

HOW TO APPLY FOR THE INDIANA WATER WELL PUMP INSTALLER LICENSE

The State of Indiana requires persons who installs or repairs a water well pump or water well pumping equipment to have an Indiana water well pump installer license. **To obtain a license for the first time, the candidate must submit an application, obtain three written reference statements, take and pass a competency examination, and pay fees for the exam and for the first calendar year of licensing.** The Indiana Department of Natural Resources, Division of Water, issues the licenses and conducts the examination.

- ❖ AGE: Applicants must be at least eighteen (18) years old.
- ❖ APPLICATION FORMS: The “Application for Water Well Pump Installer License” is in this packet. This form is also used for annual license renewal. On the day of the exam, the candidate will fill out an “Application for Water Well Drilling Exam” at the testing site.
- ❖ FEES: The fee for the exam is \$25.00 and the license fee is \$100.00, per person. The first license is valid until December 31 of the calendar year in which it is issued. **Please note**—an initial license expires December 31 even if it is issued late in the year. The license can be renewed each year for \$100.00 per year (without a new exam, unless the license has expired for more than a year).
- ❖ EXAMINATION: The pump installer competency exam consists of multiple-choice and true-false questions worth 100 points. The questions cover the Indiana law and rules regulating water well drilling and pump installation. The passing score is 70 correct responses, or 70 percent. Candidates who score below 70 percent may take the exam again at the next offered date.
- ❖ EXAM DATES: The exam is given at least five times each year—February, April, June, & August at the Indiana Government Center South in downtown Indianapolis, and in November at an IGWA conference. Questions will be read to a candidate who requests an oral exam. Please arrange for an oral exam at the Division of Water office on a date other than the four group exams.
- ❖ REFERENCES: Applicants must request and send in three reference statements. Two of the statements must be from water well drillers, water well pump installers, or licensed plumbing contractors who are familiar with the applicant’s work and professional competency. The Division provides reference forms.

This packet will let you start the application process and study for the exam. It contains the license application, three reference forms, the well drilling & pump installation statute (Indiana Code 25-39), the drilling & installation rules (Title 312, Article 13), and a study sheet on ground water hydrology and pump questions. Many points from the statute and the rules are summarized in enclosed tables of time and quantity requirements, well plugging rules, and construction standards by well type. For the exam, study the full text of the statute and rules, the summary tables, and the hydrology/pump sheet. You will be mailed a notice of the next exam. After the exam, you or your supervisor will be notified of your exam score by phone or by email.

Mail the application and reference forms to the Division of Water or turn them in at the testing site. The exam fee must be paid on exam day. Checks for the application fee will be accepted at the testing site or later by mail. Make checks and money orders payable to the DEPARTMENT OF NATURAL RESOURCES (or DNR). Cash is acceptable but should not be mailed. Candidates who pass the exam have one year in which to apply for an initial license. **The application and references must be complete and all fees paid before the license is issued.**

Questions about forms, fees, or exam dates? Call me at (317) 232-4160 or toll-free (877) 928-3755.