

# Instructions for Contractors to Verify Employment for Licensees

Water Supply Licenses



DELAWARE DEPARTMENT OF  
**NATURAL RESOURCES AND  
ENVIRONMENTAL CONTROL**

D I G I T A L  
**DNREC**  
CONNECT ANYTIME. ANY DEVICE.

# Employment Verification

- Per regulations, Water Supply Licensees must be employed by a licensed contractor to be able to do work under their license.
- Individual drillers must have their employment verified in Digital DNREC in order to have an active license.
- Contractors can login to their account at <https://de.gov/DigitalDNREC> to:
  - Renew their license
  - Verify employment for individual licensees
  - Remove individuals no longer employed with them

# Process

- When an individual applies for or renews an existing license, they must indicate their employer.
- The list of employers that individuals can select from are those contractors who have a valid contractor license.
- If a contractor has not renewed their license prior to an individual renewing their license, the individual user will not be eligible to work under their license.
- Therefore, it is imperative that contractors keep their license up-to-date and renew their license each year in October.

# Step 1: Email Notification

- When an individual applies for or renews an existing license, they must indicate their employer. The contractor will receive an email notification for employment verification.
- Contractors should click the link and login to their Digital DNREC account



Dear Contractor,

Wyatt Water has listed your business as their employer. In order for this individual to receive their license, you will need to verify their employment by 02/25/2025.

Applicant: Wyatt Water

License: General Well Driller License

Application date: 01/26/2025

To verify employment, please log into your [Digital DNREC](#) account

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

Thank you,

DNREC Division of Water

Licensing Coordination Section

# View License Employees

- From the dashboard, click on “Licensed Employees”
- View your users and pending verifications

| Licenses & Permits (0)                   | Licensed Employees                | Action Items (2) | Enterprise Management | Reporting            |
|------------------------------------------|-----------------------------------|------------------|-----------------------|----------------------|
| Linked Licensees                         |                                   |                  |                       |                      |
| Division of Water License - Water Supply |                                   |                  |                       |                      |
| Licensee                                 | License                           | License Number   | Valid Dates           | Status               |
| Johan Glover                             | Dewatering Well Driller License   | 5837             | 11/11/2024-12/31/2025 | ACTIVE               |
| Zena Quigley                             | General Well Driller License      | 5841             | 12/03/2024-12/31/2024 | ACTIVE               |
| Zena Quigley                             | Geotechnical Well Driller License | 5842             | 12/03/2024-12/31/2024 | ACTIVE               |
| Wyatt Water                              | Dewatering Well Driller License   | Pending          | Pending               | PENDING VERIFICATION |

# Verify Employment

- Locate the user with a status of "Pending Verification".
- Click the 3 dot menu
- Click on "Verify Employment".

Licenses & Permits (0)

Licensed Employees

⚠ Action Items (2)

Enterprise Management

Reporting

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Linked Licensees

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Division of Water License - Water Supply

| Licensee     | License                           | License Number | Valid Dates           | Status               |                          |
|--------------|-----------------------------------|----------------|-----------------------|----------------------|--------------------------|
| Johan Glover | Dewatering Well Driller License   | 5837           | 11/11/2024-12/31/2025 | ACTIVE               | ...                      |
| Zena Quigley | General Well Driller License      | 5841           | 12/03/2024-12/31/2024 | ACTIVE               | ...                      |
| Zena Quigley | Geotechnical Well Driller License | 5842           | 12/03/2024-12/31/2024 | ACTIVE               | ...                      |
| Wyatt Water  | Dewatering Well Driller License   | Pending        | Pending               | PENDING VERIFICATION | ...<br>Verify Employment |

# Verify Employment

- Verify or Reject employment status.

The screenshot shows a software interface with a top navigation bar containing five tabs: 'Licenses & Permits (0)', 'Licensed Employees' (highlighted with a red border), 'Action Items (2)', 'Enterprise Management', and 'Reporting'. Below the navigation bar is a section titled 'Linked Licensees' with a checkmark icon. A modal dialog box titled 'Verify Employment' is open in the center, asking: 'Do you verify the employment for Wyatt Water. They will be linked to your business and be able to submit applications on behalf of your business.' The dialog has two buttons: 'Verify' (green) and 'Reject' (white). In the background, a table is visible with the following data:

| Licensee     | License                         | Status                                   |
|--------------|---------------------------------|------------------------------------------|
| Johan Glover | Dewatering                      | ACTIVE ...                               |
| Zena Quigley | General V                       | ACTIVE ...                               |
| Zena Quigley | Geotechnical License            | ACTIVE ...                               |
| Wyatt Water  | Dewatering Well Driller License | Pending Pending PENDING VERIFICATION ... |

# Verify Employment

- Employment is now verified.
- If a license has already been issued, the license number and dates will be visible.
- If an application is pending review, it will be listed with "Pending"

| Licenses & Permits (0)                   | Licensed Employees                | Action Items (2) | Enterprise Management | Reporting |
|------------------------------------------|-----------------------------------|------------------|-----------------------|-----------|
| Linked Licensees                         |                                   |                  |                       |           |
| Division of Water License - Water Supply |                                   |                  |                       |           |
| Licensee                                 | License                           | License Number   | Valid Dates           | Status    |
| Johan Glover                             | Dewatering Well Driller License   | 5837             | 11/11/2024-12/31/2025 | ACTIVE    |
| Zena Quigley                             | General Well Driller License      | 5841             | 12/03/2024-12/31/2024 | ACTIVE    |
| Zena Quigley                             | Geotechnical Well Driller License | 5842             | 12/03/2024-12/31/2024 | ACTIVE    |
| Wyatt Water                              | Dewatering Well Driller License   | Pending          | Pending               | VERIFIED  |

# Verify Employment

- For users with an issued license, you may view their card/certificate, or if they are no longer employed, you may remove them from your business.
- If they are pending, you can't view license. You may only remove them from your business.

| Licenses & Permits (0)                   | Licensed Employees                | Action Items (2) | Enterprise Management | Reporting                |
|------------------------------------------|-----------------------------------|------------------|-----------------------|--------------------------|
| Linked Licensees                         |                                   |                  |                       |                          |
| Division of Water License - Water Supply |                                   |                  |                       |                          |
| Licensee                                 | License                           | License Number   | Valid Dates           | Status                   |
| Johan Glover                             | Dewatering Well Driller License   | 5837             | 11/11/2024-12/31/2025 | ACTIVE ...               |
| Zena Quigley                             | General Well Driller License      | 5841             | 12/03/2024-12/31/2024 | A View/Print Card        |
| Zena Quigley                             | Geotechnical Well Driller License | 5842             | 12/03/2024-12/31/2024 | A View/Print Certificate |
| Wyatt Water                              | Dewatering Well Driller License   | Pending          | Pending               | V Remove                 |

