qualified Well Drillers or the Register of Qualified Well Pump Installers, as applicable. Such persons will also be issued an Identification Card.

There is no fee for registration, for an identification card issued by the comptroller, or for a replacement card.

CHAPTER 8 | REMOVAL FROM THE REGISTRY

A qualified well driller or well pump installer must hold an identification card issued by the comptroller, and must advise the comptroller in writing within 60 days of any change of information included in the register, or if they are no longer actively working in BC as a qualified well driller or well pump installer.

The comptroller must remove from the register persons who fail to meet the requirements (at the time of registration) for registration, are

no longer actively working in British Columbia as a qualified well driller or qualified pump installer, or are deceased. The comptroller has no authority to remove a person for any other reason.

If a person is removed from the register and later wishes to seek registration again, they will be required to apply and meet the registration requirement at the time of re-application.

CHAPTER 9 | FREQUENTLY ASKED QUESTIONS

Q: *Why do we need to have qualified well drillers and well pump installers operating in the province?*

A: Effective November 1, 2004, the Water Act requires that certain types of work related to ground water and wells in British Columbia will need to be performed by qualified well drillers or qualified well pump installers. Well construction and installing pumps in wells require the specialized knowledge of qualified well drillers or qualified well pump installers to safeguard well water sources and prevent situations where ground water may be adversely affected.

Q: *Will the Ground Water Protection Regulation be requiring registering, certifying or licensing of well drillers and well pump installers? What is the difference between registration, certification and licensing?*

A: The Ground Water Protection Regulation (GWPR) requires qualified well drillers or qualified well pump installers to be registered. One of the requirements for registration is certification through the Canadian Ground Water Association (CGWA) or Province of B.C. Licensing of well drillers or well pump installers is not a component of the GWPR.

Q: *What do I need to submit with my application for registration as a qualified well driller or qualified well pump installer?*

A: The table below outlines the information now required for application and applies to both well drillers and well pump installers:

Registration for those who have been certified:

- Completed, signed and dated application
- Notarized document of proof of age
- Documented evidence of having a minimum 3 years full-time experience
 - Letter(s) of Reference
(Appendix A of application form) attesting to the applicant's experience to be submitted independently by the referee(s)
 - Completed, signed and dated Work History
(Appendix B of application form) summarizing the applicant's experience and work history

The Letter of Reference form is to be submitted separately by the referee(s). The Work History form is to address the applicant's experience, and not that of the company. The description of work experience in the Work History should also specifically indicate direct experience in constructing wells (for well drillers) or installing pumps in wells (for well pump installers). The applications can be downloaded from MoE's website (http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/wells.html#reg).

Q: *Does the Ground Water Protection Regulation recognize certification from other provinces or US or from the National Ground Water Association?*

A: While the Ground Water Protection Regulation accepts experience in other jurisdictions, only a:

- Certificate of Qualification as a Water Well Driller issued by the Province of British Columbia or a certificate as a Ground Water Drilling Technician issued by the Canadian Ground Water Association is acceptable for registration as a qualified well driller, or
- Certificate of Qualification as a Well Pump Installer issued by the Province of British Columbia or a certificate as a Ground Water Pump Technician of a particular class issued by the Canadian Ground Water Association is acceptable for registration as a qualified well pump installer.

Q: *I have been drilling wells (or installing pumps in wells) for many years but I don't have any certification. How do I get registered? How do I demonstrate that I have the required amount of experience?*

A: The Ground Water Protection Regulation recognizes that there are well drillers and well pump installers with many years of experience but who lack formal certification. Accordingly, such individuals may be "grand-parented" providing they can prove they have the necessary experience drilling wells (for well drillers) or installing pumps in wells (for well pump installers). **However, registration via the "grandparenting" provision ended on October 31, 2006.**

Q: *Do I need to have experience operating different drill rigs and construction different types of wells before I can be registered?*

A: Yes and no. Yes, you must be experienced constructing wells, but no, the Ground Water Protection Regulation does not require experience operating different drill rigs and constructing different types of wells. For example, if you operate only a cable tool rig, you are eligible to be registered. If you only drill environmental monitoring wells, you are eligible to be registered.

Q: *Do I need to have experience installing different types and sizes of well pumps before I can be registered?*

A: Yes and no. Yes, you must be experienced installing pumps in wells, but no, the Ground Water Protection Regulation does not require experience installing different types and sizes of well pumps.

Q: *What is my responsibility under the Water Act and Ground Water Protection Regulation once I become registered?*

A: Your responsibility is to conduct your work as a well driller or well pump installer in accordance with the Water Act and Ground Water Protection Regulation (GWPR). Part 5 of the Water Act governing Wells and Ground Water Protection and the GWPR can be downloaded from the website.

Q: *Is there a fee for registration?*

A: No.

Q: *Is there an annual fee to be maintained on the register?*

A: No.

Q: *Can a person ever be taken off the register for shoddy work?*

A: Currently, a well driller or well pump installer can only be taken off the register if they fail to meet all of the necessary requirements for registration (e.g., falsify evidence on experience), is retired or deceased.

Q: *Can my drilling company be registered?*

A: No. The Ground Water Protection Regulation allows the registration of individual qualified well drillers or qualified well pump installers, not companies.

Q: *What are the consequences if I do not register?*

A: If you do not register, you will not be recognized as a qualified well driller or qualified well pump installer. Under the Water Act and Ground Water Protection Regulation only qualified well drillers or qualified well pump installers are permitted to do certain types of work related to ground water and wells in British Columbia.

Q: *How can I get certified?***A:** As a well driller:

You may get certified by completing the requirements for either the Certificate of Qualification as a Water Well Driller issued by the Province of British Columbia (for information on the provincial Water Well Driller certification process, contact the Industry Training Authority, Toll Free 1-866-660-6011, or a certificate as a Ground Water Drilling Technician issued by the Canadian Ground Water Association (for information on the Canadian Ground Water Association Drilling Technician certification process, contact the Canadian Ground Water Association, 1600 Bedford Highway, Suite 100 - 409 Bedford, NS B4A 1E8, Tel: 902-845-1885, e-mail: info@cgwa.org, web page: http://www.cgwa.org/drilling_tech.htm).

As a well pump installer:

You may get certified as a Ground Water Pump Technician of a particular class issued by the Canadian Ground Water Association (for information on the Canadian Ground Water Association Pump Technician certification process, contact the Canadian Ground Water Association, 1600 Bedford Highway, Suite 100 - 409 Bedford, NS B4A 1E8, Tel: 902-845-1885, e-mail: info@cgwa.org, web page: http://cgwa.org/pump_tech.htm). There is currently no provincial certification process for well pump installers.

Q: *How do I get registered?***A:** Registration as a qualified well driller:

You may apply to the Deputy Comptroller for registration as a qualified well driller in the Province of British Columbia if you are at least 19 years of age and can provide one of the following with your application:

- i. the original, or a notarized copy, of a Certificate of Qualification as a Water Well Driller issued by the Province of British Columbia and documented evidence (i.e. letter(s) of reference and a work history — Appendix A and B in the application form) of having a minimum of 3 years full-time experience drilling wells;
- ii. the original, or a notarized copy, of a certificate as a Ground Water Drilling Technician issued by the Canadian Ground Water Association and documented evidence (i.e. letter(s) of reference and a work history — Appendix A and B in the application form) of having a minimum of 3 years full-time experience drilling wells.

A: Registration as a qualified well pump installer:

You may apply to the Deputy Comptroller for registration as a qualified well pump installer in the Province of British Columbia if you are at least 19 years of age and can provide one of the following with your application:

- i. the original, or a notarized copy, of a Certificate of Qualification as a Well Pump Installer issued by the Province of British Columbia and documented evidence (i.e. letter(s) of reference and a work history — Appendix A and B in the application form) of having a minimum of 3 years full-time experience installing well pumps;
- ii. the original, or a notarized copy, of a certificate as a Ground Water Pump Technician of a particular class issued by the Canadian Ground Water Association and documented evidence (i.e. letter(s) of reference and a work history — Appendix A and B in the application form) of having a minimum of 3 years full-time experience installing well pumps.

Applications can be downloaded from MOE's Ground Water website.