

Updated Certification Process

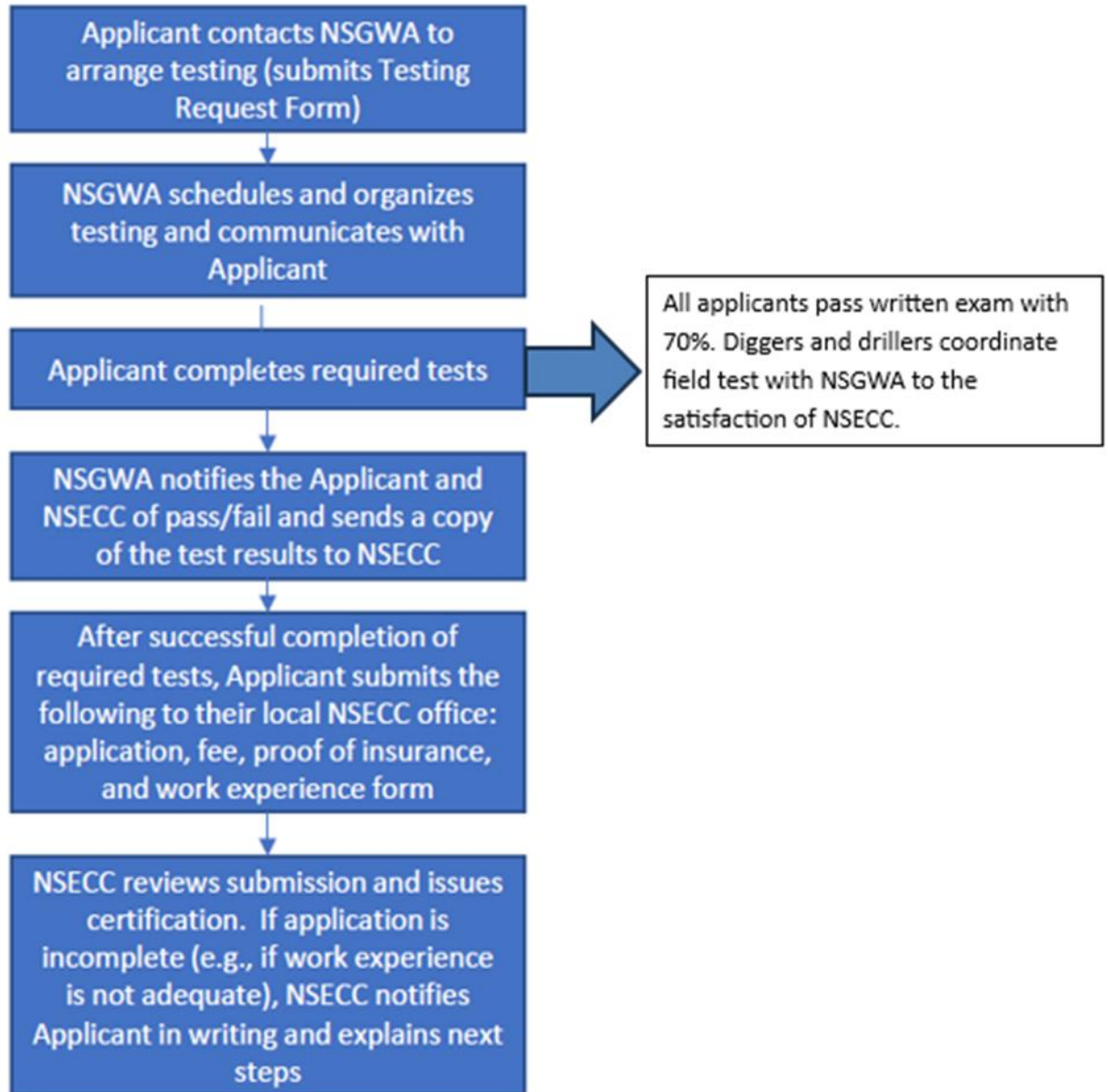
There has been an update in the process for certifying for Pump Installer, Driller and Digger licenses. It involves sending out what is known as a Test Request Form (pages 3-4) that outlines the prerequisites required for final certification and the option to go forward with a written test followed by a field test for diggers and drillers (not pump installers). Nova Scotia Groundwater Association (NSGWA) will be responsible for seeing that the written and field tests are completed and submitted to Nova Scotia Environment (NSE). This form can be found here: <http://nsgwa.ca/Files/Well Program - Testing Request Form.pdf>

The process order is seen on the flow chart on page 2.

Following successful completion of written and field tests, the applicants then submit their formal application (including work a work experience form) along with their test results (which will be submitted by NSGWA), proof of insurance, and application fee, to NSE for evaluation and processing. The applications can be found using the links on page 5. The Work Experience Forms links can also be found on Page 5.

An example of the application form (using the Drillers Form in this example) and instructions is found on pages 6-7.

UPDATED CERTIFICATION PROCESS



TESTING REQUEST FORM
WELL CONSTRUCTION REGULATIONS CERTIFICATE OF QUALIFICATION
WELL DRILLER/WELL DIGGER / WELL PUMP INSTALLER

As per the Well Construction Regulations, a person must successfully complete an examination to obtain a Certificate of Qualification as a certified Well Digger, Well Driller, or Well Pump Installer (Class I and Class II). Well Diggers and Well Drillers are also required to successfully complete a field test. Written tests and field tests are administered by the Nova Scotia Groundwater Association (NSGWA).

WELL DIGGER WELL DRILLER PUMP INSTALLER

Name: _____

Birthdate: _____

Mailing Address: _____

County (example: Pictou County): _____

Email Address: _____

Phone Number: _____ Cell Number: _____

Company / Employer Name (if applicable):
Certified installer name & certification number

Brief Work History:

Signature _____ Date _____

Please return completed form to:
Nova Scotia Groundwater Association
PO Box 794
Pictou, Nova Scotia
B0K 1H0
Email: nsgwa@ns.aliantzinc.ca Phone: 1-888-242-4440 Fax: 1-902-435-0089

*****NOTE: All Applicants must meet the certification requirements on Page 2*****

PAGE 2 - CERTIFICATION REQUIREMENTS

Well Digger

As per Section 5(4) of the Well Construction Regulations, to be eligible for a Certificate of Qualification as a Well Digger, a person must meet the following requirements:

- **Have at least 2000 hours of work experience operating excavation equipment.**
- **Provide proof of on-site work experience in constructing at least 3 dug wells while under the supervision of a certified Well Digger.**
- Successfully complete an exam in well digging and demonstrate a working knowledge of the Act, Well Construction Regulations, and any guidelines issued or adopted by the Department that relate to well drilling, all to the satisfaction of the Department.
- Successfully complete a field test to demonstrate practical knowledge of dug well construction to the satisfaction of the Department.
- Be 18 years of age or older.

Well Driller

As per Section 4(4) of the Well Construction Regulations states, to be eligible for a Certificate of Qualification as a Well Driller, a person must meet the following requirements:

- **Have at least 4000 hours of work experience operating a well drilling machine while under the supervision of a certified Well Driller.**
- Successfully complete an exam in well drilling and demonstrate a working knowledge of the Act, Well Construction Regulations, and any guidelines issued or adopted by the Department that relate to well drilling, all to the satisfaction of the Department.
- Successfully complete a field test to demonstrate practical knowledge of drilled well construction to the satisfaction of the Department.
- Be 18 years of age or older.

Pump Installer

As per the Well Construction Regulations, to be eligible for a Certificate of Qualification as a Pump Installer, a person must meet the following requirements:

Class I Pump Installer (Section 8(3):

- (a) hold a certificate of qualification for a Class II well pump installer;
- (b) **have at least 1000 hours of general work experience installing single- or multi-phase motor drive water pumps greater than 1½ HP while under the supervision of a Class I well pump installer;**
- (c) successfully complete an exam in theoretical aspects of Class I well pump installation to the satisfaction of the Department.

Class II Well Pump Installer (Section 7(4):

- (a) **have at least 3000 hours of general work experience while under the supervision of Class I well pump installer or a Class II well pump installer;**
- (b) have specific experience in installing at least **20** well pumps while under the supervision of a Class I well pump installer or a Class II well pump installer within the 5 years immediately before they apply for the certificate;
- (c) successfully complete an exam in Class II well pump installation and demonstrate knowledge of the Act, these regulations and any guidelines issued or adopted by the Department that relate to pumping equipment installation, all to the satisfaction of the Department.
- **Exemption: 7(5)** A person who holds a journeyman's certificate of qualification under the *Plumber Trade Regulations* made under the *Apprenticeship and Trades Qualifications Act* and who successfully completed an exam in theoretical aspects of Class II well pump installation may be issued a certificate of qualification as a Class II well pump installer. **If you meet this exemption, please submit relevant document(s) along with your application.**

Application Forms Links

Driller

<https://www.novascotia.ca/sns/paal/nse/paal431.asp>

Pump Installer

<https://novascotia.ca/sns/paal/nse/paal433.asp>

Digger

<https://novascotia.ca/sns/paal/nse/paal432.asp>

Work Experience Forms Links

Driller

<https://novascotia.ca/nse/water/docs/work-experience-form-driller.pdf>

Pump Installer

<https://novascotia.ca/nse/water/docs/work-experience-form-pump-installer-class-II.pdf>

Digger

<https://novascotia.ca/nse/water/docs/work-experience-form-digger.pdf>

Instructions

Well Driller Certificate



1. A completed Application for a Well Driller Certification must be submitted to Nova Scotia Environment and Climate Change (NSECC) by mail or by dropping it off to any NSECC office. The fee required must be submitted along with the application and can be paid at any NSECC office. You can also **apply and pay on-line** at: <https://www.novascotia.ca/nse/cmsapp/>
2. If you do not have a valid certificate, you are required to successfully complete both a written exam and a field test. You can arrange for both of these requirements by contacting the Nova Scotia Groundwater Association (NSGWA).
3. You must successfully pass the exam with a mark of 70 % or greater, and successfully complete a field test, as noted above. After a positive recommendation is received by this department from the NSGWA, this application for certification and fee will be processed and certificate issued. Certifications must be renewed annually to be valid.
4. The application fee is for processing the application. All certifications will expire at the end of the year regardless of when certification was awarded.
5. Continuing Education Points (CEP) are based on a 4 year schedule during which you can accumulate a minimum of 100 points to facilitate renewal of certification at the end of the 4 year period.
6. Applicants are required to report the number of wells constructed for the current calendar year. For example, if a certified well driller is applying to renew their certification for 2022, the number of wells constructed in 2021 should be reported on this form. If no wells were constructed or if you are a new applicant, indicate not applicable (N/A).
7. Applicants are required to certify that all well construction records have been submitted to the Department as required by the regulations. For example, all well records for 2020 are required to be submitted by January 31, 2021. Records for the current calendar year are expected to be submitted by the following January. Indicate if submission of well construction records are up to date. If you are a new applicant, select not applicable (N/A).

Application

Well Driller Certificate



Choose type of application: New Applicant Reciprocity Renewal Replacement Card
Application year: _____ Certificate# (if applicable): _____
First name: _____ Last name: _____
Mailing address: _____
City/Town: _____ County: _____ Postal code: _____
Date of birth* (yyyy/mm/dd): _____ * Must be 18 years of age to apply.
Telephone: work: _____ home: _____
Email: _____

Name of employer: _____ Phone #: _____
Employer Address: _____

Number of Machines Used: _____ Number of wells constructed for calendar year: _____

I certify that for each well I have constructed a well record was submitted as per section 49(b) of the Well Construction Regulations. Yes No N/A

Fees (Check the appropriate box)

Cheques made payable to Minister of Finance

One Well Driller and one machine—\$350.00 Annually

Each additional machine—\$145.75 Annually

The non-refundable application fee is for processing the application. Receipt of the fee will not imply approval nor guarantee an approval will be given.

New Applicants:

You are required to submit documentation that demonstrates you have acquired 4,000 hours of work experience operating a well drilling machine while under the supervision of a well driller as per Section 4(4)(a) of the Well Construction Regulations.

New and Renewals:

Section 9(1)(b) of the Well Construction Regulations requires proof of commercial general liability insurance. Ensure a copy of this insurance is enclosed with your application form. Also, if you work for a particular company but are not listed on their policy, a letter from your employer confirming your employment is required.

I certify that the information given on this form is complete and accurate.

Signature: _____ Date: _____