



How to Renew Your Individual Water License

Note

Groundwater Discharge and Water Supply licenses can be renewed up to **one (1) year** from expiration. Surface Water Discharge license can be renewed **up to two (2) years** from expiration. Once the renewal period has expired, individuals must reapply for license, including applicable fees and successfully completing the exam. Individuals who apply and pass the exam after the renewal period has expired, will receive a new license number than previously issued. No exceptions.

Step 1

Log in to your existing **Personal** account at <https://de.gov/DigitalDNREC>

Step 2

Navigate to the Water – Continuing Education tab on your dashboard



Step 3

Locate your license and year for which you are renewing. You may have to use the arrows to expand the sections to see your license. (**Please note – for Groundwater Discharges – Onsite licenses – the individual will need to repeat these steps for EACH license held)

Groundwater Discharges

^

On-Site Wastewater Contractor (Class E) - Level 3 License

^

On-Site Wastewater Percolation Tester (Class A) License

Year	Required	Earned	Needed
2024	10	0	10

Course	Date	Credit Hours	Proof	Approved?
Add Course Don't see your course listed?				

Surface Water Discharges

v

Water Supply

v

Step 4

For each renewable license, you will see the following fields:

1. License Name
2. **Year** License Issued
3. The number of credits **Required** for renewal
4. The number of credits **Earned** (approved)
5. The remaining number of credits **Needed**
6. The **Add Course** button

Water Supply

^

^

Water Well Pump Installer License

1

Year	Required	Earned	Needed
2021	2	0	2

Course	Date	Credit Hours	Proof	Approved?
Add Course Don't see your course listed?				

Step 5

To add a course, click on the **Add Course** button and:

- 1. Select the **Course** from the drop down. Only approved courses are listed here. (If you don't see a course, first make sure you have searched alphabetically by course name as well as institution. If you still do not see your course, the course may not have been reviewed/approved by the board. You can forward a copy of the completion certificate to DOWLicensing@delaware.gov and we can search the database for the course.)
- 2. Enter the **Date** you completed the course. The date must be within the license year and/or renewal period.
- 3. The number of **Credit Hours** (the hours completed must be shown on the certificate/transcript).
- 4. Upload **Proof** of your CEU course/training completion (the certificate/transcript must display the following: institution name, instructor signature/name (unless it is an automated online course), date of the training/course, course/training name, individual's name and credit hours received).
- 5. Click **Save** to submit your course for review. Or click **Cancel** to remove your course.

^

Water Well Pump Installer License

Year	Required	Earned	Needed
^ 2021	2	0	2

Course 1

Date 2

Credit Hours 3

Proof 4

Approved? 6

All Star Professi... ▾

12/31/2021

3 /4.00

Choose File

CEU Proof.png ×

Pending

Save 5

Cancel

[Don't see your course listed?](#)

Step 6

Courses will be reviewed by DNREC and either approved or denied.

(Please note: You CANNOT renew your license until all credit hours are approved by DNREC staff and the credit hours required have been satisfied.

Please also note: You do not have to wait to upload CEUs – you can enter them at any point in the year – we strongly advise individuals to upload CEUs prior to the renewal period.)

See sample emails below:





Dear Wyatt Water,

The Continuing Education Credit you submitted for the renewal of your On-Site Wastewater Percolation Tester (Class A) License has been approved:

Course: 10 Hour General Industry OSHA Course (All)
Credits Approved: 10.00

Once you have fulfilled your required continuing education credits, and they have been approved, you may renew your license beginning 10/01/2024. Please log into your Digital DNREC account, then select "Renew" by clicking "Options" to the right of your license.

If you have any questions or concerns, please contact us at DOWLicensing@delaware.gov or at (302) 739-9116.

Thank you,
DNREC Division of Water
Licensing Coordination Section

If approved, your course will also display as **Approved? Yes** on your CEU dashboard. Once the number of credits needed reaches zero (0), you are ready to renew your license.

Water Well Pump Installer License					
Year		Required		Earned	Needed
2021		2		3	0
Course	Date	Credit Hours	Proof	Approved?	
All Star Professional Training	12/31/2021	3.00/4.00		Yes	
Add Course					
Don't see your course listed?					

Step 7

To renew your license, locate your license on your dashboard and select **Renew License** from the **Options** menu.

If your license is currently active, your license will appear on your dashboard.



Division of Water License - Water Supply (1)

Water Well Pump Installer License

John Deer
License No: 967

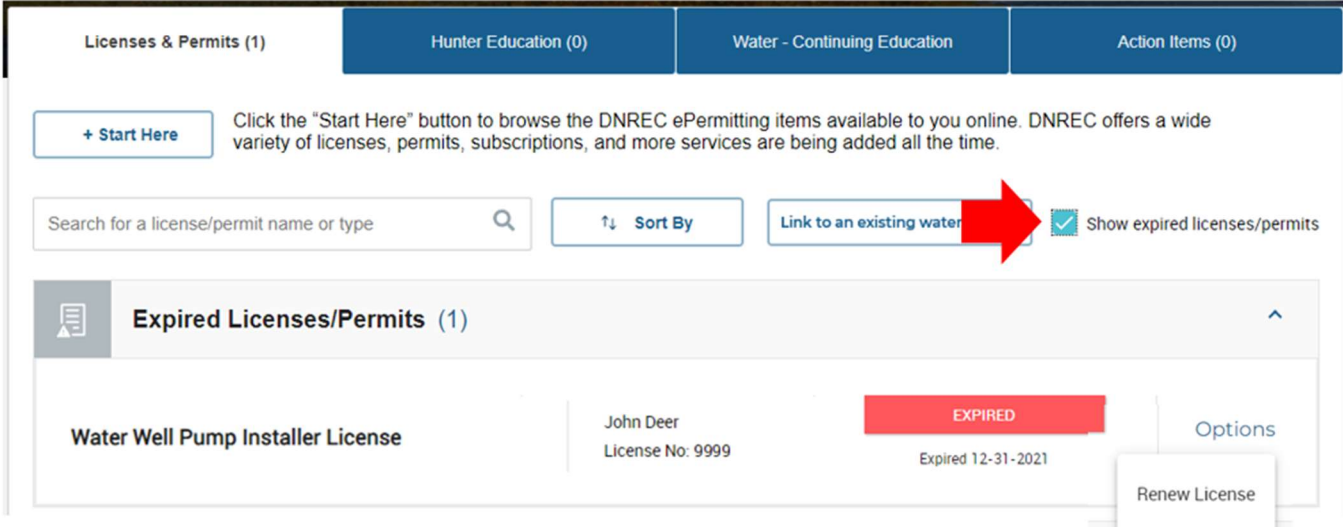
ACTIVE
Expires on 12-31-2022

Options

Update Answers

Renew License

If your license is currently expired, click on the Show expired license/permits button to see your license.



Step 8

Complete your renewal application.
Renewal applications consist of the following sections:

1. Address Verification

Review your address. If you need to make updates, select “No” and enter any changes.

License Renewal

Is your address the same?*

☐ Yes

☒ No

ADDRESS 1*

123 Main Street

ADDRESS 2*

CITY*

Wilmington

STATE*

Delaware

ZIP CODE*

19173

COUNTRY*

United States

2. Phone Number Verification

Review your phone number. If you need to make updates, select “No” and enter any changes.

Is your Phone Number the same?*

☐ Yes

☒ No

PHONE NUMBER*

212-736-0770

3. Current Employer Verification

Users are required to enter their current employer information:

- [Groundwater Discharges](#) – enter all employer fields.
- [Surface Water Discharges](#) – use the dropdown in the **Employer Name*** field to select your current employer. All other employer fields will auto-populate. Please review the information for accuracy and contact your employer if the information is incorrect.
- [Water Supply](#) – use the dropdown in the **Employer Name*** field to select your current employer (only currently licensed contractors will appear in this list – if the employer does not appear in the list, please contact your employer and ask them to renew the contractor license). All other employer fields will auto-populate. Please review the information for accuracy and contact your employer if the information is incorrect.

Step 9

Review the Terms of Service and then add to your cart to review and pay.
You will need a valid credit card to pay for the license fee.
Once your payment is complete, your renewed license will be issued. You can print this from your [Order Receipt](#) page. A copy will also be emailed to you. You will also be able to print your license card and certificate from your dashboard (see [Step 10](#)).

Step 10

Your renewed license will appear on the dashboard. If your current license is active, your renewal will appear as **Issued** and will become active on the date listed on your card/certificate. Download your license card and certificate and review any conditions that pertain to you.



Division of Water License - Water Supply (1)

Water Well Pump Installer License	John Deer License No: 9999	ACTIVE Expires on 12-31-2022	Options
Water Well Pump Installer License	John Deer License No: 9999	ISSUED Expires on 12-31-2023	Options

View/Print Card

View/Print Certificate

State of Delaware

Department of Natural Resources and Environmental Control

This certifies that

John Deer

has been issued a

Water Well Pump Installer License

License Number: 9999

restricted to use in duties as an employee of

All's Well that Ends Well

Issued: 01/01/2023

Expires: 12/31/2023

Signature of Licensee

Steven M. Smaller, Director, Division of Water

This license issued by the Secretary of the Department of Natural Resources and Environmental Control pursuant to the authorities set forth in 7 Del C Ch 60, Section 6023. Regulations for Licensing Water Well Contractors, Pump Installer Contractors, Well Drillers, Well Drivers and Pump Installers Delaware Administrative Code 7302.

For questions related to well permits call 302-739-9944

For questions related to septic systems in:

New Castle County
call 302-739-9947

Kent County
call 302-739-9947

Sussex County
call 302-856-4561

Division of Water Licensing Program
302-739-9116 • DOWLicensing@delaware.gov

Delaware Geological Survey 302-831-2833

24 Hour Environmental Emergency Hotline
800-662-8802

License Card

Licensee, please cut your license card out and keep with you at all times when conducting business under this license.

License Conditions

1) This license authorizes the holder to act in responsible charge of all on-site work relating to the drilling, abandonment, construction, developing, and testing of wells, well alteration and repair, test boring and coring; and the installation, modification, and repair of well pumps and related equipment in and for wells.

2) This license authorizes the holder to act in responsible charge of all on-site work relating to the installation and maintenance of pumps and pumping equipment in and for wells.

3) This license authorizes the holder to engage in the BUSINESS OF CONTRACTING for the installation and maintenance of pumps and pumping equipment in and for wells. This license does NOT authorize the holder to personally install or maintain, or to oversee the installation or maintenance of wells or pumping equipment.

Note – For Water Supply licensees only:

For water supply licensees, the selected employer will need to review and verify your employment status with their company. Upon payment completion, your renewed license will be issued in an unaffiliated/inactive status. Under this status, you are not permitted to complete any work associated with this license, until such time when your employer verifies your employment. Once the employer verifies your employment, you will be notified by email, and your license will automatically update to an active/issued status and will be accessible from your dashboard. Please be sure you print the active/issued license.

Pending verification email



DIGITAL DNREC

Dear Wyatt Water,

Thank you for renewing your General Well Driller License. Attached is your approval.

Your license has been issued as "Unaffiliated". You are not permitted to perform work until you are under the employ of a licensed contractor. To updated your employment status, please login to Digital DNREC, locate your license and select "Update Answers" to update your licensed employer. The employer you select will be required to verify employment before your license is updated.

You may also access a copy of your license card from your [Digital DNREC](#) dashboard.

For questions or concerns, contact us at DOWLicensing@delaware.gov or at (302) 739-9116.

Thank You,
DNREC Division of Water
Licensing Coordination Section

Employment Verified:



DIGITAL DNREC

Dear Wyatt Water,

As part of your application for General Well Driller License License, an employment verification request was submitted to Cremin Green. Your employment was verified by the business.

You will be contacted via email pending the next steps of your license application.

For questions or concerns, contact us at DOWLicensing@delaware.gov or at (302) 739-9116.

Thank You,
DNREC Division of Water
Licensing Coordination Section