

M E M O R A N D U M

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

FROM: Corrie Floyd, P.G.
Operations Unit Supervisor
Well Management Section
P.O. Box 64975
St. Paul, Minnesota 55164-0975

PHONE: 651-201-4589

SUBJECT: Now Available: Continuing Education for 2023 License Renewal

To be eligible for license renewal each year, all certified representatives must obtain two 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 2023 license renewal are ready online.

This year's course titled, "**Well Management CEUs for 2023 License Renewal**," is available through the MDH Learning Center and covers the following five topics:

1. Well Management Section Update
2. Administrative Requirements and Well Record Tips
3. MNELAP Labs and Water Sample Best Practices
4. Water Policy Center and Outreach to Private Well Users
5. Tips From the Field

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, 2023 courses are designed for renewing the 2023 license. If you already have an account in the MDH Learning Center, you were automatically enrolled in "**Well Management CEUs for 2023 License Renewal**."

Instructions

- Launch the MDH Learning Center (<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 [Two Contact Hours Online Continuing Education MDH Learning Center Quick Reference Guide](#) (www.health.state.mn.us/communities/environment/water/docs/wells/lwcinformceurefguide.pdf) or contact us at 651-201-4600 or health.wells@state.mn.us.

Using Online Training

Each certified representative will need to **complete all five 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.

These courses are compatible with computer, tablet, or smart phone. 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.

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. Please visit [Continuing Education Programs](#) (www.health.state.mn.us/lwccedu) for more information on qualifying topics and requirements.

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/>). 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. 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.

In-Person CEU Presentations

The primary delivery for MDH-presented CEUs will be the online format. Shorter MDH presentations or other in-person event participation may still occur. Sponsors hosting larger events can work with MDH to play the current online version of MDH-presented courses and accommodations will be made for participants to receive credit in their individual MDH learning history. Please note that the MDH-presented CEU program presented at live events will be the same program in the MDH Learning Center, so please plan accordingly.

Note: Live events are valuable opportunities to build and maintain relationships and MDH will work to attend or participate on a case-by-case basis.

Please visit our website for full continuing education information: [Continuing Education Programs](#) (www.health.state.mn.us/lwccedu). If you need additional assistance, please contact Kara Dennis at kara.dennis@state.mn.us or 651-201-4589.

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