

## Instructions For Online Driller Recertification

1. Click "Online Recertification" button from Drillers Program web page
2. Search for your current driller license by either:
  - a. Entering your Agency Interest (AI) ID in the **Agency Interest ID** field, or
  - b. Entering your last name in the **Licensee Name** field,then click the **Search** button

«« Return to search Online Home

3. Click **Licensee Details** next to your name in the **License Search Results** list

Licensee Details	Agency ID	Licensee Name	License Type	Municipality
Licensee Details	79307	Adam B Smither	WW Treatment II	Smithfield
Licensee Details	25138	Bobby G Smith	WW Treatment I	Paducah
Licensee Details	32502	William W Smith	WW Treatment III	Eminence
Licensee Details	26886	Marylin K. Smith	DW Treatment IVA	Cromwell
Licensee Details	33503	Christopher J Smith	WW Treatment II	Monroe
Licensee Details	26301	Carl Smith	WW Treatment I	Leitchfield
Licensee Details	32115	James E Smith	WW Treatment III	Albany
Licensee Details	30367	Jeffery A. Smith	WW Treatment III	Georgetown (Scott)
Licensee Details	79307	Adam B Smither	Landfarm Operator	Smithfield
Licensee Details	24696	John Smith	DW Treatment IIA	Oneida
Licensee Details	5825	Joe Q Smith	Driller Certification - Monitoring Well	Frankfort
Licensee Details	24831	Mark I Smith	WW Treatment I	Burlington
Licensee Details	24831	Mark I Smith	DW Treatment IAD	Burlington

4. **Licensee Summary Screen** will appear:

Online Searches		Online Reports		Help	
<b>Joe Q Smith</b>					
Agency ID:	55825	Regulatory Status: Active			
AI Type:	LICENSE-Person	Physical Address			
County:	Franklin	123 Main St Frankfort, KY 40601			
License(s)					
License Type	License ID	License Status	License Expiration Date		
Driller Certification - Combined	14000	Active	06/30/2008	<a href="#">Add to shopping cart</a>	
Training History: Arranged by License ID (descending)					
License Type	License ID	License Status	License Expiration Date		
Driller Certification - Combined	14000	Active	06/30/2008		
Training Event Details: Arranged by Event End Date (newest to oldest)					
Event ID	Event Name	Category	Event Start Date	Event End Date	Hours Earned
5679	2008 Drillers Workshop	Groundwater	03/06/2008	03/07/2008	3
5595	2007 Drillers Workshop	Groundwater	03/01/2007	03/02/2007	3
5594	2006 Drillers Workshop	Groundwater	03/02/2006	03/03/2006	3
5592	2005 Drillers Workshop	Groundwater	02/17/2005	02/18/2005	3
2478	2004 Driller'S Work	Groundwater	03/05/2004	03/05/2004	3
2472	2003 Driller'S Work	Groundwater	03/07/2003	03/07/2003	3
2468	2002 Driller'S Work	Groundwater	04/12/2002	04/12/2002	3
2463	2001 Driller'S Work	Groundwater	03/09/2001	03/09/2001	3
2462	2000 Driller'S Work	Groundwater	02/11/2000	02/11/2000	3
2461	1999 Driller'S Work	Groundwater	04/23/1999	04/23/1999	3
2459	1998 Driller'S Work	Groundwater	03/27/1998	03/27/1998	3
2457	1997 Driller'S Work	Groundwater	04/04/1997	04/04/1997	3
2456	1996 Driller'S Work	Groundwater	03/15/1996	03/15/1996	3
2454	1995 Driller'S Work	Groundwater	03/10/1995	03/10/1995	3
2453	1994 Driller'S Work	Groundwater	03/18/1994	03/18/1994	3
Alternate ID Information					
Alternate Name	Alternate ID	Type	Start Date	End Date	
Joe Q Smith	0123-0987-00	GW Company-Driller-Rig	01/01/1993		
Joe Q Smith	0987	GW Driller ID	01/01/1993		
Agency Interest Employment History					
<b>No employment history found</b>					

a. **Licensee** Section

<b>Joe Q Smith</b>		
Agency ID:	55825	Regulatory Status: Active
AI Type:	LICENSE-Person	Physical Address
County:	Franklin	123 Main St Frankfort, KY 40601

This section includes your current address (through your drilling company). Your certificate and wallet card will be mailed to this address. If it is not correct, you must contact the Kentucky Well Drillers Program at 502-564-3410 or e-mail the correction to [DOWDrillersProgram@ky.gov](mailto:DOWDrillersProgram@ky.gov) before continuing.

b. **License(s)** Section

License(s)				
License Type	License ID	License Status	License Expiration Date	
Driller Certification - Combined	14000	Active	06/30/2008	<a href="#">Add to shopping cart</a>

This section includes your License Type (Certification: monitoring only, water only, or combined), License ID (internal database number), License Status and License Expiration Date. If any of this information is not correct, you must contact the Kentucky Well Drillers Program at 502-564-3410 or [DOWDrillersProgram@ky.gov](mailto:DOWDrillersProgram@ky.gov) before continuing.

c. **Training History** Section

Training History: Arranged by License ID (descending)					
	License Type	License ID	License Status	License Expiration Date	
	Driller Certification - Combined	14000	Active	06/30/2008	
Training Event Details: Arranged by Event End Date (newest to oldest)					
Event ID	Event Name	Category	Event Start Date	Event End Date	Hours Earned
5679	2008 Drillers Workshop	Groundwater	03/06/2008	03/07/2008	3
5595	2007 Drillers Workshop	Groundwater	03/01/2007	03/02/2007	3
5594	2006 Drillers Workshop	Groundwater	03/02/2006	03/03/2006	3
5592	2005 Drillers Workshop	Groundwater	02/17/2005	02/18/2005	3

This section lists your Training History and includes the Event ID (internal database number), Event Name, Category (internal category to separate our licenses from others in the Department), Event Start Date, Event End Date and Hours Earned. You must have earned at least 3 hours of training credit within the previous year in order to be eligible for renewal. If you have training credit hours that are not listed, you must contact the Kentucky Well Drillers Program at 502-564-3410 or [DOWDrillersProgram@ky.gov](mailto:DOWDrillersProgram@ky.gov) before continuing.

d. Alternate ID Information

Alternate ID Information				
Alternate Name	Alternate ID	Type	Start Date	End Date
Joe Q Smith	0123-0987-00	GW Company-Driller-Rig	01/01/1993	
Joe Q Smith	0987	GW Driller ID	01/01/1993	

This section lists your 10-digit driller ID ("GW Company-Driller-Rig") and your 4-digit driller ID ("GW Driller ID"). NOTE: The last two digits of the 10-digit driller ID indicate whether you are a certified driller (00) or driller's assistant (01 or 02). If any of this information is not correct, you must contact the Kentucky Well Drillers Program at 502-564-3410 or [DOWDrillersProgram@ky.gov](mailto:DOWDrillersProgram@ky.gov) before continuing.

e. Agency Interest Employment History

Agency Interest Employment History
<b>No employment history found</b>

This section shows employment history for the other DEP certification programs that use this online utility. The Kentucky Well Drillers Program will not use this section, so it will read "No employment history found."

5. Click **Add to Shopping Cart**

Online Searches | Online Reports | Help

### Joe Q Smith

Agency ID: 55825	Regulatory Status: Active
AI Type: LICENSE-Person	Physical Address
County: Franklin	123 Main St Frankfort, KY 40601

License(s)

License Type	License ID	License Status	License Expiration Date	
Driller Certification - Combined	14000	Active	06/30/2008	<a href="#">Add to shopping cart</a>

6. Verify that the address showing in the **Licensee** section is correct; click **OK** button



7. The \$200.00 renewal should now be displayed:

Kentucky Department for Environmental Protection ePay						
Item Name	Item Description	Status	Type/Model	Amount	Remove Item	
Joe Q Smith	Driller Certification - Combined Renewal	Active		\$200.00	Remove	
<b>Item Details:</b> Certification Renewal Fee						
<b>Amount:</b> \$200.00						
1						
<b>Total Amount Due :</b> \$200.00						
<a href="#">Continue Shopping</a>						

8. Do you intend to pay for more than one driller renewal with the same payment?
- If so, click **Continue Shopping** and repeat **Steps 1 – 8**
  - If not, continue to **Step 9**

The screenshot shows the same ePay cart as in step 7, but with the "Continue Shopping" button circled in red. The cart contains one item: "Joe Q Smith" for "Driller Certification - Combined Renewal" with a status of "Active" and an amount of "\$200.00". The total amount due is "\$200.00".

Kentucky Department for Environmental Protection ePay						
Item Name	Item Description	Status	Type/Model	Amount	Remove Item	
Joe Q Smith	Driller Certification - Combined Renewal	Active		\$200.00	Remove	
<b>Item Details:</b> Certification Renewal Fee						
<b>Amount:</b> \$200.00						
1						
<b>Total Amount Due :</b> \$200.00						
<a href="#">Continue Shopping</a>						
Billing Information:						

9. Confirm that the **Total Amount Due** is correct for the number of driller renewals you have requested

**Kentucky Department for Environmental Protection ePay**

Item Name	Item Description	Status	Type/Model	Amount
Joe Q Smith	Driller Certification - Combined Renewal	Active		\$200.00

**Item Details:** Certification Renewal Fee  
**Amount:** \$200.00

**Total Amount Due:** \$200.00

[Continue Shopping](#)

**Billing Information:**

10. Complete the **Billing Information** section, then click **Pay Now!** button

**Kentucky Department for Environmental Protection ePay**

Item Name	Item Description	Status	Type/Model	Amount	Remove Item
Joe Q Smith	Driller Certification - Combined Renewal	Active		\$200.00	Remove

**Item Details:** Certification Renewal Fee  
**Amount:** \$200.00

1

**Total Amount Due:** \$200.00

[Continue Shopping](#)

**Billing Information:**

Company Name:

First Name: (\*)

Middle Name:

Last Name: (\*)

Address Line 1: (\*)

Address Line 2:

City: (\*)

State: (\*)

Zip Code/Postal: (\*)

Day Time Phone: (\*)  (###-###-####)

Other Phone:  (###-###-####)

Name as Appears on Card: (\*)

Card Number: (\*)  (16 numeric digits; no spaces or dashes)

Card CVV Number: (\*)  (3 digit number located on back of card)

Expiration Date: (\*)

eMail Address: (\*)

Confirm eMail Address: (\*)

(\*) Indicates a Required Field

---

11. You will be directed to a confirmation screen; you will also receive an e-mail receipt

**Kentucky Department for Environmental Protection ePay**

**Thank you for using the Kentucky Department for Environmental Protection ePay website. An email of this transaction will be sent to you shortly. Please print a copy of this page as your receipt for this transaction.**

Payment ID: 62594  
Payment Date: MAY 19, 2019 14:23:21  
Amount Paid: \$200.00  
Bill Company Name: Drillers 'R' Us  
Bill Person Name: Smith, Joe  
Bill Address: 123 Main St, Frankfort, KY, 40601  
Card Last 4 Numbers: 1111  
Name on Card: Joe Q Smith  
The Item ID(s) paid for: 14000

12. Close your Internet Browser

---

## Troubleshooting Tips

**Problem: I cannot locate my name/license**

**Solution:** Contact the Kentucky Well Drillers Program at 502-564-3410 or [DOWDrillersProgram@ky.gov](mailto:DOWDrillersProgram@ky.gov).

**Problem: I cannot select "Add to Shopping Cart" to pay for my renewal - "Can not pay" is listed instead.**

License(s)

License Type	License ID	License Status	License Expiration Date	
Driller Certification - Combined	14000	Active	06/30/2008	Can not pay

**Solution:** Click on "Can not pay." A pop-up window will display the reason(s) that you cannot renew your license at this time. Contact the Kentucky Well Drillers Program at 502-564-3410 or [DOWDrillersProgram@ky.gov](mailto:DOWDrillersProgram@ky.gov) for more information.

**Problem: My GW Company-Driller-Rig ID or my GW Driller ID is incorrect**

**Solution:** Contact the Kentucky Well Drillers Program at 502-564-3410 or e-mail the correction to [DOWDrillersProgram@ky.gov](mailto:DOWDrillersProgram@ky.gov).