

# Instructions

## Well Pump Installer Certificate (Class I and Class II)



1. A completed application for a Well Pump Installer Certification is required for new applicants and renewals. Certificates must be renewed annually to be valid. All certifications will expire at the end of the calendar year regardless of when the certification is awarded.
  2. Completed applications can be submitted in person or by mail to any Nova Scotia Environment and Climate Change (NSECC) office. NSECC office locations and contact information are available on our website: <https://novascotia.ca/nse/dept/regional-office-locations.asp>.
  3. For new applicants, the process for obtaining a Pump Installer Certification is outlined on this website: <https://novascotia.ca/sns/paal/nse/paal433.asp>. You must successfully complete an exam before submitting your application to NSECC. Contact the Nova Scotia Groundwater Association (NSGWA) to arrange the exam ([www.nsgwa.ca](http://www.nsgwa.ca)).
- If you have a pump installer's certificate of qualification from another province or country, contact NSECC to determine eligibility and requirements (office locations and contact information above).
4. All applicants must pay an annual fee for processing their application. The fee must be submitted along with the application and can be paid at any NSECC office. You can also apply and pay on-line here: <https://www.novascotia.ca/nse/cmsapp/>.
  5. All applicants must provide proof of valid commercial general liability insurance.
  6. Pump installers must collect a minimum of 100 Continuing Education Points (CEP) over a 4-year period to remain qualified to hold a certificate of qualification. See NSGWA's website for details.
  7. Applicants are required to report the number of pumps installed for the current calendar year. For example, if a pump installer is applying to renew their certification for 2026, the number of pumps installed in 2025 must be reported on this form. If no pumps were installed or if you are a new applicant, indicate not applicable.

# Application

## Well Pump Installer Certificate (Class I and Class II)



Class I Well Pump Installer

Class II Well Pump Installer

Choose type of application:                      New Applicant                      Renewal                      Replacement

Application year: \_\_\_\_\_ Certificate# (if applicable): \_\_\_\_\_

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/Town: \_\_\_\_\_ County: \_\_\_\_\_ Postal code: \_\_\_\_\_

Date of birth\* (yyyy/mm/dd): \_\_\_\_\_ \* Must be 18 years of age to apply.

Telephone: work: \_\_\_\_\_ home: \_\_\_\_\_

Email: \_\_\_\_\_

Name of employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**Number of Pumps Installed during Calendar Year:** \_\_\_\_\_

### **Fees** (Check the appropriate box)

Cheques made payable to Minister of Finance

Class I - \$116.65 Annually

Class II - \$58.30 Annually

The non-refundable application fee is for processing the application. Receipt of the fee will not imply approval nor guarantee an approval will be given.

### **New Applicants:**

You are required to submit documentation that demonstrates you meet the qualification requirements of the Well Construction Regulations. <https://www.novascotia.ca/Just/regulations/regs/envwellc.htm>

### **New and Renewals:**

Section 9(1)(b) of the Well Construction Regulations requires proof of commercial general liability insurance. Ensure a copy of this insurance is enclosed with your application form. Also, if you work for a particular company but are not listed on their policy, a letter from your employer confirming your employment is required.

I certify that the information given on this form is complete and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_