



## NGWA VOLUNTARY CERTIFICATION ENROLLMENT APPLICATION

Thank you for your interest in the [NGWA Voluntary Certification Program](#). Please read the following requirements and complete each section fully and accurately in clear, legible handwriting or type. All required forms must be received by NGWA within 12 months of the qualifying exam date.

NGWA certification requires annual renewal, due by December 31 each year, beginning the first full year following initial enrollment. Renewal requirements include:

- Pay the annual renewal fee.
- Complete and report seven hours of annual continuing education. These seven hours (points) must be received at NGWA by December 31 for the year. See [NGWA.org/CEPs](#) for a list of CEP requirements.
- Maintain a high standard of work.
- Sign and submit an affidavit each year verifying that you have no pending legal action against you for failure to properly construct wells or install pumps, and that you have maintained the qualified licenses to operate in your state.

NGWA issues invoices for renewal to certified individuals at the address we maintain on file. In the event of an address change, please notify NGWA as soon as possible.

**Initial each page and mail, fax, or email a PDF of your completed application to:**

**Mail:** NGWA  
601 Dempsey Road, Westerville, OH 43081

**Fax:** (614) 898-7786

**Email:** [Certification@NGWA.org](mailto:Certification@NGWA.org)

*There is no membership requirement to enroll in or renew NGWA Voluntary Certification, and NGWA members and nonmembers will be evaluated equally on application. Members receive a discount on certification examinations and renewal fees. Additional information on program requirements, policies, and procedures is available at [NGWA.org/Certification](#). For further assistance, contact NGWA staff at (614) 898-7791 or [Certification@NGWA.org](mailto:Certification@NGWA.org).*

## APPLICATION CHECKLIST

*Please be sure to complete all four sections of this application.*

- ☐ **Section 1. Applicant Information:** I have completed all renewal applicant information and noted where I would like NGWA-mailed correspondence sent.
- ☐ **Section 2. Contractor Affidavit:** I verify that I properly maintain the licenses and/or registrations necessary to qualify for legal operation in the states in which I conduct business.
- ☐ **Section 3. References:** I have received signatures from two referrals verifying my full-time experience.
- ☐ **Section 4. NGWA Certification Agreement:** I have reviewed and completed the NGWA Certification Agreement.

## SECTION 1

# APPLICANT INFORMATION

*(Please check which address you would like to be used for mailed correspondence.)*

**Please notify NGWA staff of any changes in your contact information. It is important to keep an updated address on file with the NGWA Voluntary Certification Program to ensure you receive important credential information.**

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. Name **(REQUIRED)** \_\_\_\_\_

NGWA member ID# (optional) \_\_\_\_\_

Title of present position \_\_\_\_\_

Organization \_\_\_\_\_

Email \_\_\_\_\_

☐ Billing address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal code \_\_\_\_\_

Business telephone \_\_\_\_\_

☐ Shipping address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal code \_\_\_\_\_

Home telephone \_\_\_\_\_ Personal email \_\_\_\_\_

## SECTION 2

# CONTRACTOR AFFIDAVIT

I verify that I properly maintain the licenses and/or registrations necessary to qualify for legal operation in the states in which I conduct business.

I understand that in cases where proceedings involving alleged violations of governmentally authorized construction codes are pending final decision, NGWA will not conduct decertification review until the final decision is made by the appropriate government agency(ies).

I hereby verify that during the past 12 months **(Check all applicable boxes):**

- ☐ I have been found to be in violation of governmentally authorized well construction or pump installation codes or regulations but hereby request that NGWA review my individual case prior to suspension or revocation of my certification.
- ☐ I am or may currently be the subject of a civil or criminal legal action as a result of professional activities relating to well construction and I am attaching the relevant documentation and explanation.
- ☐ I have NOT been found in violation of any governmentally authorized well construction or pump installation codes or regulations and I am not currently the subject of a civil or criminal legal action as a result of professional activities relating to well construction.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please initial each page before submitting completed application.



## SECTION 3

# CONTRACTOR CERTIFICATION CANDIDATE REFERENCE FORM

Each candidate must submit a reference statement signed by two (2) professional contacts that are not affiliated with your current company and have worked and/or are currently working in the groundwater industry, who can attest to your personal knowledge and experience. Please complete the top portion of this form. After the two references have completed the lower portion, please submit this form to NGWA.

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Candidate name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal code \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

## Reference statement

I attest that the above-named candidate is at least 20 years old and has had at least 24 months of full-time water well drilling, geothermal drilling, or pump installation experience.

### Reference #1

Referral signature \_\_\_\_\_

Referral name \_\_\_\_\_

Company \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal code \_\_\_\_\_ Country \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

### Reference #2

Referral signature \_\_\_\_\_

Referral name \_\_\_\_\_

Company \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal code \_\_\_\_\_ Country \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

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Please initial each page before submitting completed application.



## SECTION 4

# NGWA CERTIFICATION AGREEMENT

The certified person<sup>1</sup> agrees to provide written notification<sup>2</sup> to NGWA within 30 days of being convicted in a civil or criminal legal action as a result of professional activities relating to well construction or pump installation. Certified person agrees to provide NGWA with the relevant documentation and explanation. Certified person agrees to notify NGWA if convicted for being in violation of governmentally authorized well construction or pump codes or regulations. NGWA may or may not suspend or revoke certification for a period determined based upon the severity of the violation(s). Suspension or revocation of certification will be determined on an individual case basis and suspension or revocation of certification for this cause may be appealed by completing the NGWA Certification Suspension or Revocation Appeal form within 30 days of the suspension or revocation date.

The certified person agrees to meet all requirements for continuing education and report the details of continuing education points to NGWA on the form provided by NGWA no later than December 31 of each calendar year to be eligible for renewal of certification. Failure to either meet the continuing education requirements or report continuing education points by the deadline will result in suspension of certification up to a period of one year. Suspension of certification for this cause can be remedied by reporting of continuing education points within 12 months of the date of suspension in addition to full payment of fees for certification and reinstatement. Unless all certification renewal requirements are met within 12 months from the date of suspension, certification will be revoked.

The certified person agrees to pay annual fees prescribed by NGWA no later than December 31 of each calendar year to be eligible for renewal of certification. Failure to pay applicable fees by the deadline will result in immediate suspension of certification. Suspension of certification for this cause can be remedied by full payment of applicable certification renewal fees in addition to reinstatement fees within a period of 12 months from the date of suspension. Unless all certification renewal requirements are met within 12 months from the date of suspension, certification will be revoked.

The certified person understands that upon revocation of certification for any reason, individuals will not be eligible for certification by NGWA for a period of one year. Individuals seeking to be certified following revocation must meet all certification requirements including passing the applicable certification exams.

Return completed form to NGWA.

Certified person's name printed \_\_\_\_\_

Certified person's signature \_\_\_\_\_ Date \_\_\_\_\_

NGWA representative's<sup>3</sup> name printed \_\_\_\_\_

NGWA representative's signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>Certified person: A person certified under the Voluntary Certification Program of NGWA as a Certified Well Driller, a Certified Pump Installer, a Certified Vertical Closed Loop Driller, a Certified Well Driller/Pump Installer, or a Master Groundwater Contractor, who, as a condition of that certification, is required to complete and personally sign this agreement as a requirement for initial certification or recertification.

<sup>2</sup> Written notification: Notification accomplished by regular U.S. mail, electronic mail, or facsimile. NGWA will acknowledge receipt of any and all such notifications within five business days.

<sup>3</sup> NGWA representative is an NGWA staff member. This portion to be completed by NGWA staff once application is submitted to NGWA.

