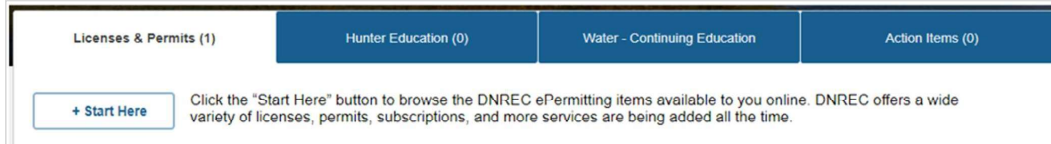


Step 1

Create or log in to your **Personal** account at <https://de.gov/DigitalDNREC>

Step 2

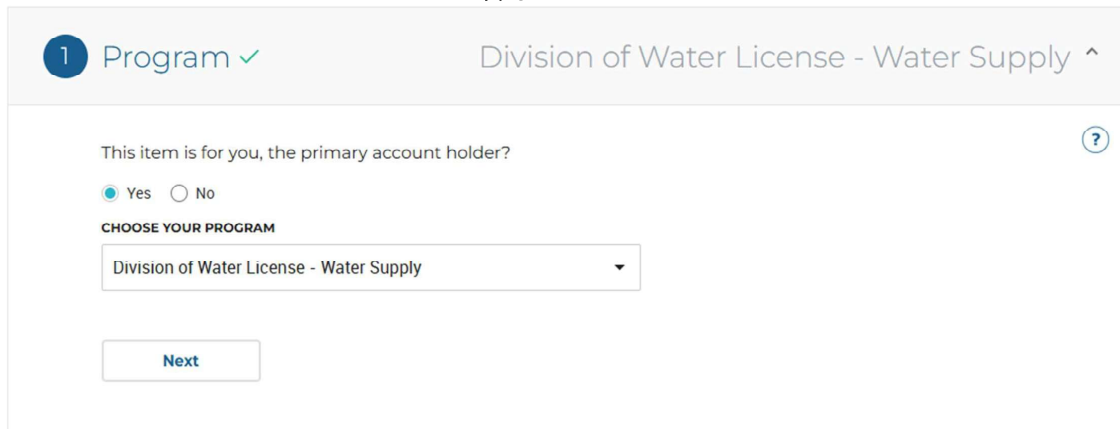
Click **+ Start Here**



The screenshot shows the DNREC dashboard with a top navigation bar containing four tabs: "Licenses & Permits (1)", "Hunter Education (0)", "Water - Continuing Education", and "Action Items (0)". Below the tabs is a large white box with a blue "+ Start Here" button on the left. To the right of the button, text reads: "Click the 'Start Here' button to browse the DNREC ePermitting items available to you online. DNREC offers a wide variety of licenses, permits, subscriptions, and more services are being added all the time."

Step 3

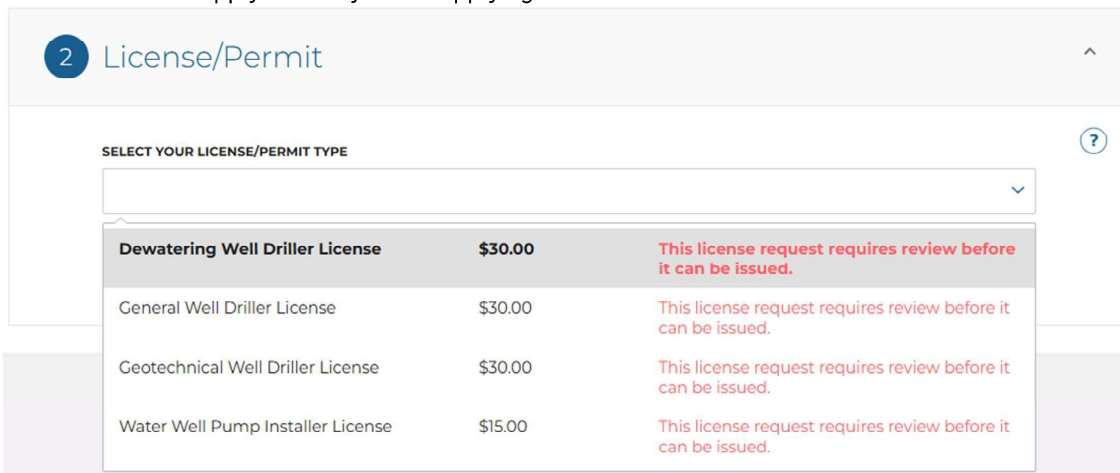
Select Division of Water License – Water Supply and click **Next**



The screenshot shows the "1 Program" selection screen. At the top, it says "Division of Water License - Water Supply" with an upward arrow. Below this, a question asks "This item is for you, the primary account holder?" with radio buttons for "Yes" (selected) and "No". Underneath, it says "CHOOSE YOUR PROGRAM" and shows a dropdown menu with "Division of Water License - Water Supply" selected. At the bottom, there is a blue "Next" button.

Step 4

Select the water supply license you are applying for and click Next.



The screenshot shows the "2 License/Permit" selection screen. It features a dropdown menu labeled "SELECT YOUR LICENSE/PERMIT TYPE". Below the dropdown is a table with four rows of license options. Each row includes the license name, the fee, and a red note stating "This license request requires review before it can be issued."

License/Permit Type	Fee	Notes
Dewatering Well Driller License	\$30.00	This license request requires review before it can be issued.
General Well Driller License	\$30.00	This license request requires review before it can be issued.
Geotechnical Well Driller License	\$30.00	This license request requires review before it can be issued.
Water Well Pump Installer License	\$15.00	This license request requires review before it can be issued.

Step 5

Your Water Supply license application includes both the exam registration request and license application. Enter all information and upload necessary documents as indicated (including two professional references from the current calendar year). You will also need to indicate your current employer.

Note about Employers/Employment:

When you enter your current employer information, you will select from a drop-down menu of businesses that have a current Water Well Contractor/Pump Installer Contractor license in the state of Delaware. If you do not see your employer in the list, please **confirm with your employer that they have an active contractor license.**

Once your application is submitted, your employer will be notified to confirm your employment. Please follow-up with your employer directly to ensure that they verify your employment in a timely manner. Failure by them to approve your employment will result in your license being issued in an inactive status, prohibiting you from performing any work that requires a license.

Step 6

Review the Terms of Service and then add the application to your cart to review and pay. Payment is due on application submission and is non-refundable. You will need a valid credit card to pay for the license fee.

5

Review & Pay

General Well Driller License (\$30.00)

\$30.00 Application Fee

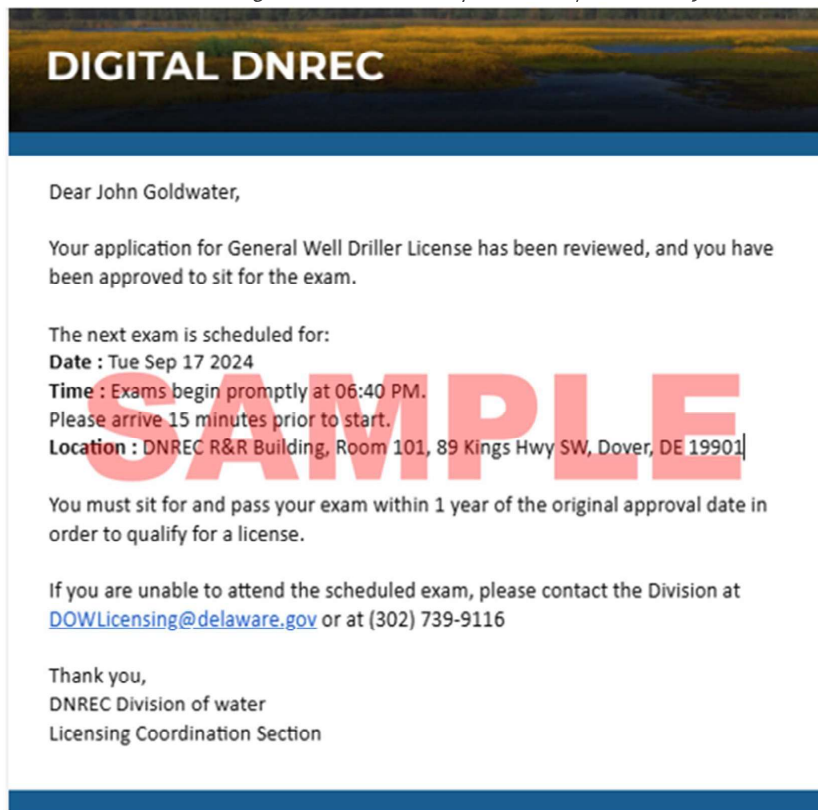
License Fee Upon Approval: \$0.00

Step 7

Once submitted, the Division will accept your application, then forward to the board for review. In order to sit for the exam, your application requires review and approval by the Water Well Licensing Board. If your application is deemed incomplete, or is not approved, you will be notified by email of the board's decision. Applicants are not permitted to reapply for at least 90 days from the date of the board's decision.

If approved for the exam, you will receive an email like the example below. Exams are offered quarterly.

**Please note: The verbiage below is an example. It is important for you to thoroughly read all emails received.*



Step 8

Arrive at the exam location at least 15 minutes prior to the start of the exam. DNREC uses an in person electronic licensing system for testing.

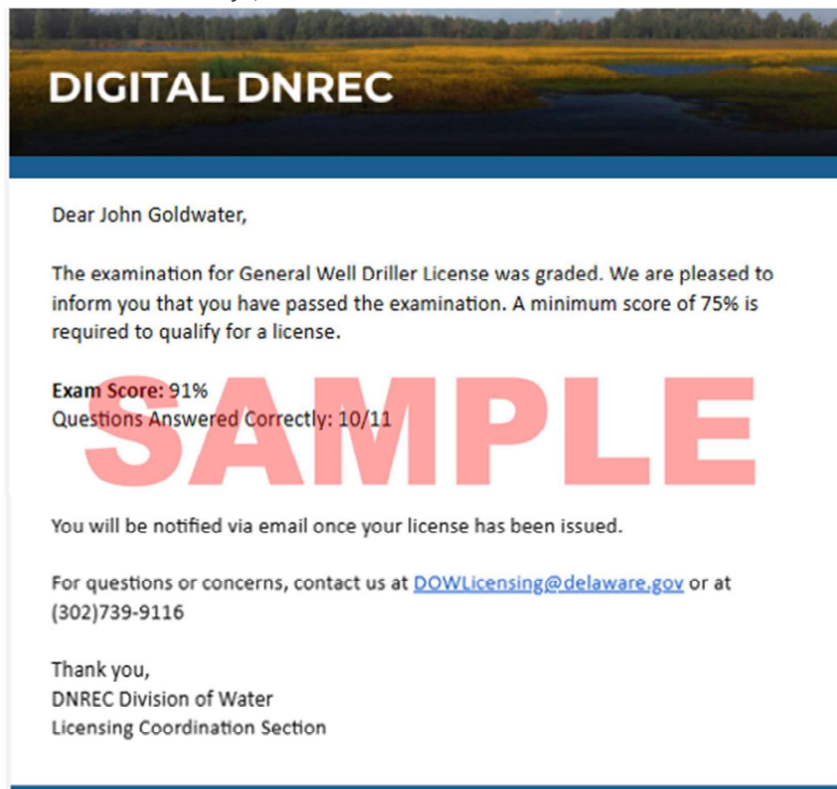
To sit for the exam, **users must bring:**

- **Photo ID**
- **Their Digital DNREC login and password**

If you do not have this information, this may prevent you from sitting for the exam or may cause you to begin the exam late. You will not be given additional time to complete the exam.

Step 9

Within 5 business days, users will receive an email with their exam results.



Step 10:

Users who did not pass the exam and are eligible, will automatically be scheduled for the following exam session. The application is valid for one year, allowing the individual up to (4) opportunities to sit for, and pass the exam. Users who did not pass the exam and who's application has expired, will need to start the process over (submitting an application to the board for review).

Step 11:

Users who passed the exam will receive their license approximately 1-2 weeks from the date they receive their exam results.

The license will be emailed to you and will also be accessible from your dashboard.



Your license is valid through December 31st of the year it was issued.

Note about Employers/Employment:

If your employer changes, it is your responsibility, to update this information. Employers can also remove you from their company in Digital DNREC, which will automatically set your license as **inactive**.

To update your employer, navigate to your Digital DNREC dashboard, locate your license and select [Update Employer](#) from the [Options](#) menu. You will select your employer from the drop-down listing of all currently licensed contractors. Your license will automatically update once the employer you selected, verifies your employment, and you will be able to print your updated license card/certificate.