

## MEMORANDUM

**DATE:** May 23, 2024

**TO:** Licensed Well Contractors, Limited Well and Boring Contractors, Elevator Boring Contractors, and Environmental Well Contractors

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**SUBJECT: Now Available: Continuing Education for 2025 License Renewal**

To be eligible for license renewal each year, all certified representatives must obtain two (2) contact hours of Minnesota Department of Health (MDH)-presented or MDH-sponsored continuing education units (CEUs). We are pleased to announce that new CEUs for 2025 license renewal are ready online.

### Topics Included in this Memorandum

- CEUs for 2024 License Renewal
- How to Enroll
- MDH Learning Center Instructions
- Minimum Annual Continuing Education Requirements
- Using Online Training
- Full Well and Environmental Well Contractors
- Additional Information

### CEUs for 2025 License Renewal

This year's course, titled, "**Well Management CEUs for 2025 License Renewal**," is available through the MDH Learning Center and covers the following four topics:

- Minnesota Department of Health Update
- Per- and Polyfluoroalkyl Substances (PFAS) and Groundwater
- Administrative Best Practices
- Tips from Well Management Inspectors

## How to Enroll

MDH-presented CEUs are available 24/7 on the MDH Learning Center. Be sure to complete the MDH courses named for the same renewal year in which you are applying. For example, 2025 courses are designed for renewing the 2025 license. If you already have an account in the MDH Learning Center, you were automatically enrolled in **“Well Management CEUs for 2025 License Renewal.”**

## MDH Learning Center Instructions

Launch the [MDH Learning Center \(https://minnesota.myabsorb.com/#/login\)](https://minnesota.myabsorb.com/#/login). Each certified representative must have an individual account. New users must create a username and password. Once your account is created, use this same account for all future training sessions. Users may enroll in the MDH Learning Center online courses any time. Account users may view their progress, MDH learning history, or download/print course certificates at any time.

For MDH Learning Center Assistance, please refer to the guide below or contact us at 651-201-4600 or [health.wells@state.mn.us](mailto:health.wells@state.mn.us).

- [Two Contact Hours Online Continuing Education MDH Learning Center Quick Reference Guide \(www.health.state.mn.us/communities/environment/water/docs/wells/lwcinform/ceurefguide.pdf\)](http://www.health.state.mn.us/communities/environment/water/docs/wells/lwcinform/ceurefguide.pdf)

## Minimum Annual Continuing Education Requirements

Certified Representative	Annual License Expiration	MDH-Presented or -Sponsored CEUs	Additional Qualifying CEUs*
Elevator Boring	January 31	2 hours	Not required
Environmental Well	December 31	2 hours	4 hours
Limited Bored Geothermal Heat Exchanger	January 31	2 hours	Not required
Limited Dewatering	January 31	2 hours	Not required
Limited Pump, Pitless, and Screen	January 31	2 hours	Not required
Limited Well Sealing	January 31	2 hours	Not required
Well (Full)	January 31	2 hours	4 hours

## Using Online Training

Each certified representative will need to **complete all four courses** under Course Content to obtain the two contact hours from an MDH-presented program. To ensure participation, there is a quiz at the end of each course. A passing score of 70 percent is required to advance to the next course, but you can retake the quiz until you obtain the correct answer.

If you need to stop, your progress is saved, and you may return where you left off. Users may view their progress, MDH learning history, or download/print course certificates at any time.

Links to handouts and reference materials are also available for download in the Resources tab of this course.

## Full Well and Environmental Well Contractors

Certified representatives of well contractors and environmental well contractors are required to have an additional four contact hours of continuing education.

**Courses or activities used for the additional four hours may be virtual or in-person and do not require MDH preapproval.** Qualifying courses or activities must meet the following criteria under [Minnesota Rules, part 4725.1675 \(www.revisor.mn.gov/rules/4725.1675/\)](https://www.revisor.mn.gov/rules/4725.1675/):

- Qualifying topics are related to wells or borings, drilling technology, groundwater contamination, health aspects of water quality, groundwater monitoring, geology, hydrology, well or boring construction or sealing, water systems or treatment, geothermal systems, dewatering, or elevator borings. MDH must approve any other continuing education topic.
- The activity must have a specific written objective that describes expected outcomes for the participant.
- The activity must be presented by a person knowledgeable about recent developments in the subject.
- The activity must document attendance and the number of earned contact hours.
- A contact hour is qualifying continuing education that continues for at least 50 minutes. Lecture, demonstration, workshop, or training are included. Coffee breaks, registration, meals, or social activities are excluded.

The Well Management Program does not require preapproval of third-party continuing education courses or activities that meets the requirements of [Minnesota Rules, part 4725.1675 \(https://www.revisor.mn.gov/rules/4725.1675/\)](https://www.revisor.mn.gov/rules/4725.1675/).

It is the responsibility of each certified representative to become familiar with the rule requirements and to determine if a particular course or activity qualifies. Please visit [Continuing Education Programs \(www.health.state.mn.us/lwccceu\)](http://www.health.state.mn.us/lwccceu) for more information on qualifying topics and requirements. If you need support (e.g., uncertain if a course topic meets rule requirements), please contact MDH Well Management Section at [health.wells@state.mn.us](mailto:health.wells@state.mn.us).

## Additional Information

Please visit our website for full continuing education information.

- [Continuing Education Programs \(www.health.state.mn.us/lwccceu\)](http://www.health.state.mn.us/lwccceu).

If you need additional assistance, please contact Kara Dennis at [kara.dennis@state.mn.us](mailto:kara.dennis@state.mn.us) or 651-201-4589.

JO:KD:kmm

cc: Delegated Well Programs, Advisory Council on Wells and Borings,  
Minnesota Water Well Association, and Well Management Section Staff