

2025 CONTINUING EDUCATION APPROVAL CRITERIA

APPLYING FOR CONTINUING EDUCATION CREDIT APPROVAL

Use [Form 3300-322 Training Provider Application](#) to apply. Continuing education can be offered by way of conference, workshop, symposium, seminar, online/on-demand sessions or hands-on training. The application [instruction](#) explains in detail how to apply and have training preapproved for continuing education credit.

Applications are reviewed for applicability to intended license types. Some training may be approved for all license types. Others might only be approved for one. One credit-hour is approved for each 55 minutes of training. In-person panel discussions or interactive sessions will have 75% or more of the session devoted to lecture or hands-on training. No training is to be advertised or presented as “Wisconsin DNR approved” until notification of approval is received. Instructors or presenters of continuing education are to be subject matter experts in the topic areas that they present.

DETAILED AGENDA REQUIRED

- The agenda provides details that are not provided on application Form 3300-322.
- Processing will be delayed if Form 3300-322 is submitted without a detailed agenda.
- Agenda items include presenter bio, session topic/subtopics, session start & end times

2025 CRITERIA (Six credits are required for renewal eligibility):

- Pump installer
 - Training specific to pump installing - minimum of 3 credits
 - Training specific to water well drilling – maximum of 2 credits
 - Training in business practice or safety & first aid - maximum of 2 credits
 - Attendance at exhibits – maximum of 1 credit
- Heat Exchange Driller
 - Training specific to heat exchange drilling - minimum of 3 credits
 - Training specific to water well drilling - maximum of 2 credits
 - Training in business practice or safety & first aid - maximum of 2 credits
 - Attendance at exhibits – maximum of 1 credit
- Water Well Driller
 - Training specific to water well drilling - minimum of 3 credits
 - Training specific to pump installing - maximum of 2 credits
 - Training specific to heat exchange drilling - maximum of 2 credits
 - Training in business practice or safety & first aid - maximum of 2 credits
 - Attendance at exhibits – maximum of 1 credit
- Online/On-demand Continuing Education
 - The DNR may preview online content prior to approval
 - Knowledge transfer is to be verified by a score of 70% or better when attendees are tested on the sub-topics presented.
 - Training provider must make provision for verification of attendance.

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APPROVED TRAINING:

- will not include product or equipment sales pitches.
- will not malign a competitor's product.
- will not promote or provide instruction on the use unapproved products or equipment.
- will not convey misinformation regarding Wisconsin code requirements

ATTENDANCE REPORTING AND RECORDS RETENTION

Attendance is to be reported to the DNR on the [Training Attendance Spreadsheet](#) within 10 business days of training completion. See the [Attendance Spreadsheet Instruction](#) for more information. Frequency of reporting will increase during the last quarter of the year while renewal processing is in progress and attendees are actively renewing credentials for the next calendar year.

The training provider will make provisions for attendees to log attendance and record earned credits. The [Training Attendee Log Sheet](#) is an optional form that can be used to record in-person training attendance. Entries to the log sheet must be transferred to the "Training Attendance Spreadsheet" prior to submittal. The log sheet can be used to record attendance but should never be used to report attendance to the DNR.

Attendees should be given notice that training cannot be repeated for credit within a 3-year period. Providers will give attendees an opportunity to evaluate training content and the presenter. Course evaluations and attendance records are to be retained by the course provider for a period of 2 years. Copies of evaluations will be provided to the department upon request.

INFORMATION FOR TRAINING ATTENDEES

If you attend continuing education that has been preapproved, the training provider is responsible for reporting your attendance to the DNR within 10 business days. If you are unsure whether your attendance has been reported, contact the provider for verification. If attendance will not be reported by the training provider, you will need to submit your attendance using application [Form 3300-190 Training Report](#). Refer to the [Form 3300-190 Training Report Instruction](#) for more information.

APPROVED IN-PERSON TRAINING PORTAL

Approved in-person training is posted to the DNR's interactive calendar at the following link: [APPROVED TRAINING EVENT CALENDAR \(wi.gov\)](#)

APPROVED ON-DEMAND TRAINING

On-demand training approved for online attendance is listed with training provider contact information at the following link:

[ON-DEMAND DRILLER/PUMP INSTALLER CONTINUING EDUCATION](#)