

**Arkansas Water Well Construction Commission**  
**Arkansas Department of Agriculture**  
**Attn: Fiscal**  
**1 Natural Resources Drive**  
**Little Rock, AR 72205**

**Requirements for Apprentice Registration**

**An applicant for an Arkansas Water Well Apprenticeship Certificate must submit the following:**

1. **Proof of age.** An applicant must submit a driver's license or other documentation illustrating that he is at least 18 years old.

2. **Completed application form and the \$125 registration fee.**

3. **A notarized letter from an Arkansas Water Well Registered Driller or Pump Installer ('Supervisor')** stating

a. That the Supervisor is a full time employee of the same Arkansas Licensed Water Well Contractor as the apprenticeship applicant, holds a certificate of registration in the same construction category sought by the apprenticeship applicant, and the registrant has held the certificate for at least five of the previous ten years;

b. That the Supervisor has no outstanding civil penalties or fees owed to the Commission;

c. That the Supervisor has no record of construction violations in the relevant construction category.

d. That the Supervisor is willing to serve in a supervisory capacity during the apprenticeship;

e. The number of apprentices, including the applicant, that the supervisor currently supervises or anticipates supervising within a year of drafting the letter with the number not exceeding five; and

f. A description of the training program.

4. **A written statement from a contractor** employing the Supervisor whereby the contractor agrees to accept responsibility for the apprenticeship.

5. **Registration fee of \$125. Please make the check out to AWWCC and send the registration fee check and application to: Arkansas Department of Agriculture, Attn: Fiscal, 1 Natural Resources Drive, Little Rock, AR 72205. (Please do not send certified or registered mail).**

**Approval of Application**

The Commission will consider applications at its bi-monthly meetings. It generally meets on the first Friday in February, April, June, August, October and December of each year. **To allow sufficient time to review applications, the Commission will delay consideration of applications received less than two weeks before a scheduled Commission meeting until the next meeting.**

The Commission will notify Applicant whether his application has been approved or disapproved.

**Example of A Letter from a Registered Certificate Holder**

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

January 11, 2005

Mr. Chris Colclasure, Executive Secretary  
Arkansas Department of Agriculture  
Attn: Fiscal  
1 Natural Resources Drive  
Little Rock, AR 72205

Re: Supervision of Apprenticeship Applicant Arthur Anderson

Dear Mr. Colclasure:

I certify that I, Derek Duncan, am a full time employee of the company hiring the apprentice applicant, hold a certificate of registration in the area(s) sought by the apprenticeship applicant and have held this registration for at least five of the previous ten years. I have no outstanding fines or fees owed to the Arkansas Water Well Construction Commission and no record of any construction violations, unless such violations were waived by the Commission.

I am willing to supervise Mr. Arthur Anderson, the apprenticeship applicant, during his period of apprenticeship, and I will supervise no more than five apprentices during his period of apprenticeship. Further, I am an employee of Doe Drilling Company, Inc., and Doe Drilling Company, Inc. will be hiring Mr. Anderson.

During this period of apprenticeship, I will provide Mr. Anderson with a training program that includes:

- Furnishing Mr. Anderson with the Arkansas Water Well Construction Commission Rules and the Arkansas Water Well Construction Act, Ark. Code Ann. §17-50-101 et seq.
- Briefing the apprentice in my absence on the construction techniques to be employed in each job before beginning that job
- Encouraging the apprentice to attend various factory and trade show seminars during his apprenticeship.
- Making regular visits to the job sites 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 to the standards of the Arkansas Water Well Construction Commission.
- Co-signing all construction reports with Mr. Anderson if such reports are required.

I swear and affirm that the above testimony is true.

Sincerely,

Derek Duncan  
Arkansas Water Well Construction Commission Registered Driller # 576 .  
Doe Drilling Company, Inc.



**Arkansas Water Well Apprenticeship  
Registration Application**

Incomplete or inaccurate information will delay processing of your application. For “yes” or “no” responses, circle the correct answer. Social Security Numbers will not be released to the public. Applications must be signed by the applicant and contractor and must be notarized.

<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>Circle highest grade completed:</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Degrees:				
If you obtained a GED circle 12.				
<b>Number of years of experience in water well construction?</b>				
<b>Have you ever had an Arkansas Water Well Registration Certificate or License 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>

For AWWCC use only

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

**If you hold any water well driller or pump installer registration certificates from other states, please list other states and applicable registration information. Also, list any professional licenses or credentials you hold (i.e. Professional Geologist, Master Plumber, Electrician, etc.)**

Please check the appropriate category or categories for which you are seeking certification and would like to be tested.

	<b>Consolidated</b> (Includes water well construction techniques for all water wells, other than monitoring wells, constructed in rock formation or 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 and Piezometer</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 wells built for the purpose of geothermal energy exchange including earth-coupled and direct exchange systems.)
	<b>Pump installer</b> (includes all types of pump applications, repairs, and installations)



## CRIMINAL HISTORY BACKGROUND CHECKS WITH ARKANSAS STATE POLICE

Applying for a license or registration for a **new** (anyone who is **not** currently licensed) Driller, Pump Installer or Apprentice with the Arkansas Water Well Construction Commission (AWWCC) requires a criminal history background check from the Arkansas State Police (ASP). All license signing authorities are *required* to submit a criminal history background check.

Attached with this application is the consent form for the background check. Please fill in the form (please print), then sign it, date it and have it notarized. It **MUST** be signed by you, the applicant, and notarized. Return it with this application. The information will be released to the Arkansas Water Well Construction Commission as listed on the bottom of the form.

NOTE: The entire criminal history background check process can take up to two before AWWCC receives final results.



# ARKANSAS STATE POLICE

ASP-122  
(Eff. 08/11/2021)

## Identification Bureau Individual Record Check Request Form

Please mark the box if this background check is for U.S. VISA purposes only and requires an Apostille Letter

Full Name: \_\_\_\_\_  
Last name First name Middle name Jr/Sr/III  
Daytime Phone #: (\_\_\_\_) \_\_\_\_\_

List ALL other names ever used (married, maiden, shortened, etc)

Date of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
(Month/Day/Year)

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State

Physical Address: \_\_\_\_\_  
Street  
City State ZIP

Mailing Address: \_\_\_\_\_  
Street or P.O. Box  
City State ZIP

### APPLICANT RECORD NOTIFICATION

Change, Correction, or Updating: Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 and/or Arkansas Code § 12-12-1013.

I give my consent for the Arkansas State Police to conduct a criminal record search on myself and release any results to the following person or entity:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(First/MI/Last Name) Month/Day/Year

Release to: \_\_\_\_\_  
Arkansas Water Well Construction Commission  
(First/MI/Last Name) or Full Name of Agency

Mailing Address: \_\_\_\_\_  
Cone Building 1, 10421 West Markham  
Little Rock Street AR 72205  
City State ZIP

Daytime Phone #: ( 501 ) 682-3900

82005 State Record Check