

**WATER WELL CONTRACTOR
CONTINUING EDUCATION PROGRAM
MANUAL**



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

*Incorporated by Reference in Rule 62-531.300, F.A.C.
Effective Date XX, 2014*

1. PURPOSE

The Water Well Contractor Continuing Education Program Manual (Manual) provides the standards, responsibilities, and requirements for the administration and implementation of the Water Well Contractor Continuing Education Program (CE Program). The CE Program designed to encourage the learning of new well drilling technologies, methods and practices, and to improve the industry's professionalism, business management practices, health and safety requirements and practices, and knowledge of the State of Florida water well contractor licensing and water well permitting and construction rules.

Any person applying for a water well contractor license or renewal of a water well contractor license must complete twelve (12) hours of approved coursework in order to be licensed to engage in the business of water well contracting as required by Chapter 373, Florida Statutes (F.S.), Part III, Regulation of Wells, and Chapter 62-531, Florida Administrative Code (F.A.C.), Water Well Contractor Licensing Requirements.

A minimum of six (6) approved coursework hours must be specifically related and relevant to water well construction industry drilling technologies, methodologies and practices and/or applicable State of Florida water well licensing, permitting and construction statutes and rules (rules/well construction practices). No more than six (6) approved coursework hours may be specifically related and relevant to water well construction industry health and safety requirements, practices and procedures, and/or business management and accounting practices and procedures (business/safety practices).

The CE Program is not designed or approved for post-secondary academic credit toward an associate degree at the community college level or at an accredited four (4)-year college or university. Rather, the CE Program is designed to provide individuals seeking to obtain a water well contractor license, or for licensed professional water well contractors renewing their license, an opportunity to attend a variety of approved coursework with significant intellectual or practical content to enhance and improve the knowledge of the water well contractor professional and to enhance career potential. The continuing education requirement is intended to encourage professionals to expand their foundations of knowledge and stay up-to-date on new methods, technologies and developments.

2. DEFINITIONS

- A. "Administrator" means an entity awarded a contract by the Florida Department of Environmental Protection to implement a program of approved coursework for water well contractor licensure and license renewal.
- B. "Approved Coursework" means Administrator or Department-approved training or instruction required for licensure and license renewal.
- C. "Continuing Education Credit or "CEC" means completion of one (1) hour (at least fifty (50) minutes) of approved coursework or instruction that has been converted to a CEC by the Administrator or the Department.
- D. "Course Provider" means a person or legal entity approved by the Administrator or Department such as an academic instructor, industry professional, private or public university, vocational school, a recognized chapter of a professional association, or a state agency to offer or provide approved coursework.
- E. "Coursework Hour" means one (1) hour (at least fifty (50) minutes) of training or instruction.
- F. "Department" means the Florida Department of Environmental Protection.
- G. "Instructor" means a person who has been approved by the Administrator or the Department and who teaches or otherwise instructs Approved Coursework.

- H. "Water Management District" means the Northwest Florida Water Management District, the Southwest Florida Water Management District, the South Florida Water Management District, the St. Johns River Water Management District, or the Suwannee River Water Management District.
- I. "Student" means a person or licensed water well contractor who attends approved coursework classes for water well contractor licensure or license renewal.
- J. "Certificate of Attendance" means a document issued by the Administrator or the Department documenting student attendance and completion of Approved Coursework required for water well contractor licensure or license renewal.
- K. "Certificate of Completion" means a document issued by the Administrator or the Department documenting student completion of twelve (12) hours of approved coursework converted to CECs required for water well contractor licensure or license renewal.

3. DEPARTMENT STANDARDS AND RESPONSIBILITIES

- A. The Department shall maintain CE Program oversight and ensure the standards and responsibilities of this Manual are properly implemented.
- B. The Department shall approve or deny any request by the Administrator to be a Course Provider, Instructor, or to provide coursework within fourteen (14) days from receipt of the request.

4. ADMINISTRATOR STANDARDS AND RESPONSIBILITIES

- A. The Administrator shall meet the following minimum requirements:
 1. Has a minimum of five (5) years' working experience with expertise in the water well construction industry or, for corporate entities, has a corporate officer with a minimum of five (5) years' working experience with expertise in the water well construction industry.
 2. Is a nonprofit entity that has been in existence for a minimum of five (5) years and is registered to do business in the State of Florida.
 3. Is a nonprofit entity with the managerial expertise to administer a program to provide qualified educational and instructional coursework to individuals seeking professional licensure and license renewal.
 4. Is able to competently manage and execute the responsibilities of Administrator as identified in B. through K., below.
- B. The Administrator shall develop, construct, and maintain a CE Program website for water well contractor licensure and licensing renewal. The Administrator shall be responsible for the CE Program website content, registering the domain name, and securing a website host service. The CE Program website shall present the contents of the Department's Water Well Contractor Continuing Education Program requirements with reference to Chapter 62-531, F.A.C., and Part III of Chapter 373, F.S., with emphasis on Sections 373.323 and 373.324, F.S., authorizing mandatory continuing education requirements for water well contractor licensing.
- C. Approved coursework availability shall be posted on the website indicating the Course Provider and contact information, coursework title and outline, number of coursework hours and coursework type (rules/well construction practices or business/safety practices), coursework location, date, time, and cost, if applicable. New coursework shall be posted within five (5) business days of Administrator or Department approval. The website shall provide students or contractors access to the number and type of coursework hours or CECs earned for the current licensing period, updated bi-weekly, links to Department and water management districts, water well contractor licensing, permitting and construction rules, links to industry and governmental water well construction related websites,

- and a frequently asked questions page.
- D. The Administrator shall develop, construct, and maintain a continuing education database to record and track water well contractor data on the total and type of coursework hours and CECs earned, Certificates of Attendance, and Certificates of Completion. The database shall include the minimum following fields: student or water well contractor name, license number (if applicable), mailing address, water management district in which they are licensed, the type of coursework hours earned (rules/well construction practices or business/safety practices), and the total number of coursework hours and CECs earned for each licensing period. The Administrator shall provide the Department and each water management district with access to student and water well contractor database information in electronic format upon request.
 - E. The Administrator shall prepare and send a minimum of three (3) CE newsletters per year to the email address of all licensed water well contractors or to the last known mailing address if the email address is not available. The newsletter shall provide information on the requirements to complete twelve (12) hours of approved coursework for water well contractor licensure, a link to the CE Program webpage, and provide other news and information relative to the CE Program.
 - F. One of the three (3) CE newsletters identified in E. above shall be sent approximately ninety (90) days before the end of the license renewal period notifying contractors of the regulatory requirement to complete twelve (12) hours of coursework for CEC prior to license renewal. The notice shall be sent by email or first class mail as indicated in D. above, and indicate the number and type of coursework hours earned for the current licensing period. Any returned mailings shall be forwarded to the appropriate water management district for help in obtaining a correct address.
 - G. The Administrator shall approve or deny all applications for Course Provider, Instructor, or coursework within fourteen (14) days from receipt. Any applicant or application that is approved or denied by the Administrator may be appealed to the Department for reconsideration by any affected person.
 - H. The Administrator shall have the right to charge fees to recover costs it may incur to implement a program to provide approved coursework to persons seeking water well contractor licensure and license renewal pursuant to Chapter 62-531, F.A.C.
 - I. The Administrator shall develop a Course Provider, Instructor, and coursework application form in accordance with minimum standards, qualifications and responsibilities of the Scope.
 - J. The Administrator shall prepare a Certificate of Attendance form. The Certificate of Attendance shall include the student name, license number or driver's license number, the Course Provider, Instructor's name, course title, number of coursework hours for CEC, type of coursework (rules/well construction practices/ or business/safety practices), date, time, and location of coursework, and the instructor's signature line.
 - K. The Administrator shall prepare a Certificate of Completion form. The Certificate of Completion shall document that a student or water well contractor has attended and completed twelve (12) approved coursework hours for CECs and has complied with the CE requirements for water well contractor licensure.
 - L. The Administrator shall convert the Certificates of Attendance to a Certificate of Completion for each student or contractor who has completed twelve (12) hours of approved coursework and paid all fees for licensure or license renewal as required by Rules 62-531.300 and 62-531.330, F.A.C., and the water well construction rules of the water management districts.

5. COURSE PROVIDER STANDARDS AND RESPONSIBILITIES

The Course Provider shall meet the following requirements:

- A. The Course Provider shall apply to the Administrator for approval to offer coursework and provide Instructors to teach or instruct approved coursework.

- B. The Course Provider shall be responsible for ensuring an Instructor assigned to teach or instruct approved coursework has been approved by the Administrator.
- C. Coursework submitted for approval shall include the coursework title, a coursework outline including the time to be spent on each subject included in the outline, the number of coursework hours, the coursework type (rules/well construction practices or business/safety practices practices), and the location, date and time that the coursework will be offered.
- D. Course Provider approval by the Administrator or Department is valid for a period of four (4) years from the date of approval.
- E. The Course Provider shall provide an attendance sign-in sheet to the Instructor for each coursework hour offered and require all students to sign-in. The sign-in sheet shall reflect the student's name, contractor license number or driver's license number if not a licensed water well contractor, contact information, and the student's signature.
- F. The Course Provider shall require the Instructor to sign and date the attendance sign-in sheet and shall provide the Administrator with the original attendance sign-in sheet.
- G. The Course Provider shall provide each student with a Certificate of Attendance signed by the Instructor upon completion of the coursework hour. The Certificate of Attendance will include a post-course work evaluation section that must be completed and signed by the student. The Administrator will not approve any coursework hours unless the student completes and signs the evaluation section of the Certificate of Attendance.
- H. The Administrator reserves the right to terminate the Course Provider with or without prior notice. The Course Provider may seek review of that decision in accordance with Section 12. of this Manual.

6. INSTRUCTOR QUALIFICATIONS

The Administrator shall insure that all Instructors meet one or more of the following qualifications:

- A. Have a four (4)-year college degree relative to the subject matter to be presented.
- B. Have a National Ground Water Association master water well construction/contractor certification.
- C. Have a Florida water well contractor license with at least three (3) years of water well construction/contractor experience.
- D. An employee of a regulatory agency with a minimum of three (3) years of water well construction regulatory experience or three (3) years of experience in the subject matter to be presented.
- E. Have five (5) years of experience in the subject matter to be presented.
- F. The Administrator or the Department may consider other educational expertise and work experience on a case by case base in determining the qualifications of an Instructor.

7. COURSEWORK APPROVAL STANDARDS

Coursework approval shall meet the following requirements:

- A. The Administrator shall review and either approve or disapprove all coursework offered by a Course Provider unless the Course Provider is the Administrator. The Department shall review and either approve or disapprove all coursework when the Administrator is the Course Provider. The Course Provider may seek review of that decision in accordance with Section 12. of this Manual.
- B. All coursework shall have a coursework title, coursework outline, the number of coursework hours, the coursework type (rules/well construction practices or business/safety practices) and the location, date, and time of where the coursework will be offered.
- C. All coursework content and materials shall be specifically related and relevant to the water well construction industry, water well construction rules, health and safety, and business management practices as define in Rule 62-531.300, F.A.C. Related and relevant coursework includes:

1. State of Florida water well contractor licensing, and water well permitting and construction statutes and rules.
 2. Business and accounting practices and procedures related to improving contractor business management practices and procedures.
 3. Computer and education software training specific to the well construction industry or improving business management.
 4. Environmental Protection and Best Management Practices.
 5. Operation and control of water well construction drilling equipment and associated machinery and appetencies.
 6. Drilling technologies, methodologies and practices.
 7. Other drilling materials and equipment.
 8. Discharge and disposal of well development water, drilling fluids, drill cuttings, and other drill site debris.
 9. Water well abandonment, materials, practices and procedures.
 10. Water well grouting practices and procedures
 11. Water well drilling fluids, types, uses, handling and proper disposal.
 12. Troubleshooting well construction, maintenance, repair, abandonment and other well issues.
 13. New or experimental well construction design, drilling methods, equipment and materials.
 14. Pumps and tanks.
 15. Back flow prevention/cross connection control.
 16. Water well disinfection and rehabilitation.
 17. Water treatment and maintenance equipment.
 18. Water sampling and analysis methods and procedures.
 19. Water well construction industry health and safety requirements and procedures.
 20. Health and safety practices and procedures.
 21. OSHA training.
 22. Commercial and business safety driving courses.
 23. Emergency response.
 24. Hazardous and non-hazardous materials handling treatment and disposal.
 25. Post-Secondary coursework in Geology, Engineering, Chemistry, Mathematics, Physics, Statistics, Ground Water and Surface Water Monitoring and Modeling, and Environmental Sciences, and with emphasis on the practice of water well construction, maintenance, repair and abandonment, environmental assessments, special analysis, modeling and other subjects related to water well construction.
 26. Other coursework approved on a case-by-case basis. Such course work may be approved if the content and materials are specifically related and relevant to the water well construction industry, water well construction rules, health and safety and business management practices.
- D. The Administrator shall determine the number of coursework hours and the coursework type (rules/well construction practices or business/safety practices) for each approved coursework training or instruction.
- E. Administrator or Department approved coursework is valid for two (2) years from the date of approval provided no changes are made in the coursework content or to the minimum qualifications of the Instructor. The Administrator or Department reserves the right to disapprove any approved coursework at any time.
- F. The Administrator or Department may require the submittal of additional information to determine if the coursework is related and relevant to the Program.
- G. Sales promotions and marketing demonstrations presented for the sole purpose of selling a product will not be approved for CEC.

8. GENERAL CONDITIONS FOR COURSEWORK

- A. The Administrator or the Department may, on a case-by-case basis, approve any coursework or educational training not previously approved by Administrator or the Department, if such coursework or educational training meets the criteria and intent of Section 7. of this Manual.
- B. A maximum of three (3) hours of approved coursework may be obtained through online instruction or other correspondence media for a given licensing cycle.
- C. Completion of approved coursework hours can be converted one time either to CECs for contractor licensing or for contractor license point reduction as described in the Water Well Construction Disciplinary Guidelines and Citations Dictionary, 2013, but not both.
- D. All approved coursework hours and CECs to be used for contractor licensure and license renewal must be earned in the two-year period directly preceding the last day (July 31st) of the biennial contractor licensing renewal cycle.
- E. A Certificate of Attendance as described in Section 4.J. above will be used to document the student attendance and completion of approved coursework. The Certificate of Attendance and any required fees must be submitted to the Administrator or Department to convert the Certificate of Attendance to CECs.
- F. The Administrator or Department shall convert all approved coursework hours on a one-to-one (1:1) basis for CEC and on a two-for-one (2:1) basis for post secondary coursework as described in H. below if the coursework meets the standards in Section 7., above.
- G. A Certificate of Completion will be issued by the Administrator or Department documenting student attendance and completion of twelve (12) approved coursework hours and converted to CECs in compliance with the CE Program requirements for water well contractor licensure.
- H. All approved post-secondary community college or accredited 4-year college or university level semester credit hours shall be converted to CECs on two-for-one basis (2:1). Approval of post-secondary coursework is subject to a passing grade of 70% (C-). Such coursework shall meet the requirements of Section 7. of this Manual. Example: A three (3)-hour approved post-secondary semester class is equivalent to six (6) hours of approved coursework or CEC.

9. COURSE RECORD KEEPING AND DOCUMENTATION REQUIREMENTS

The Administrator shall maintain the following records for a minimum of five years. These records shall be made available to the Department or the water management districts in electronic format upon request:

- A. Course Provider names, addresses, and qualifications.
- B. Instructor names, addresses, and qualifications.
- C. Approved coursework titles, coursework outlines, coursework types, coursework locations, dates and times of each coursework offered.
- D. Student coursework cost, if applicable.
- E. The CE Program student database.
- F. Certificates of Attendance, Certificates of Completion and approved coursework attendance sign-in sheets.

10. ADVERTISING OF APPROVED COURSEWORK

Coursework advertisements shall comply with the following requirements:

- A. A Course Provider may not advertise or publicize coursework as approved for CEC pursuant to Part III of Chapter 373, F.S., until it is approved in writing by the Administrator or the Department.
- B. A Course Provider must indicate in all advertisements and announcements that the coursework has been approved by the Administrator or the Department.
- C. A Course Provider may not falsely or misleadingly advertise approved coursework content, instructor qualifications, coursework hours or coursework costs.

11. AUDITS AND DELIVERABLES

Audits and deliverables shall meet the following requirements:

- A. The Administrator shall provide the Department an annual Water Well Contractor Continuing Education Program Report (CE Report) no later than September 30th for each year of the contract. The CE Report shall include a yearly compilation of direct and indirect costs and gross revenues from the operation of the CE Program covering the period from August 1st through July 31st of each contract year. The CE Report shall include the information requirements in Section 9, above, for each contract year. At the end of the five (5)-year contract period, the CE Report shall also include a five (5)-year summary of the information requirements in Section 9. above. The CE Report shall include a brief summary of the CE Program website and list any improvements, deficiencies, or other issues related to the functionality of the website. The Administrator shall submit to the Department two (2) hard copies and one (1) electronic read-only format copy of the CE Report.
- B. The Department shall notify the Administrator in electronic format or by mail of any deficiencies identified in the CE Report and appropriate corrective action to be taken by the Administrator, if necessary. If noted deficiencies are not corrected within a reasonable time as required in the notice the Administrator's duties may be suspended or revoked until the deficiencies are corrected. The Department reserves the right to audit the Administrator with or without prior notice.
- C. The Administrator shall randomly audit and evaluate Course Providers, Instructors, and approved coursework as necessary to ensure coursework quality, content, consistency, completeness, and effectiveness. The Administrative representative(s) shall not be required to pay a coursework fee and cannot receive CECs towards contractor licensure or license point reduction. All random audit results shall be included in the CE Report.
- D. The Department reserves the right to audit Course Providers, Instructors and approved coursework with or without prior notice. Auditing approved coursework classes shall include visitation during coursework presentations. The Department representative(s) shall not be required to pay a coursework fee and cannot receive CECs towards contractor licensure or license point reduction.
- E. The Administrator shall submit to the Department quarterly status reports (August-October; November-January; February-April; and May-July) entitled "Florida Water Well Contractor Continuing Education Credits (CECs) by the Numbers", covering the period from August 1st through July 31st of each contract year. Reports shall be submitted within thirty (30) days of the end of the previous quarter. The minimum information to be included in the reports shall be as follows:
 - 1. The total number of individuals in the CE Program database.
 - 2. The total number of *Active* licensed water well contractors.
 - 3. The total number of *Inactive* licensed contractors.
 - 4. The total number of *Pending* individuals seeking licensure.
 - 5. The total number licensed contractors eligible to accrue hours to renew their license for the next biennial license renewal cycle.
 - 6. The total number of licensed contractors that have completed twelve (12) CEC hours to renew their license for the next biennial license renewal cycle.

7. The total number licensed contractors that have between one (1) and eleven (11) CEC hours to renew their license for the next biennial license renewal cycle.
 8. The total number licensed contractors who have zero (0) CEC hours to renew their license for the next biennial license renewal cycle.
 9. The total number of individually titled coursework classes offered since the inception of the CE Program.
 10. The total number of individually titled coursework classes offered to date covering the period from August 1st through July 31st for each biennial license renewal cycle.
 11. The total number of coursework classes offered to date covering the period from August 1st through July 31st for each biennial license renewal cycle.
 12. The total number of coursework hours offered to date covering the period from August 1st through July 31st for each biennial license renewal cycle.
- F. The Administrator shall provide the Department with copies of all forms proposed for use to implement the CE Program within thirty (30) days of the contract final execution date. Subsequent changes shall be coordinated with the Department Contract Manager.

12. DECISIONS THAT AFFECT SUBSTANTIAL INTERESTS

Any person whose substantial interests are determined by the Administrator may seek review of that decision with the Department. The Department shall review the request and either approve or deny the request. A person whose substantial interests are affected by the Department's action may petition for an administrative proceeding (hearing) under Sections 120.569 and 120.57, F.S.

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