

**Georgia Department of Natural Resources**  
**Environmental Protection Division**

Watershed Protection Branch Drinking Water Program  
2 Martin Luther King Jr. Dr., S.E., Suite 1362 East, Atlanta, Georgia 30334  
(404) 656-5660

**Instructions for Completing an Application for Water Well Pump Installer Certification**  
**Current Water Well Pump Installer Certification Period (July 1, 2014 to June 30, 2016)**  
**All licenses will be due for renewal in 2016.**

**THE APPLICATION: MUST BE ORIGINAL, SIGNED, AND NOTARIZED.**

**Page 1:**

**Section 1.** All information shall be completed in this section.

**Page 2:**

**Section 2.** All information shall be completed in this section.

**Section 3.** List any society, institute or trade association memberships in this section.

**Section 4.** List any other qualifications or honors here.

**Section 5. This must be submitted when the application is submitted.** The preferred type of proof of experience is a certified affidavit from a licensed water well driller or certified pump installer. Affidavits from licensed drillers or pump installers in other states can be accepted. Other types of proof are accepted. Contact the Michael Gillis, EPD's Source Water Assessment Program, for more information.

**Page 3:**

Affidavit of Applicant. This page must be signed by the applicant. This page should be notarized and sealed.

Please mail the completed application, proof of experience, and the application fee of \$100.00 made payable to *Director, Georgia Environmental Protection Division* to the address given on the first page of the application.

**THE PROCESS: ALL APPLICATIONS ARE APPROVED BY THE WWSAC**

Once we have verified the information given in the application, we will place the documents in a folder and hold the application for the review by the Water Well Standards Advisory Council (WWSAC). The Council meets three times a year.

**AFTER APPROVAL: COMPLETING THE REGISTRATION PROCESS**

Once the Council has approved the application, we will contact you and ask you to submit your examination results, the license fee (\$400.00), and a performance bond or irrevocable letter of credit for \$20,000. The current license period is July 1, 2014 through June 30, 2016. The renewal period begins March 1, 2016. The fee for renewal of licenses and for new licenses submitted for the 2014 through 2016 period is \$400.00. The license fee for licenses issued for the period from July 1, 2015 through June 30, 2016 will be \$200.00. All checks

must be made payable to: Director, Georgia Environmental Protection Division.

**Required Testing:** All applicants must take the required written examinations (given by the National Groundwater Association through PSI / Lasergrade). To find out about the National Groundwater Association examinations, go to this website:

<http://www.ngwa.org/Professional-Resources/certifications-exams/contractors/>.

To find out about the PSI / Lasergrade testing centers for the specific examinations, use this website: <http://www.psiexams.com> . When registering for an examination, use "Certification / Professional Organization" as Select Organization and then select "National Ground Water Association" from the drop-down list for the Sponsor Name.

There are three required examinations. All applicants must take (1) the general water systems exam plus (2) at least **one additional pump system specific** exam plus (3) a State of Georgia Water Well Standards Law examination. For the pump system specific exam, you should choose the size pumping system (less than or greater than 100 gpm) you are most familiar with. A minimum passing of grade of 70 is required for each exam.

**The performance bond or irrevocable letter of credit:** You must provide one of these two documents. Your name must appear on the document and the document must be original. See templates for more detail. The performance bond or irrevocable letter of credit must be made payable to: Director, Georgia Environmental Protection Division.

**THE CERTIFICATE:** Once all of the required documents and information have been received, we will add you to the Georgia Certified Water Well Pump Installer list, assign a number and issue the certificate.

**Georgia Department Of Natural Resources  
Environmental Protection Division  
Drinking Water Program  
2 Martin Luther King Jr. Drive Suite 1362  
Atlanta, Georgia 30334**

**Application for a Certificate To Practice As A Water Well Pump Installer**

Date Application Fee Paid:		Date Application Approved:	
Date Certificate Fee Paid:		Date Application Denied:	
Date Examination Fee Paid:			
General Exam Score:		Pump Method Exam Score:	
State Law Exam Score:		Exam(s) Date(s):	
Water Well Pump Installer Certificate Number		Water Well Pump Installer Certificate Issue Date:	
Reason(s) Denied:	<input type="checkbox"/> Insufficient or material misstatement on Application <input type="checkbox"/> Non-payment of Fee(s) <input type="checkbox"/> Experience insufficient <input type="checkbox"/> Performance Bond / Letter of Credit insufficient <input type="checkbox"/> Failed Examination(s) <input type="checkbox"/> Complaints <input type="checkbox"/> Other:		
Council Concurrence by:		EPD Concurrence by:	

**DO NOT WRITE ABOVE THIS LINE**

Information must be printed in ink or typewritten

**1. General Information**

Applicant Name:			
	Last Name	First Name	Middle Name
Company Name:			
Affiliation:	<input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Full-time Employee <input type="checkbox"/> Other:		
Business Address:			
	Street	City	State      ZIP Code
Mailing Address:			
	Street or PO BOX	City	State      ZIP Code
Residence Address:			
	Street	City	State      ZIP Code
Telephone:			
	Business	Mobile	Home
Birth Date and Place of Birth:			
	Birthdate	Birthplace	

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**2. NATURE OF BUSINESS**

Install pumps in domestic wells?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Install pumps in other wells less than 100,000 gallons per day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Install pumps in other wells greater than 100,000 gallons per day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**3. MEMBERSHIP IN TECHNICAL SOCIETIES, INSTITUTES AND TRADE ASSOCIATIONS**

Name of Organization	Grade of Membership	Date Joined	Current Member?

**4. OTHER QUALIFICATIONS or HONORS**


**5. EXPERIENCE IN WATER WELL PUMP INSTALLATION BUSINESS**

Present a certified affidavit from a certified water well pump installer or licensed water well contractor that you (the applicant) have had at least two years of water well pump installation experience under said certified installer or licensed contractor. In lieu of the method described above, a presentation to the council, at the council's request, of satisfactory proof of equivalent value, which at the council's option, may be accepted on an individual basis.


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**AFFIDAVIT OF APPLICANT**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Being first duly sworn, deposes and says:

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith.

\_\_\_\_\_  
Signature of Applicant

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of Notary Public

My commission expires: \_\_\_\_\_

**NOTE:** A check or money order in the amount of \$100.00 made payable to the Director, Environmental Protection Division must be attached to cover the application fee. The completed application should be mailed to the following address:

WATER WELL STANDARDS COORDINATOR  
Environmental Protection Division – Drinking Water Program  
2 Martin Luther King Jr. Dr., Suite 1362  
Atlanta, Georgia 30334

**TO BE COMPLETED BY ALL APPLICANTS TAKING THE WRITTEN EXAMINATION**

All applicants for a written examination are required to take the Georgia State Law Test, the National Groundwater Association general drilling examination and at least one of the following examinations. Please indicate which examination category(ies) you wish to take: (check any that apply)

- (a) Water Systems less than 100 gpm
- (b) Water Systems greater than 100 gpm

- (GL) National Groundwater Association General Water Systems examination
- (SL) Georgia State Water Well Standards Act Law examination

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**Georgia Water Well Standards Advisory Council  
 Fee and Penalty Schedule  
 Water Well Pump Installers**

Item	Fees	Remarks
(1) New Application Fee	\$100.00	No application will be kept on file longer than 12 months.
(2) Examination Fee (written)	varies	Written exams for certification are given through the National Ground Water Association ( <a href="http://www.ngwa.org">www.ngwa.org</a> ). Cost per exam is \$75.00.
(3) Certification Fee	\$200.00 per year	\$400.00 per certification period (This is a two-year certificate.)
(4) Late Fee (0 to 3 months)	\$250.00	
(5) Late Fee (3 to 6 months)	\$500.00	
(6) Late Fee (more than 6 months)	\$650.00	
(7) License Duplication Fee	\$10.00	
(8) Inspection Penalty 1 valid complaint per year  2 valid complaints per year  more than 2 valid complaints per year  5 or more valid complaints in 2 years	None  Increase bond x 2 for five years  Increase bond to \$50,000 for five years  Increase bond to \$50,000 for ten years; require re-exam for next certification renewal.	
(10) Loaning of Certificate First Offense  Second Offense	Certificate suspension or revocation.  Permanent certificate revocation.	

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## APPLICANT INSTRUCTIONS FOR COMPLETING THE PERFORMANCE BOND OR IRREVOCABLE LETTER OF CREDIT DOCUMENTS

1. Once your application is approved, you will be required to provide a performance bond **or** an irrevocable letter of credit in the amount of \$20,000 made payable to the *Director, Environmental Protection Division*, using the language on the templates (attached).
2. Please make sure you are using the correct template. The water well drillers' performance bond should have this wording at the top of the form: PERFORMANCE BOND FOR WATER WELL PUMP INSTALLER. The water well drillers' irrevocable letter of credit should have this wording at the top of the form: WATER WELL PUMP INSTALLERS IRREVOCALBE LETTER OF CREDIT. Provide your bonding company or bank with the draft templates included.
3. Your name **MUST** be included on the performance bond or irrevocable letter of credit, as well as your company name. **Forms with only your company name will not be accepted and a license will not be issued.** The wording should read "Applicant's Name doing business as Company Name" (example: **JOHN DOE D/B/A JOHN DOE WATER WELLS**). If you are working as an individual, you can submit the performance bond or irrevocable letter of credit with only your name. These forms were drafted by the Attorney General's office, and we do not have the authority to alter the language. We will not issue a license if the performance bond or irrevocable letter of credit is not worded as shown above.
4. Verify that your performance bond or irrevocable letter of credit has the correct termination date. For water well contractors and drillers, the expiration is currently 6/30/2014.
5. Please be sure to sign the performance bond.
6. Submit your performance bond or irrevocable letter of credit after your application has been approved.
7. The documents must be original.
8. Please don't hesitate to contact Michael Gillis (404) 657-6148 if you have any questions.

Bond Number \_\_\_\_\_

**Performance Bond For Water Well Pump Installers**

Name of Water Well Pump Installer \_\_\_\_\_

Know All Men By These Present

That we \_\_\_\_\_ AND ANY AND ALL EMPLOYEES, OFFICERS AND PARTNERS, as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto the Director of the Environmental Protection Division (Director), Department of Natural Resources, State of Georgia and his or her Successor or Successors in office, as Obligee, in the full sum of **TWENTY THOUSAND AND NO/00 DOLLARS (\$20,000.00)** for the payment of which will and truly to be made, we bind ourselves, our heir, administrators, successors and assigns, jointly and severally, by the present.

WHEREAS, the WATER WELL STANDARDS ACT OF 1985 (Ga. Laws 1985, p. 1192) (the "ACT") requires that water well contractors and drillers file performance bonds with the director to ensure compliance with the ACT; and WHEREAS the above bound PRINCIPAL is subject to the terms and provisions of said ACT. NOW, THEREFORE, the conditions of this obligation are such that if the above bound PRINCIPAL shall fully and faithfully perform the duties and in all things comply with the procedures and standards set forth in the ACT as now and hereafter amended, and the rules and regulations promulgated pursuant thereto, including but not limited to the correction of any violation of such procedures and standards upon discovery, irrespective of whether such discovery is made before completion of any well subject to this bond, then this obligation shall be void; otherwise of full force and effect.

And Surety, for value received, agrees that no amendment to existing laws, rules or regulations, or adoption of new laws, rules or regulations shall in anyway discharge its obligation on this bond, and does hereby waive notice of any such amendment, adoption or modification.

This bond shall be effective from date of issuance and shall continue in effect until terminated by expiration, mutual agreement or cancellation upon sixty (60) days written notice to Principal and Obligee; provided that the rights of the obligee and beneficiaries under this bond which arose prior to such termination shall continue.

The bond is effective \_\_\_\_\_ and unless sooner terminated, this bond shall terminate June 30, 2014. In Witness Thereof the Principal and Surety have caused these present to be duly signed and sealed, this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_\_.

PRINCIPAL, BY \_\_\_\_\_ (L.S.) TITLE: \_\_\_\_\_

SURETY BY: \_\_\_\_\_

GEORGIA REGISTERED AGENT \_\_\_\_\_ SEAL:

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Revised July 2014



**Irrevocable Letter Of Credit Water Well Pump Installers**

To: Director, Environmental Protection Division  
Georgia Department of Natural Resources

We hereby establish our irrevocable letter of credit number \_\_\_\_\_ in your favor, at the request of \_\_\_\_\_ AND ANY AND ALL EMPLOYEES, OFFICERS AND PARTNERS in the amount of **TWENTY THOUSAND AND NO/00 DOLLARS (\$20,000.00)** available upon presentation by you, or any Environmental Protection Division ("Division") employee acting under your authority, of:

- (1) Your sight draft, or demand for payment, bearing reference to this letter of credit number.
- (2) Your signed statement reading as follows: "I certify that the amount of the draft is payable pursuant to the Water Well Standards Act of 1991, O.C.G.A. § 12-5-135 et seq., and the regulations issues pursuant thereto."

Unless sooner canceled, the term of this letter of credit shall be two (2) years, which shall commence on [Date] and expire on June 30, 2014, provided that the credit established by this letter shall be available for payment of claims relating to wells commenced during the term of this letter, upon presentation of your sight draft or demand for payment for (2) years after expiration of said term or cancellation.

This letter of credit may be canceled if:

- (1) \_\_\_\_\_ AND ANY AND ALL EMPLOYEES, PARTNERS AND OFFICERS ceases to do business in Georgia; or
- (2) We serve notice of cancellation upon both you and \_\_\_\_\_ AND ANY AND ALL EMPLOYEES, PARTNERS AND OFFICERS by certified mail at least one hundred twenty (120) days before cancellation is to become effective.

The issuer of this letter of credit is required to immediately notify the Director of EPD if the letter of credit is canceled.

The credit established by this letter and our obligation to pay same shall not be affected by the receivership, bankruptcy or insolvency of debtor or the attachment of his property. Nor shall this letter of credit or obligation to pay same be affected by any security agreement or other agreement between \_\_\_\_\_ AND ANY AND ALL EMPLOYEES, OFFICERS AND PARTNERS and our bank.

Whenever this letter of credit is drawn on under and in compliance with the terms of this credit, we shall duly honor such draft upon presentation to us, and we shall pay the amount of the draft directly to you, as Director of the Division or in accordance with your instructions.

This letter of credit is subject to the uniform customs and practice for documentary credit pursuant to the Uniform Commercial Code.

Sincerely,

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