

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 Wells Regulation (Regulation 903) made under the *Ontario Water Resources Act* ("OWRA"), which prescribes licensing requirements for activities associated with wells. If you require a copy of the Wells Regulation or the relevant sections (35 to 50) of the OWRA, please visit www.ontario.ca/laws.

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. Well construction activities must 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 31st 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**. Expired licences **cannot** be renewed. 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 Wells 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 insurance (e.g., certificate of insurance) of the type and limits prescribed in paragraph 2 of section 4 of the Wells Regulation for the duration of the well contractor licence period. The document confirming the insurance coverage must include the following information:
 - 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. For details on how to register or renew your MBL, visit <https://www.ontario.ca/page/register-business-name-limited-partnership> 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, Conservation and Parks (MECP) Exam, see **MECP Examination** for details on how to schedule an appointment to take an examination.
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.

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:
 - Fleming College: <https://flemingcollege.ca/continuing-education/certificates/ontario-well-technician-training> or call Sir Sandford Fleming College at 1-888-269-6929.
 - Lusk Geo Inc.: <http://luskgeo.com/services/educational-services/> or email Warren Lusk at Info@luskgeo.com or call 613-583-3031.
3. Supporting information to substantiate relevant work experience as prescribed in the Wells Regulation. Please consult the Wells Regulation regarding the number of hours of experience required. Information/documentation is required detailing the 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 each class requested:
 - **Class 1 – Well Drilling** (construction of wells by means of well drilling equipment including: rotary drilling equipment, cable tool and diamond drilling);
 - **Class 2 – Well Digging, Boring, and Augering** (construction 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 methods or equipment to be used and type of wells constructed);
 - **Class 4 – Pump Installation** (installing or assisting with pump installation in or connected to a well, type of equipment operated/installed/repared);
 - **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 Ministry of Environment, Conservation and Parks (MECP) Exam, see **MECP Examination** for details on how to schedule an appointment to take an examination.
5. Payment of applicable fees, see **Required Fees** for details.

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

MECP Examination

1. Application for An Appointment to Take An Examination (Form 7 - 1990) – completed in full, dated and signed.
2. 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 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.

For partnerships and corporations, all official representative(s) designated for the Well Contractor Licence must successfully complete the MECP examination.

Required Fees (Cheque or money order, Payable to "Minister of Finance")

1. Well Contractor Licence Application Fee: \$200
2. Well Technician Licence Application (new or add-a-class) Fee: \$100 for a licence application with one class plus an additional \$25 for each additional class.
3. Examination Fee: \$50

An administrative fee of \$35 will be charged for any cheques that are returned due to insufficient funds, stop payment or any other reason.

Please direct any licensing inquiries/application package to the Wells Help Desk as indicated on the application forms.