

Well Industry Licensing

The following is intended as a brief guide for applicants to summarize the application submission process for a **new Well Contractor Licence and/or Well Technician Licence including applications to add a class to an existing Well Technician Licence**.

For complete information on licensing please refer to the Ontario Regulation 903 under the *Ontario Water Resources Act* which prescribes licensing requirements for activities associated with wells. If you require a copy of Regulation 903 or the relevant sections (35 to 50) of the *Ontario Water Resources Act*, please contact the Ministry's Public Information Centre at 416 325-4000 or 1 800 565-4923 or visit www.e-laws.gov.on.ca (type "wells" in the search bar).

A Well Contractor Licence is a business licence and entitles the holder to engage in the business of well construction only. It does not authorize the holder to work at the construction of wells. The actual work is required to be carried out by a licensed Well Technician with a valid licence of the proper prescribed class(-es). Well Technicians are required to work under the authority of a Well Contractor Licence holder. Both licences are required for anyone who is both an owner of a well construction business and also the sole equipment operator of that well construction business.

The licences expire on March 31 following the year of issue. In order to renew the licence(s) and ensure continuation, a renewal application package must be submitted (application form, applicable fees, required documentation) prior to the expiry of the licence. The water well industry licensing application forms are available on the Government of Ontario Central Forms Site at www.forms.ssb.gov.on.ca (type "wells" in the search bar).

Every application (new or renewal) is reviewed in accordance with the Regulation and the approval of the application is dependent on the proper submission of all of the required information. Any requests or changes to the application file should be provided in writing.

It is an offence to provide false information on any application form or statement with respect to any matter made under the Act, or the regulations.

Well Contractor Licence

1. Application for Well Contractor Licence (Form 1 - 1987) – completed in full, dated and signed.
2. Confirmation of valid Comprehensive General Liability Insurance as prescribed in the Reg. 903 for the duration of the licence period for well construction business:
 - Name of the Insured (as per the Insurance Policy)
 - Policy No.
 - Expiry Date (YYYY/MM/DD)
 - Name of Insurance Company
 - Name of Insurance Agent
 - Description of Insured Activities
 - Amount of Coverage
3. Copy of a VALID Master Business Licence (MBL) or Proof of Incorporation – the Well Contractor Licence to be issued in the business name of the insured operation. For details on how to register/renew your MBL, visit <http://www.mgs.gov.on.ca> (Services for Business / Gateway for Business) or contact ServiceOntario Toll Free at 1 800 361-3223. Note: MBL has to be renewed every five years.
4. Successful completion of Ministry of Environment (MOE) Exam, see **MOE Examination** for details.
5. Payment of applicable fees, see **Required Fees** for details.

Note: In case of partnerships and/or corporations, the official representative(s) designated for the Well Contractor as listed on the application must be a director, officer, or partner and be listed on the application for a Well Contractor Licence as well as on the official documentation i.e. Articles of Incorporation or Master Business Licence. Each designated official(s) must successfully complete the MOE examination.

Well Technician Licence (new, add-a-class)

1. Application for Well Technician Licence (Form 4 - 1993) – completed in full, dated and signed.
2. Proof of Successful Completion of an approved Course of Study, for course information visit www.welltechtraining.org or call Sir Sandford Fleming College at 1 888 269-6929. The pre-registration number is issued by MOE upon request (in writing).
3. Supporting information to substantiate relevant work experience as prescribed in the Reg. 903. Please consult Reg. 903 on number of hours of experience required. Information/documentation is required detailing nature of the work and how it qualifies the applicant for the licence and class(-es); and to clarify and/or detail the number of hours spent performing the activities, including any applicable overtime or additional employers where experience might have been gained. Memoranda or letters of reference from current or past employers (and/or clients for self-employed) should be provided stating in detail:
 - dates of employment including type of employment (full-/part-time, hours) and name(s) of employer(s)/well contractor(s);
 - duties and responsibilities relating to the licence and class(-es) requested:
 - **Class 1 – Well Drilling** (construction/abandonment of wells by means of well drilling equipment including: rotary drilling equipment, cable tool and diamond drilling);
 - **Class 2 – Well Digging and Boring** (construction/abandonment of water wells by means of digging with non-powered equipment or with a back-hoe or power shovel and by means of boring or augering equipment);
 - **Class 3 – Other Well Construction: PLEASE SPECIFY** (type of equipment operated/installed/repaired/ methods, etc.);
 - **Class 4 – Pump Installation** (installing or assisting with pump installation in or connected to a well, type of equipment operated/installed/repaired);
 - **Class 5 – Monitoring, Sampling, Testing and non-Powered Construction** (installing or assisting with installation of: monitoring, sampling, testing equipment in a well; pumps in a test hole or dewatering well; constructing or assisting with construction of test holes, dewatering wells by non-powered equipment);
 - consent/permission to contact the individual(s) who supervised the work;
 - copies of well records, if completed/applicable.
4. Successful completion of MOE Exam, see **MOE Examination** for details.
5. Payment of applicable fees, see **Required Fees** for details.

Note: Requirement for Class 5 applications - Proof of Association Membership, if applicable.

MOE Examination

1. Application for An Appointment to Take An Examination (Form 7 - 1990) – completed in full, dated and signed.
2. Successful completion of MOE Exam.
3. Payment of applicable fees, see **Required Fees** for details.

All examinations are scheduled by appointment once exam application and applicable fees are received. Applicant is notified in writing via email or fax at least seven days prior to the examination date. An applicant who had an appointment for an examination that he or she did not try shall be deemed to have tried the examination and will be required to apply again.

Required Fees (Cheque or money order, Payable to “Treasurer of Ontario”)

1. Well Contractor Licence Application Fee: \$10.00
2. Well Technician Licence Application (new or add-a-class) Fee (dependent on number of Classes requested): \$10 for a licence application with one Class plus an additional \$5 for each additional Class.
3. Examination Fee: \$10.00

An administrative fee of \$35.00 applies for any dishonored cheque payments including post-dated cheques.

Please direct any licensing inquiries/application package to the WATER WELL HELP DESK as indicated on the applications forms.