

**ARKANSAS WATER WELL CONSTRUCTION COMMISSION  
101 EAST CAPITOL, SUITE 350  
LITTLE ROCK, ARKANSAS 72201  
(501) 682-3900**

**REQUIREMENTS FOR APPRENTICESHIP CERTIFICATE**

An applicant for an Apprenticeship Certificate of Registration must submit the following:

1. Completed application form
2. Notarized letter from a registered certificate holder stating:
  - a. That the applicant holds a certificate of registration in the same area sought by the apprenticeship applicant and that he or she has held that certificate for at least five years,
  - b. That the applicant has no outstanding fines or fees owed to the Commission.
  - c. That the applicant has no record of construction violations in the specialty are unless waived by the Commission.
  - d. That the applicant is willing to serve in a supervisory capacity during the apprenticeship
  - e. The number of apprentices including the applicant the supervisor currently supervises or anticipates supervision within a year of drafting the letter with the number not exceeding five, and
  - f. A description of training program
3. Written statement from a contractor or employer of the supervisor whereby the contractor agrees to accept responsibility for the apprenticeship
4. Copy of driver's license or other document illustrating that applicant is at least eighteen years old and
5. Registration fee of one hundred dollars(\$125)

**INSTRUCTIONS:** Please use a typewriter to complete this form. Incomplete or inaccurate information will slow processing of your application. For yes or no responses, circle the answer that is correct. Social Security Numbers are for identification purposes only and will not be released to the public. Applications must be signed by the applicant and notarized. Remit fees with this application. Be sure to complete all of the form. Make check payable to Arkansas Water Well Construction Commission (AWWCC).

<b>Full Name:</b> (First Name, Middle Initial, Last Name)		<b>Social Security Number:</b>		
<b>Street Address:</b>		<b>Mailing Address:</b> (If not same as street address)		
<b>City:</b>		<b>County:</b>		
<b>State:</b>		<b>Home Phone Number:</b> (    )		
<b>Zip:</b>		<b>Work Phone Number:</b> (    )		
<b>Date of Birth</b> (mm/dd/yy)	<b>Height:</b>	<b>Weight:</b>	<b>Hair Color:</b>	<b>Eye Color</b>
<b>Sex:</b> Male    Female	<b>Ever convicted of a felony?</b> Yes No	<b>US Citizen?</b> Yes No	<b>Resident of AR?</b> Yes No	<b>Can applicant read?</b> Yes No
<b>Circle Highest Grade Completed:</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Degrees:				
<b>If you obtained a GED circle 12.</b>				
<b>Number of Years Experience in Water Well Construction?</b>				
<b>Have you ever had an Arkansas Water Well Driller Registration Certificate revoked?</b> Yes                      No				
<b>Employed By:</b> (Name of Business)			<b>Contractor Number:</b>	
<b>Business Street Address:</b>			<b>City:</b>	
<b>State:</b>	<b>County:</b>		<b>Zip:</b>	
<b>List any professional licenses or credentials you hold (i.e. Professional Geologist or Master Plumber etc.)</b>				

**Office use only**

<b>Amount</b>	<b>Receipt #</b>	<b>Issue Date</b>	<b>Reg. # D</b>
---------------	------------------	-------------------	-----------------

FORM DC, ARKANSAS WATER WELL CONSTRUCTION COMMISSION, 101 EAST CAPITOL, SUITE 350, LITTLE ROCK, AR 72201, (501) 682-1025

Revised 1/10/05

Please check appropriate categories for which you will be Applying.

	<b>Consolidated</b> (Includes water well construction techniques for all water wells, other than monitoring wells, constructed in rock
--	--

	formation in formations which will not cave, including the overburden and soils overlying consolidated formations)
	<b>Unconsolidated</b> (Includes water well construction techniques for all water wells, other than monitoring wells, constructed in sand, clay and gravel formations which are caving in nature)
	<b>Hydrofracturing</b> (includes pumping or injecting fluids, does not include the use of explosives)
	<b>Monitoring</b> (includes water well construction for the purpose of locating and sampling for Engineering or Geological data or sampling ground water)
	<b>Geothermal</b> (includes construction of all heat pump wells, including but not limited to, open loop and closed loop wells as defined in Section 8.1.3 of the Rules and Regulations)
	<b>Pump Installer</b> (includes all types of pump applications, repairs and installations)

I will be in the employment and under the supervision of: \_\_\_\_\_  
(Contractor name and number)

I will be under the personnel supervision of: \_\_\_\_\_  
(Driller or pump installer name)

I hereby certify that the information remitted on page 1, 2 and page 3 of this form is true and correct; that I have knowledge of the Water Well Construction Act and regulations pertaining to water well construction; and that I have no less than one year experience in Water Well Construction.

Witness: \_\_\_\_\_ Signed: \_\_\_\_\_

**Apprentice Acceptance Statement**

I \_\_\_\_\_, A licensed Arkansas Water Well Contractor, affirm that  
(Contractor name)  
the above mentioned Supervisor and applying apprentice are employed by me, and I acknowledge and accept full responsibility for this apprenticeship.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
( Contractor) (Supervising driller or pump installer)

**THIS FORM MUST BE NOTARIZED**

State of _____	Subscribed and sworn to before me this _____
County of _____	day of _____, 20_____
My Commission expires: _____	Signed: _____

**EXAMPLE LETTER**

**A Letter from a Registered Certificate Holder**

Doe Drilling Company, Inc.  
Plain Old, Arkansas 99999  
Phone (501) 999-9999

January 11, 2005

Mr. J. Randy Young, Director  
Arkansas Water Well Construction Commission  
101 E. Capitol, Suite 350  
Little Rock, AR 72201

Dear Mr. Young:

I certify that Mr. \_\_\_\_\_ holds a certificate of registration in the area sought by the apprenticeship applicant and has held the certificate for at least five year. .Mr. \_\_\_\_\_ has no outstanding fine or fees owed to the Commission and has no record of any construction violations. I believe Mr. \_\_\_\_\_ is willing to serve in a supervisory capacity during the apprenticeship and with knowledge of the number of applicants not to exceed five. I swear and affirm that the above testimony is true.

Sincerely,

J. D. Doe, President  
Doe Drilling Company, Inc.

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My commission expires:

\_\_\_\_\_  
\_\_\_\_\_

Notary Public

- The apprentice has been furnished with the following reading material:
    - a. The rules, regulations, and construction standards of the Arkansas Water Well Construction Commission.
  - The designated supervisor or I will brief the apprentice in my absence on the construction techniques to be employed in each job before beginning that job.
  - The apprentice will be encouraged to attend various factory and trade show seminars during his apprenticeship and will be reviewed to ascertain what he learned.
  - The supervisor will make regular visits to the jobs where the apprentice is at work to observe his work and will visit completed job sites to see that the work is performed up to code and the standards of this Company.
  - The apprentice will co-sign all construction reports with the driller or pump installer supervisor if such reports are required.
-