


Commonwealth of Massachusetts
Department of Environmental Protection

# eDEP for Well Driller Initial Certification

User's Guide

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## About the documentation

The audience for this documentation is well drillers who use the eDEP Online Filing System ("eDEP") to seek certification in the state of Massachusetts. Annual recertification is addressed in another document: Well Driller Recertification Instructions.

**The following table provides key information about this documentation:**

| Document Revision | Change Description | Author | Revision Date |
|---|---|---|---|
| 1.0 | First version of documentation for the new well driller eDEP transaction processes that addresses initial certification only. | Tom Hinchliffe, Julie Butler | 11/30/2026 |

## Getting help

**The following table provides contacts and links where you can get additional help during the process of creating and submitting a transaction for well driller certification:**

| Issue Type | Contact/Action |
|---|---|
| Well Driller Program | Julie Butler:<br>Julie.butler@mass.gov<br>Tom Hinchliffe:<br>Tom.hinchliffe@mass.gov<br>Logan Caruthers:<br>Logan.caruthers@mass.gov<br>MassDEP Drinking Water Program<br>Program.Director-DWP@mass.gov |
| eDEP account login or password issues | Fill out the Get Login Help form. |

| | |
|---|---|
| Other eDEP technical issues | List of contacts |

## Using eDEP

To use the eDEP Online Filing System ("eDEP"), you must have an eDEP account. This section describes how to create an account and make changes to your account after it has been created. This section also describes the requirements for using eDEP as well as information to help you keep your account secure.

### System and browser requirements

This section lists requirements for your browser and operating system when using eDEP.

#### Windows

- For best performance, use the Firefox browser.
- eDEP Forms have been tested to work in Firefox, Chrome and Microsoft (Internet Explorer and Edge) browsers.
- eDEP Payments through our third-party nCourt Payment solution work in Firefox. eDEP Payments may not work in some versions of Internet Explorer or Chrome.
- eDEP Composite Print works in Firefox and Chrome without additional software. Microsoft browsers (Internet Explorer and Edge) require that you install Adobe Reader for eDEP Composite Print to work properly.

#### MacOS

- For best performance, use the Firefox browser.
- eDEP Forms have been tested to work in Firefox, Chrome and Safari.
- eDEP Payments through our third-party nCourt Payment solution work in Firefox. eDEP Payments may not work in some versions of Safari or Chrome.
- eDEP Composite Print works in Firefox, Chrome and Safari without additional software.

### Creating an eDEP account

This section describes how to create an eDEP account. You must have an eDEP account to submit an application for certification as a well driller.

To create an eDEP account, you must have an email address.

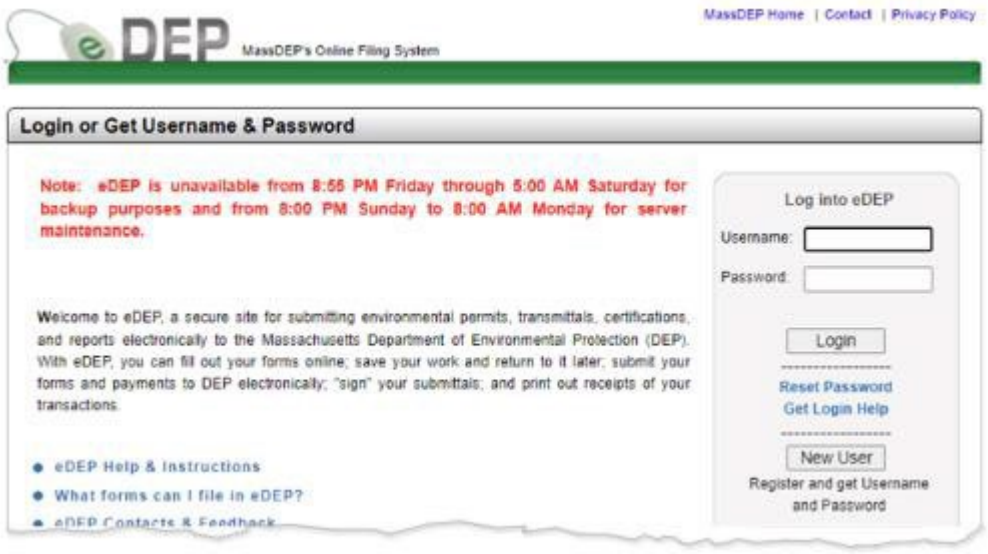
**TIP**

If you have already created and activated your eDEP account, you can begin creating a

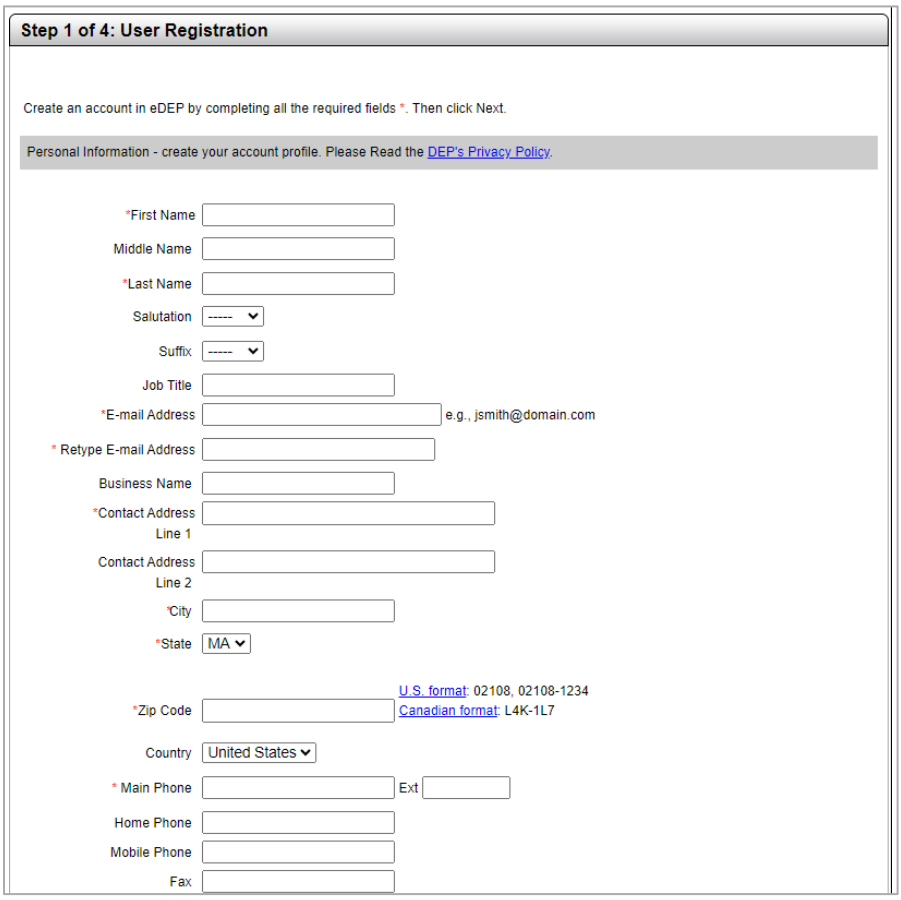
transaction, as described in Certification for well drillers.

To create an eDEP account:

1. Navigate to the eDEP Online Filing system:



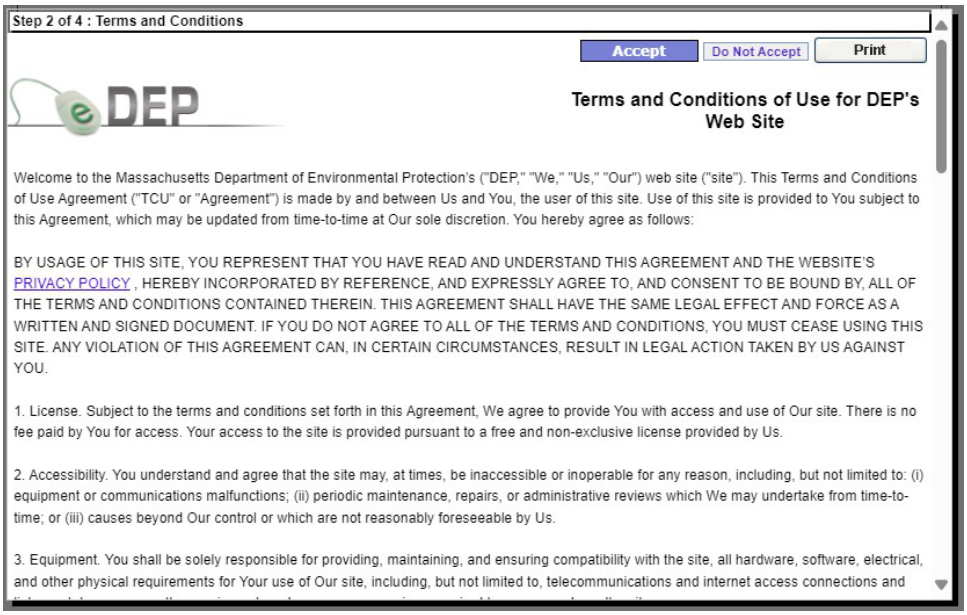

2. Click New User. The **User Registration** page displays:




Required fields are indicated with a (*****).

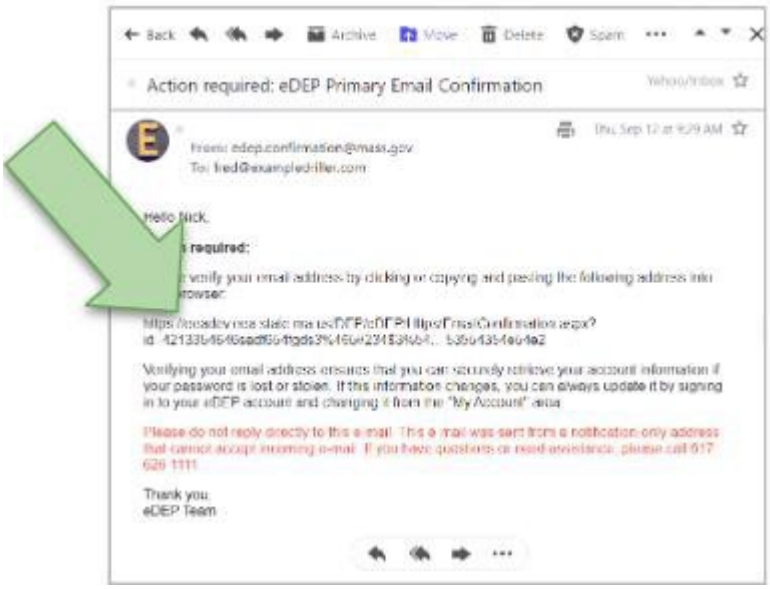
3. Complete the required fields and create a username and password for your account.
4. Click Next.

   The **Terms and Conditions** page displays:

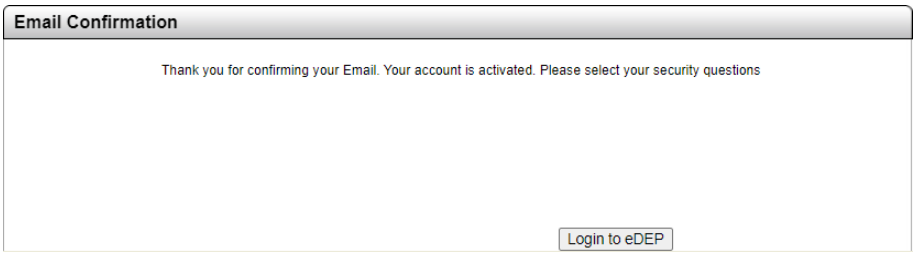



5. Read the terms and conditions and click **Accept**.

   eDEP emails you a link to verify your email address and activate your account.




6. Check your email and click on the verification link from eDEP:
7. The **Email Confirmation** page loads in your browser:




If you do not receive an email within a few minutes, check that you used the correct address. If you still do not receive an email, see Getting help.

8. Click Login to eDEP.

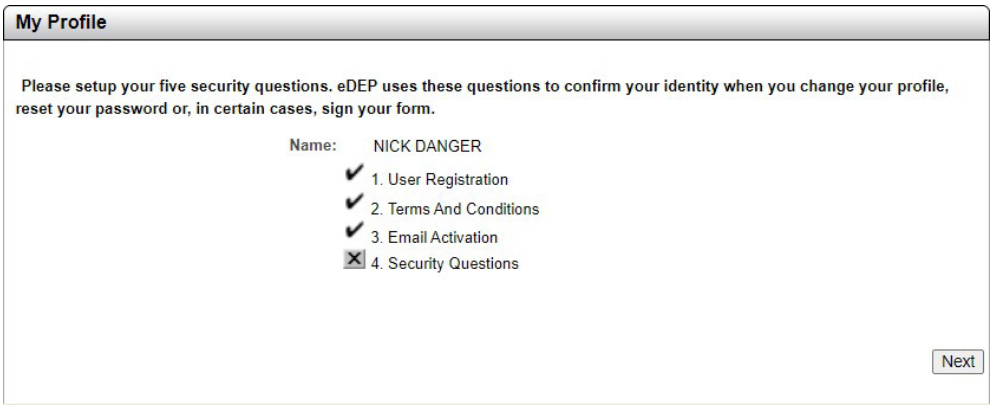
The next step is to log in, as described in Logging in to your eDEP account.

## Logging in to your eDEP account

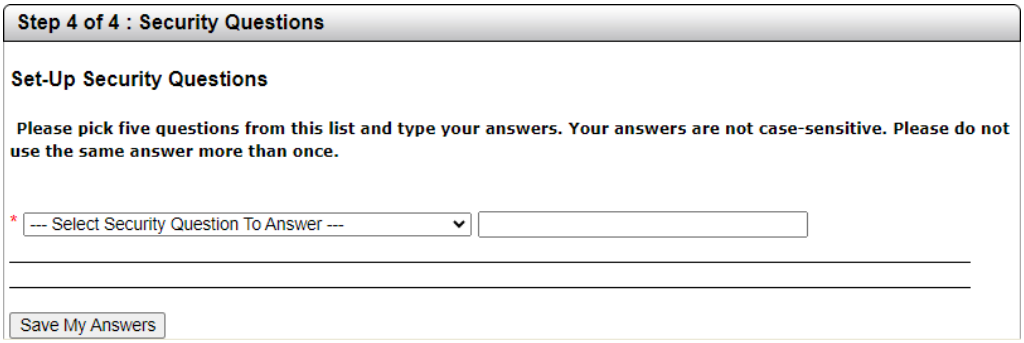
After you created and activated your eDEP account, you can log in and begin creating a transaction.

To log in to your eDEP account:

1. Navigate to the eDEP Online Filing system.
2. Enter your username and password and click Login.
3. If this is the first time you are logging in, then eDEP prompts you to complete the security questions:

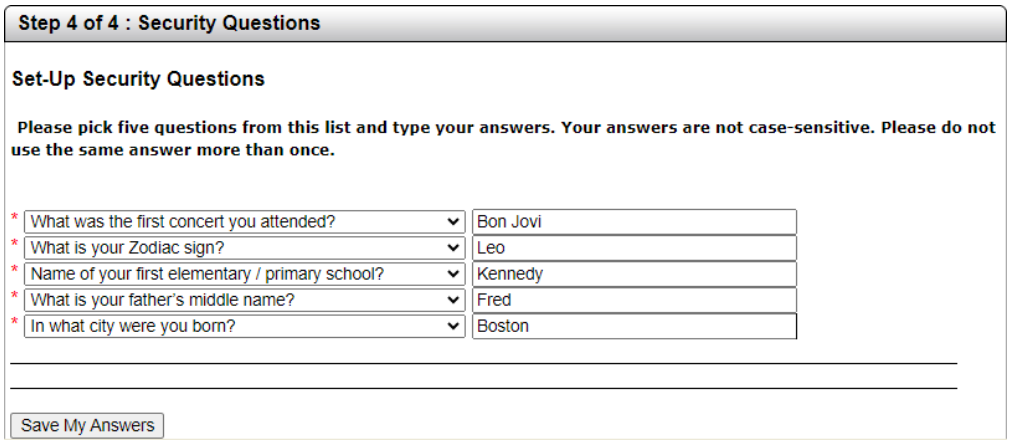



4. Click Next.
5. The **Security Questions** page displays:




6. Choose a security question from the **Select Security Question to Answer** drop-down list and then enter an answer in the field next to it.

   Repeat this step until you have provided answers for 5 security questions, as the following example shows:




7. Click Save My Answers. eDEP records your questions and answers. When you perform some actions in eDEP, you may need to recall the answers you gave for the security questions.

You are now ready to use eDEP to apply for a well driller certification.

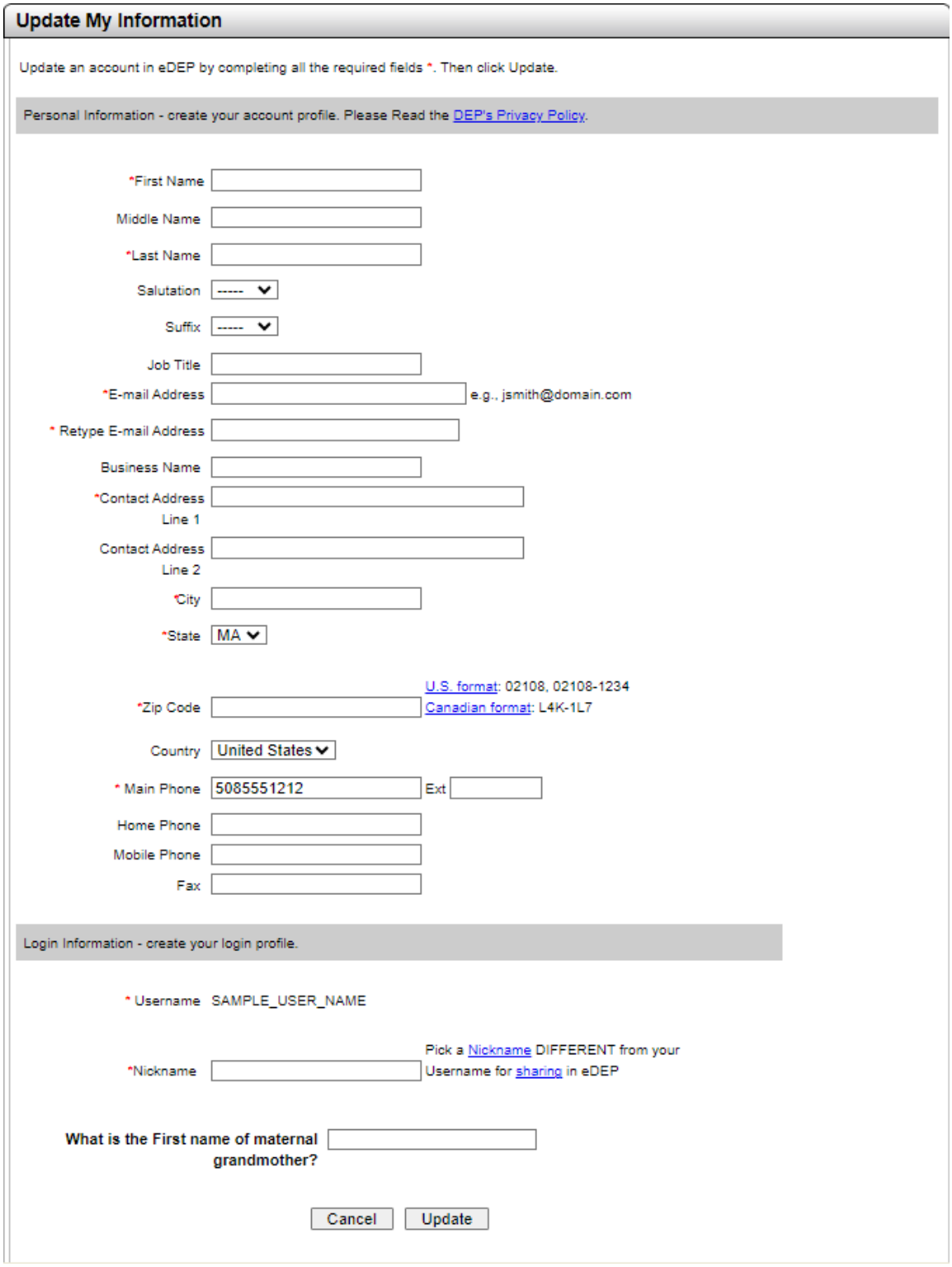
To change any information on your account, such as your security questions or contact information, see Updating your eDEP account information.

## Updating your eDEP account information

Please be sure that your eDEP account has the latest contact information for you and your company.

To check that your information is up to date:

1. Log in to the eDEP Online Filing system.
2. Select **My Profile > Update My Information**: The **Update My Information** page displays:




Fields marked with a red asterisk (*) are required.

Ensure that the following information is correct, or update it with the most recent information:

a. **Personal Information:** Yours and your company's name, address, and contact information. eDEP uses this information when you fill out application forms.

b. **Login Information:** Your eDEP username, nickname, and a security question. A successful answer to one of your security questions is required when you update your account information.

3. After you finish filling out the form, click Update to submit your changes.

   eDEP validates the information you entered in the form. For example, eDEP checks that phone numbers consist of 10 numeric characters. If the information you entered is valid, eDEP saves the changes to your account.

   If there are any errors, eDEP highlights them. Correct the errors and then re-submit your changes by clicking Update again.

## Allowing pop-up windows

During the application process for well driller certification, eDEP Online Filing System ("eDEP") launches a payment processing page in your browser. If your browser does not allow pop-up windows, then this page will not open automatically. To continue with the application process, you should allow pop-up windows for the eDEP website.

This section describes how to allow pop-up windows in Microsoft Edge, Google Chrome, and Apple Safari. For information on how to allow pop-up windows for other browsers, consult your browser's documentation.

### Microsoft Edge

To allow pop-up windows in Microsoft Edge:

1. Click the 3-dot menu in the top right corner of the browser.
2. Select **Settings**.
3. Select **Cookies and site permissions**.
4. Click **Pop-ups and redirects**.
5. Either de-select the **Blocked (recommended)** toggle or add the "state.ma.us" domain under allow.

### Google Chrome

To allow pop-up windows in Google Chrome:

1. Click the 3-dot menu in the top right corner of the browser.
2. Select **Settings**.
3. Click **Privacy and security**.
4. Click **Site settings**.

5. Click **Pop-ups and redirects**.
6. Either select the **Sites can send pop-ups and use redirects** radio button or add the "state.ma.us" domain to the list of sites under **Allowed to send pop-ups and use redirects**.

Apple Safari

To allow pop-up windows in Apple Safari:

1. Select Safari > Settings in the browser.
2. Click the Websites tab.
3. Click Pop-up Windows at the bottom of the list on the left.
4. Select Allow from the drop-down list next to the "state.ma.us" website. Click the 3-dot menu in the top right corner of the browser.

Account security

The eDEP Online Filing system uses various measures to ensure security across the platform.

Passwords

You are responsible for information submitted using your password.

**CAUTION**

There may be significant penalties for submitting false information, including possible fines and imprisonment.

Be sure that you:

- Do not reveal your password to others.
- Do not leave your password in plain sight.
- If your password is compromised, you must inform DEP to deactivate the account.

To reset your password, you can use the Reset Password page on eDEP or click the "Reset Password" link on the eDEP landing page.

Security questions

eDEP uses security questions to make your account more secure and easier to manage. If you have an account but have not yet set up your questions, the system will prompt you to review and accept the revised terms and conditions and then set up your security questions.

The security questions help confirm your identity whenever you make changes to your profile or reset your password. After setting up your security questions, you will be able to reset your password or get login help from links on the eDEP landing page.

Please protect answers to your Security Questions. eDEP prompts you to provide answers to a randomly selected question at the time of a transmittal submission or user profile change.

In some cases, you may also need to answer a security question when you sign your forms. Certain forms are now subject to federal requirements for this additional verification.

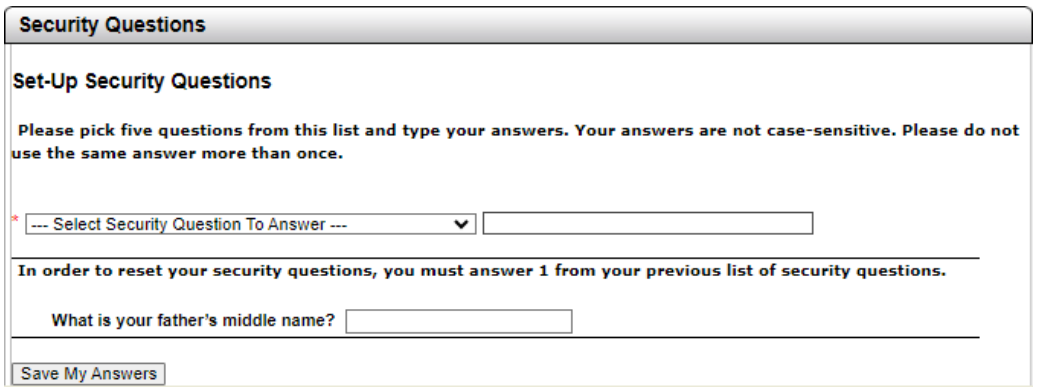
However, if you are completing a form that does not require such verification, then you will see no change when signing your form.

## Resetting security questions

You can change your security questions and their answers using eDEP.

To reset your security questions:

2. Log in to the eDEP Online Filing system.
3. Select **My Profile > Update Security Questions**. The **Set-up Security Questions** page displays:




4. One at a time, select a question and enter a value in the field next to it. Try to keep the answers short as you must match the answer exactly when challenged with a security question.
5. Answer the security question at the bottom of the form. This is required when you update your security questions.
6. Click Save My Answers to save your changes.

## Working with forms and transactions

To perform most actions in the eDEP Online Filing System ("eDEP"), you create a transaction. During the transaction creation process, you typically fill out one or more forms. In addition, you might attach files to the form, agree to terms, sign the transaction, and submit the entire package to the Well Driller Program for review.

### Navigation

This section describes the button bars and transaction timeline that aid you in navigating eDEP's transaction process.

### Transaction timeline

The *transaction timeline* is a series of arrows and links near the top of each page that helps you keep track of your progress while completing a transaction with eDEP. The transaction timeline appears in every page of the transaction workflow.

The following image shows an example transaction timeline:




The arrows and icons provide some insight into your progress:

A darker arrow (as shown) indicates a section that you have completed.

A lighter gray arrow indicates a section that you have not yet completed.

Forms A blue, underlined label indicates that you can click the link to navigate to that page.

A green triangle below a link indicates that you are currently in that part of the process.

The following briefly describes each of the links in the transaction timeline:

Forms Navigates to the **Forms** page. This page lists the forms that you have completed.

Attach Files Navigates to the **Attach Files** page. You can add or remove supporting documents on this page. For certifications, see Step 3: Attaching supporting documents.

Signature Navigates to the **Signature** page. You cannot change your signature or the date after you paid the application fee.




Navigates to the **Payment** page. This lets you confirm that your payment was successfully processed. This link only appears if the payment has been made.




Navigates to the **Summary & Receipt** page. This lets you confirm that you successfully sent your transaction for review. If you have not yet sent the transaction for review, this link appears as **Submit**.

When you complete a section of the transaction, the corresponding link becomes live so that you can navigate to that section from any transaction page.

You cannot click on a transaction timeline link if you haven't begun that section. For example, if you haven't begun attaching files, you cannot click **Attach Files**.

Button bars

In addition to the transaction timeline, eDEP provides the following button bars to aid your navigation:

**The following buttons are available when you are working with forms:**

**Table of Buttons:**

| Action | Navigation Type | Description |
|---|---|---|
| **Form Editing** | Error Check | Checks the entire form for errors. eDEP highlights fields that contain errors in red and lists the errors at the bottom of the page. |
| **Form Editing** | Save | Saves your progress while filling out the form. Remember to save often. After you save a form, you can return to it from the main landing page and continue editing it. |
| **Form Editing** | Instructions | Links to additional information for the form you are currently working on. |
| **Form Editing** | Print | Generates a PDF of the transaction. In some cases, you might print a form, such as when you need it to be notarized and a physical copy needs to be mailed in. |

| | | |
|---|---|---|
| **Form Editing** | Exit | Exits the form and returns you to the **Transaction Overview** page. eDEP prompts you to save your changes. |

**The following buttons are available at the top of all pages within eDEP:**
**Table of Buttons:**

| Action | Navigation Type | Description |
|---|---|---|
| **eDEP Site Navigation** | My eDEP | Brings you to the main landing page. |
| **eDEP Site Navigation** | My Profile ▼ | Provides a list of options that edit your eDEP information, including changing passwords, applying for proof of identity, and updating your security questions. |
| **eDEP Site Navigation** | Forms ▼ | A list of forms that you can fill out. You will likely only select Well Driller from this list. |
| **eDEP Site Navigation** | Help | Navigates to a page that provides information about supported browsers. |
| **eDEP Site Navigation** | Notifications | Lists email notifications that your account has received from the Well Driller Program. |

**The following buttons are available when you are working on a transaction:**

**Table of Buttons:**

| Action | Navigation Type | Description |
|---|---|---|
| **Transaction Editing** | Print Transaction | Prints the current transaction that you are working on.<br>To print other transactions, you can use the Work In Progress tab, as described in Printing and downloading transactions. |
| **Transaction Editing** | Delete Transaction | Deletes the current transaction. Note that you cannot recover a transaction once it is deleted. |
| **Transaction Editing** | Share Transaction | Not yet implemented. |
| **Transaction Editing** | Exit | Exits transaction navigation. |

**The following buttons are available when you use My eDEP to view transactions:**

**Table of Buttons:**

| Action | Navigation Type | Description |
|---|---|---|
| **Transaction Actions** | Work In Progress | Lists all transactions that have not yet been submitted for review. This tab is the default. |
| **Transaction Actions** | Recent Submitted | View transactions whose status is SUBMITTED.<br>SUBMITTED transactions have been paid for and submitted for review within the last 90 days.<br>Even after your application has been reviewed, the status of your transaction will be SUBMITTED. |
| **Transaction Actions** | Archived Submitted | Shows transactions that were sent for review more than 90 days ago. |
| **Transaction Actions** | Bulk Files | Not yet implemented. |
| **Transaction Actions** | Favorites | Not yet implemented. |

Transaction statuses

All transactions have a status which indicates where in the lifecycle the transaction is at.

**The following table describes the transaction statuses:**

| Status | Description |
|---|---|
| PAID | Indicates that you have paid the application fee for your transaction but not yet submitted it for review. |
| SIGNED | Indicates that you have signed the transaction but not yet paid the application fee. |
| SUBMITTED | Indicates that you have paid the application fee and sent your transaction for review. Immediately after you send a transaction for review, eDEP changes the status to SUBMITTED. |
| WORK IN PROGRESS | Indicates that you are still working on a transaction.<br>This status is assigned to a transaction when you first create it.<br>This status is set until you sign the certification statement, pay the application fee, or submit the application for review. |

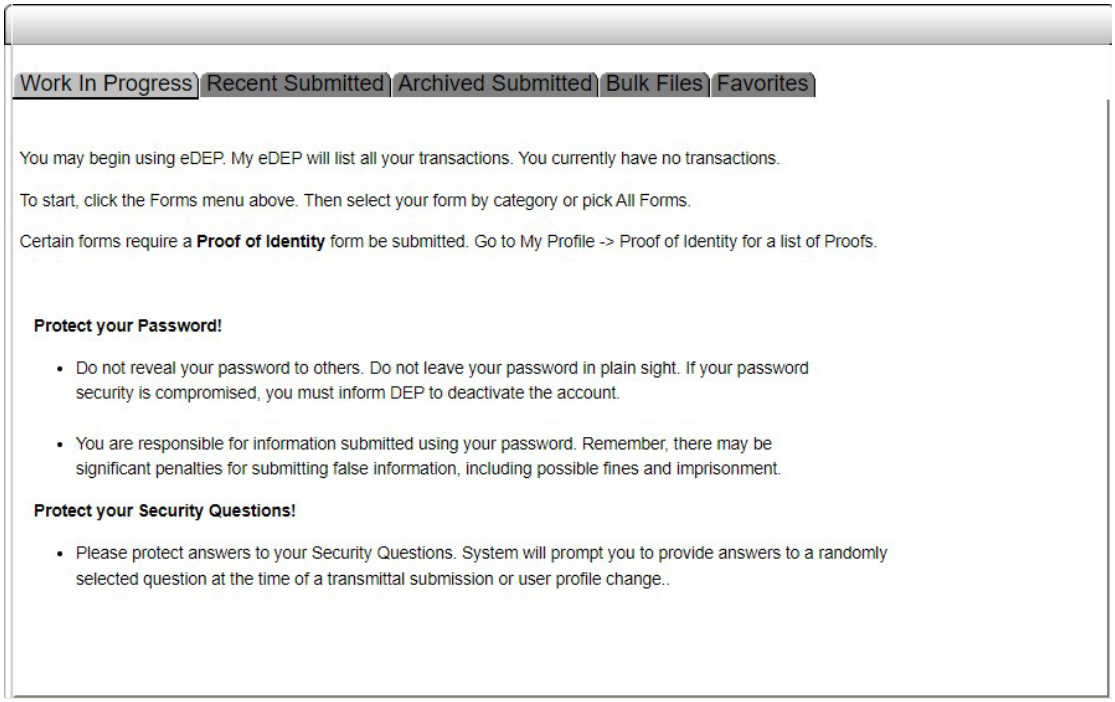
Listing current transactions

You can work on more than one transaction at a time. As a result, you can use eDEP to view a list of all your transactions.

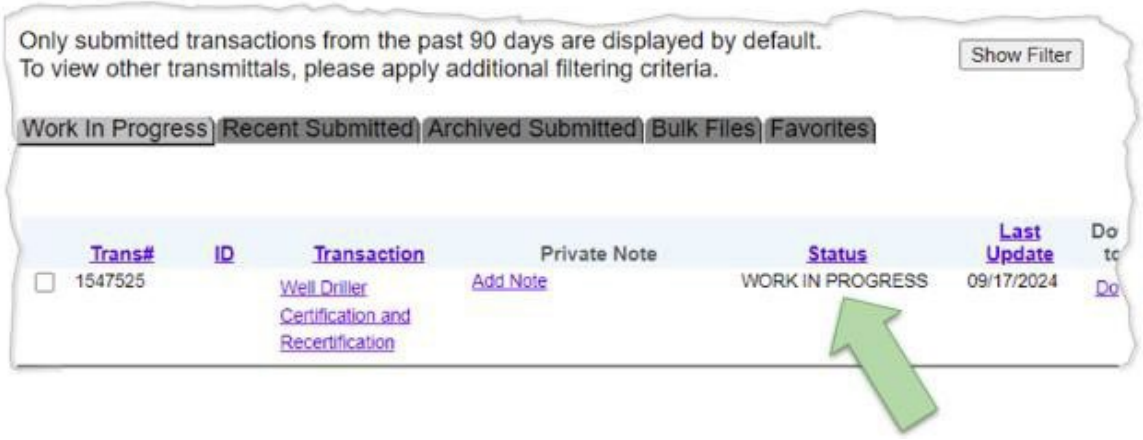
To view a list of your transactions:

1. Log in to the eDEP Online Filing system.
2. Click Work In Progress This is the default tab.

If this is the first time you are viewing the **Work in Progress** page, there will be no transactions listed. Instead, the page looks like the following:




If you have created transactions with your account, eDEP displays a list of transactions that are currently in progress, as the following example shows:

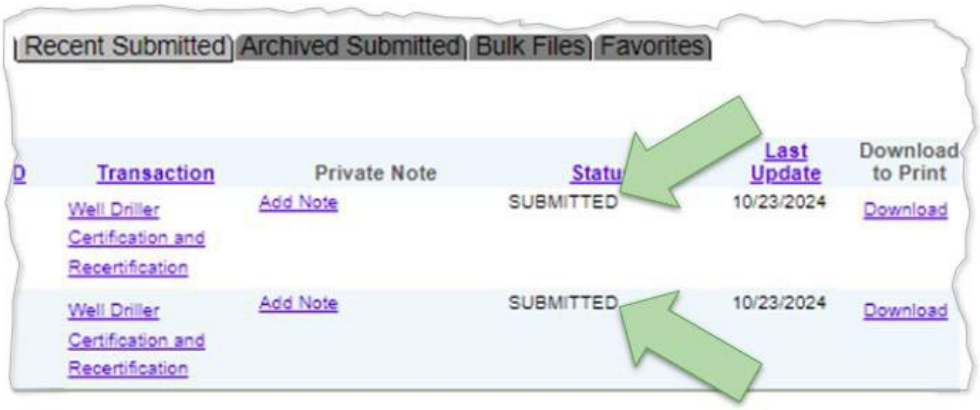



The **Work in Progress** page shows the status of your transaction. When you first start working on a transaction, the status will be WORK IN PROGRESS. For more information, see Transaction statuses.

From the **Work in Progress** page, you can select a transaction and resume working on it. You can also add notes or download the transaction as a PDF. For more information, see Adding notes to a transaction and Printing and downloading transactions.

You can sort the list of transactions by clicking on a column heading such as **Trans#**, **Status**, or Last Update.

3. To continue working on a transaction, click the link in the **Transaction** column.
4. To view recently submitted transactions, click Recent Submitted eDEP displays a list of transactions whose status is SUBMITTED:




The list of submitted transactions includes only those that you submitted within the last 90 days. You can drill down into specific transactions by applying a filter.

To apply a filter, click Show Filter.

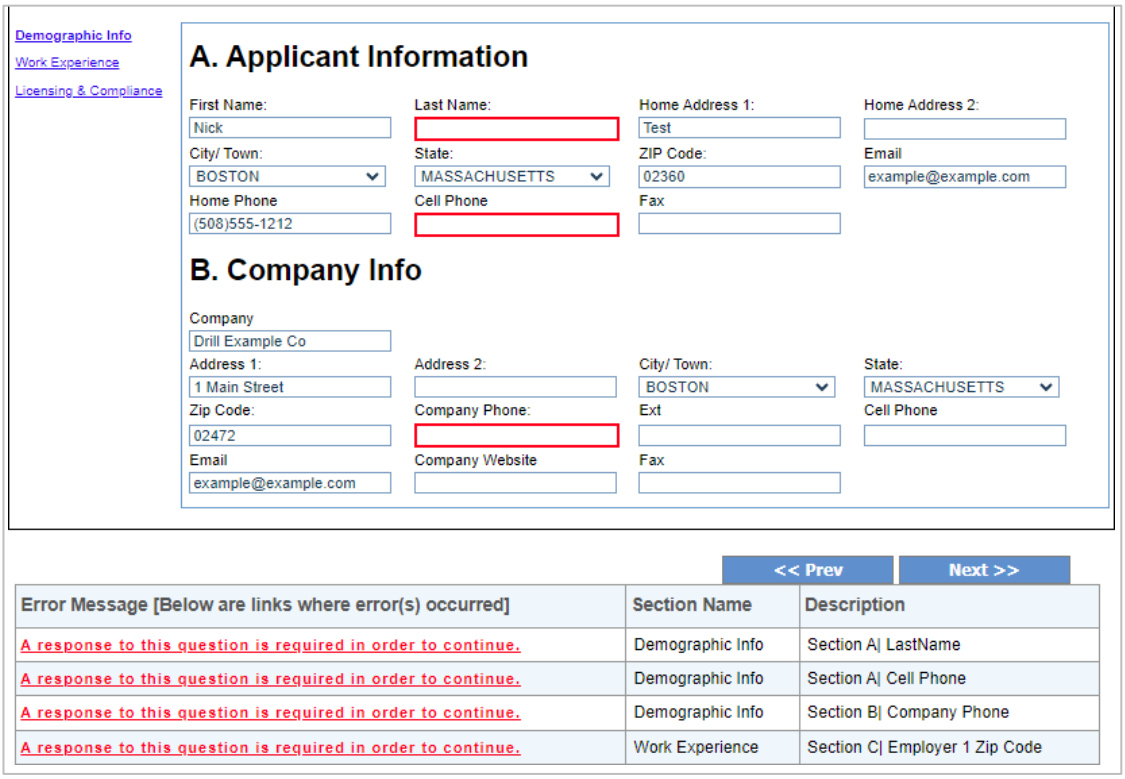
## Handling form errors

Most forms require certain fields be filled out and that some fields have logical values. As a result, eDEP checks the forms for errors before you can submit them.

You can trigger form validation in one of the following ways:

- **Form completion:** At the end of the form, Error Check & Next triggers eDEP to inspect all fields in the form for errors.
- **Check as you go:** Click Error Check at the top of any form page. You can click this button at any time to check your form for errors.

If eDEP encounters an error, it highlights the fields on the current page and lists all fields (on all pages) that have errors, as the following example shows:




You can quickly jump to the section listed under **Section Name** that has errors by clicking the links in the left sidebar:



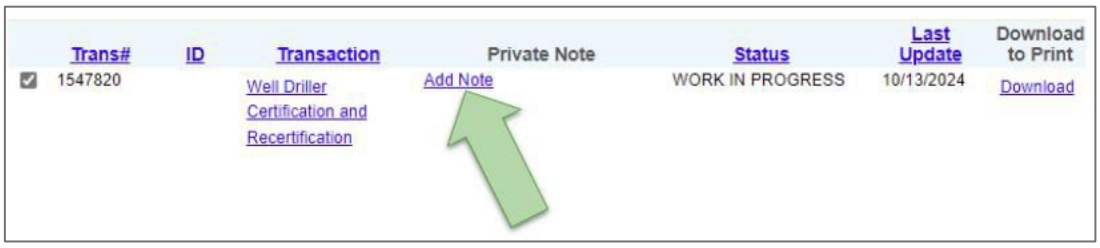

## Adding notes to transactions

You can add timestamped notes to a transaction. This can be helpful if multiple people are working on a transaction or you want to add reminders. You can add notes from the **Work in Progress** page.

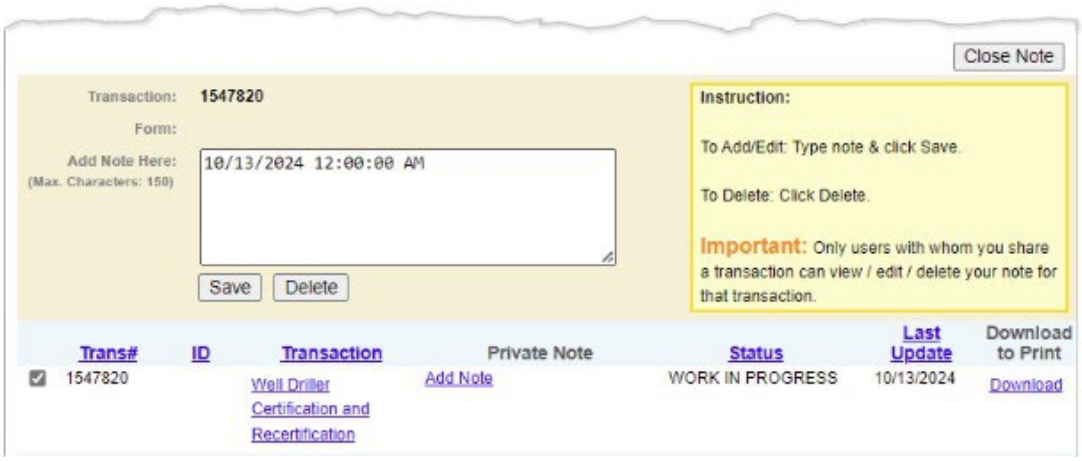
### To add a note to a transaction:

1. Log in to the eDEP Online Filing system.
2. Click **My eDEP** and select the Work In Progress tab (the default).
3. eDEP displays a list of transactions that are currently in progress.

4. Click **Add Note** next to the transaction:

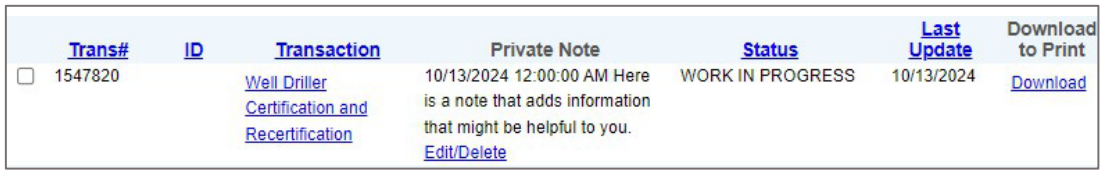



5. eDEP displays a field for entering a note and instructions:




6. In the **Add Note Here** field, enter your note.
7. When you're done entering a note, click Save to save your note to the transaction. If you decide not to add the note, click Delete.

   After you save a note, it appears in the **Private Note** column of the transactions list:




   You can change or remove the note by clicking **Edit/Delete** in the **Private Note** column.

## Printing and downloading transactions

There are several ways you can download and/or print transactions in eDEP.

- Click Print while you are editing a form.
- Click Print Transaction while you are editing a transaction.

- Click the **Download** link next to any transaction on the Work In Progress tab. This section describes how to do this.

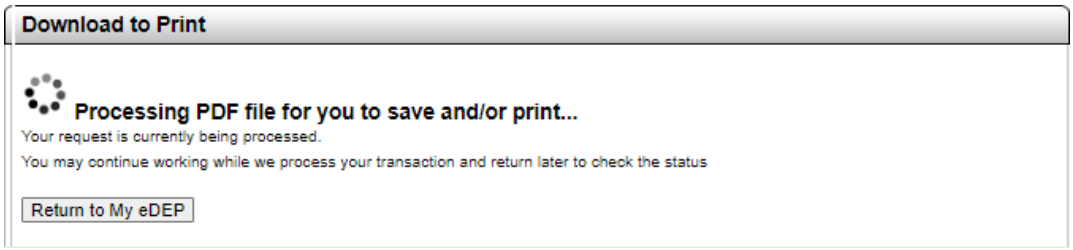
The Work In Progress tab shows a list of all your transactions. You can print a transaction or download one as a PDF from this page.

To print or download a transaction:

1. Log in to the eDEP Online Filing system.
2. Click My eDEP (the default) and select Work In Progress (the default tab).

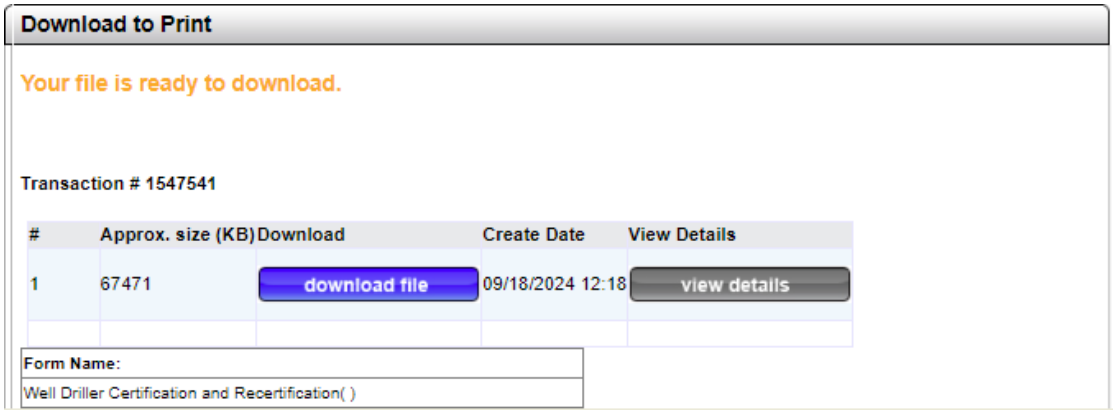
   eDEP displays a list of all incomplete transactions (transactions that you saved as a draft or transactions that have not yet been reviewed).
3. Click the **Download** link next to the transaction that you want

   to print. eDEP begins generating a PDF file:




   While you are waiting for eDEP to finish generating the PDF, you can continue working. You can edit transactions and perform all other actions. If you edit a transaction, however, your new changes might not be reflected in the downloadable PDF.

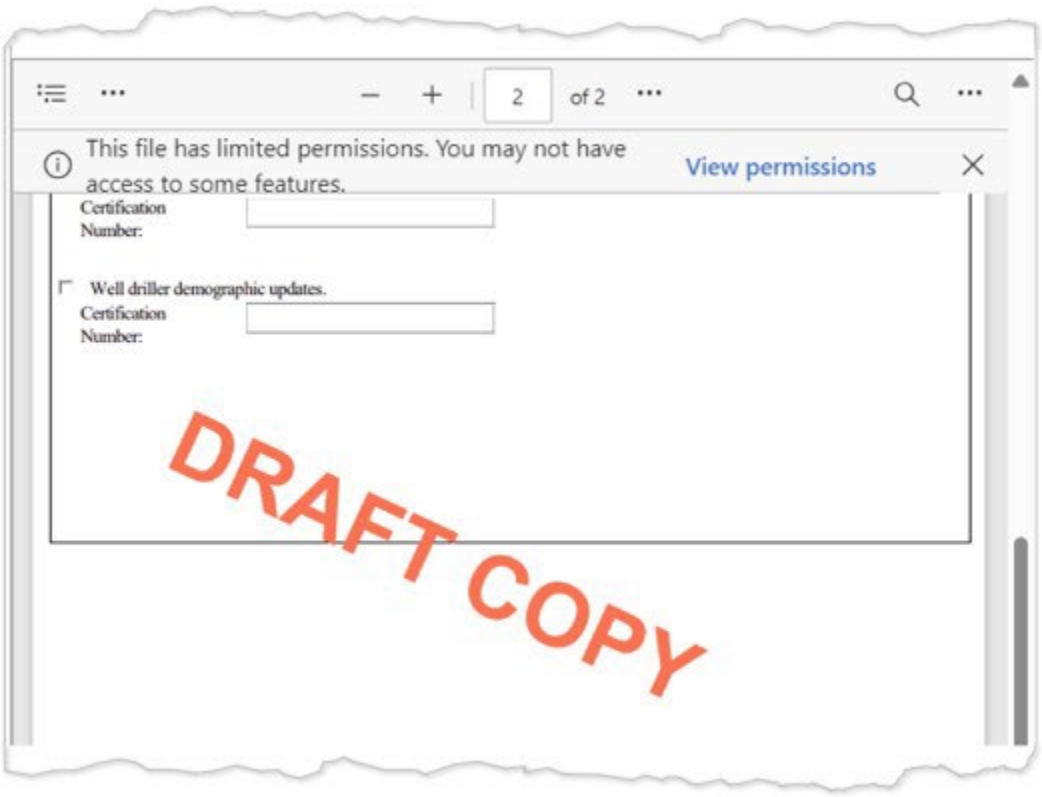
   When eDEP finishes generating the PDF, it presents you with the option to download the file, as the following example shows:




4. Click Download File to display the PDF.

   If the transaction is not yet complete, you'll see a "DRAFT COPY" watermark on

every page, as the following example shows:

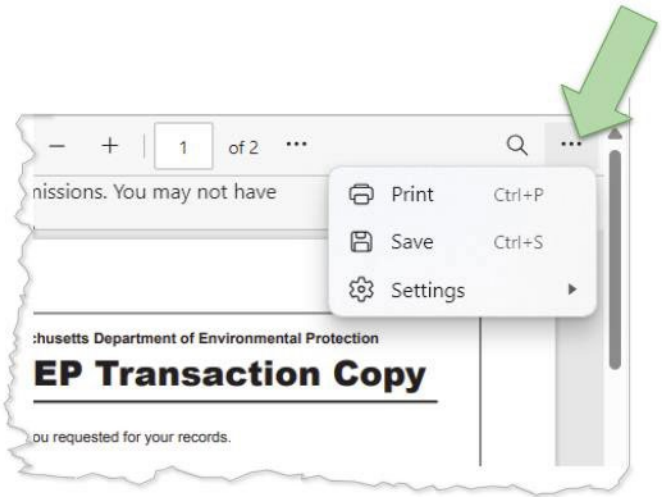



5. Click one of the following icons to print or save the PDF:

   Prints your transaction.

   Saves the transaction to your local hard drive.

   If you don't see these icons, click the three-dot menu and select one from the drop-down list:


1
of 2
nissions. You may not have
Print Ctrl+P
Save Ctrl+S
Settings
:husetts Department of Environmental Protection
EP Transaction Copy
ou requested for your records.

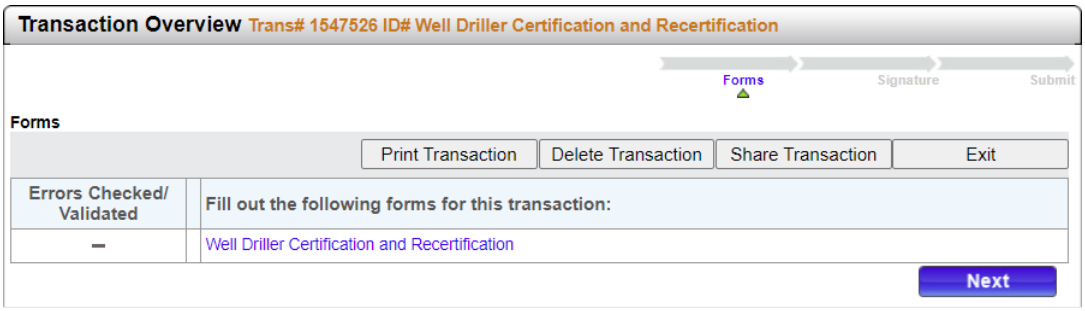
## Deleting a transaction

After you start a transaction, eDEP saves your progress as a draft. You also create a draft when you click Save in the transaction navigation bar.

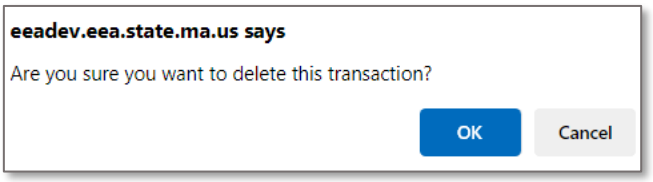
If you no longer want to complete a transaction, you can delete it.
To delete a transaction:

1. Log in to the eDEP Online Filing system.
2. Select Work In Progress . This is the default tab.

   eDEP displays all transactions that have been created within the last 90 days. You can view older transactions by using the filters and selecting a broader date range.
3. Click the transaction that you want to delete. eDEP displays the **Transaction Overview** page for that transaction:




   Depending on the state of the transaction, your **Transaction Overview** might look different.
4. Click Delete Transaction . eDEP challenges you to be sure that you want to delete the transaction:




**WARNING**

You cannot recover a transaction once you delete it.

5. Click OK .

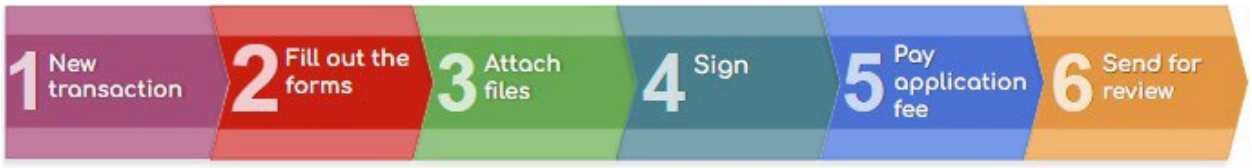
   eDEP deletes the transaction and returns you to the **Work in Progress** page.

## Initial Certification for well drillers

This section describes how to use eDEP Online Filing System ("eDEP") to apply for initial certification in Massachusetts. If you are already a certified well driller in Massachusetts and would like to renew your certification, please refer to the Well Driller Recertification Instructions.

Before you use eDEP to submit an application for initial certification as a well driller:

- You must have an eDEP account, as described in Creating an eDEP account.
- Check that your account contains your up to date information. If necessary, update the information as described in Updating your eDEP account information.
- Allow pop-up windows for the eDEP website. For more information, see Allowing pop-up windows.
- **Note that this section contains five subsections, one for each application type. There is no need to review other subsections besides the one for your application type. A brief summary of the requirements per application type is provided below.**




The general process for applying for well driller initial certification using the eDEP Online Filing System ("eDEP") is as follows:

Step 1. Create a new transaction.

Step 2. Fill out the Application of Initial Certification of Well Drillers form.

Step 3. Attach supporting files.

Step 4. Sign the certification statement.

Step 5. Pay the application fee.

Step 6. Send the transaction for review.

Each of these steps is described in the sections that follow.

**TIP**

If during this process you need additional guidance in using eDEP or preparing your application, see Getting help.

# Summary of Certification Application Types

1. **General Well Driller Certificate – Standard**
   - Application Fee: $200
   - Required Attachments:
     a. NGWA General Drilling Exam passing results (70% or higher); exam date must be within 2 years of application date
     b. MassDEP Sworn Affidavit Confirming Well Driller Experience form (must be notarized)
     c. Note: although Well Completion Reports (WCRs) do not need to be attached to this type of application, MassDEP will review its WCR records to ensure that a sufficient number (at least 12 per year over three years) list the applicant as the driller working under the recommending Massachusetts Certified Well Driller, who completes the affidavit (item b). Applications will be deemed incomplete if the required WCRs are not in MassDEP's records.

2. **General Well Driller Certificate – Reciprocity via Licensure**
   - Application Fee: $400
   - Required Attachments:
     a. NGWA General Drilling Exam passing results (70% or higher); exam date must be within 2 years of application date (N/A if exam was previously taken for an active license)
     b. Valid well driller license or certificate from another state (issued to the individual applicant, not the applicant's company).
     c. MassDEP Well Driller Reciprocity Questionnaire – The questionnaire must show the following: 1) the other state's licensing agency requirements are comparable to Massachusetts' requirements; 2) the well driller has been licensed for at least 3 years; and 3) the well driller is in good standing. Note: upon completion, this form should be emailed to MassDEP from the licensing agency and is not an attachment to the eDEP application.

3. **General Well Driller Certificate – Reciprocity via NGWA Certification + 1 yr MA Experience***
   - Application Fee: $400
   - Required Attachments:
     a. Valid NGWA Well Driller Certificate and NGWA Certified Well Driller card.
     b. MassDEP Sworn Affidavit Confirming Well Driller Experience form (must be notarized)
     c. Note: although Well Completion Reports (WCRs) do not need to be attached to this type of application, MassDEP will review its WCR records to ensure that a minimum of 12 WCRs list the applicant as the driller working under the recommending Massachusetts Certified Well Driller, who completes the affidavit (item b). Applications will be deemed incomplete if the required WCRs are not in MassDEP's records.

   ***Note**: this certification pathway is intended for applicants with 2+ years of experience in another state that does not have comparable licensing/certification requirements to MA. It

is not intended for applicants with 3 years of experience in MA; those applicants should apply via the Standard application type (see item #1 above).

4. **Monitoring Well Driller Certificate**
   - Application Fee: $200
   - Required Attachments:
     a. Valid NGWA Well Driller Certificate and NGWA Certified Well Driller card – The card lists acronyms that denote the NGWA exams passed by the driller. The card must indicate that both the NGWA General Drilling Exam and Exam M (Augering and Monitoring) have been passed.

5. **Monitoring + CLGT Well Driller Certificate (for CLGT drillers who do not meet our general Well Driller Certificate requirements)****
   - Application Fee: $400
   - Required Attachments:
     a. NGWA Well Driller Certificate General Drilling Exam passing results (70% or higher); exam date must be within 2 years of application date
     b. NGWA Exam M: Augering and Monitoring passing results (70% or higher); exam date must be within 2 years of application date
     c. NGWA Vertical Closed Loop (VCL) Exam passing results (70% or higher); exam date must be within 2 years of application date
     d. Valid CLGT driller license or certificate from another state (issued to the individual applicant, not the applicant's company).
     e. MassDEP Well Driller Reciprocity Questionnaire – The questionnaire must show the following: 1) the other state's licensing agency requirements are comparable to Massachusetts' requirements; 2) the well driller has been licensed for at least 3 years; and 3) the well driller is in good standing. Note: upon completion, this form should be emailed to MassDEP from the licensing agency and is not an attachment to the eDEP application.
     f. If items d and e are not applicable (e.g., the driller works in another country that does not require licensing), MassDEP may consider (on a case-by-case basis) accepting documentation of 3 or more years of CLGT drilling experience in lieu of items d and e. Documentation must be in the form of well completion reports/logs submitted to a government agency (at least 12 per year over three years) that are publicly available or available from the agency upon request.

   ** **Note:** all three general Well Driller Certificate application types (summarized above) should be explored before pursuing this option.

# General Well Driller Certificate – Standard Application

## STEP 1 Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

**NOTE:**

Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.
For more information, see Before you begin.

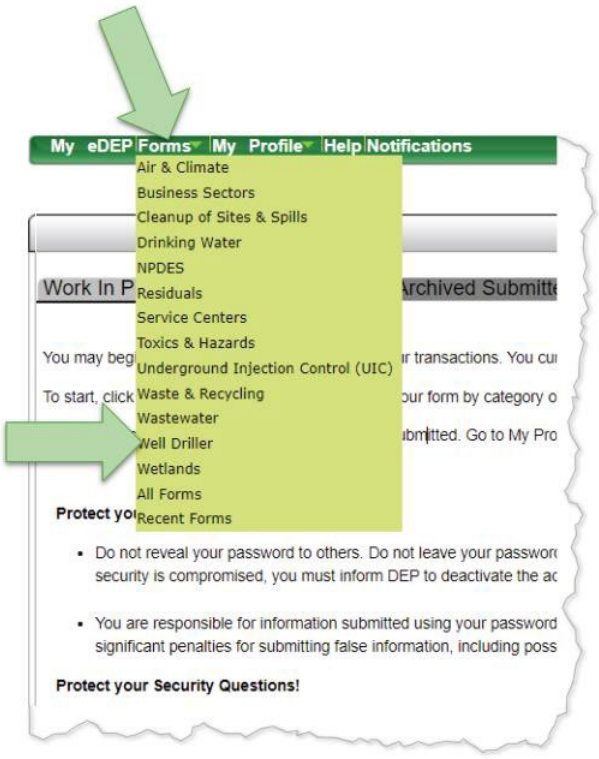
The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

1. Log in to the eDEP Online Filing system.

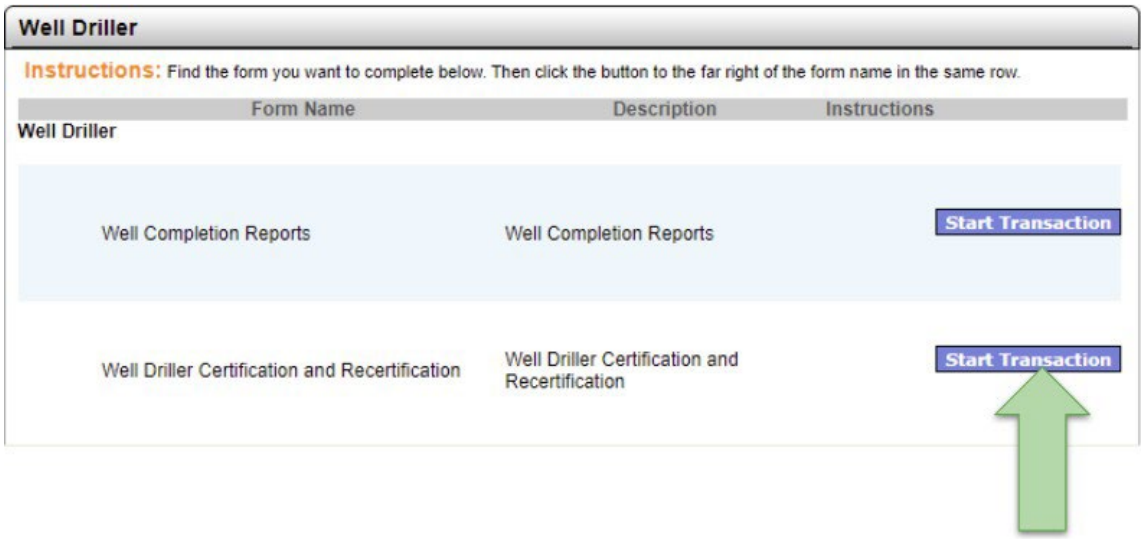
   For more information, see Logging in to your eDEP account.

2. Select **Forms > Well Driller**:



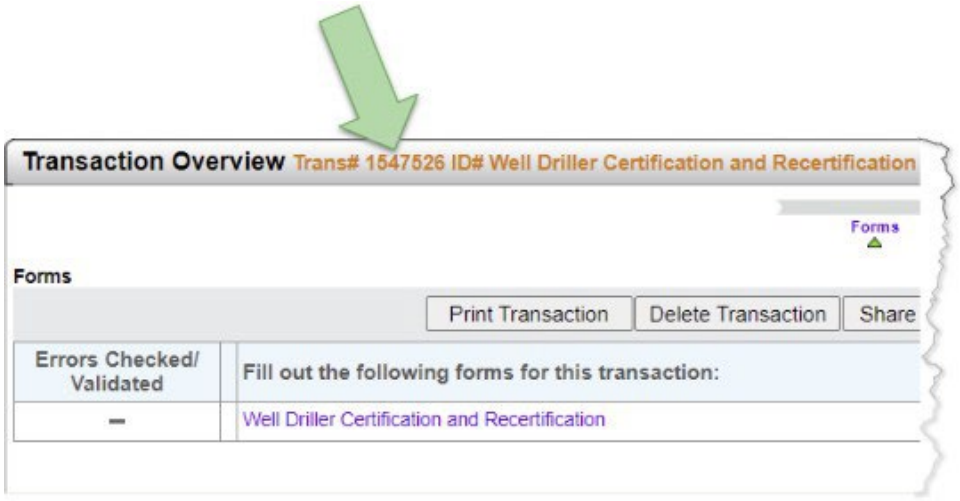

eDEP displays the **Well Driller** page.

3. Click **Start Transaction** next to "Well Driller Certification and Recertification":

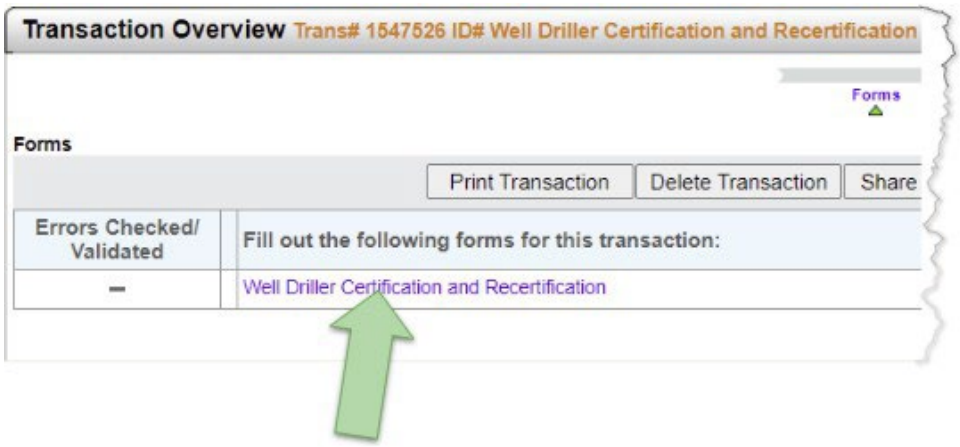



eDEP creates a new transaction and displays the **Forms** page. Notice that eDEP assigned the new transaction a

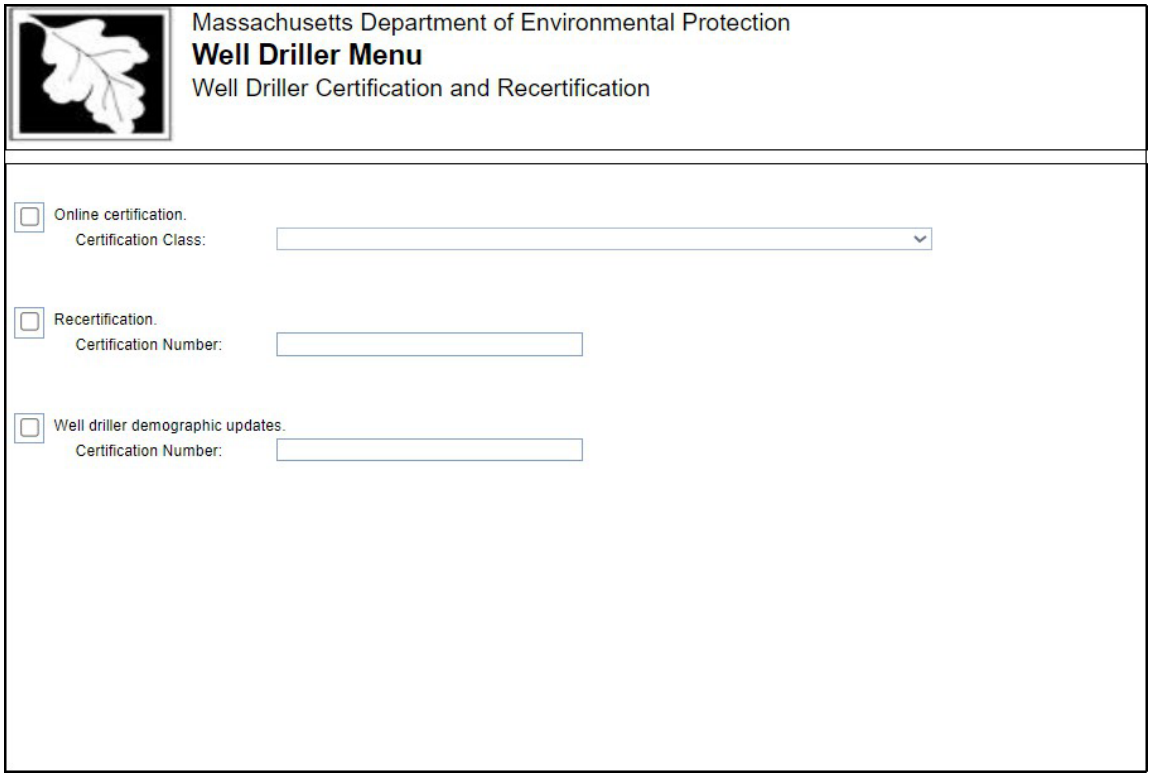
unique number:




4. Click **Next** or the "Well Driller Certification and Recertification" form link in the list:



The **Well Driller Certification and Recertification** form displays:




This is a simple form in which you choose the type of certification that you are applying for.

5. Because you are applying for initial certification

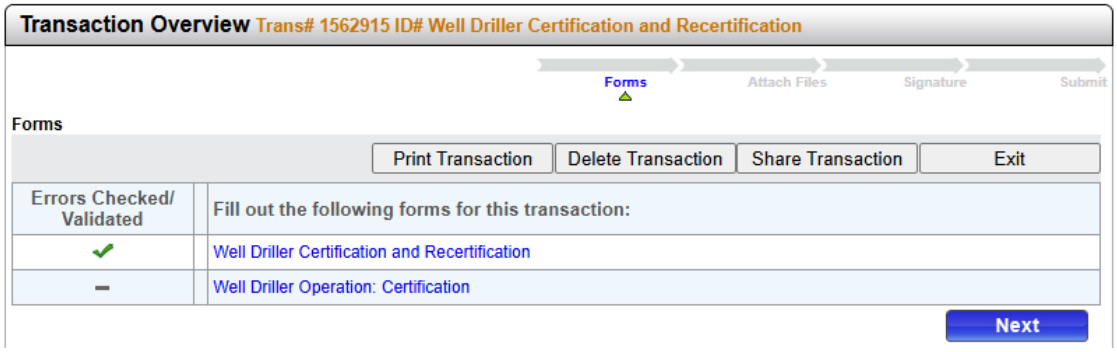
   (a) Select the **Online certification** checkbox and

   (b) Select the certification application type that applies to you from the dropdown menu:




In this case choose General Well Driller Certificate – Standard Application

6. Click **Error Check & Next**.




Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to fill out the main application form.

# STEP 2 Fill out the forms

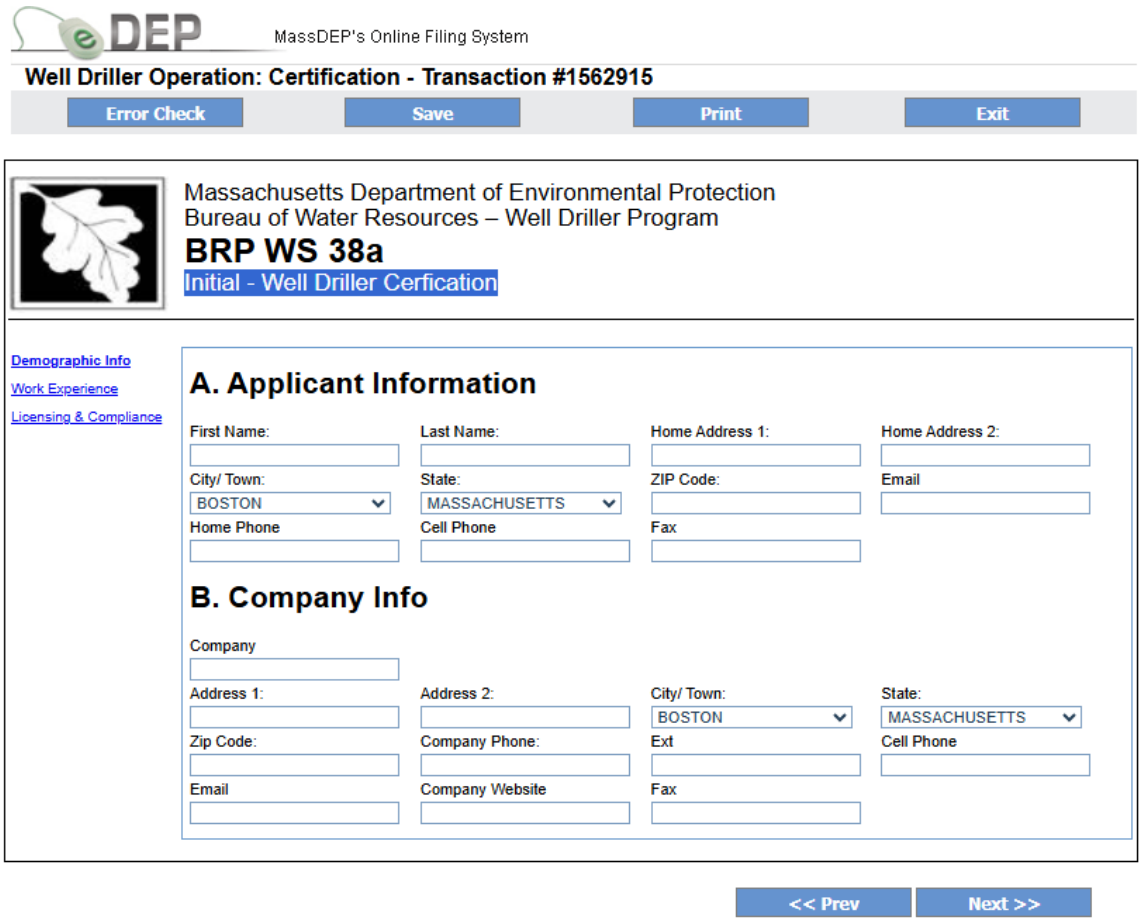
After you create a new transaction, you must enter information in the *Initial – General Well Driller Certificate – Standard Application* form using the eDEP Online Filing System ("eDEP").

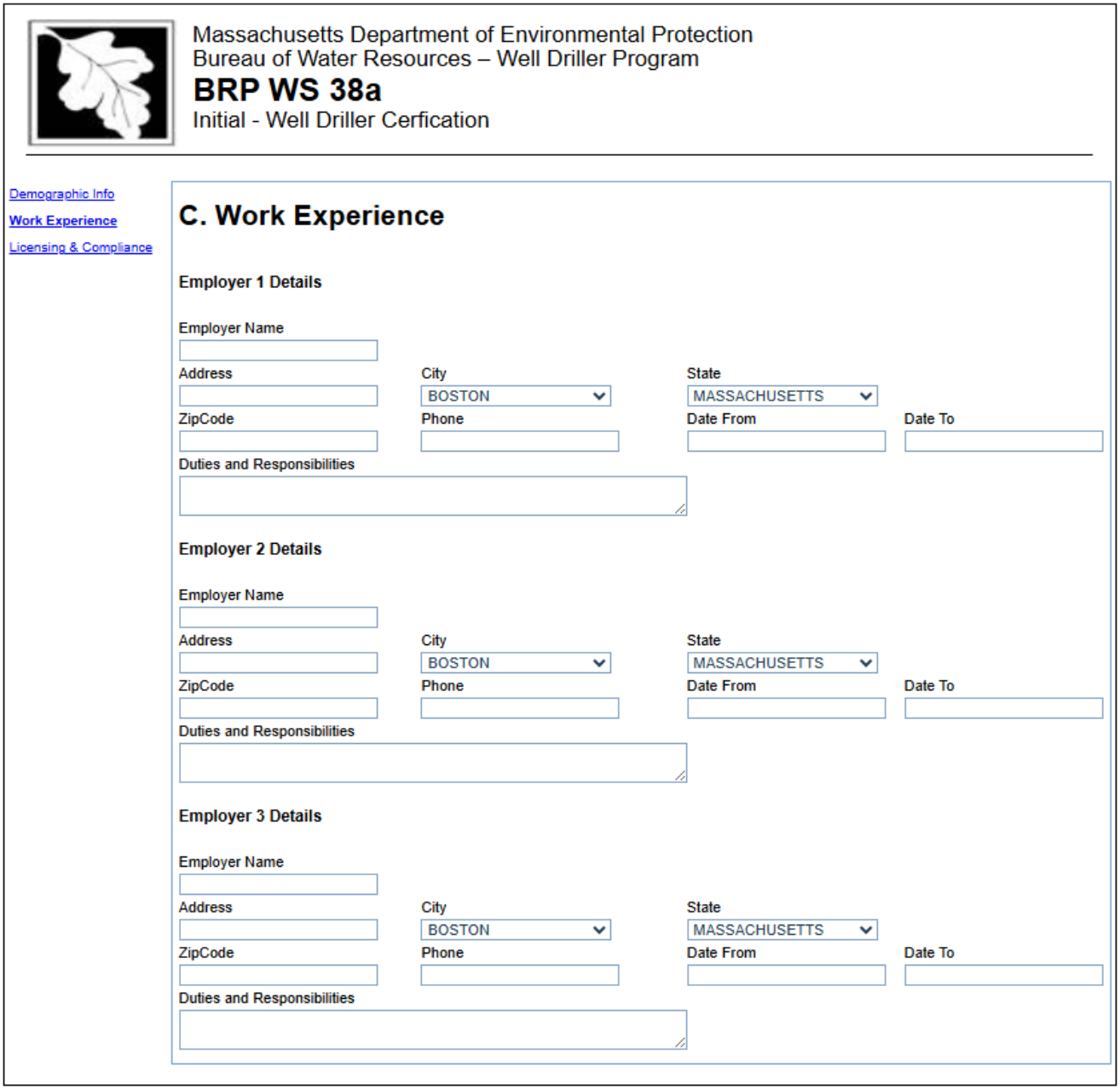
**To fill out the *Initial – Well Driller Certification* form:**

1. From the **Forms** page, click **Next**.

   If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

   The *Initial – Well Driller Certification* form displays:





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## C. Work Experience

**Employer 1 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 2 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

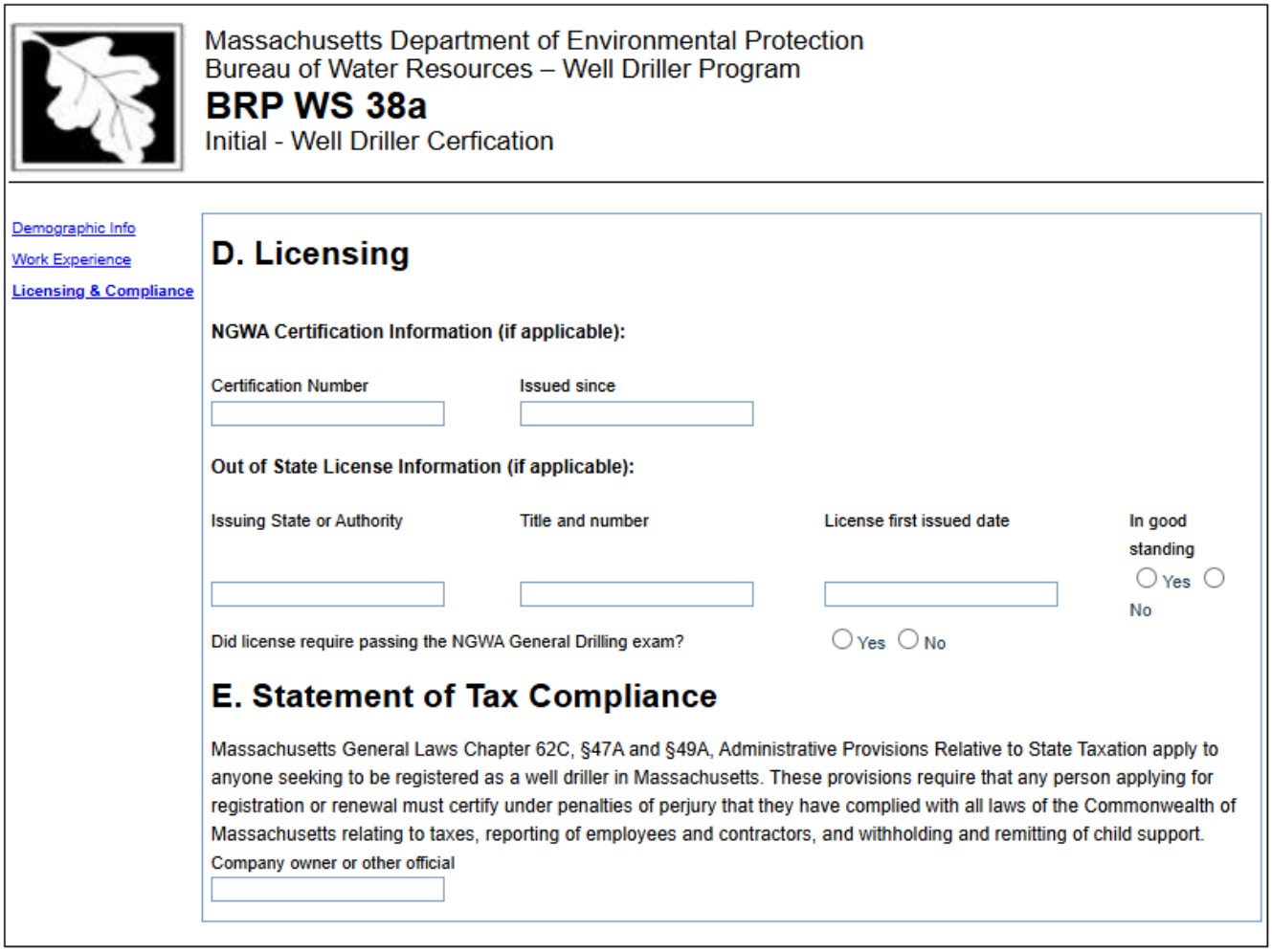
**Employer 3 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities




The *Initial – Well Driller Certification* form has the following sections:

A: Driller Information

B: Company

Information

C: Work Experience

D: Licensing

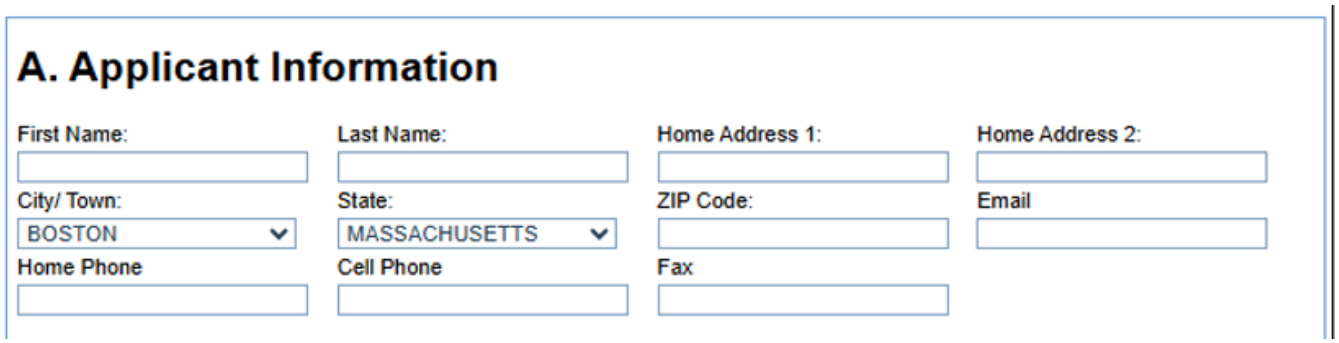
E: Statement of Tax

Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.

## A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:




The required fields are as follows:

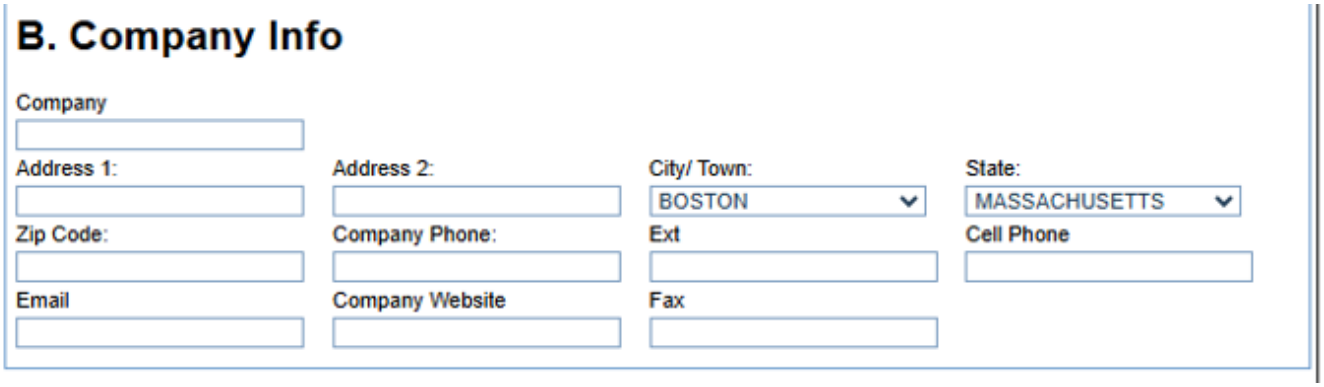
- First Name
- Last Name
- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)

## B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form.

All fields except **Address 2, Company Website, Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter "self-employed" in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.




## C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the "Employer 1 Details" subsection are required.

Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## C. Work Experience

**Employer 1 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 2 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 3 Details**

Employer Name

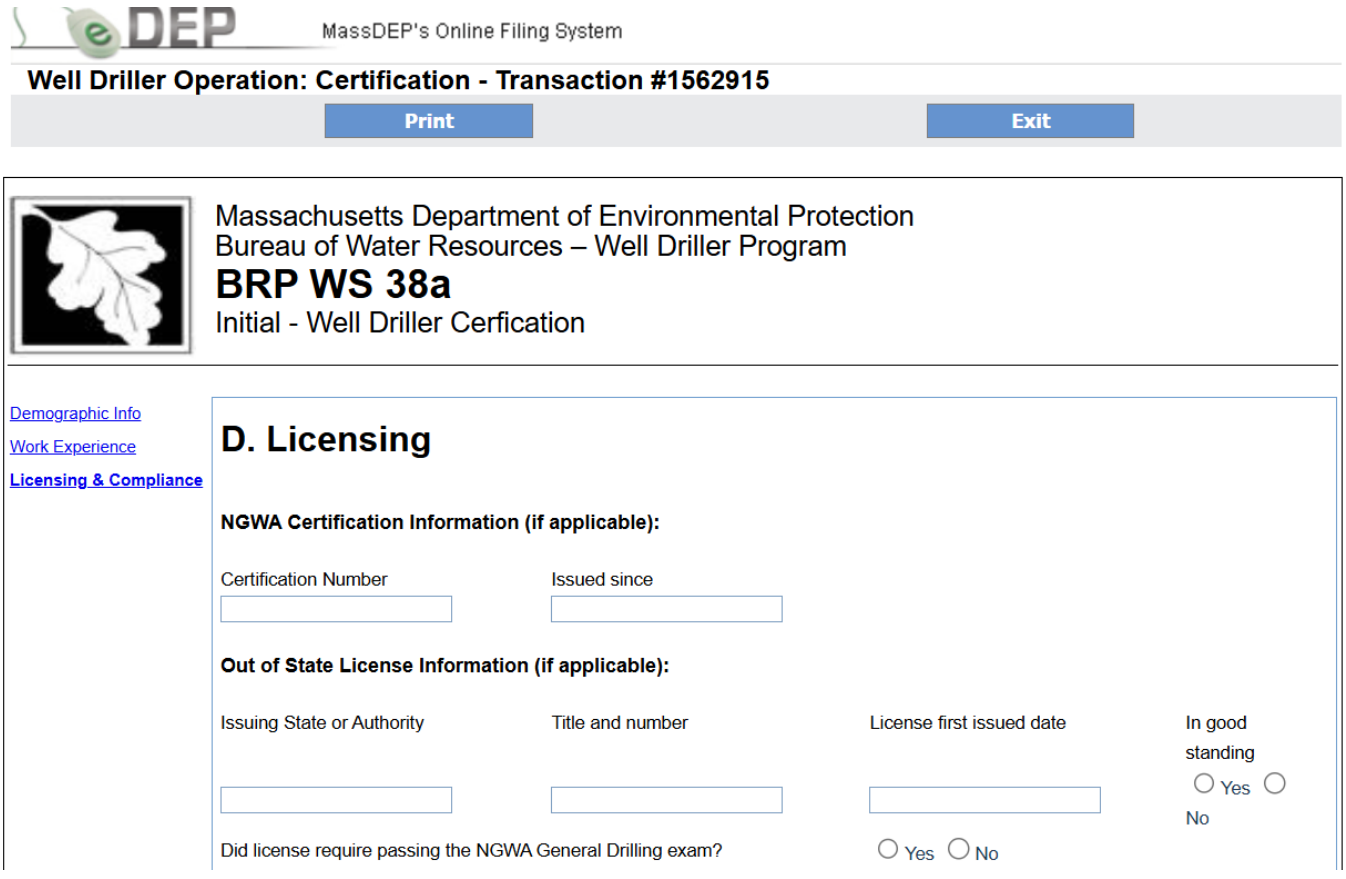
Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

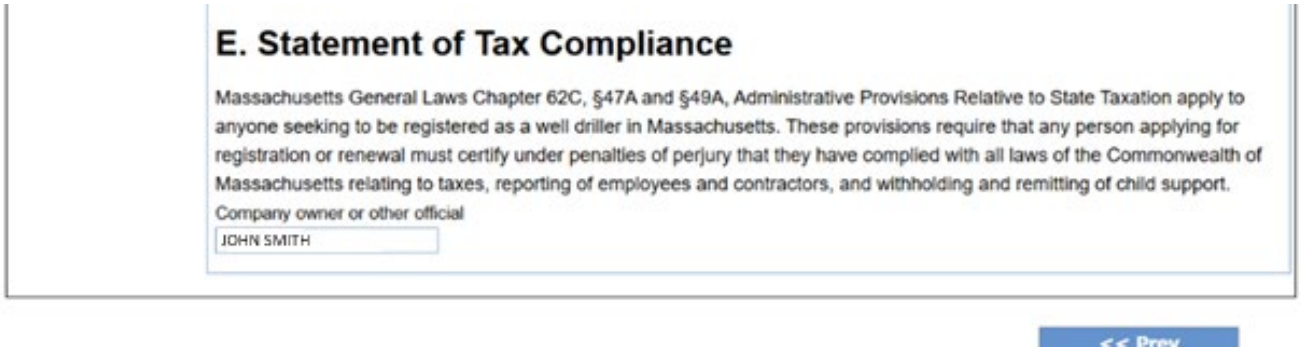
## D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.




## E: Statement of Tax Compliance

Enter the name of your company owner or other official in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form.



## Validating your application

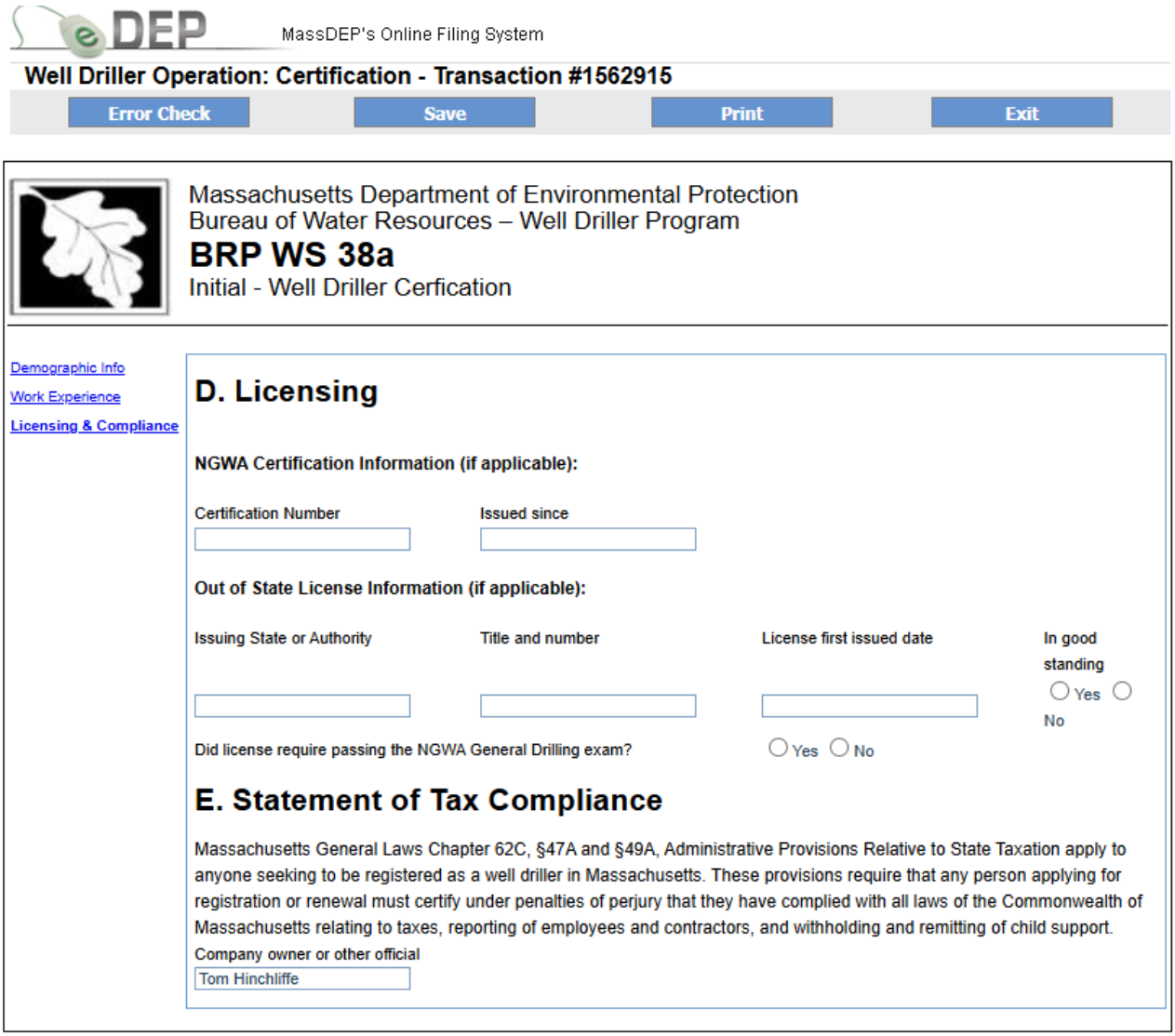
After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

1. Click **Error Check & Next** at the bottom of the form.

   eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

2. If there are any errors in Sections A through E, eDEP reports them in red at the bottom of the page below Section E:



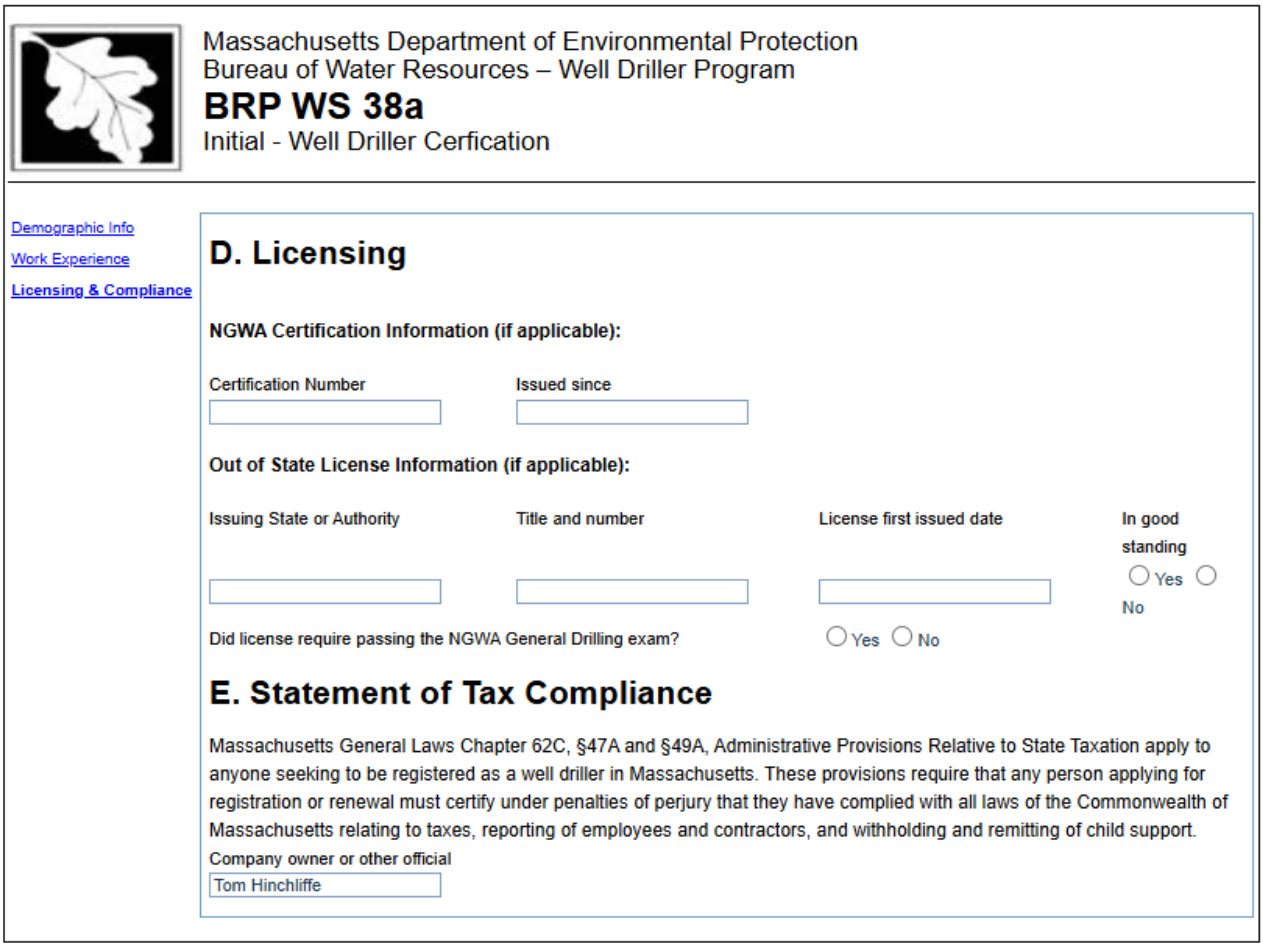

3. Correct any errors, return to this page, and click **Error Check & Next** again.

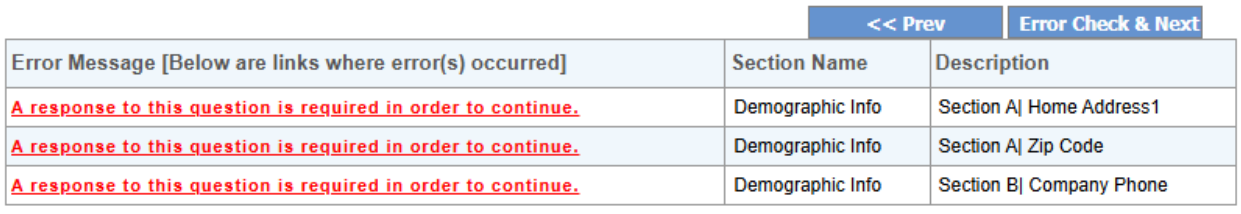
| NOTE: |
| --- |
| Do not use your browser's Back button to return to Sections A through C. |

Instead, please click the Demographic Info link in the upper lefthand corner of the page to

edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows:

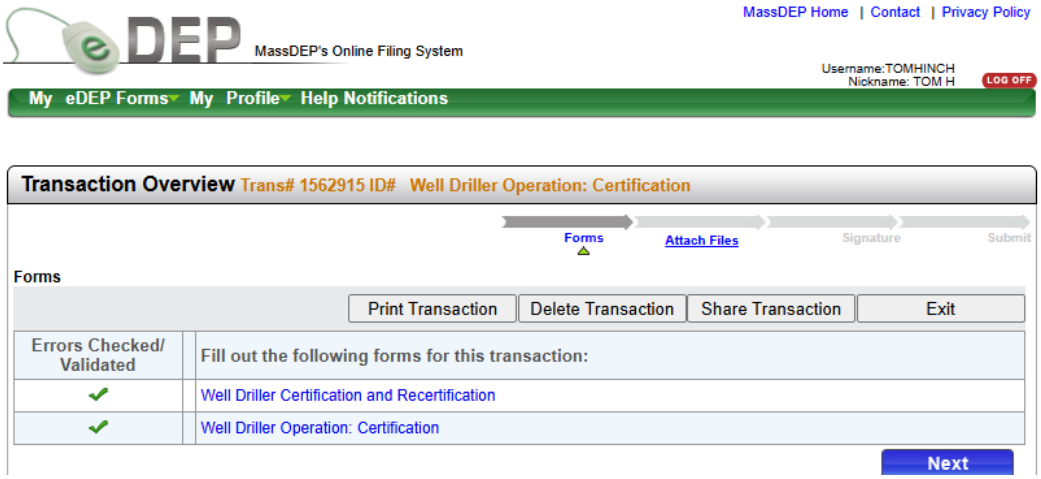



| Error Message [Below are links where error(s) occurred] | Section Name | Description |
|---|---|---|
| A response to this question is required in order to continue. | Demographic Info | Section A\| Home Address1 |
| A response to this question is required in order to continue. | Demographic Info | Section A\| Zip Code |
| A response to this question is required in order to continue. | Demographic Info | Section B\| Company Phone |

If there are no errors, eDEP returns you to the **Forms** page:




Notice that there is now a ? next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in Attach supporting documents.

# STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

**Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances**.

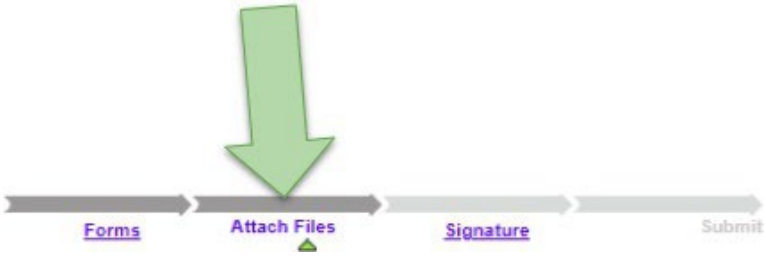
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

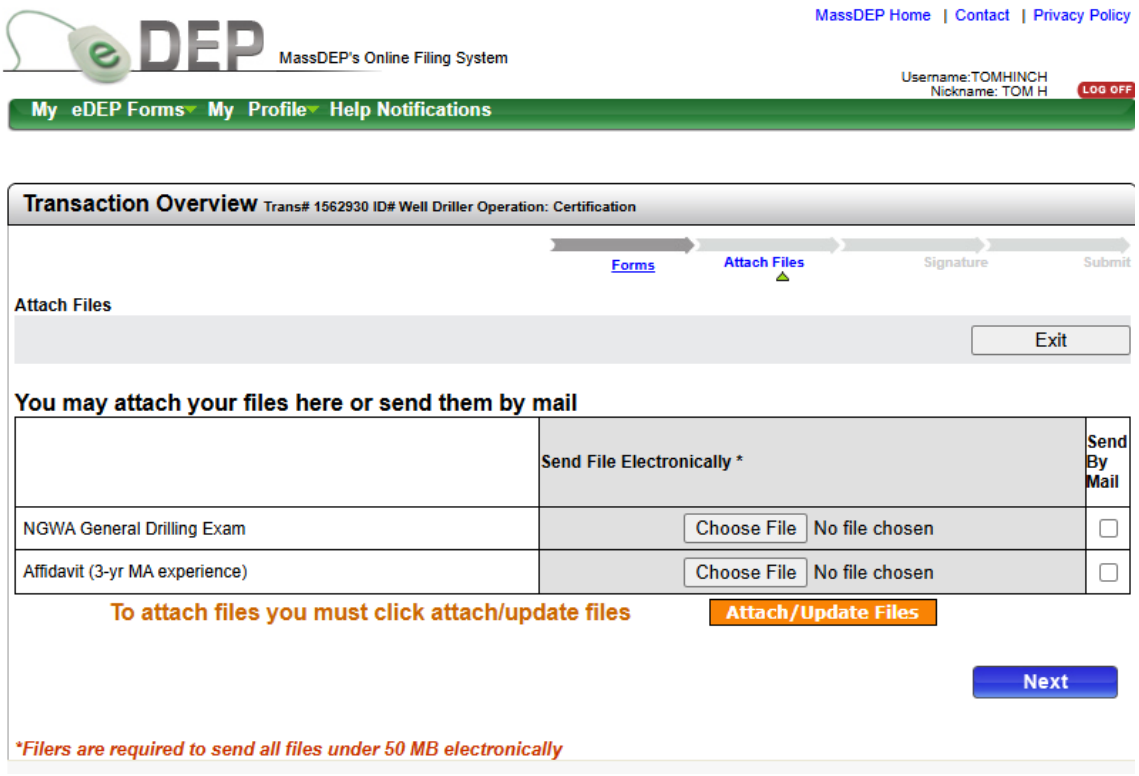
To attach files to your application:

1. Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

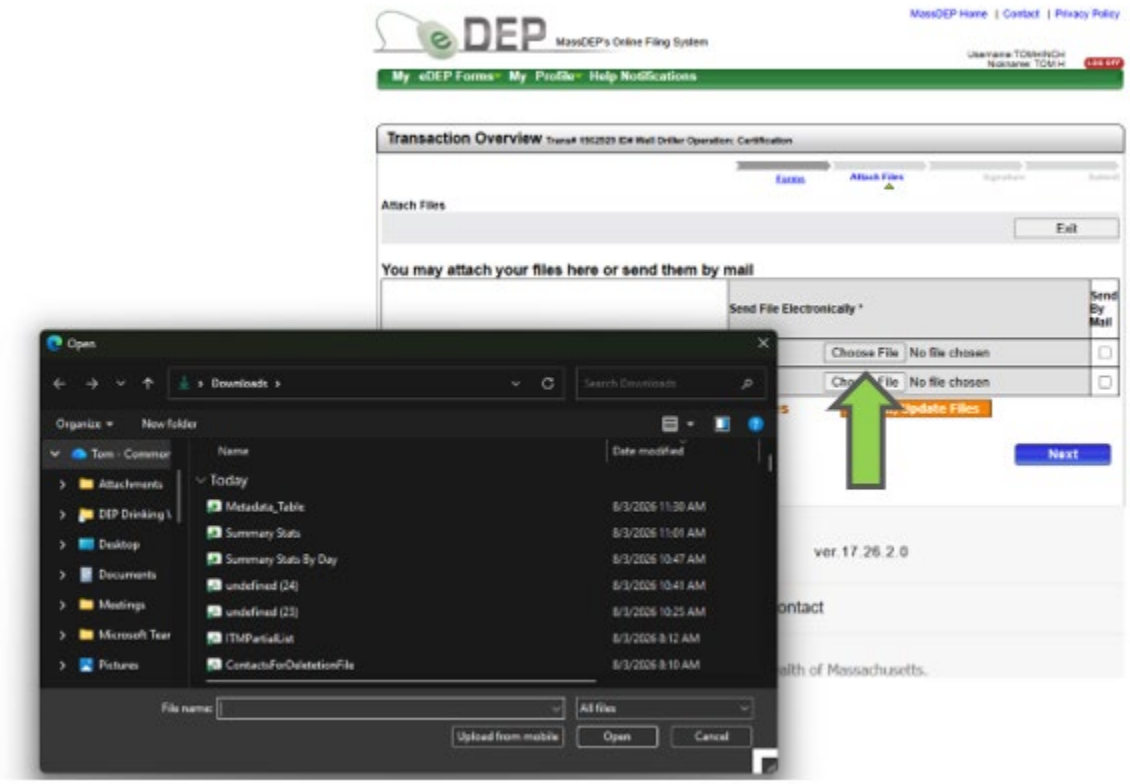
   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:



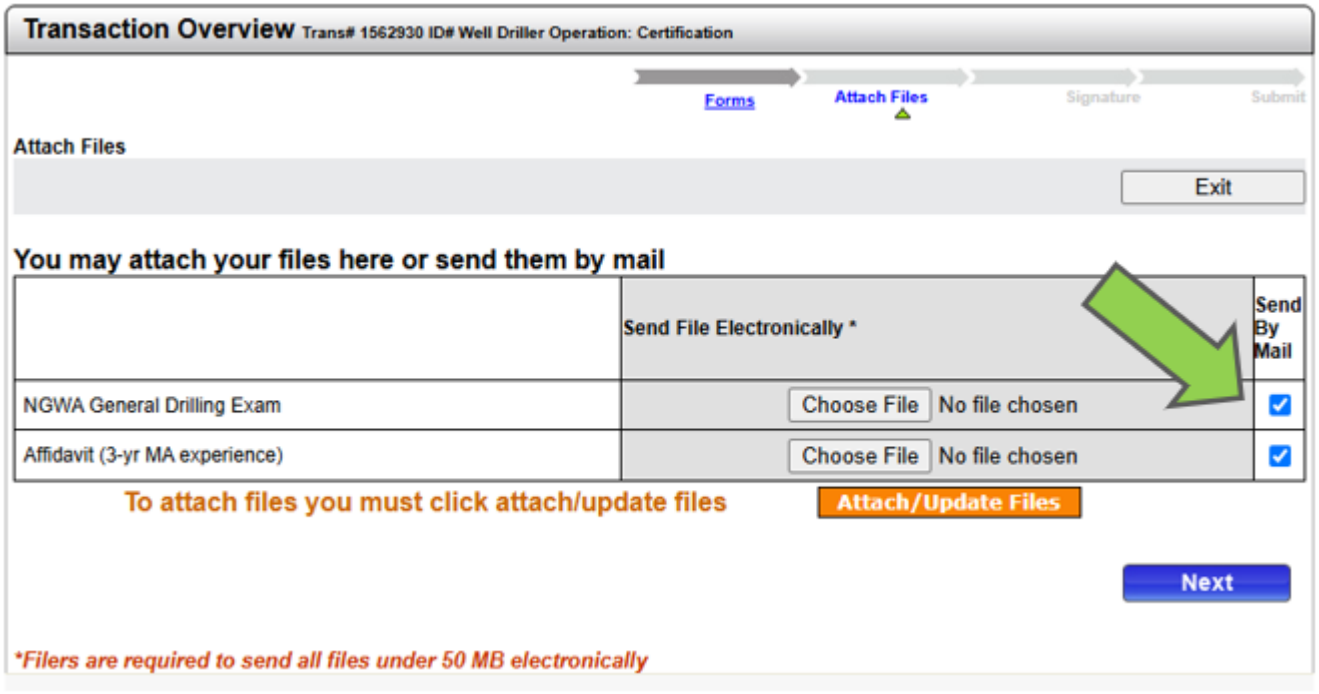

   If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid application processing delays**.
   Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



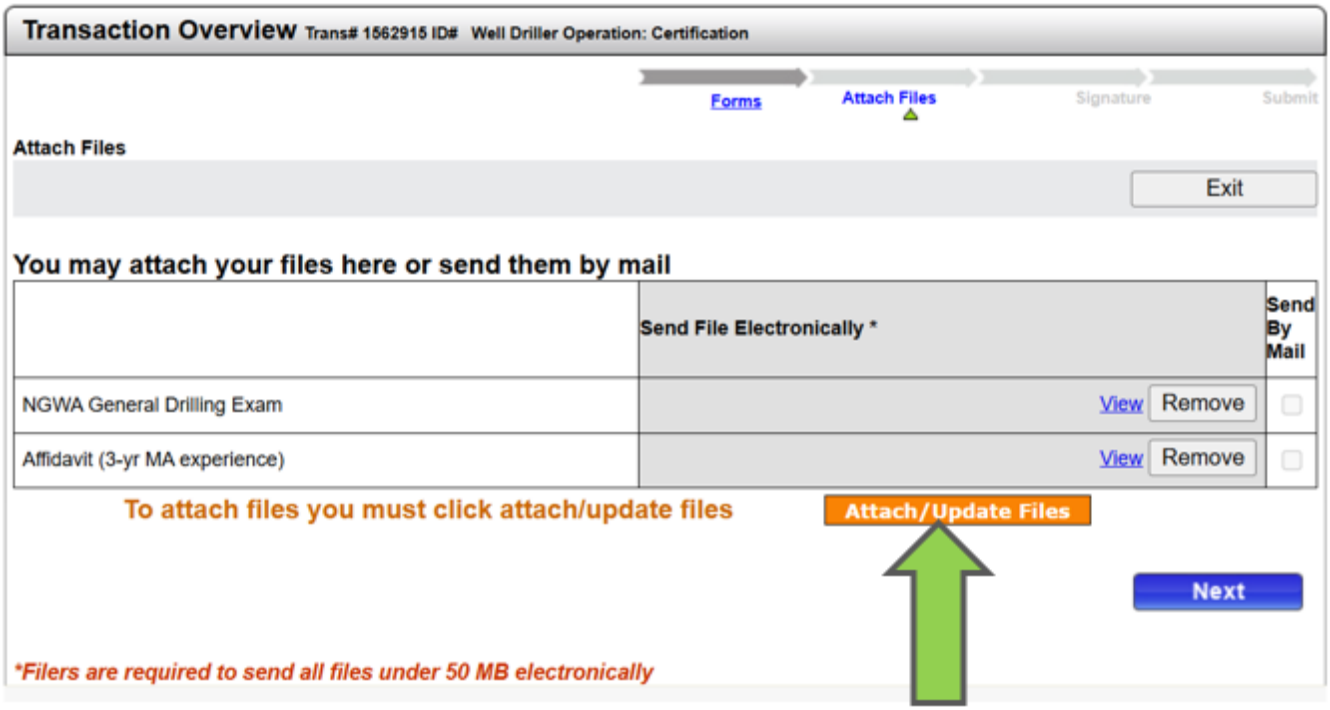

2 If you have a file to attach, select the Choose File button and select a file to attach:



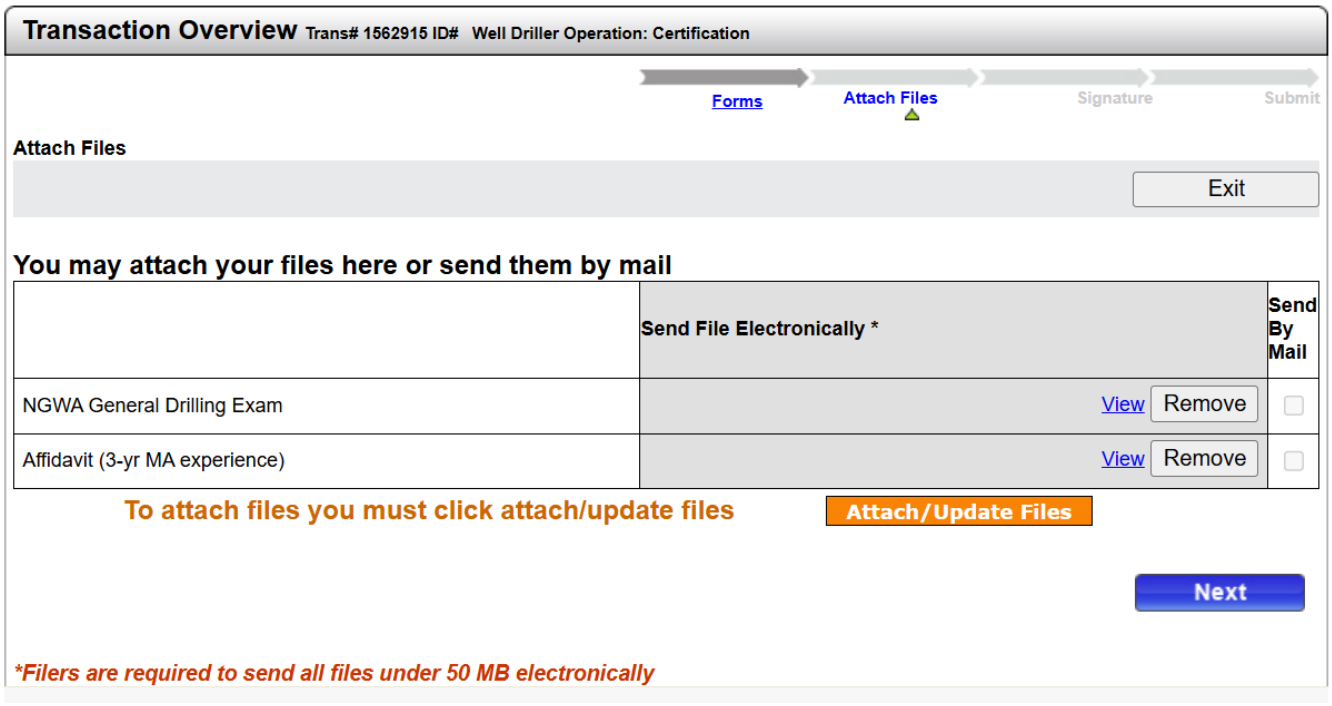
3 Otherwise, check **Send By Mail (note that attaching electronic files is the preferred method)**:




4 When done attaching or selecting send by mail, be sure to click **Attach/Update Files**



5 When you're done attaching files, you might have a list that looks like the following:




Note: although Well Completion Reports (WCRs) do not need to be attached to this type of application, MassDEP will review its WCR records to ensure that a sufficient number (at least 12 per year over three years) list the applicant as the driller working under the recommending Massachusetts Certified Well Driller, who completes the affidavit that must be attached to the application. Applications will be deemed incomplete if the required WCRs are not in MassDEP's records.

6 Click Next and proceed to Step 4: Sign the certification statement.

Congratulations!

You have added files to support your application for initial certification. The next step is to sign the certification statement.

# STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

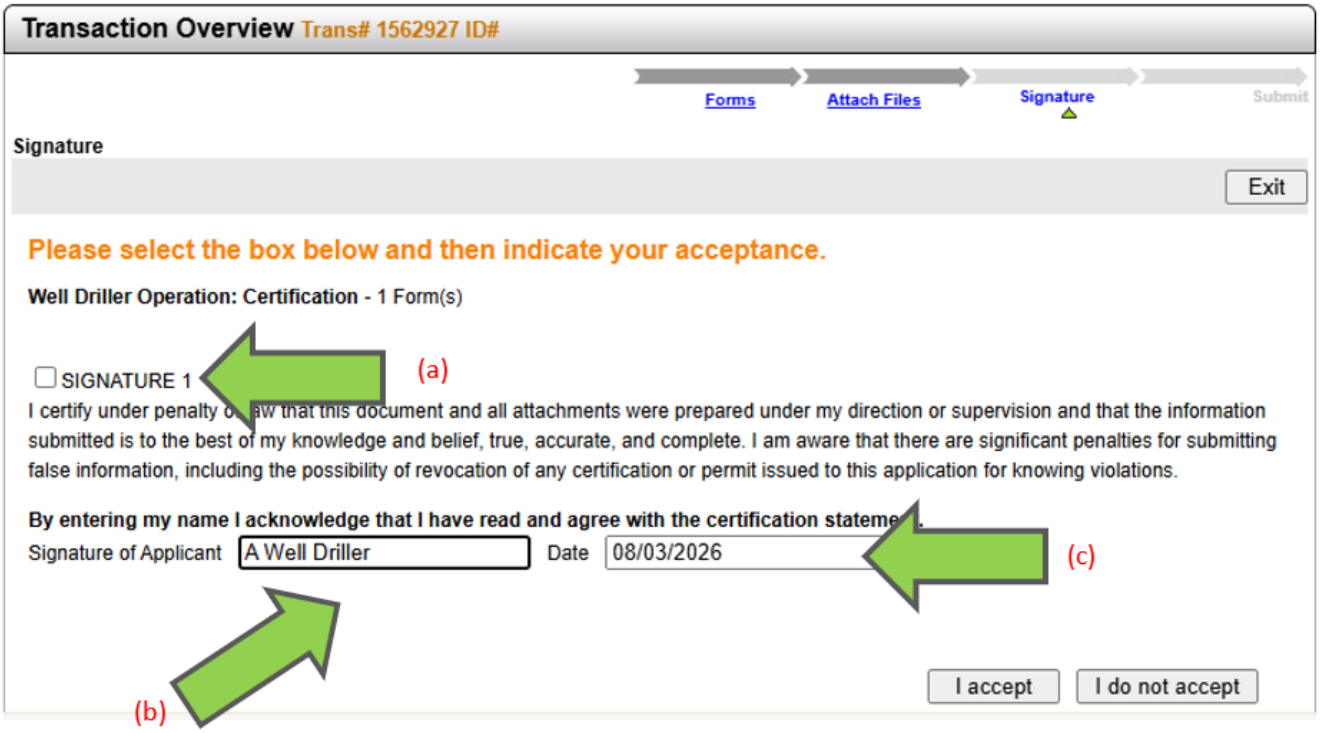
To sign and accept the certification statement:

1. Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:



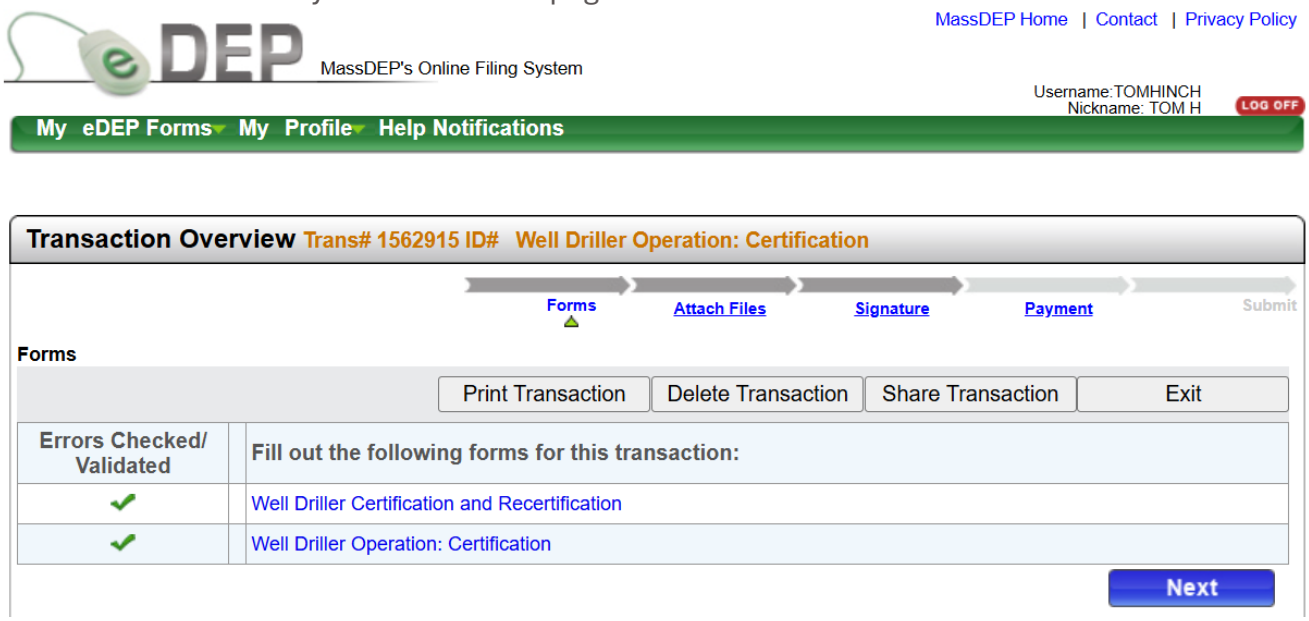

   The **Signature** page displays.




   The arrows in the above image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date:

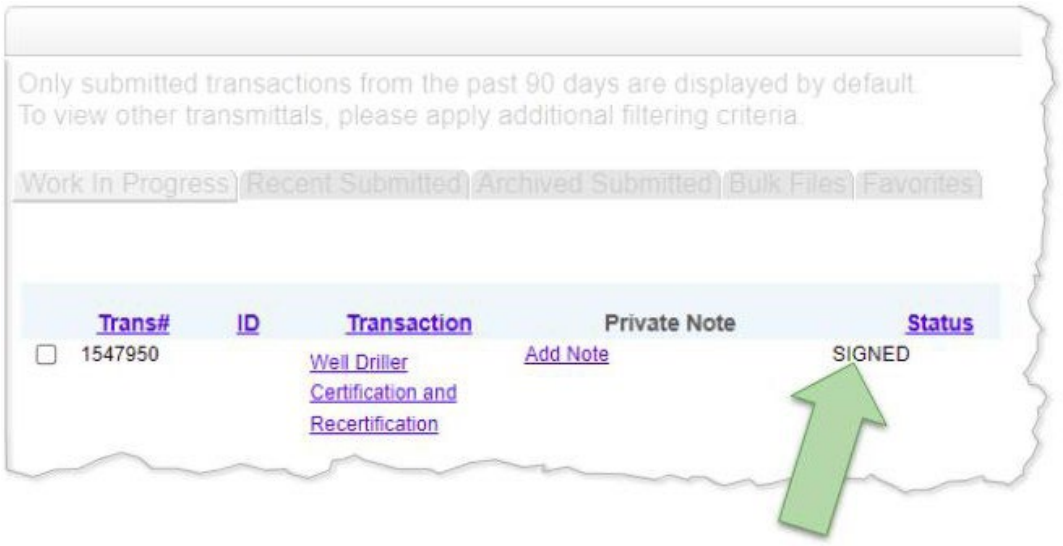
2. On the **Signature** page, select the **SIGNATURE 1** checkbox.
3. Enter your name in the **Signature of Applicant** field.
4. Click I accept.

eDEP returns you to the **Forms** page:




Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the Work In Progress tab on your "My eDEP" homepage, you would see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:




Congratulations!

You have successfully signed your certification statement. The next step is to pay the application fee

The application fee is $200 for an initial General Well Driller Certificate – Standard Application. This fee is non-waivable. For more information, see 310 CMR 46.03 (4).

## Before You Begin

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.
For more information, see Allowing pop-up windows.

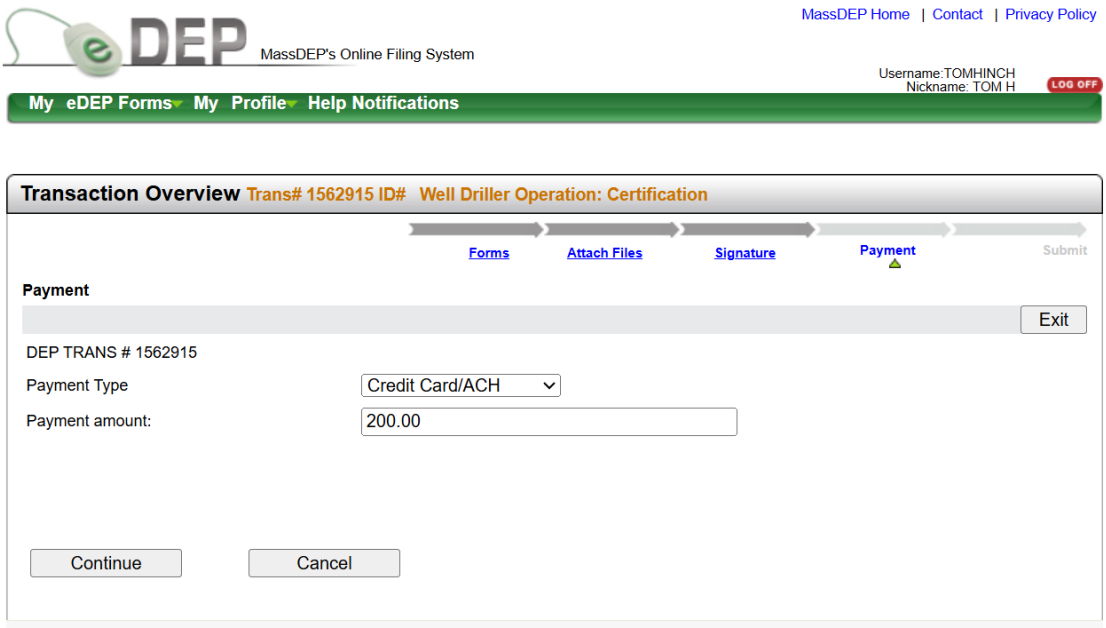
To pay the application fee:

1. From the **Forms** page, click to navigate to the **Payment** page.

   If you're not on that page, click, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



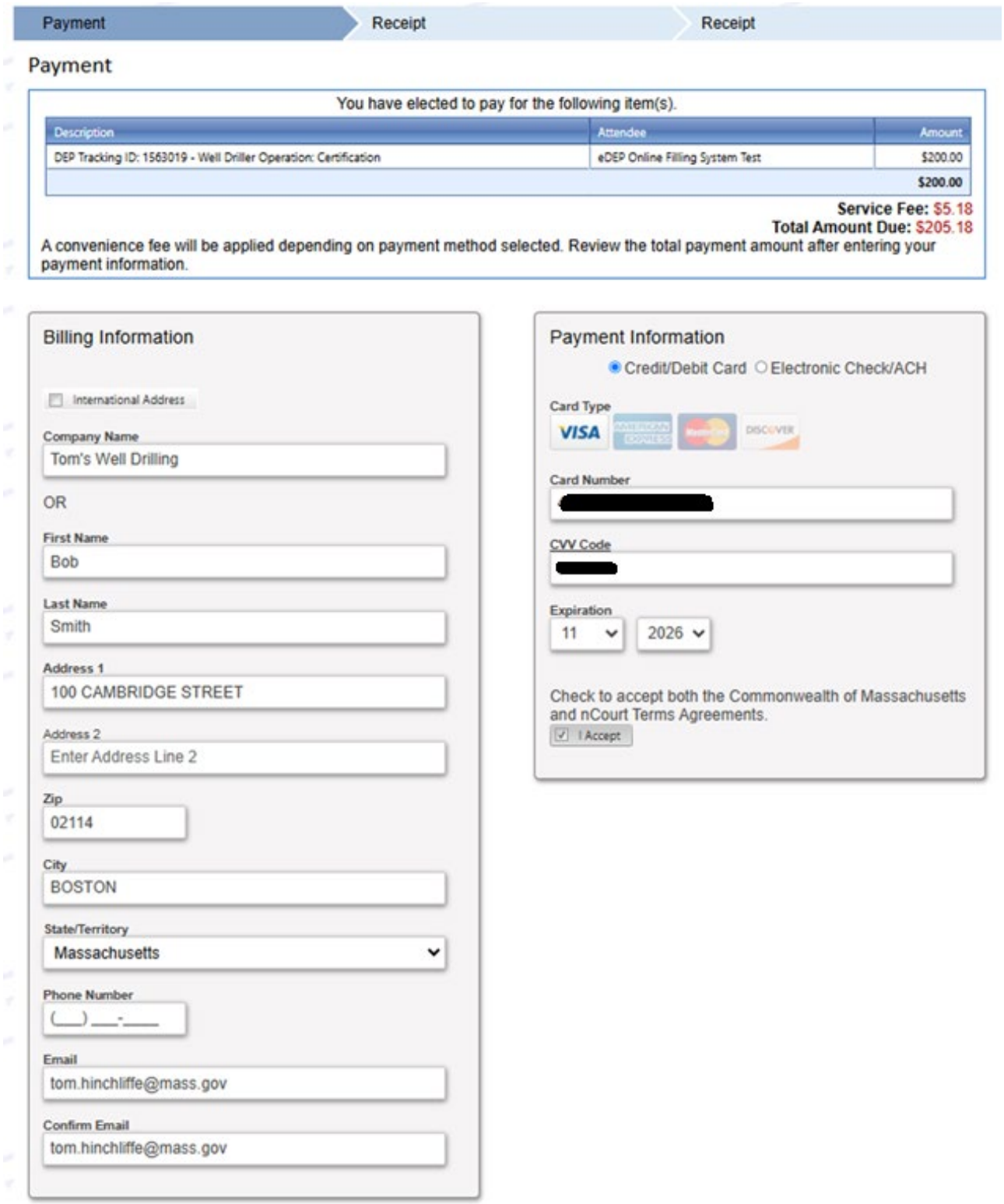

   eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:




   The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

2. Click Continue .

eDEP launches the payment process in a new browser window. This process is managed by nCourt:




Grab more for other types.

If the payment processing page does not open in your browser, be sure to enable

pop-up windows for the eDEP domain. For more information, see Allowing pop-up windows.

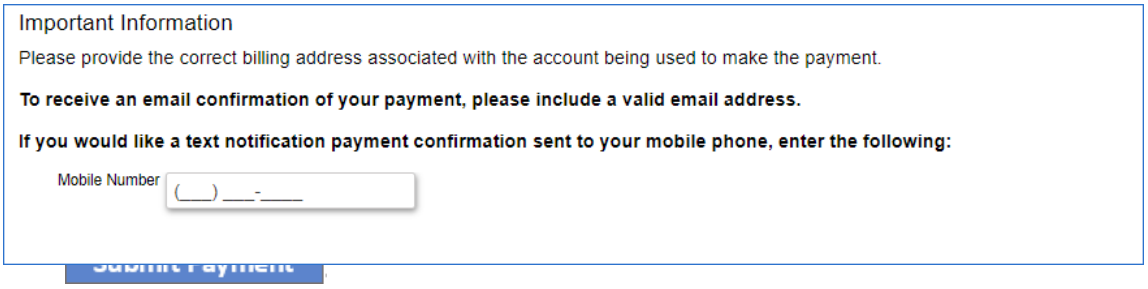
3. On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name of your company or your first and last name. If you enter both, you'll get an error.

| **NOTE:** |
| --- |
| Do not enter both the Company Name and First / Last Names. Enter just one of these options. |

Note that the following fields are required:

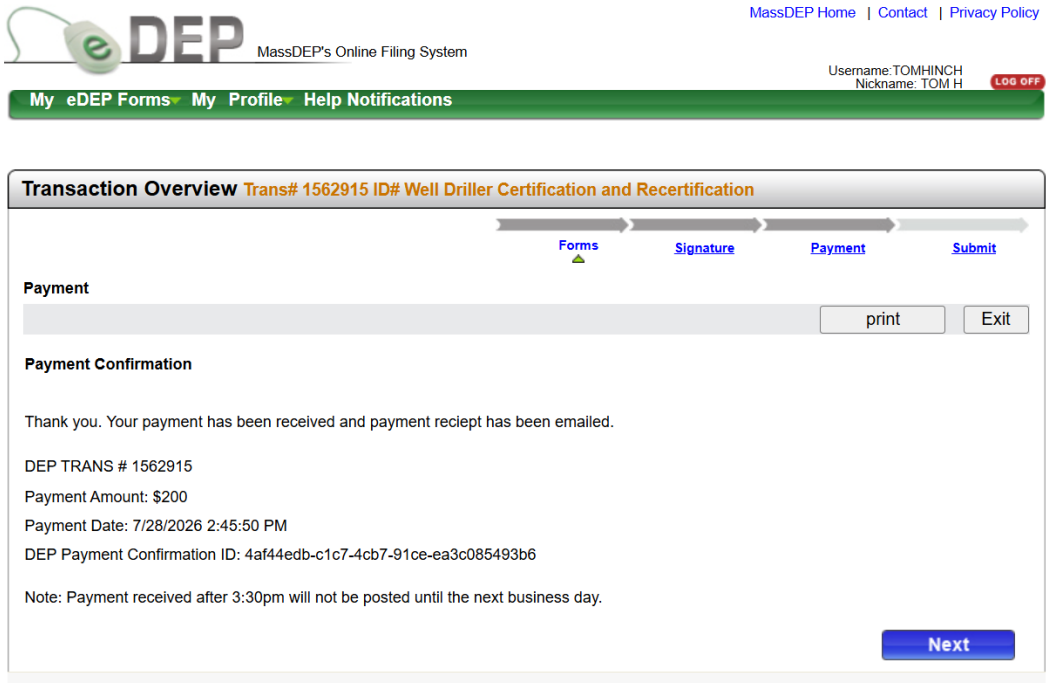
- **Company Name** OR **First/Last Name**
- **Address 1**
- **ZIP Code**
- **City**
- **Phone Number**
- **Email** (and its confirmation)

3. In the **Payment Information** section, select one of the following payment options:
   a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
   b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.
4. Enter your credit card or bank account details.
5. Under the payment details, check ☐ I Accept to acknowledge that you have read and understand the terms of the payment.
6. If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCourt will send you an email receipt automatically):



7. Click.

   If the payment was successful, eDEP displays the **Payment Confirmation** page:




   Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

## Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in Send transaction for review.

# STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

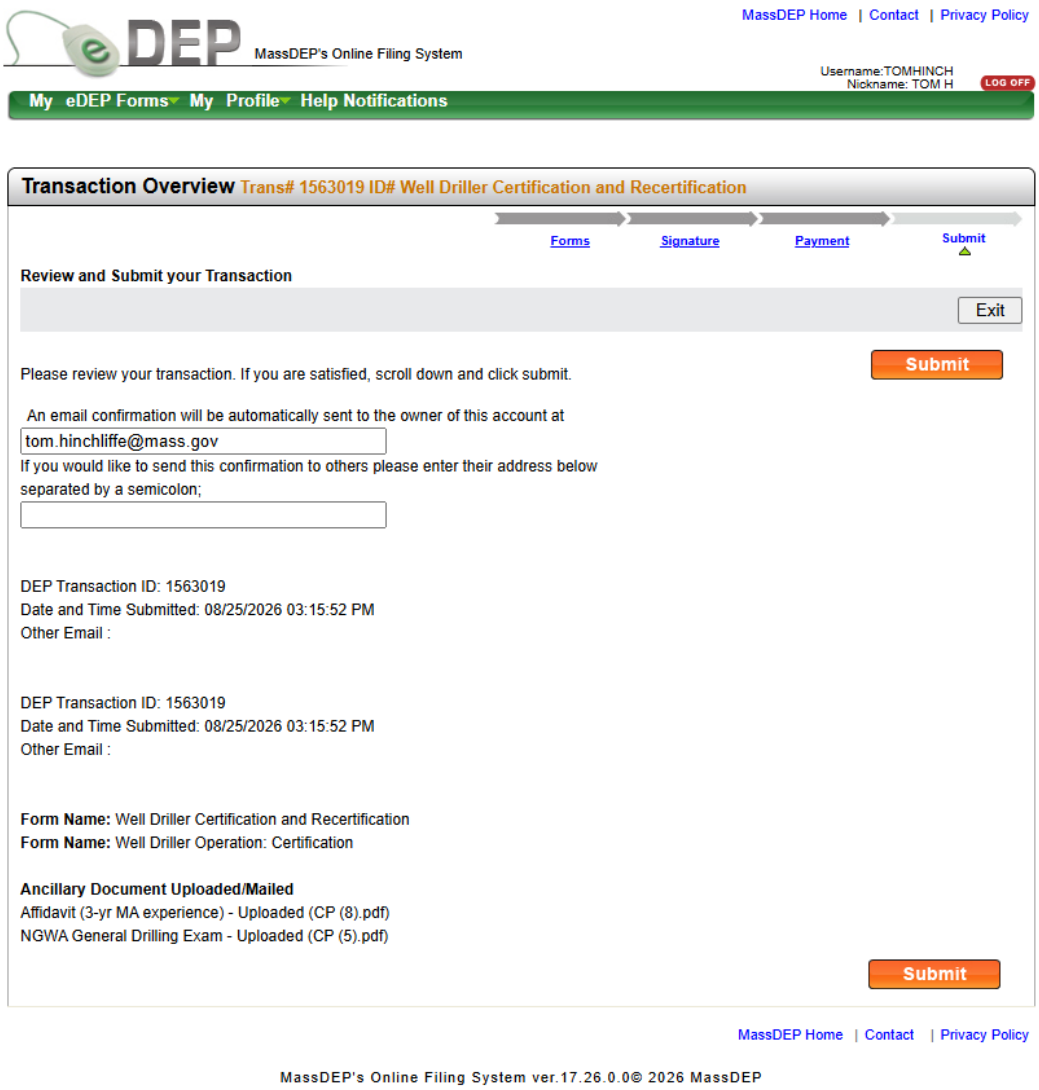
To send your transaction for review:

1. From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the
   **Submit** link in the transaction timeline:

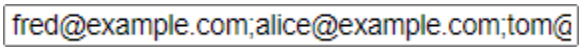


eDEP displays the **Review and Submit your Transaction** page



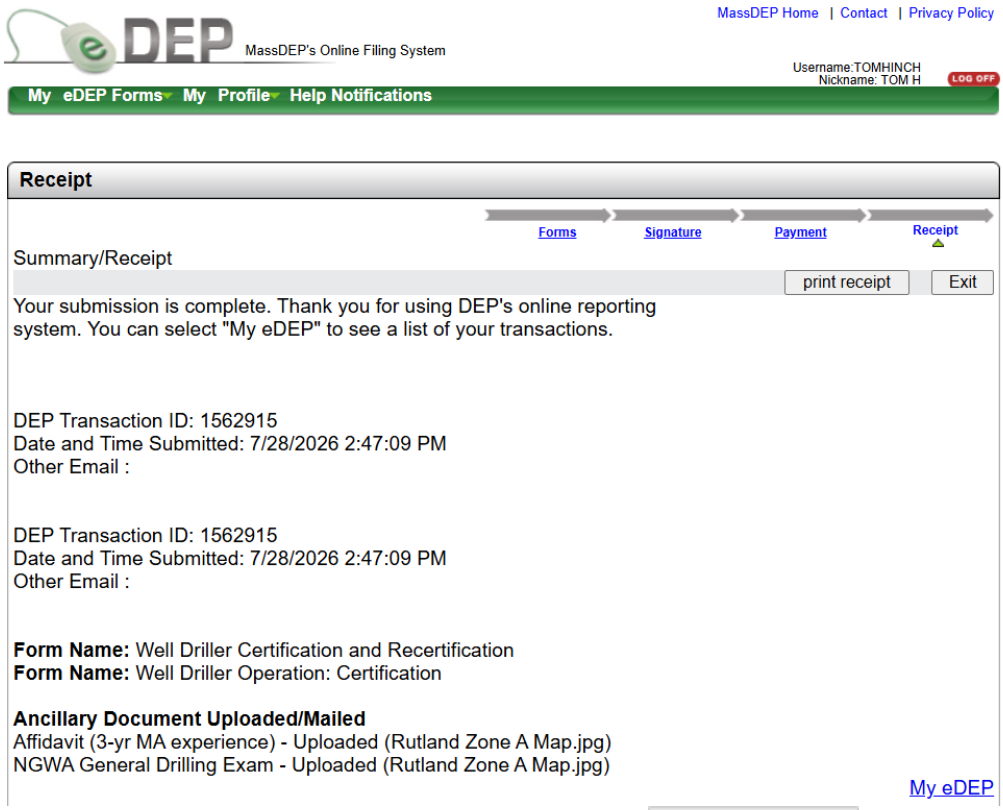

2. *Carefully* review the information on this page.
3. Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

   If you enter more than one email address, separate them with semi-colons, as the following example shows:

4. Click 
   
   .

Your submittal has been sent for review. eDEP displays the Receipt page:




5. Optionally print the receipt by clicking Print Receipt or taking a screenshot of the page.

## Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.

# General Well Driller Certificate – Reciprocity via Licensure

**Note: prior to beginning this type of application in eDEP, download the MassDEP Well Driller Reciprocity Questionnaire. Complete Section A of the questionnaire. Next, submit the form to the state agency that issued your current license and request that they complete Sections B and C. The licensing agency should then email the completed questionnaire to MassDEP. MassDEP will contact you to let you know whether you are eligible for MA certification using your current license.**

## STEP 1 Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

**NOTE:**

Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see Before you begin.

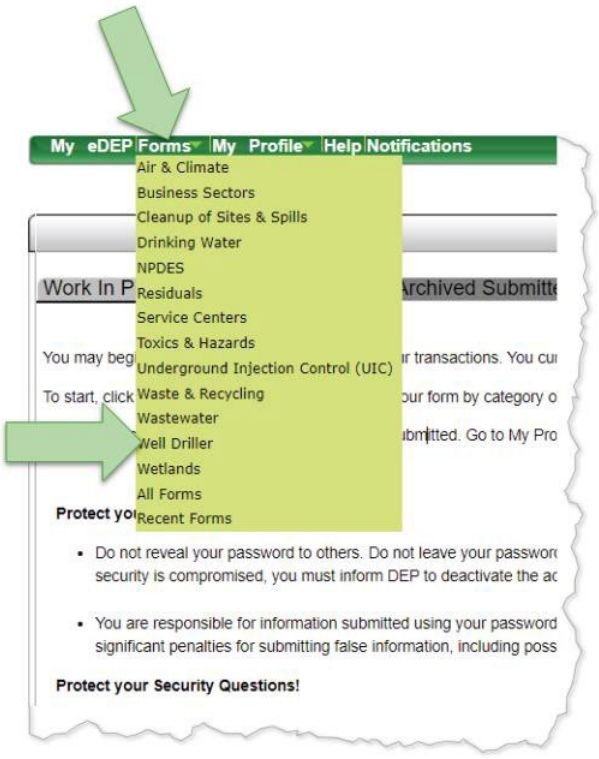
The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

1. Log in to the eDEP Online Filing system.

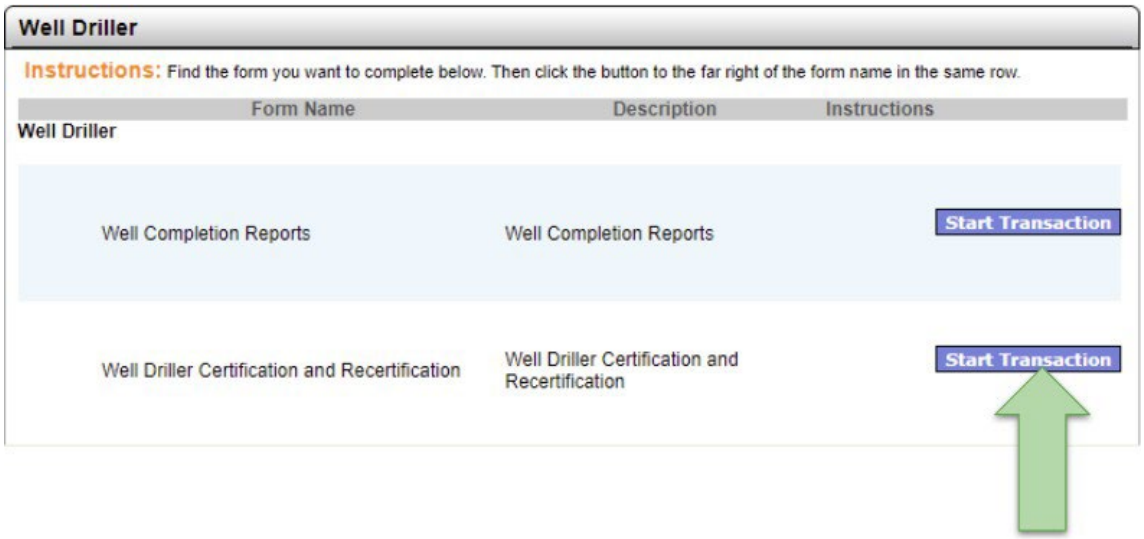
   For more information, see Logging in to your eDEP account.

2. Select **Forms > Well Driller**:



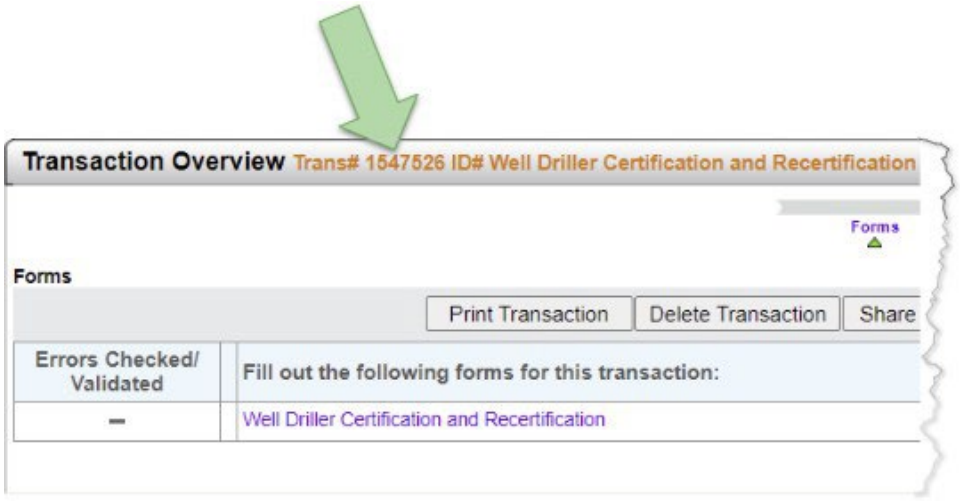

eDEP displays the **Well Driller** page.

3 Click **Start Transaction** next to "Well Driller Certification and Recertification":

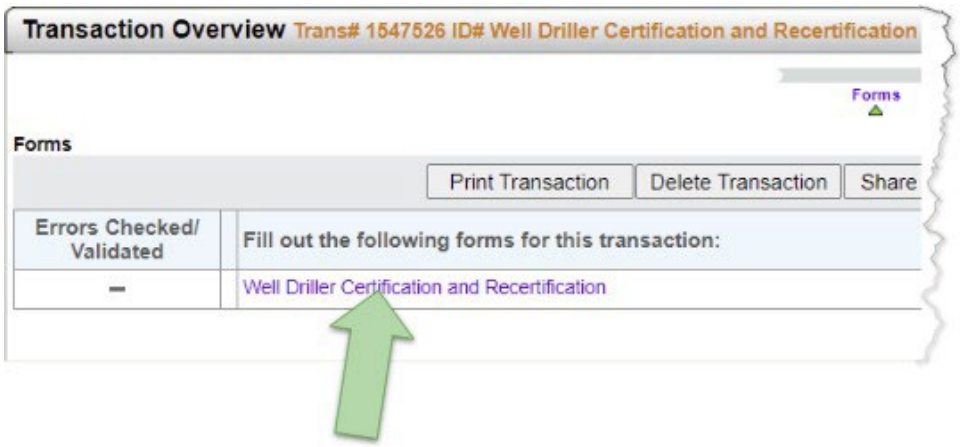



eDEP creates a new transaction and displays the **Forms** page. Notice that eDEP assigned the new transaction a

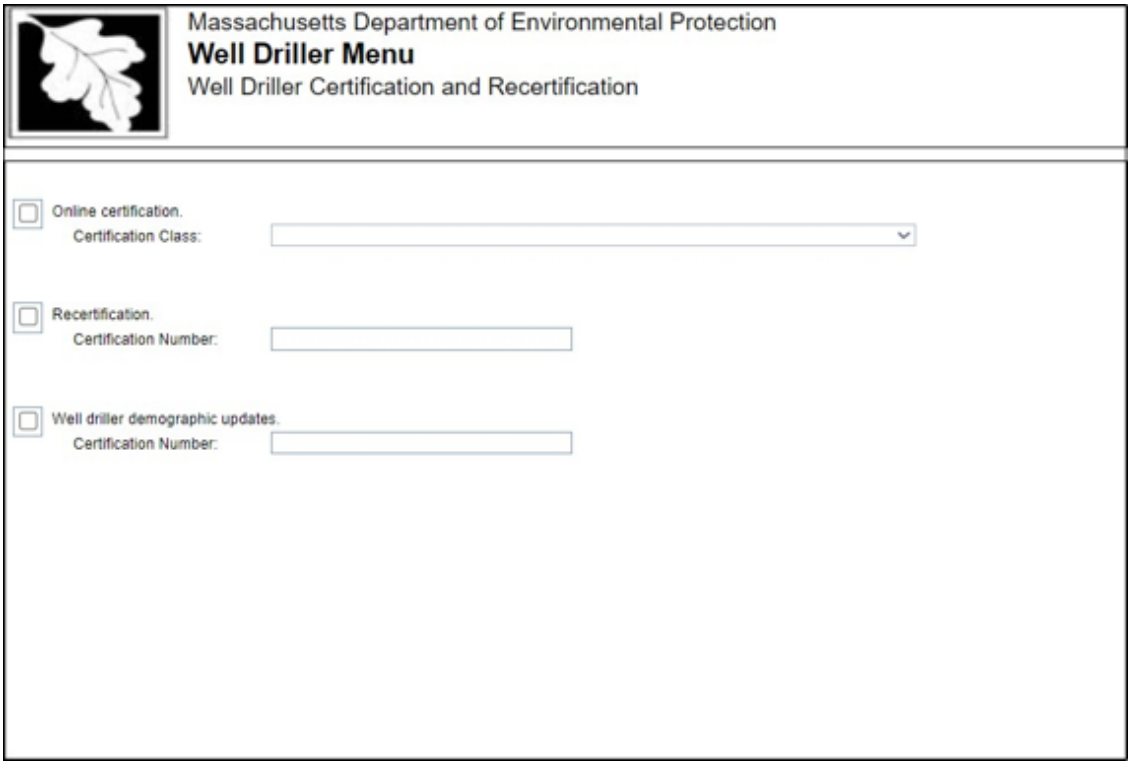
unique number:




1. Click **Next** or the "Well Driller Certification and Recertification" form link in the list:



The **Well Driller Certification and Recertification** form displays:

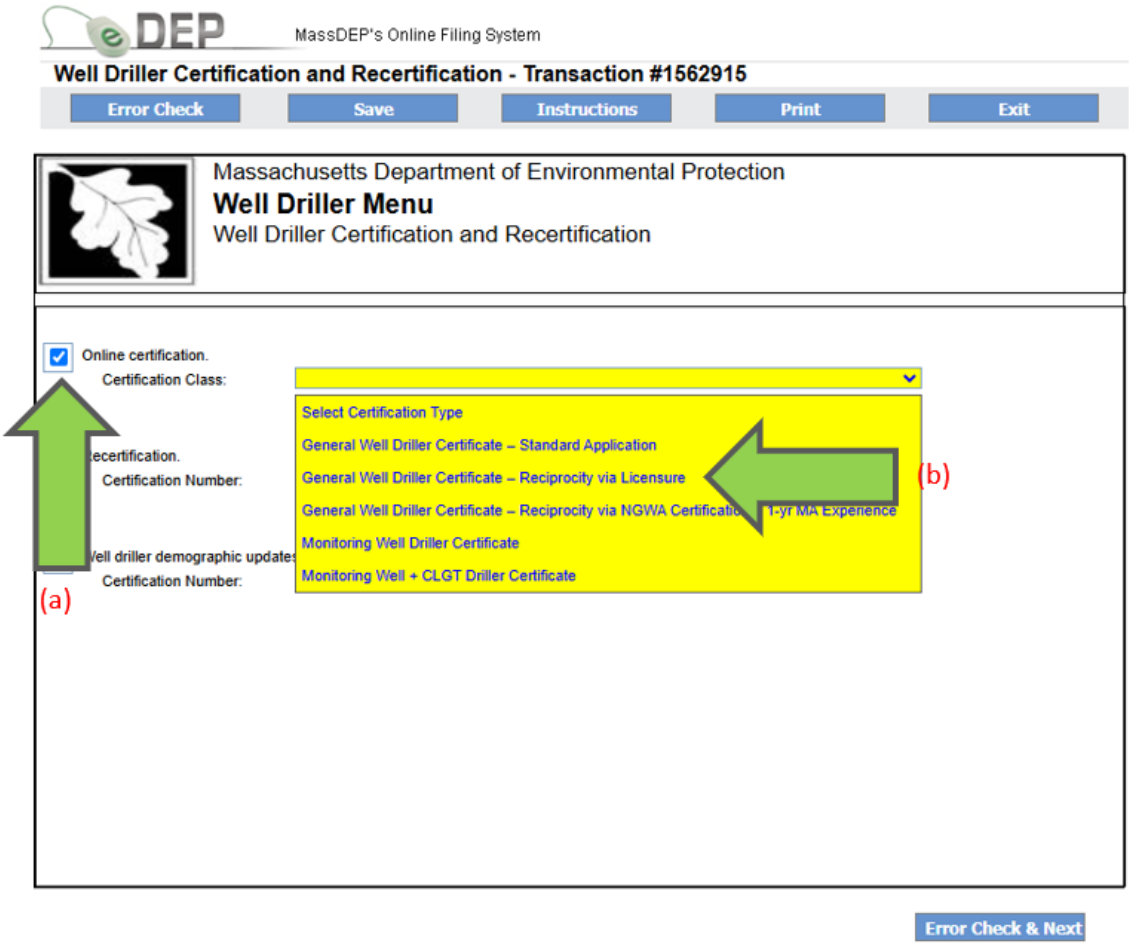



This is a simple form in which you choose the type of certification that you are applying for.

4 Because you are applying for initial certification

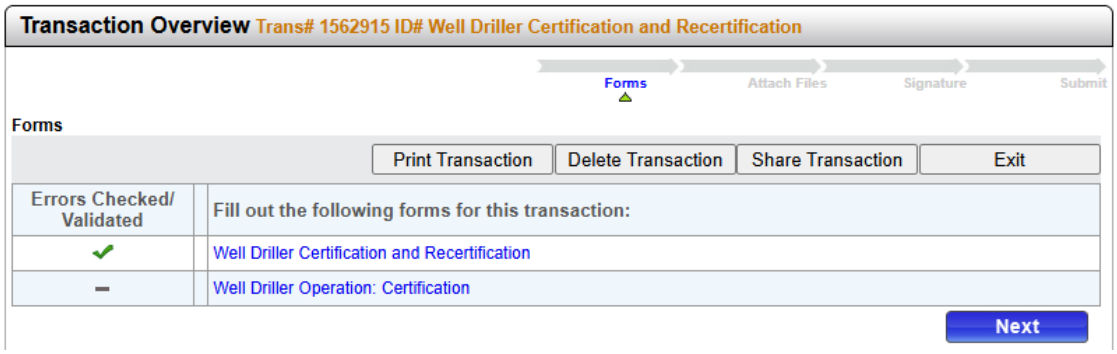
a. Select the **Online certification** checkbox and

b. Select the certification application type that applies to you from the dropdown menu:




In this case choose General Well Driller Certificate – Reciprocity via Licensure

5 Click **Error Check & Next**.




Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to fill out the main application form.

# STEP 2 Fill out the forms

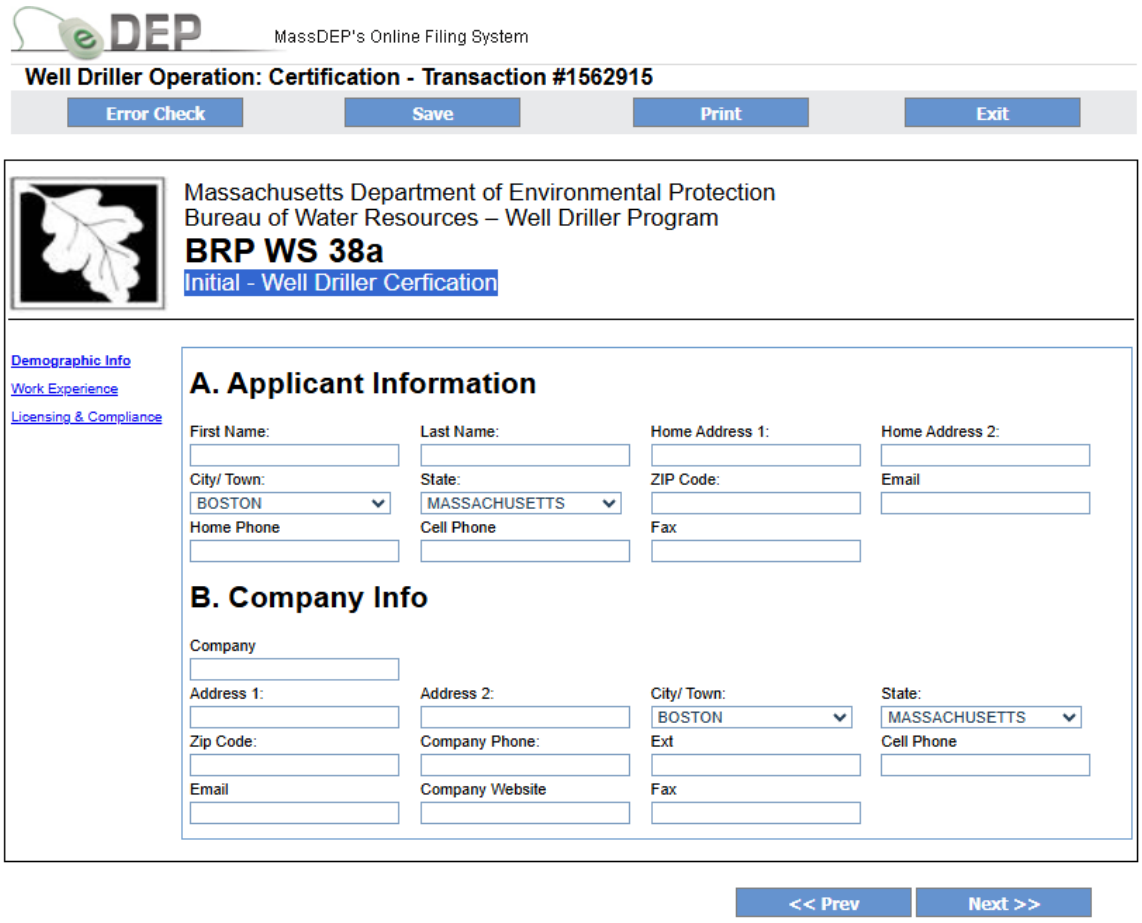
After you create a new transaction, you must enter information in *General Well Driller Certificate – Reciprocity via Licensure* form using the eDEP Online Filing System ("eDEP").

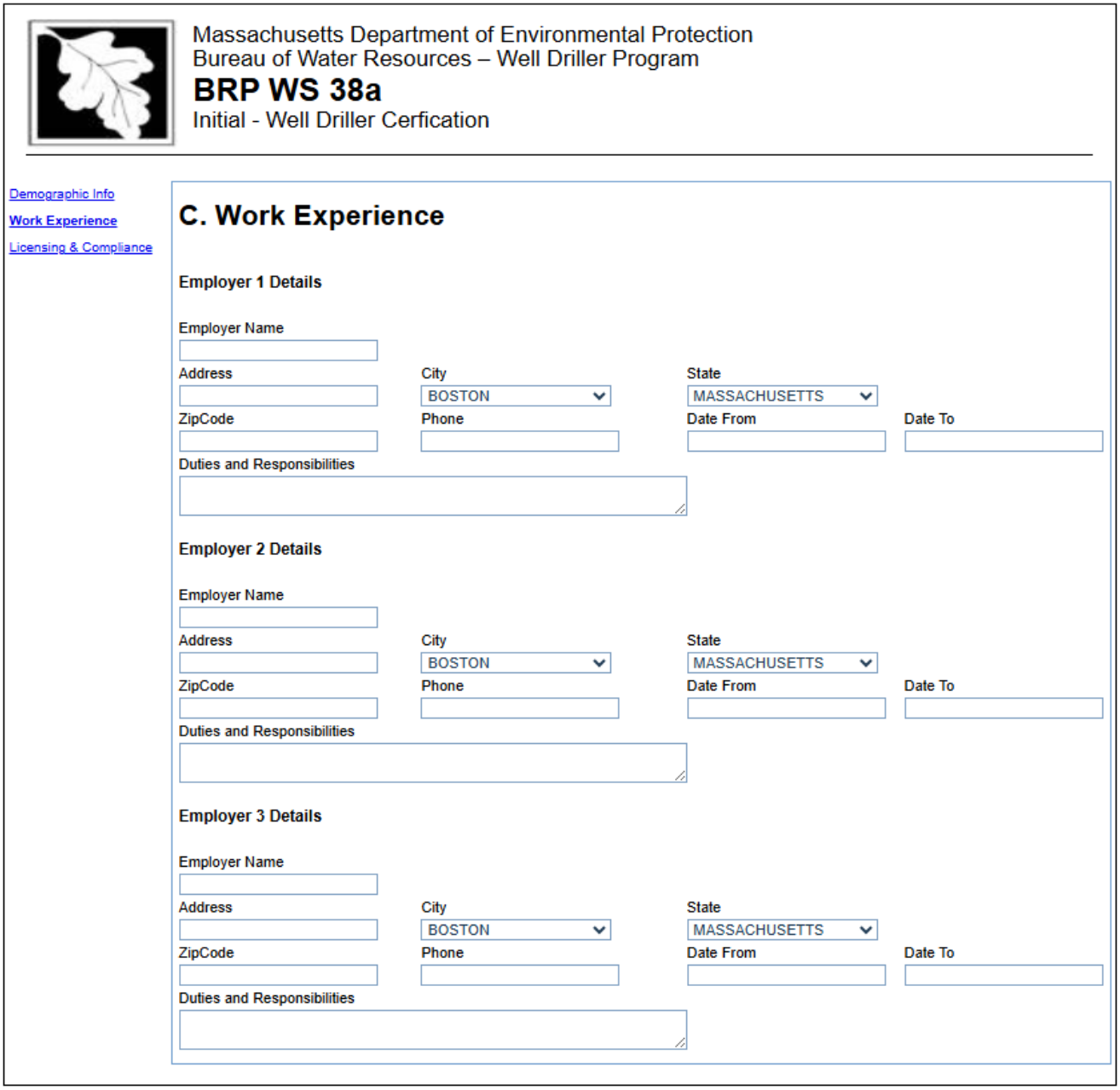
**To fill out the** *Initial – Well Driller Certification* **form:**

2. From the **Forms** page, click **Next**.

   If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

   The *Initial – Well Driller Certification* form displays:





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## C. Work Experience

**Employer 1 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 2 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

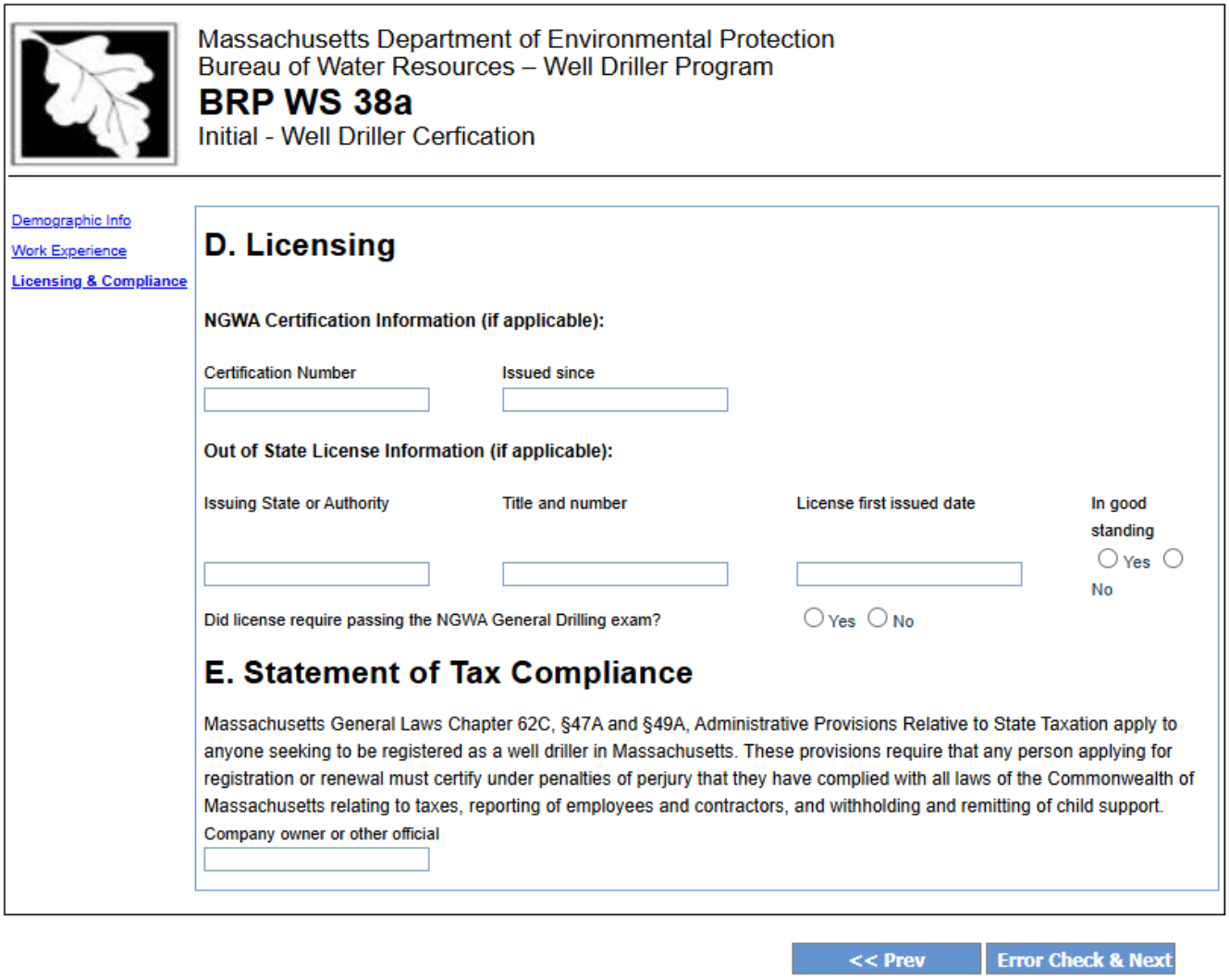
**Employer 3 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities




The *Initial – Well Driller Certification* form has the following sections:

A: Driller Information

B: Company Information

C: Work Experience

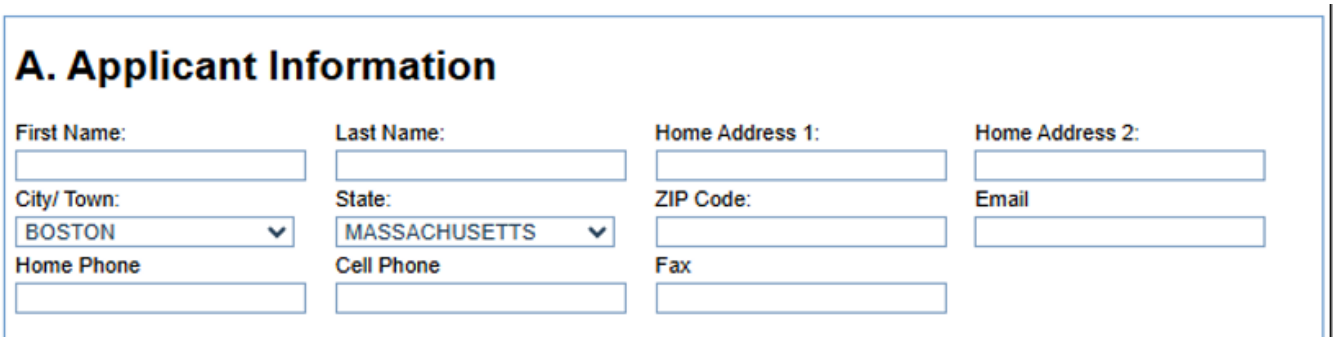
D: Licensing

E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.

## A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:




The required fields are as follows:

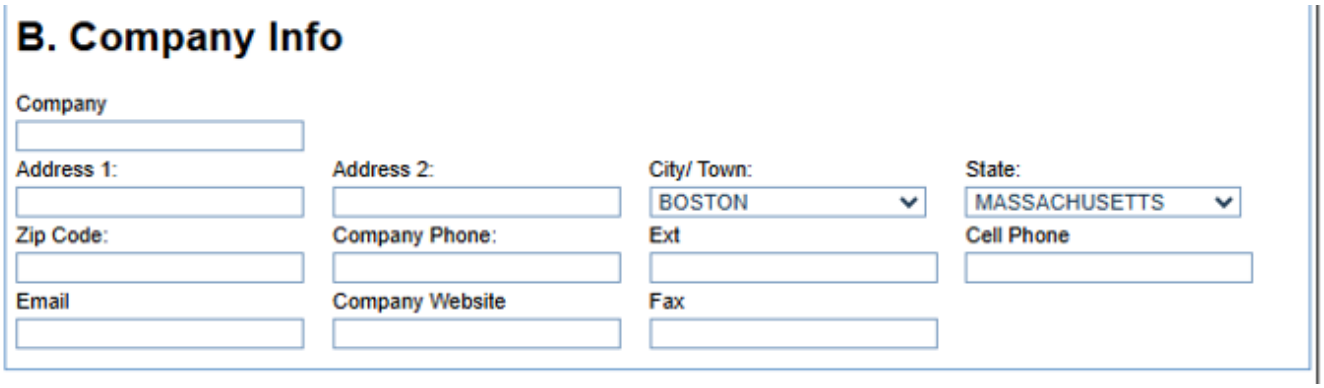
- First Name
- Last Name
- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)

## B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form:

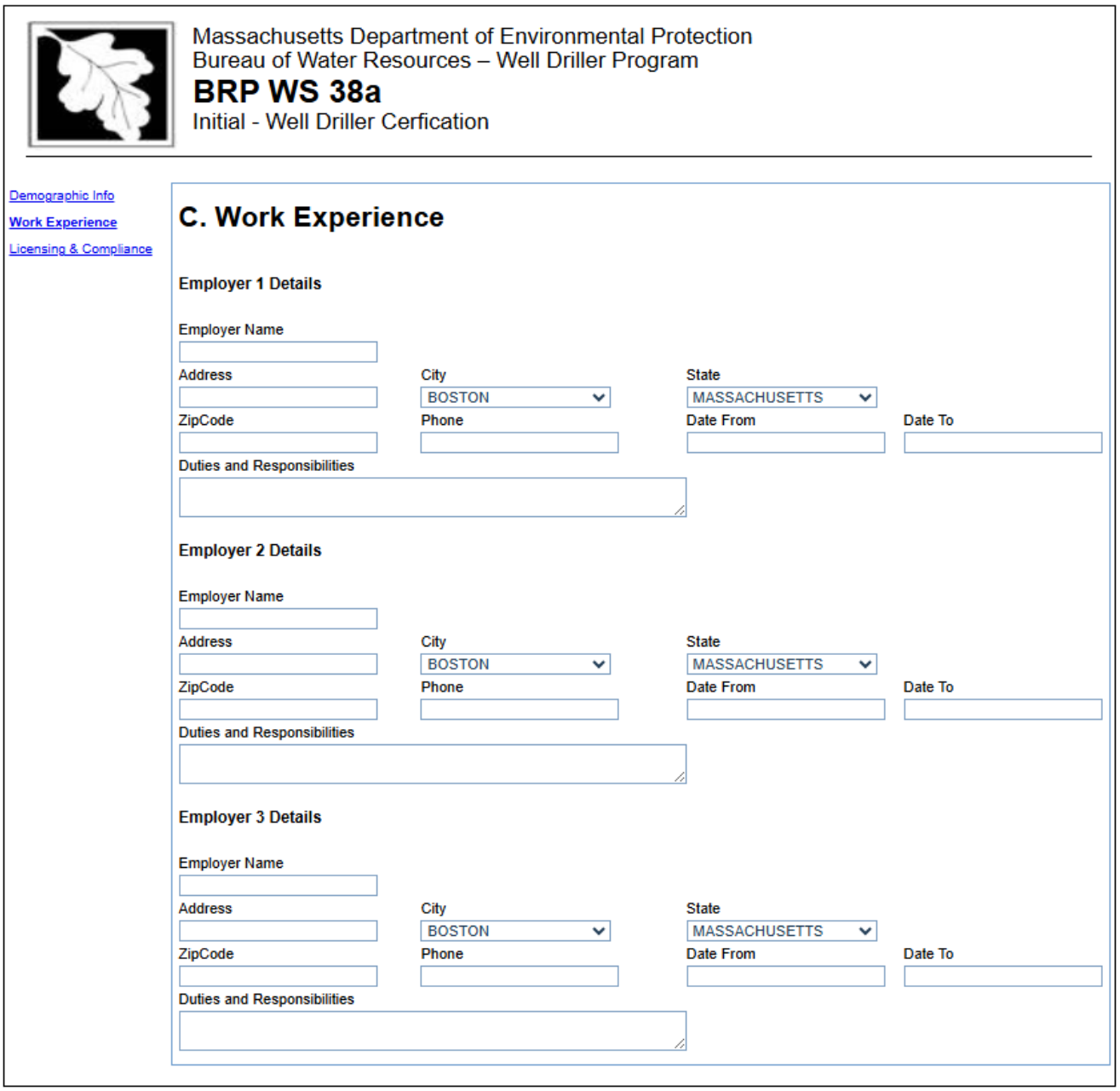
All fields except **Address 2, Company Website, Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter "self-employed" in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.



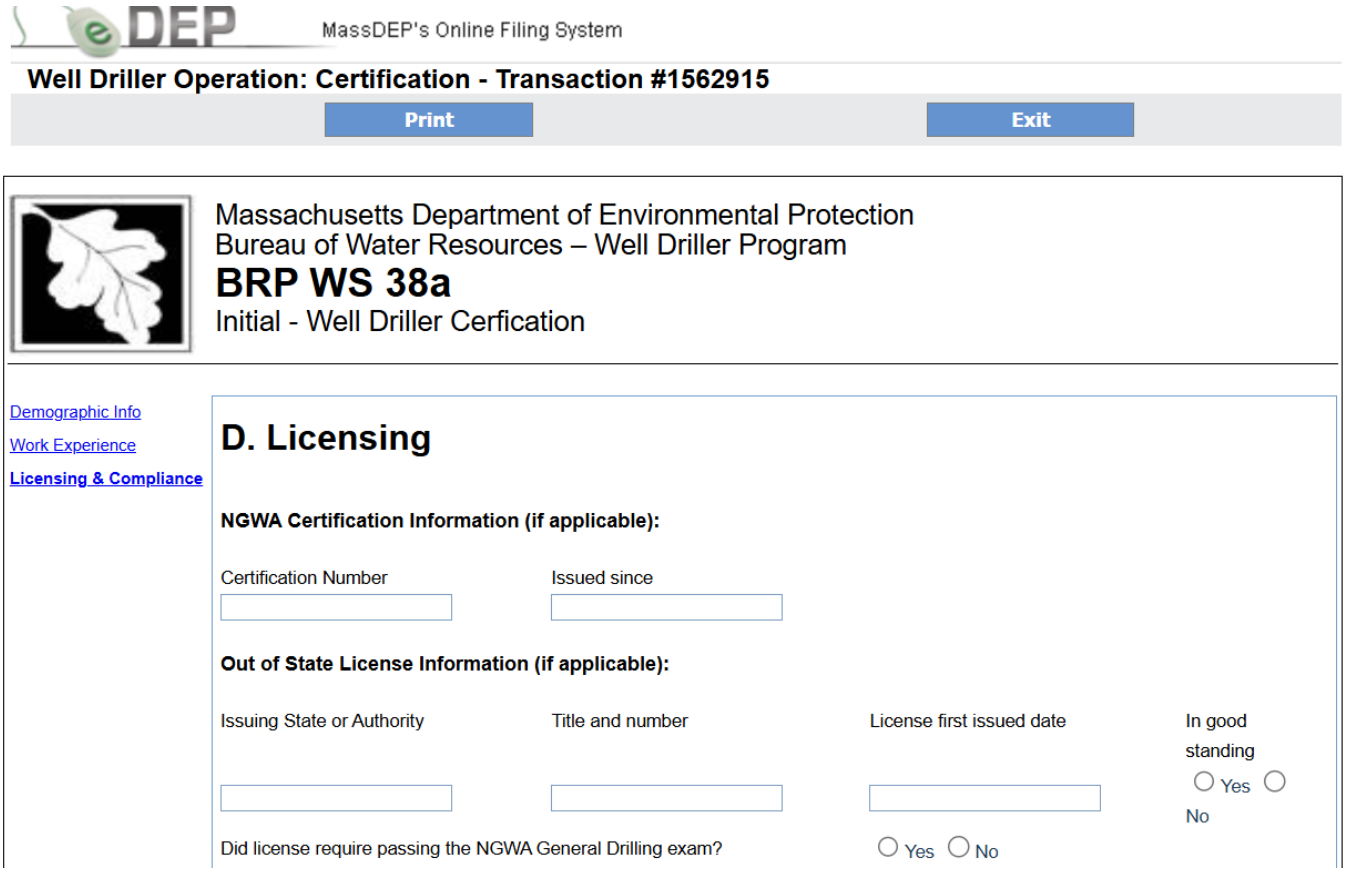

## C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the "Employer 1 Details" subsection are required.



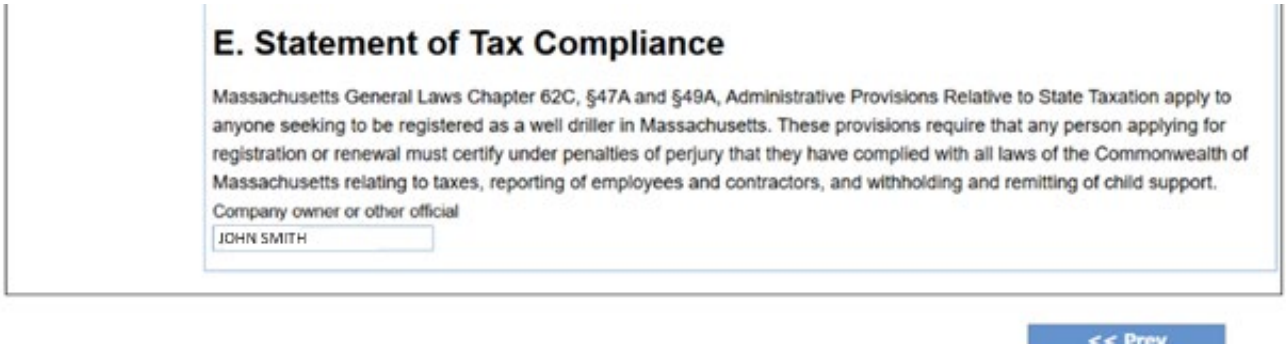

## D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.




## E: Statement of Tax Compliance

Enter the name of your company owner or other official in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form.



## Validating your application

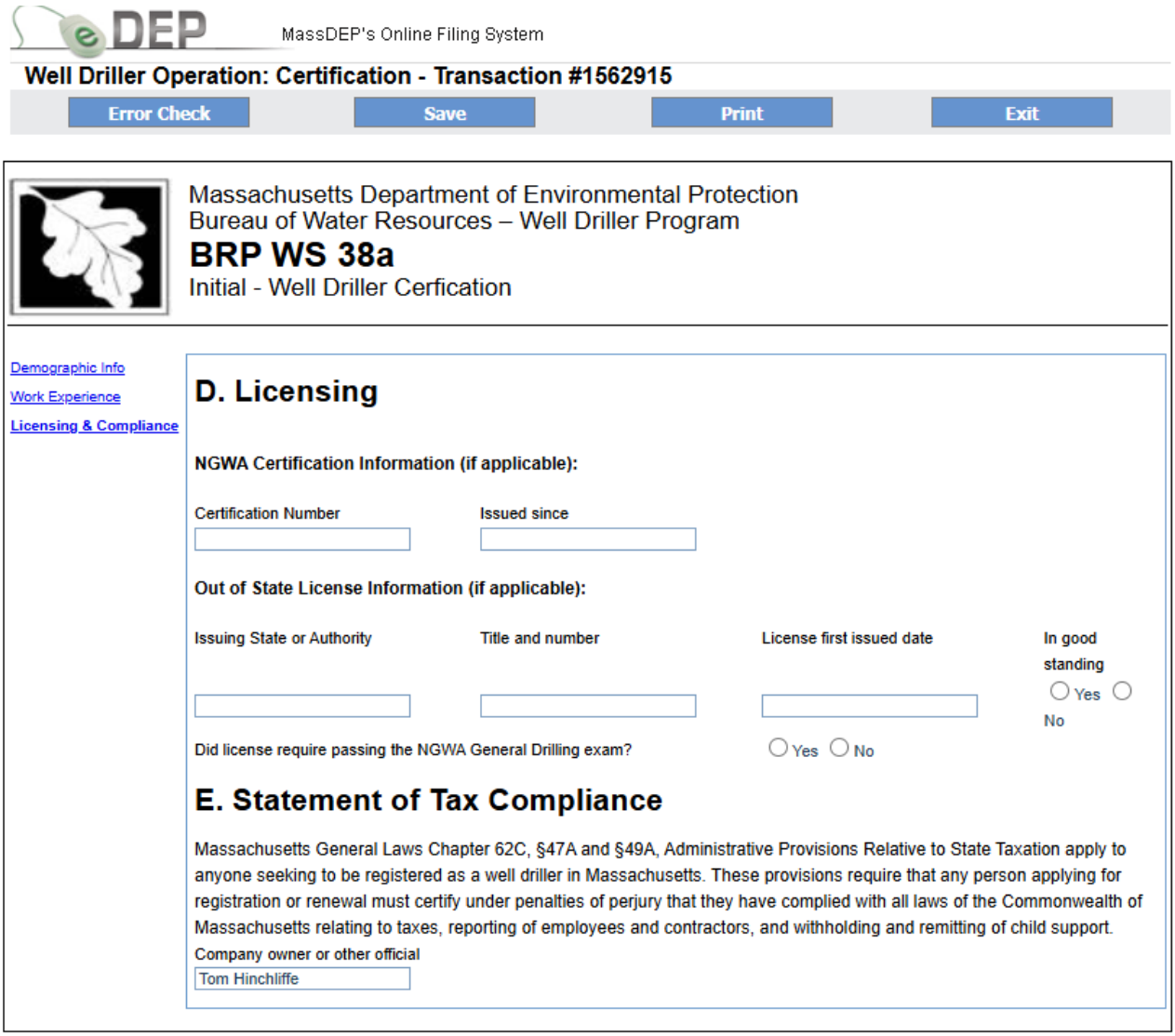
After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

4. Click **Error Check & Next** at the bottom of the form.

   eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

5. If there are any errors in Sections A through E, eDEP reports them in red at the bottom of the page below Section E:



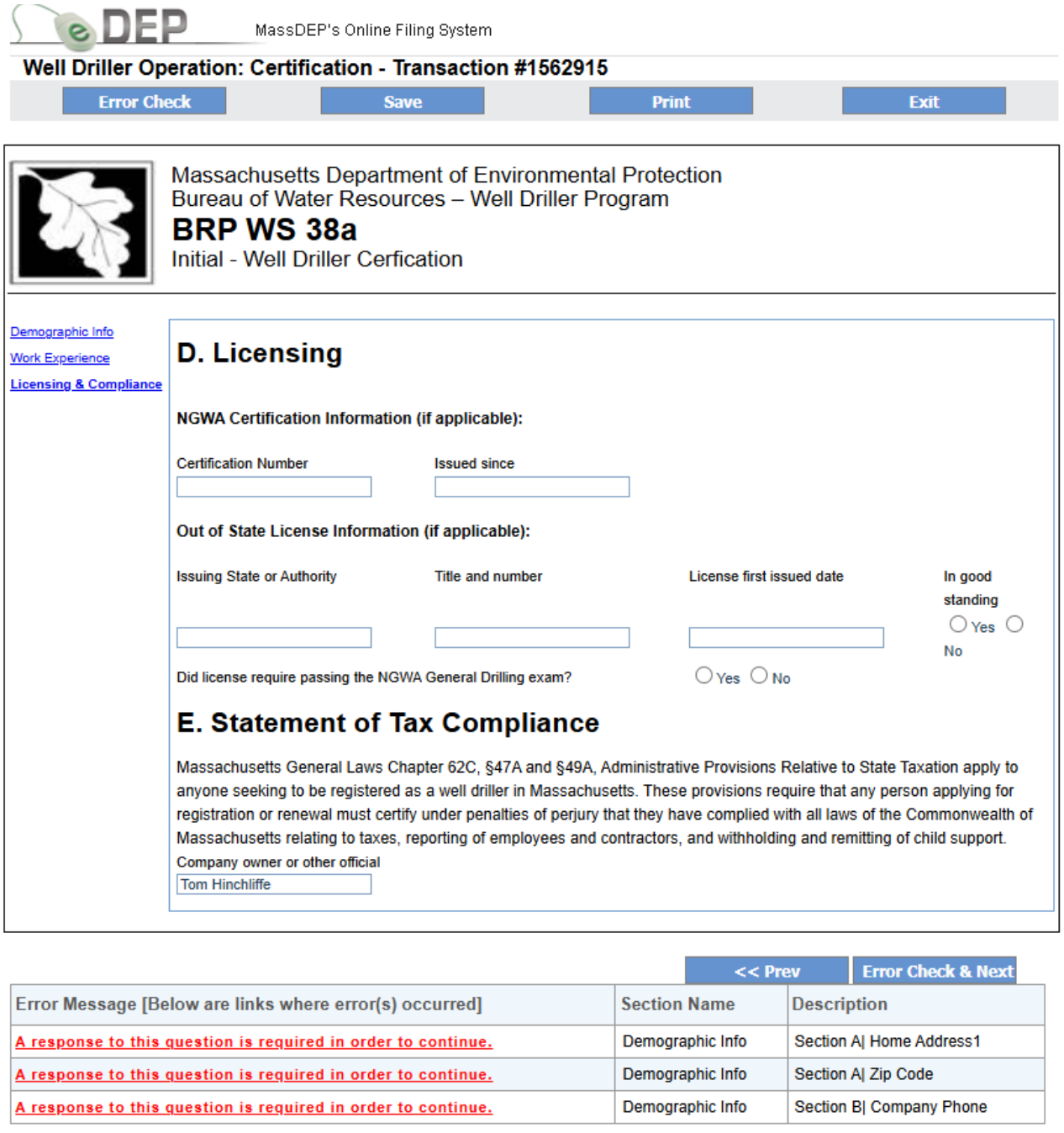

6. Correct any errors, return to this page, and click **Error Check & Next** again.

**NOTE:**

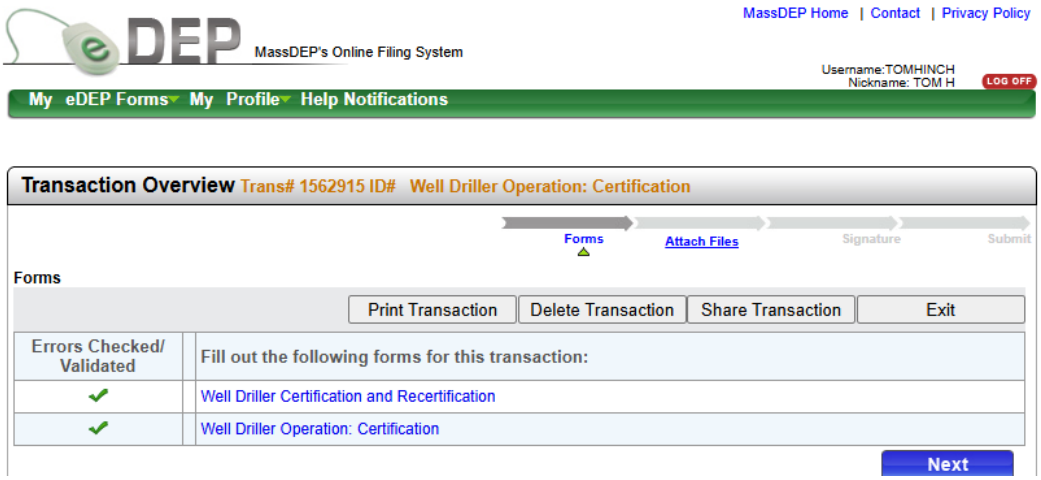
Do not use your browser's **Back** button to return to Sections A through C.

For more information, see Before you begin.

Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows.



If there are no errors, eDEP returns you to the **Forms** page:




Notice that there is now a ? next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in Attach supporting documents.

## STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").
**Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances**.

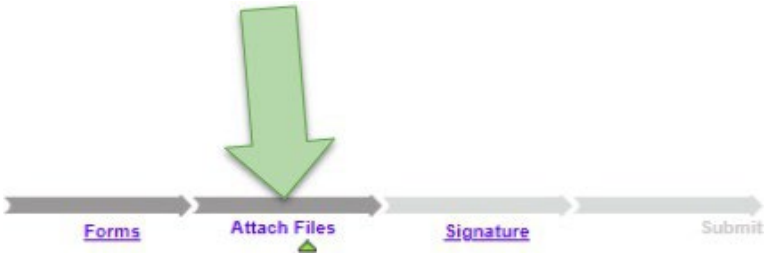
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

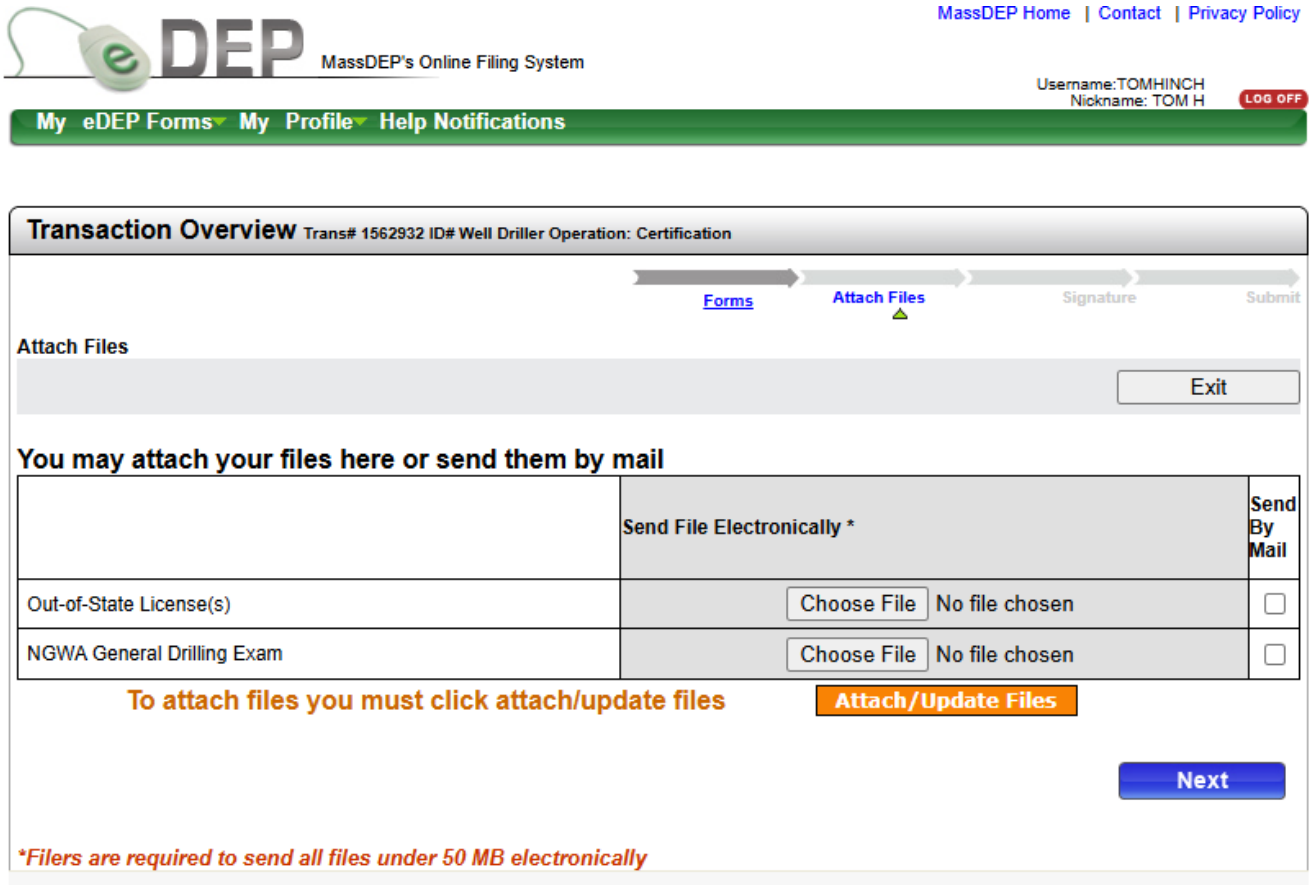
To attach files to your application:

1. Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

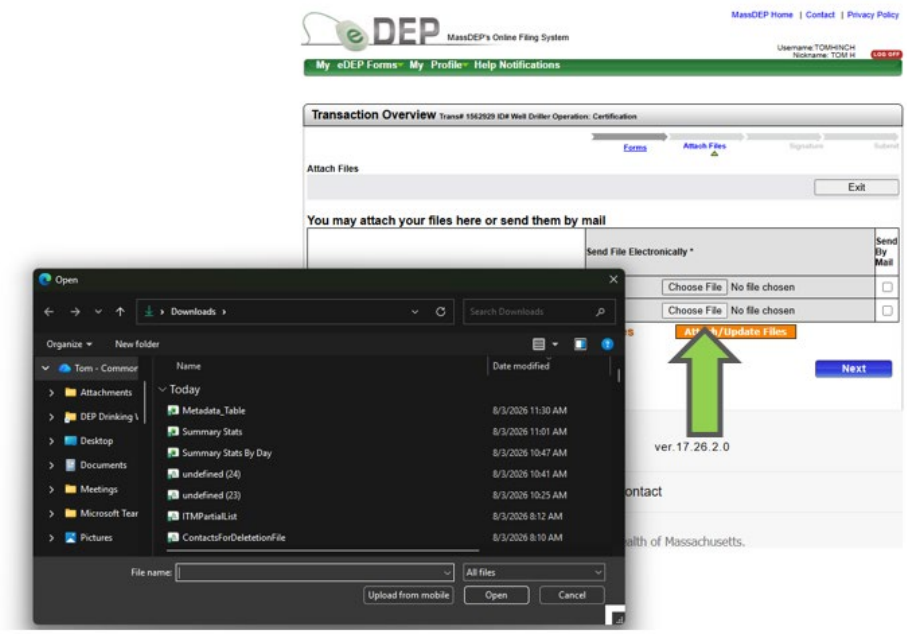
   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the
   **Attach Files** link in the transaction timeline:



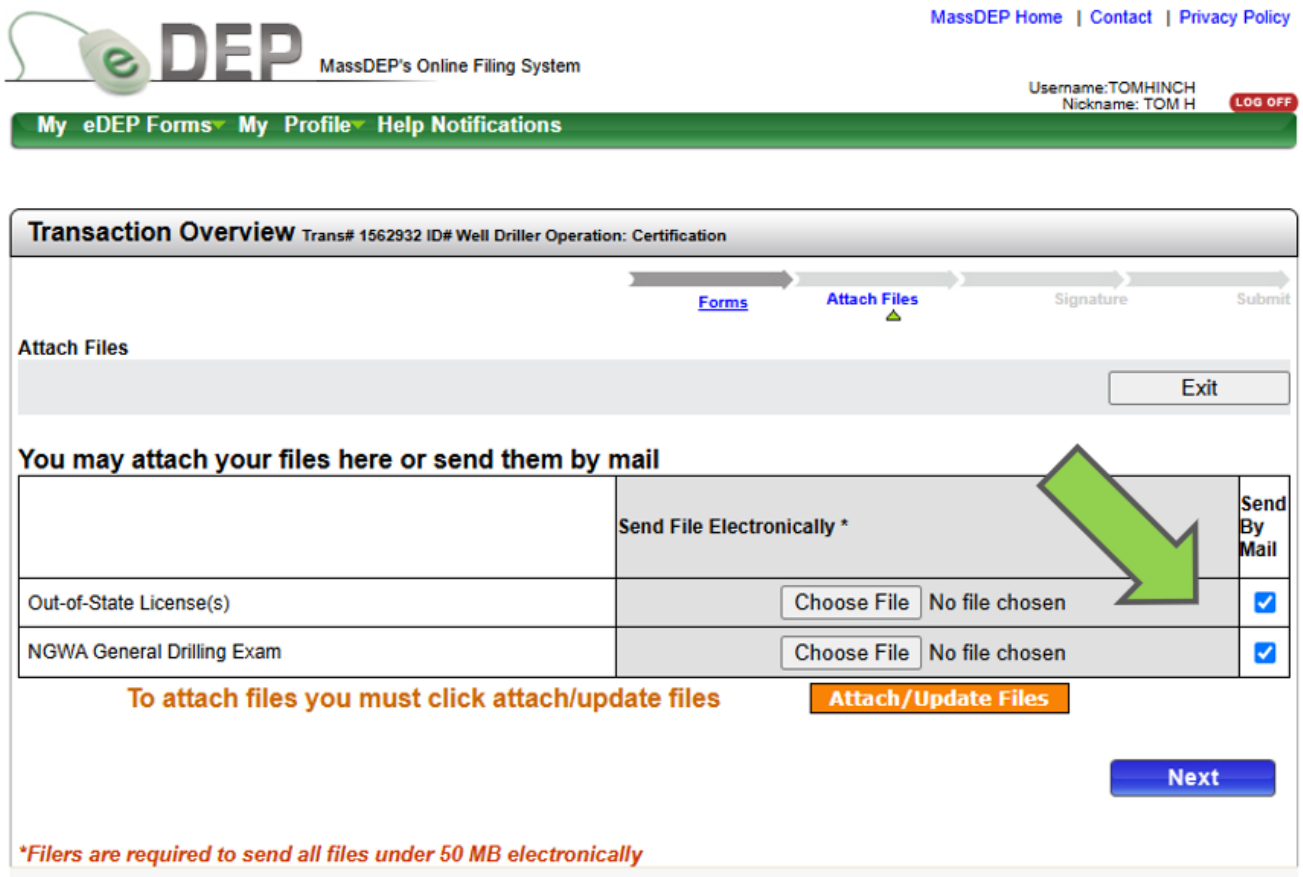

   If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid application processing delays**.
   Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



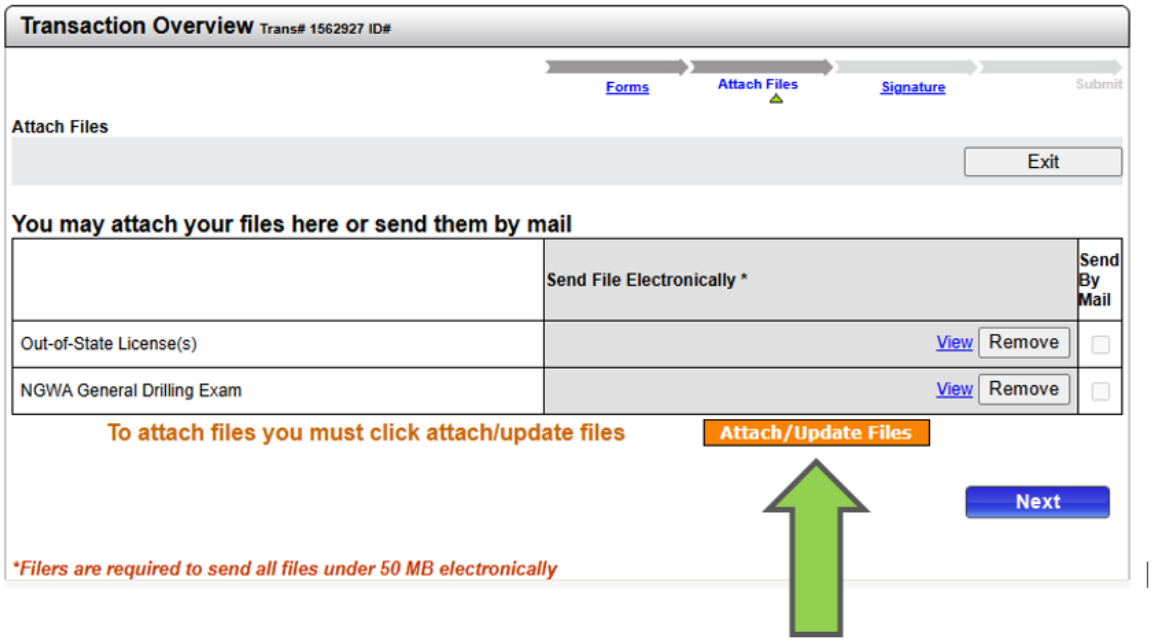

2 If you have a file to attach, select the Choose File button and select a file to attach:




3 Otherwise, check **Send By Mail (note that attaching electronic files is the preferred method)**:



4 When done attaching or choosing send by mail, be sure to click **Attach/Update Files**




When you're done attaching files, you might have a list that looks like the following:




Note that initial certifications typically do not require additional documentation.

5 Click **Next** and proceed to Step 4: Sign the certification statement.

Congratulations!

You have added files to support your application for initial certification. The next

step is to sign the certification statement.

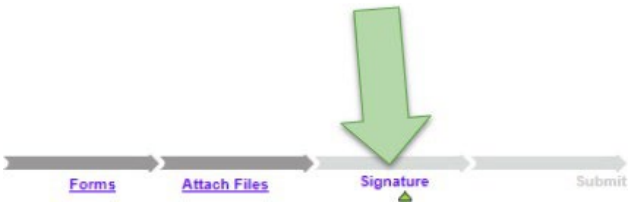
# STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

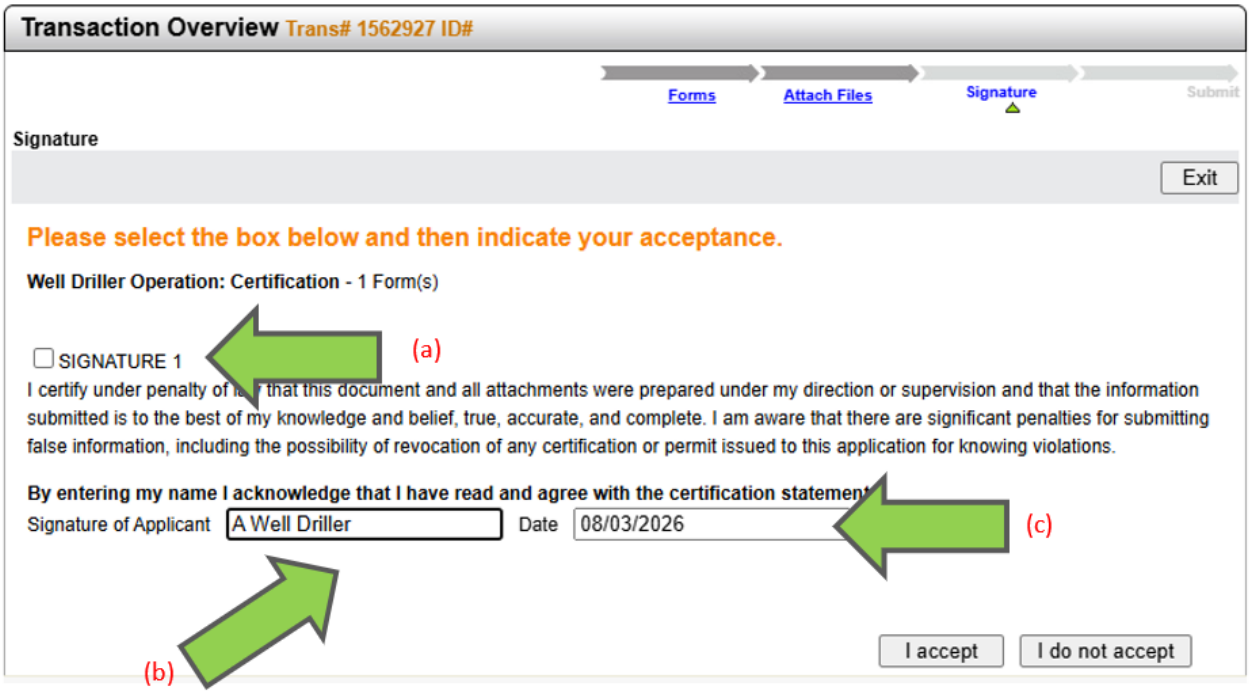
To sign and accept the certification statement:

5. Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:




The **Signature** page displays.

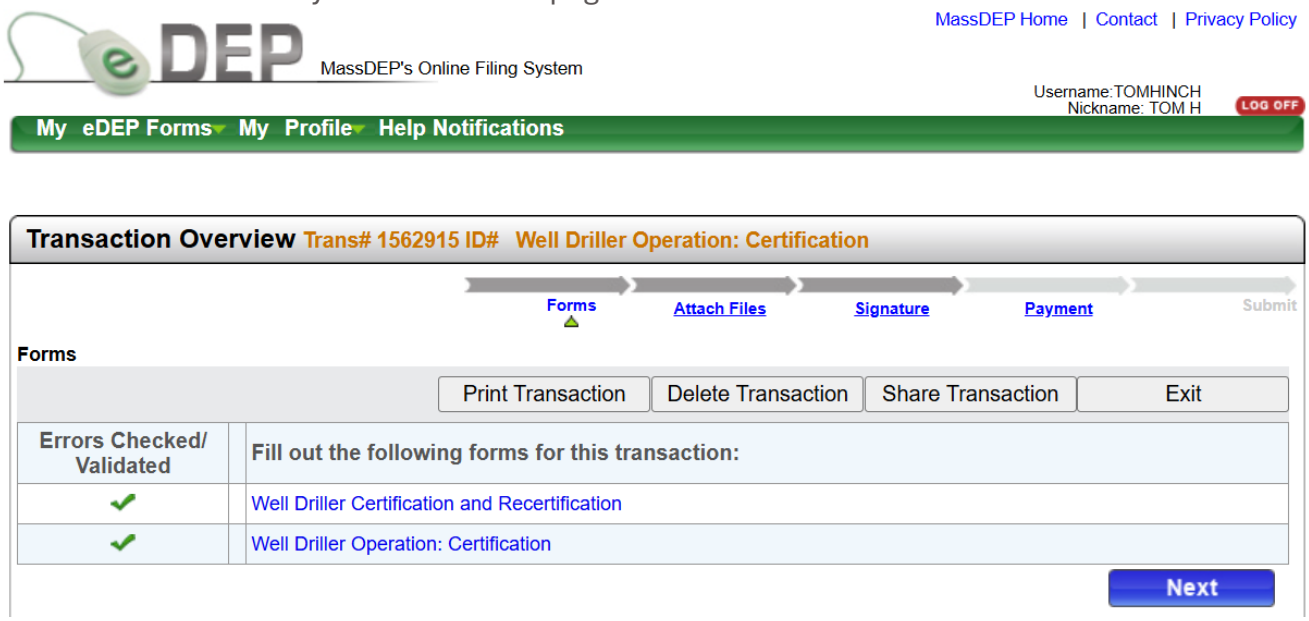



The arrows in the above image highlight the (a) **SIGNATURE 1** checkbox, (b) where

to sign your name, and (c) where to update the date

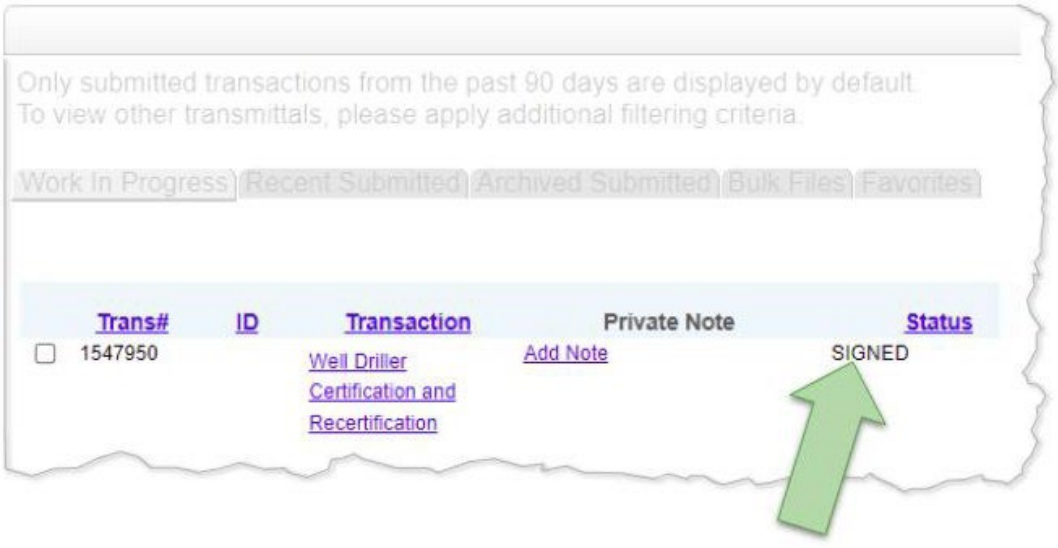
6. On the **Signature** page, select the **SIGNATURE 1** checkbox.
7. Enter your name in the **Signature of Applicant** field.
8. Click I accept .

eDEP returns you to the **Forms** page:




Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the Work In Progress tab on your "My eDEP" homepage, you would see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:




Congratulations!

You have successfully signed your certification statement. The next step is to pay the application fee.

# STEP 5 Pay application fee

The application fee is $400 for an initial General Well Driller Certificate – Reciprocity via Licensure. This fee is non-waivable. For more information, see 310 CMR 46.03 (4).

## Before You Begin

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.
For more information, see Allowing pop-up windows.

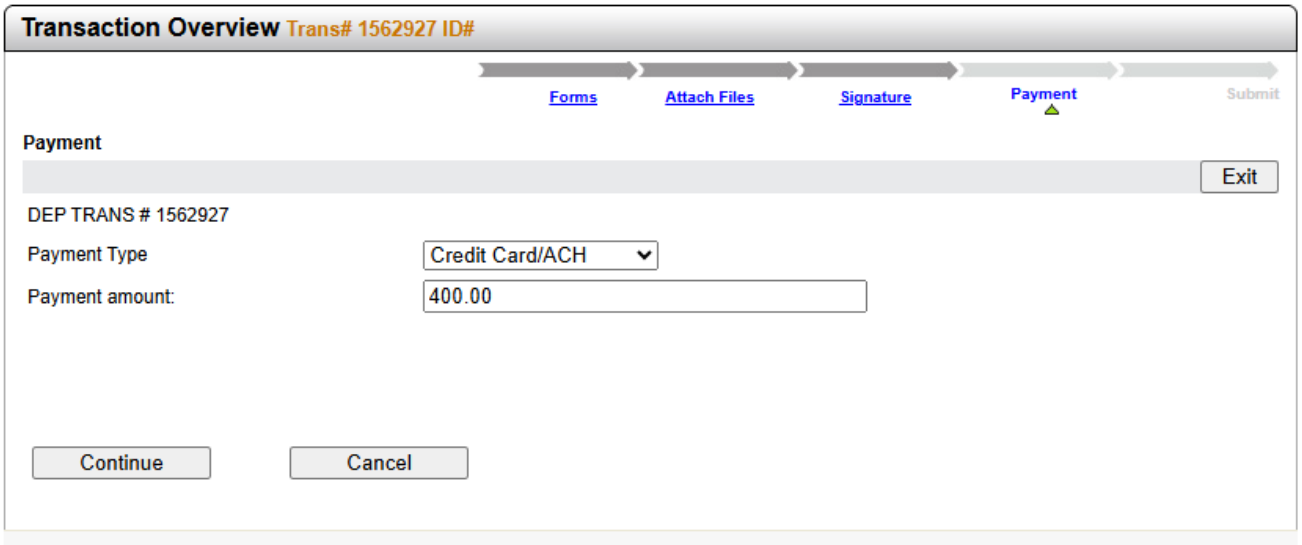
To pay the application fee:

1 From the **Forms** page, click **Next** to navigate to the **Payment** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:




eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:

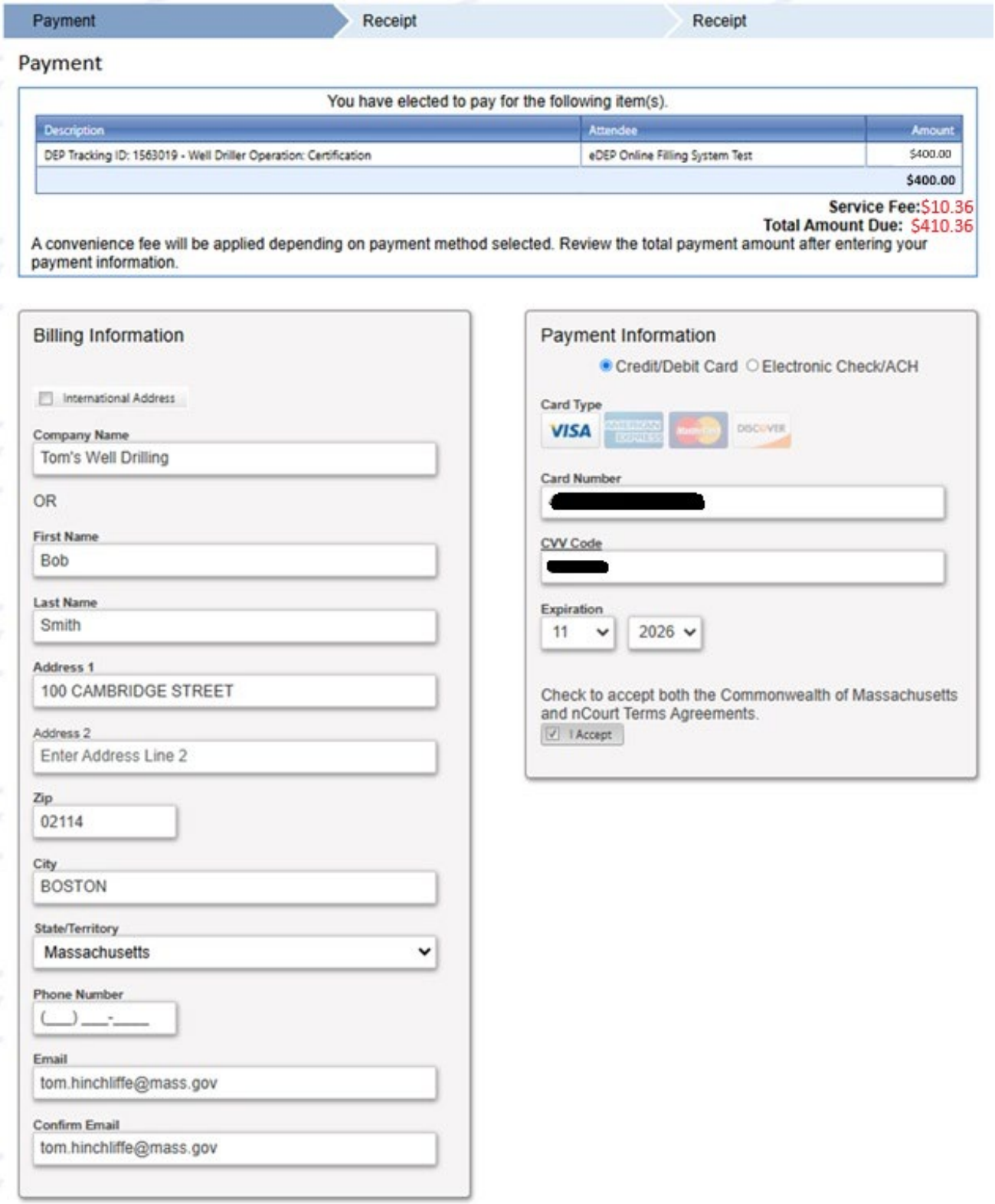



The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

2 Click Continue.

eDEP launches the payment process in a new browser window. This process is

managed by nCourt:




If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see Allowing pop-up windows.

3 On the nCourt **Payment** page, fill out the **Billing Information** section. Enter

*either* the name of your company or your first and last name. If you enter both, you'll get an error.

**NOTE:**

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see Allowing pop-up windows.

Note that the following fields are required:

a. **Company Name** OR **First/Last Name**
b. **Address 1**
c. **ZIP Code**
d. **City**
e. **Phone Number**
f. **Email** (and its confirmation)

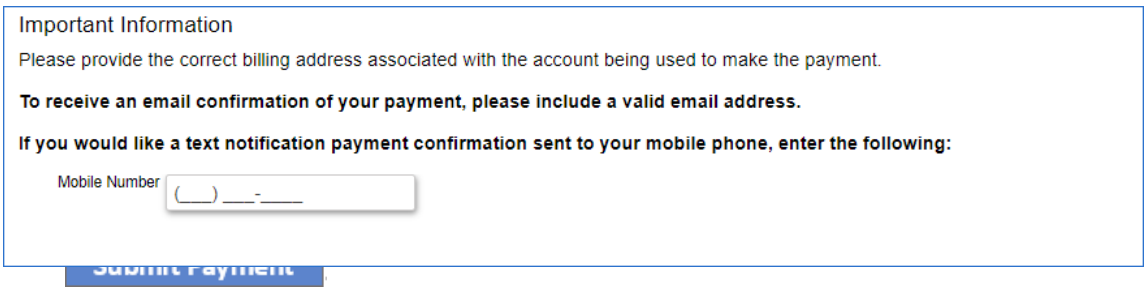
4 In the **Payment Information** section, select one of the following payment options:

a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.

5 Enter your credit card's or bank/account's details.

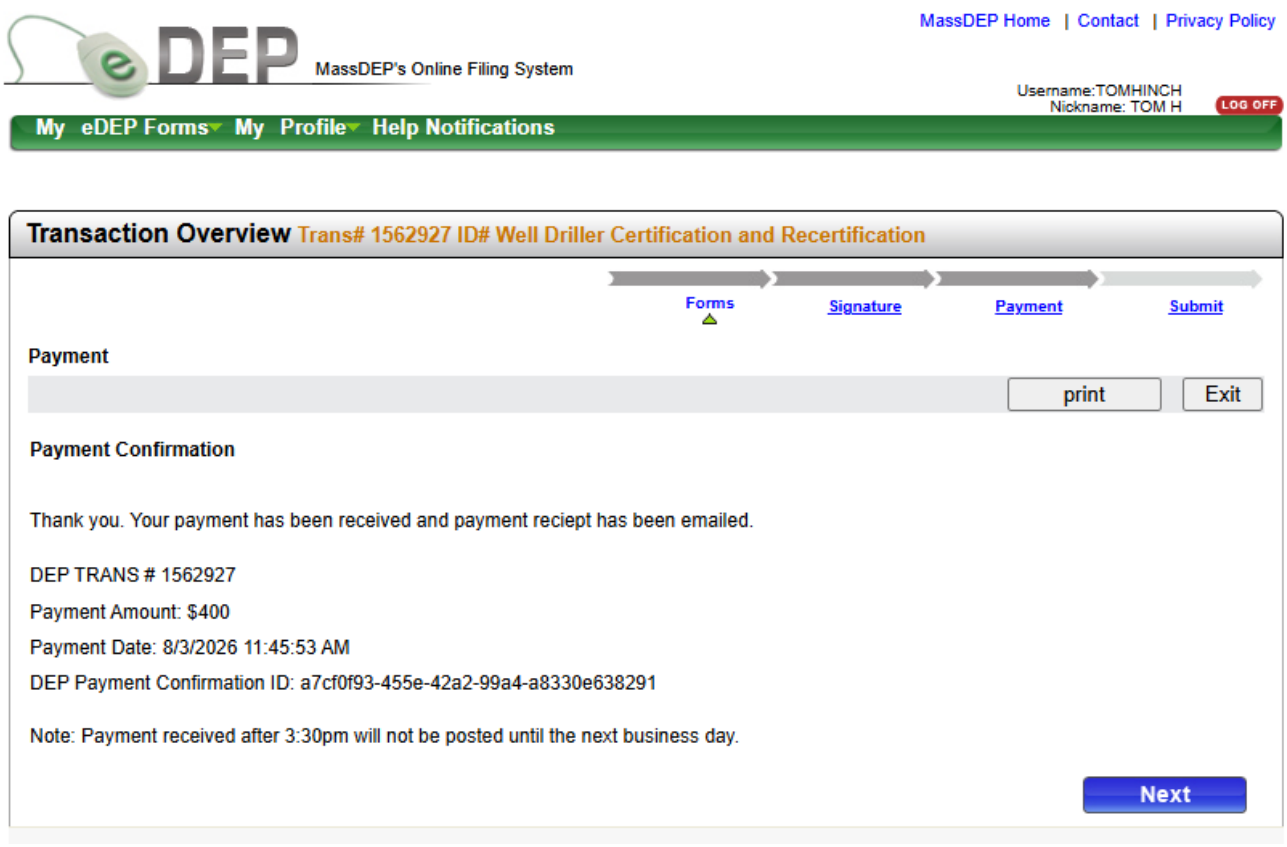
6 Under the payment details, check ☐ I Accept to acknowledge that you have read and understand the terms of the payment.

7 If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCourt will send you an email receipt automatically):




8 Click .

If the payment was successful, eDEP displays the **Payment Confirmation** page:




Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in Send transaction for review.

# STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

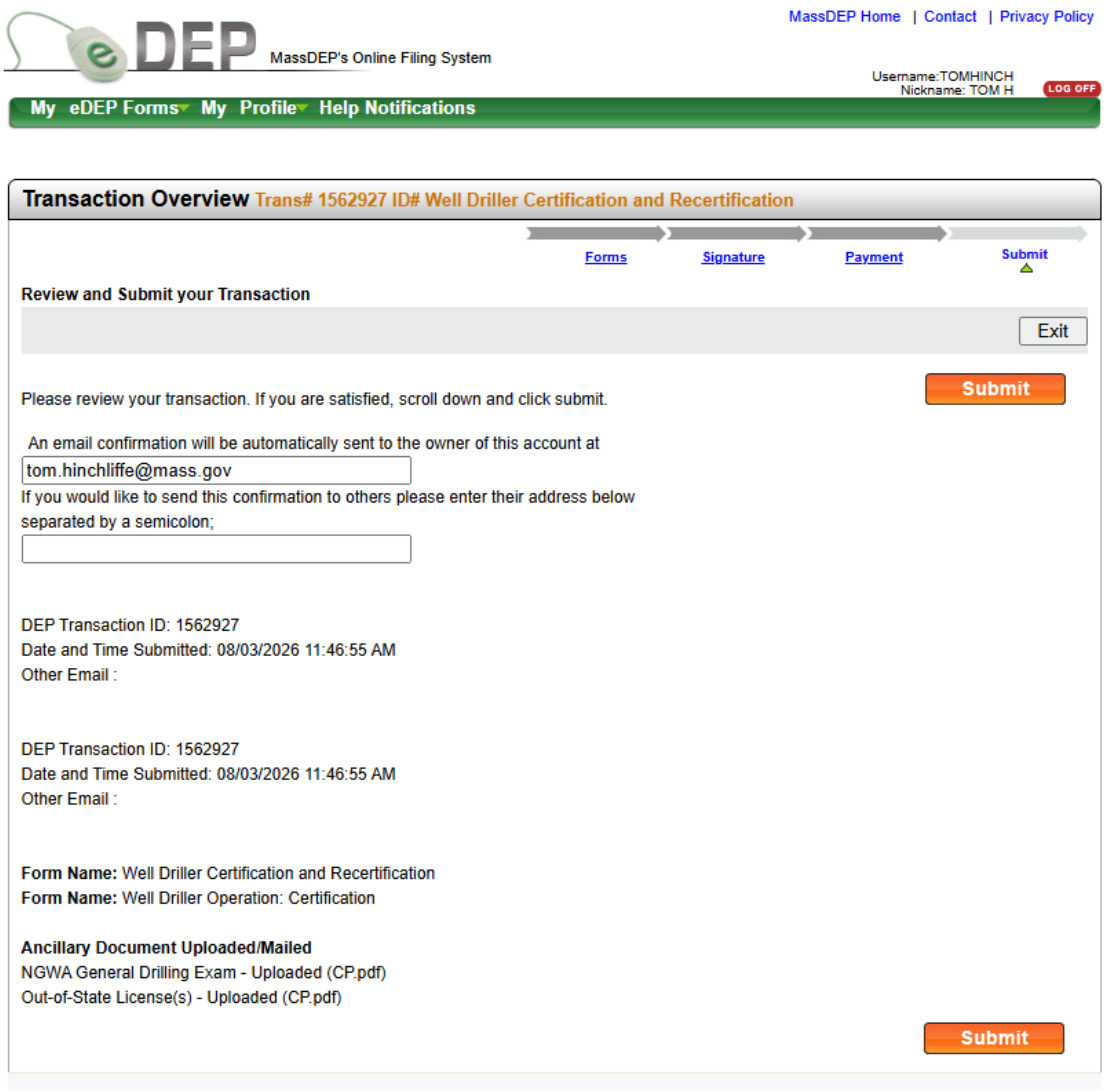
To send your transaction for review:

1 From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:



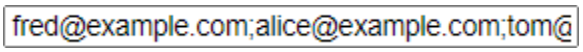

eDEP displays the **Review and Submit your Transaction** page:




2 *Carefully* review the information on this page.

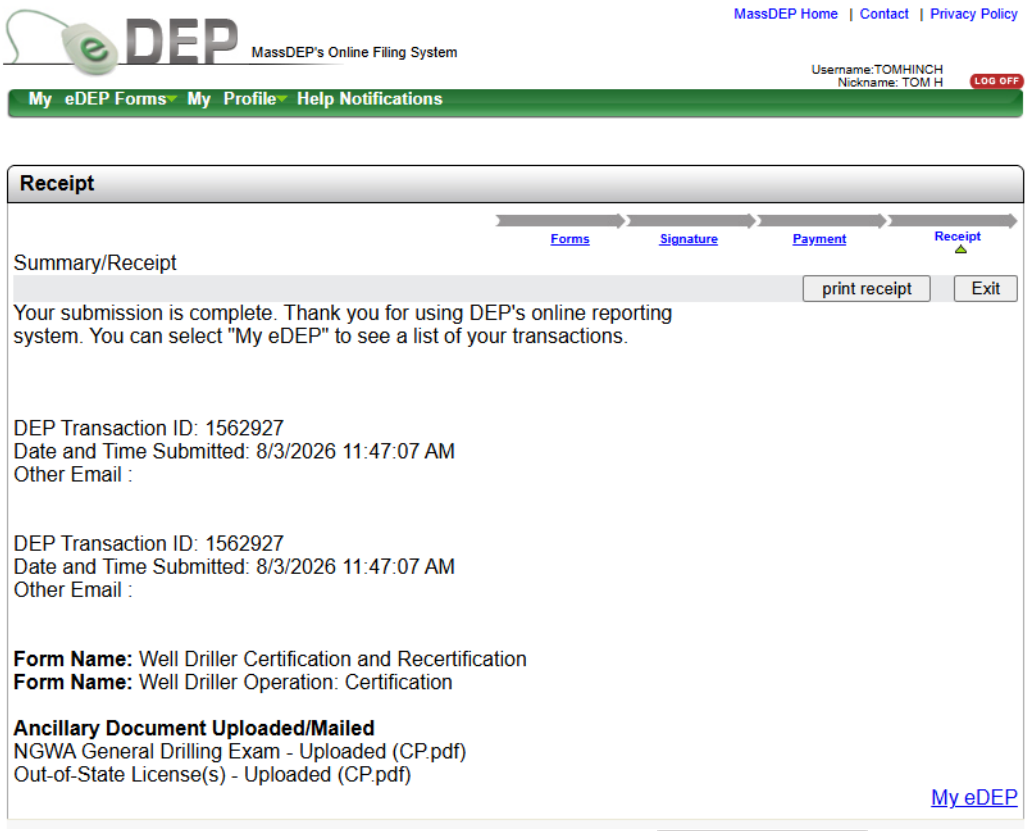
3 Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

If you enter more than one email address, separate them with semi-colons, as the following example shows:




4 Click Confirm.

Your submittal has been sent for review. eDEP displays the Receipt page:




5 Optionally print the receipt by clicking Print Receipt or taking a screenshot of the page.

## Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.

# General Well Driller Certificate – Reciprocity via NGWA Certificate + 1-yr MA Experience

**Note: this certification pathway is intended for applicants with at least 2 years of experience in another state that does not have comparable licensing/certification requirements to MA. It is not intended for applicants with 3 years of experience working in MA; those applicants should apply via the "General Well Driller Certificate – Standard" application type (see above).**

## STEP 1 Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

**NOTE:**

Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see Before you begin.

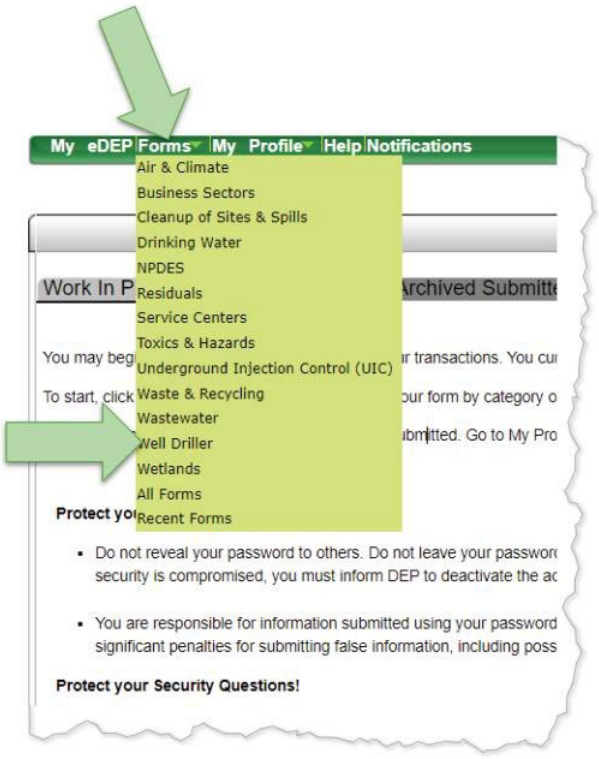
The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

1. Log in to the eDEP Online Filing system.

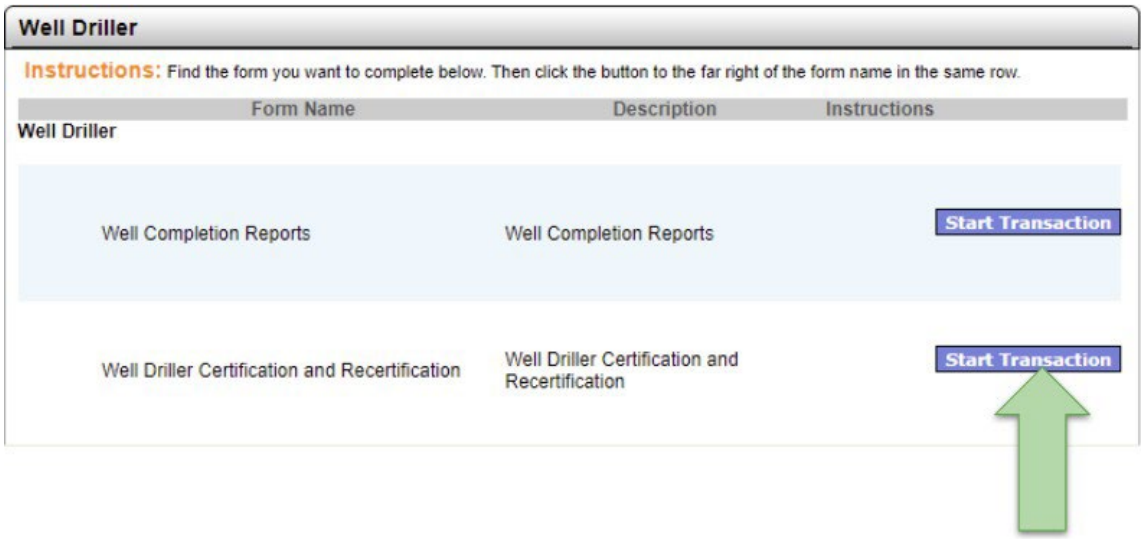
   For more information, see Logging in to your eDEP account.

2. Select **Forms > Well Driller**:

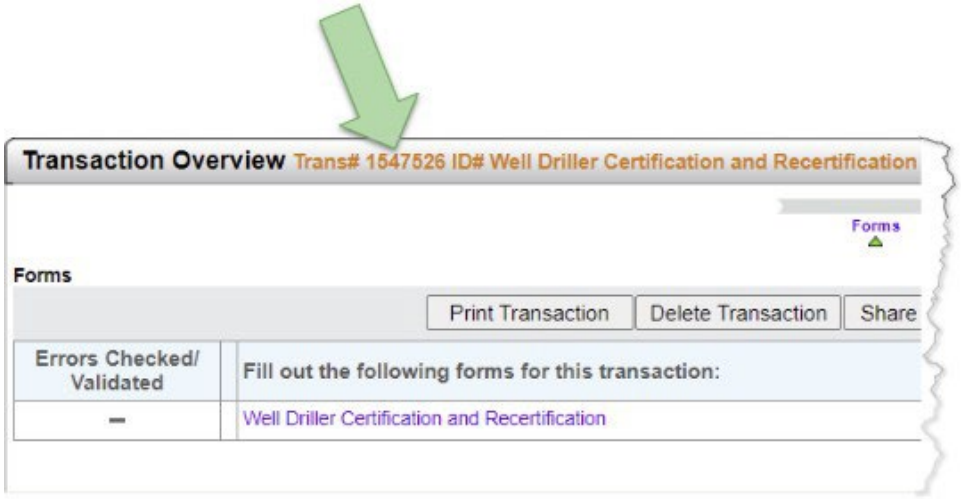



eDEP displays the **Well Driller** page.

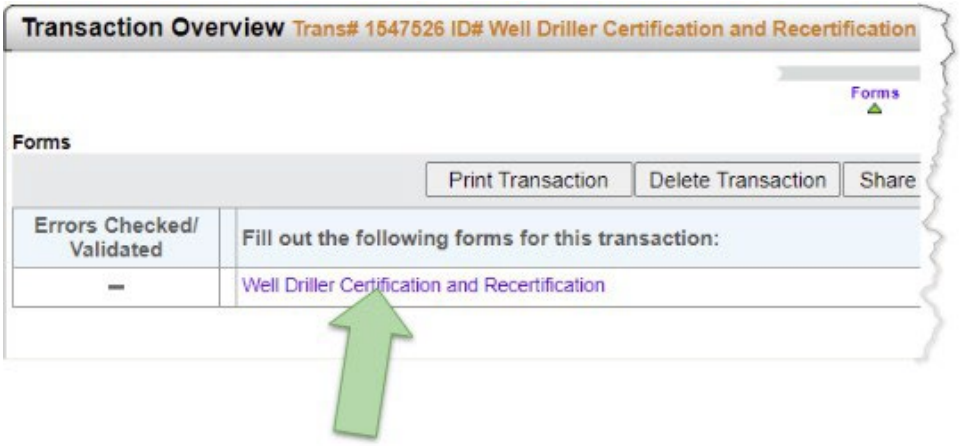
3 Click **Start Transaction** next to "Well Driller Certification and Recertification":



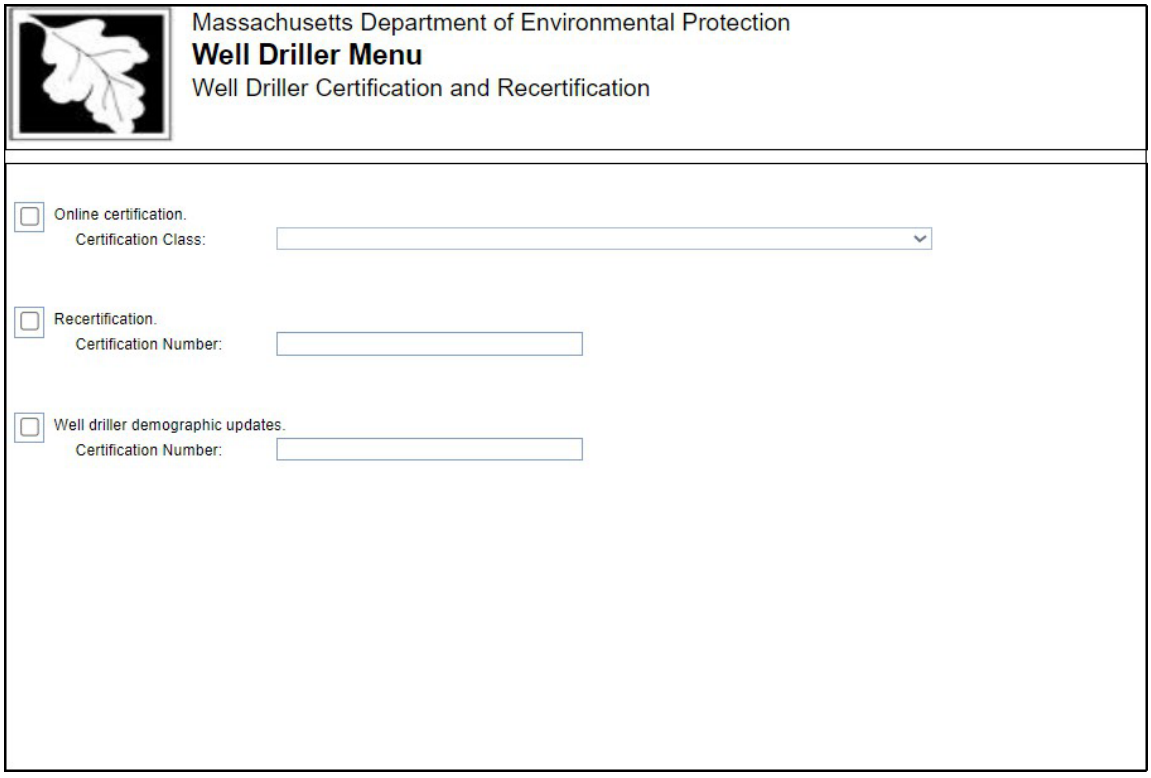
eDEP creates a new transaction and displays the **Forms** page. Notice that eDEP assigned the new transaction a unique number:




Click **Next** on the "Well Driller Certification and Recertification" form.



The **Well Driller Certification and Recertification** form displays:

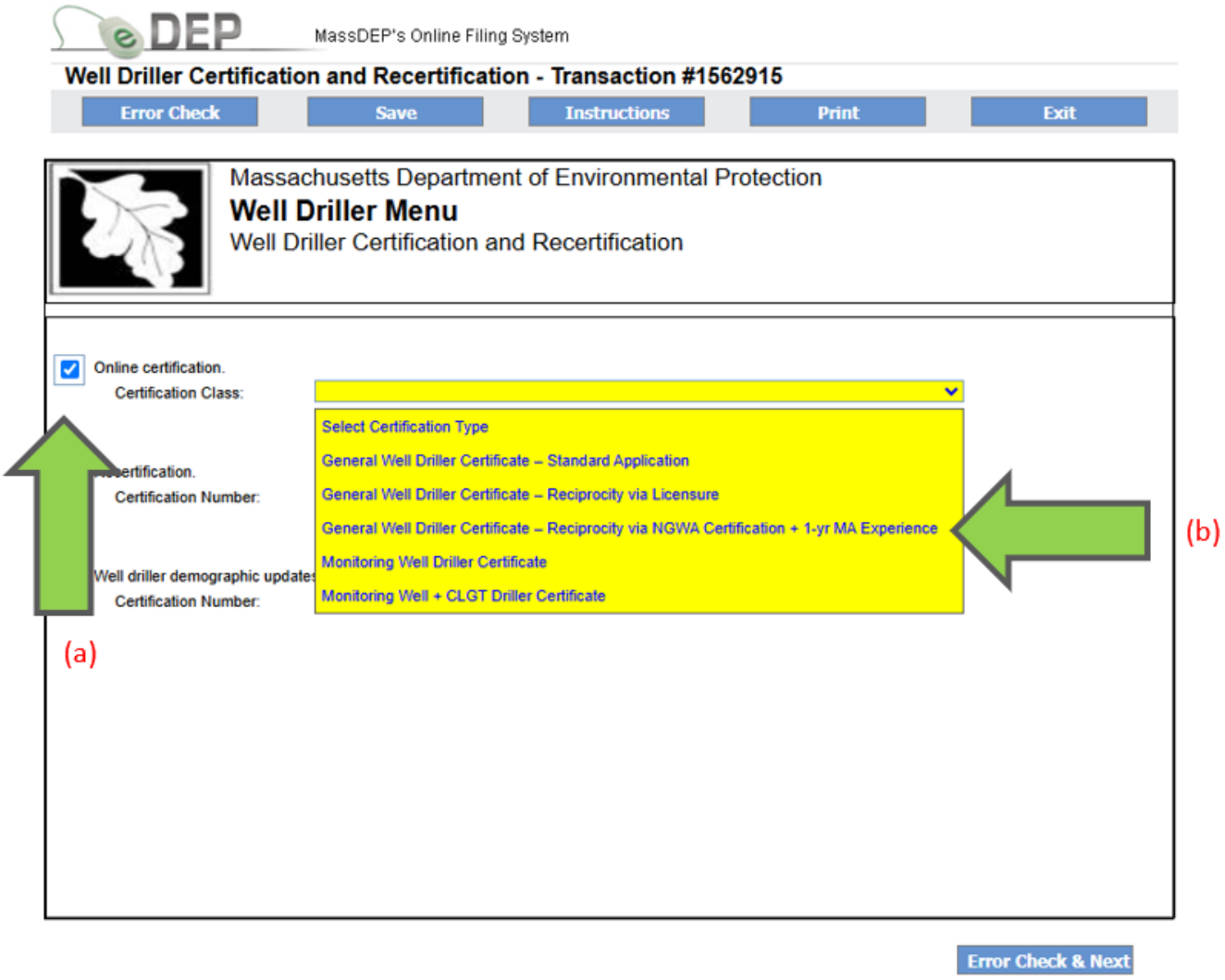



This is a simple form in which you choose the type of certification that you are applying for.

4 Because you are applying for initial certification

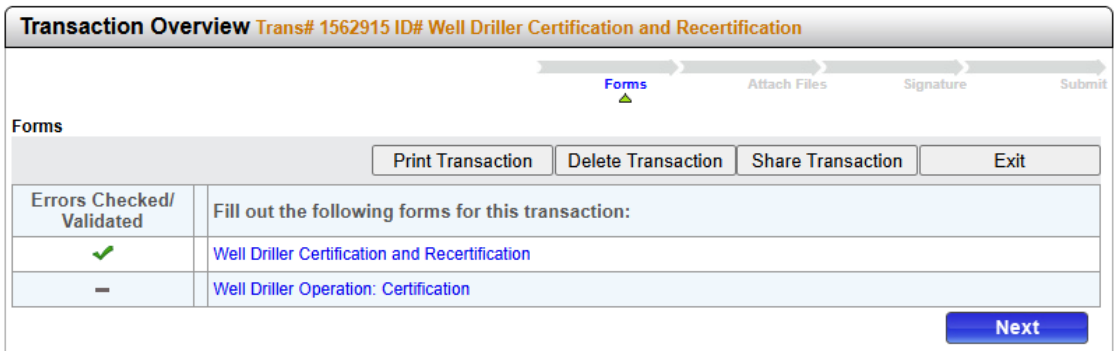
   a. Select the **Online certification** checkbox and

   b. Select the certification application type that applies to you from the dropdown menu:




In this case choose General Well Driller Certificate – Reciprocity via NGWA Certificate + 1-yr MA Experience.

5 Click **Error Check & Next**.




Congratulations!

You have created a new transaction and successfully filled out the first form. The next step

is to fill out the main application form.

## STEP 2 Fill out the forms

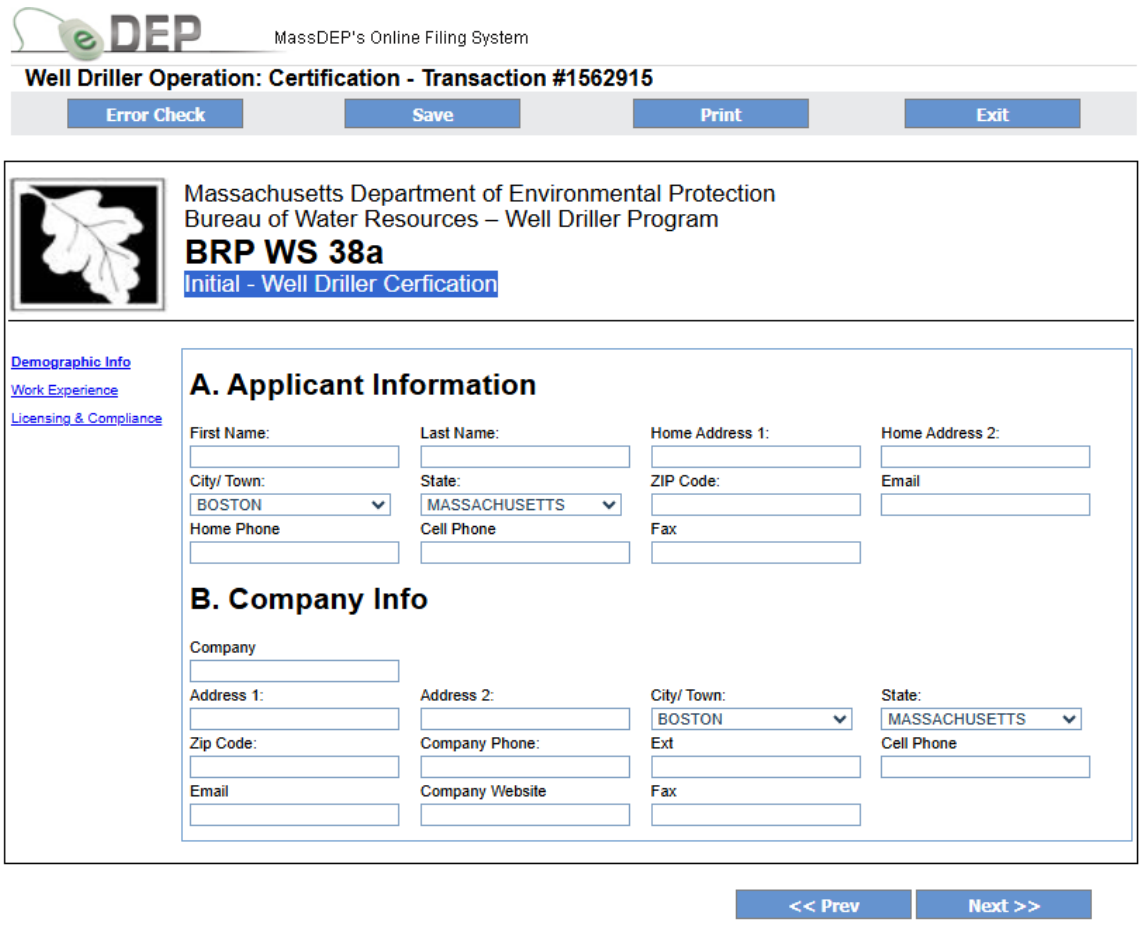
After you create a new transaction, you must enter information in the *Initial – Well Driller Certification* form using the eDEP Online Filing System ("eDEP").

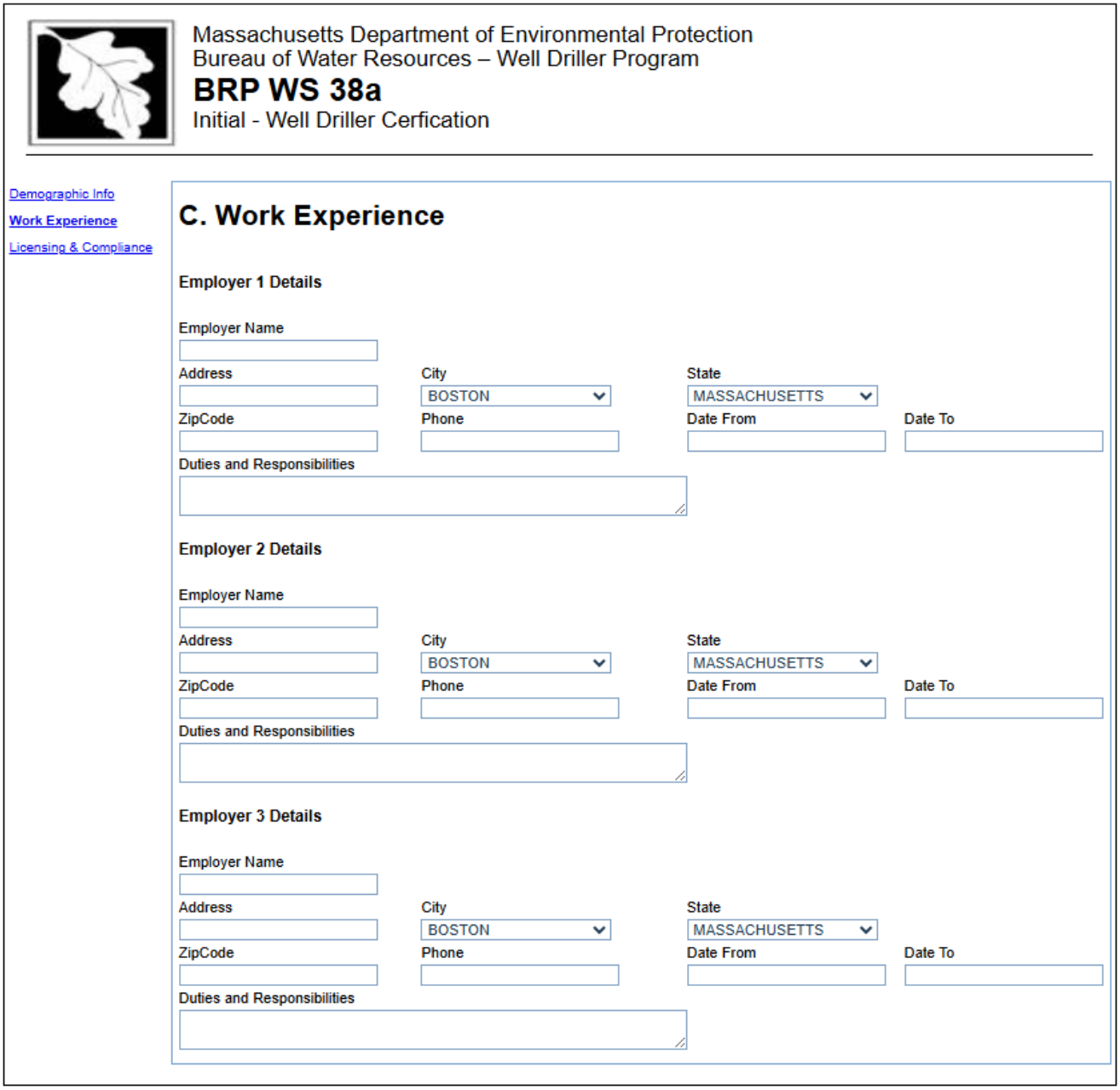
**To fill out the** *Initial – Well Driller Certification* **form:**

1 From the **Forms** page, click **Next**.

If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

The *Initial – Well Driller Certification* form displays:





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## C. Work Experience

**Employer 1 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 2 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

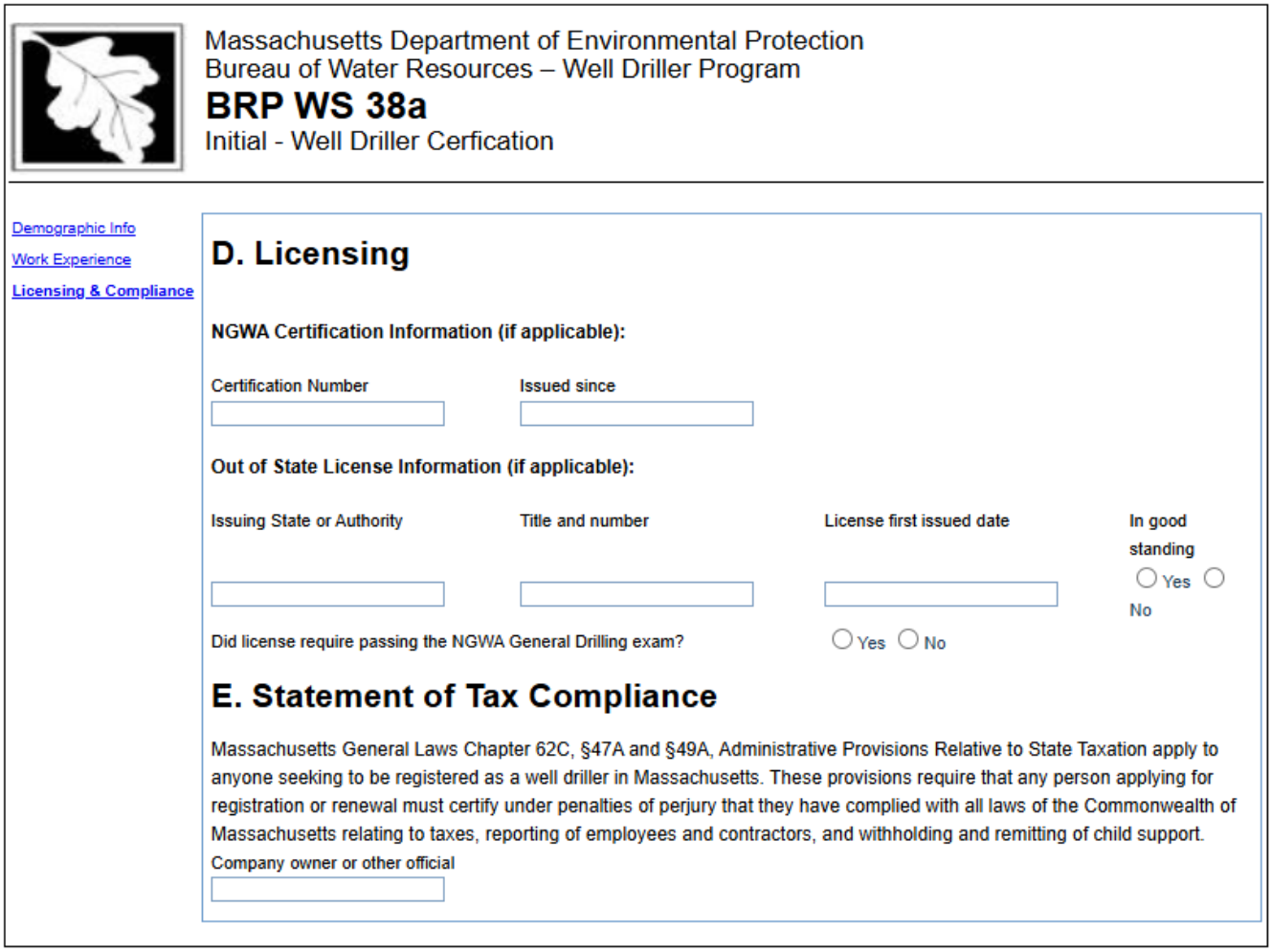
**Employer 3 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities




The *Initial – Well Driller Certification* form has the following sections:

A: Driller Information

B: Company Information

C: Work Experience

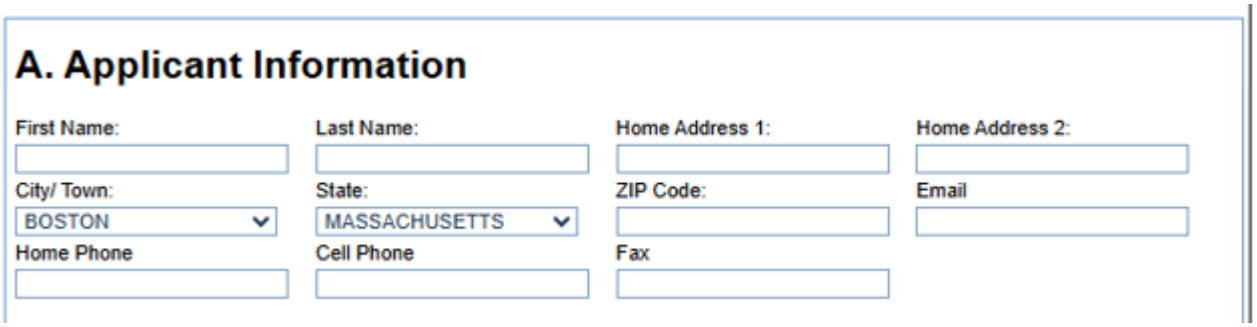
D: Licensing

E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.

## A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:




You cannot change the **Certification Number**, **Driller Type**, **First Name** or **Last Name** fields. The fields that you *can* change in this section are:

- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)
- Fax (not required)

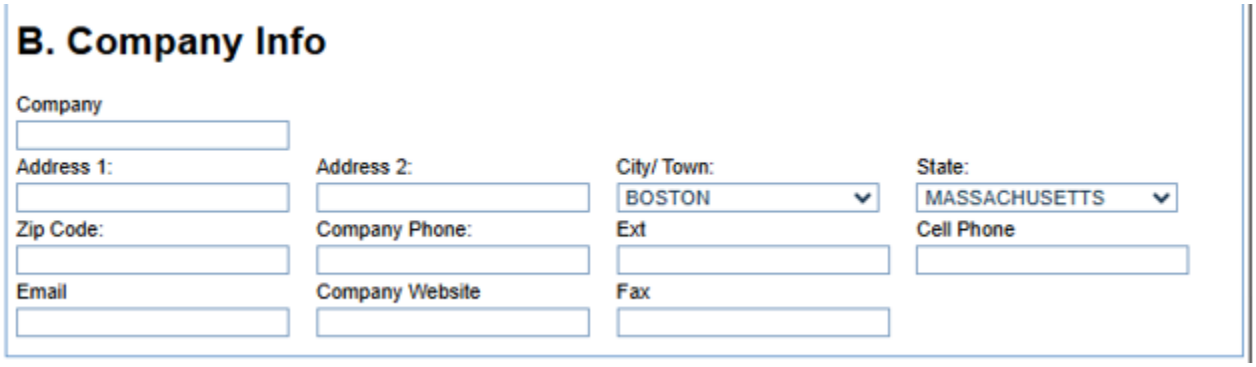
You are required to select your **Preferred Mailing Address** (home or company) and your **Email Preference** (home or company, if applicable).

## B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form.

All fields except **Address 2, Company Website, Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter "self-employed" in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.




## C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the "Employer 1 Details" subsection are required.

Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## C. Work Experience

**Employer 1 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 2 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 3 Details**

Employer Name

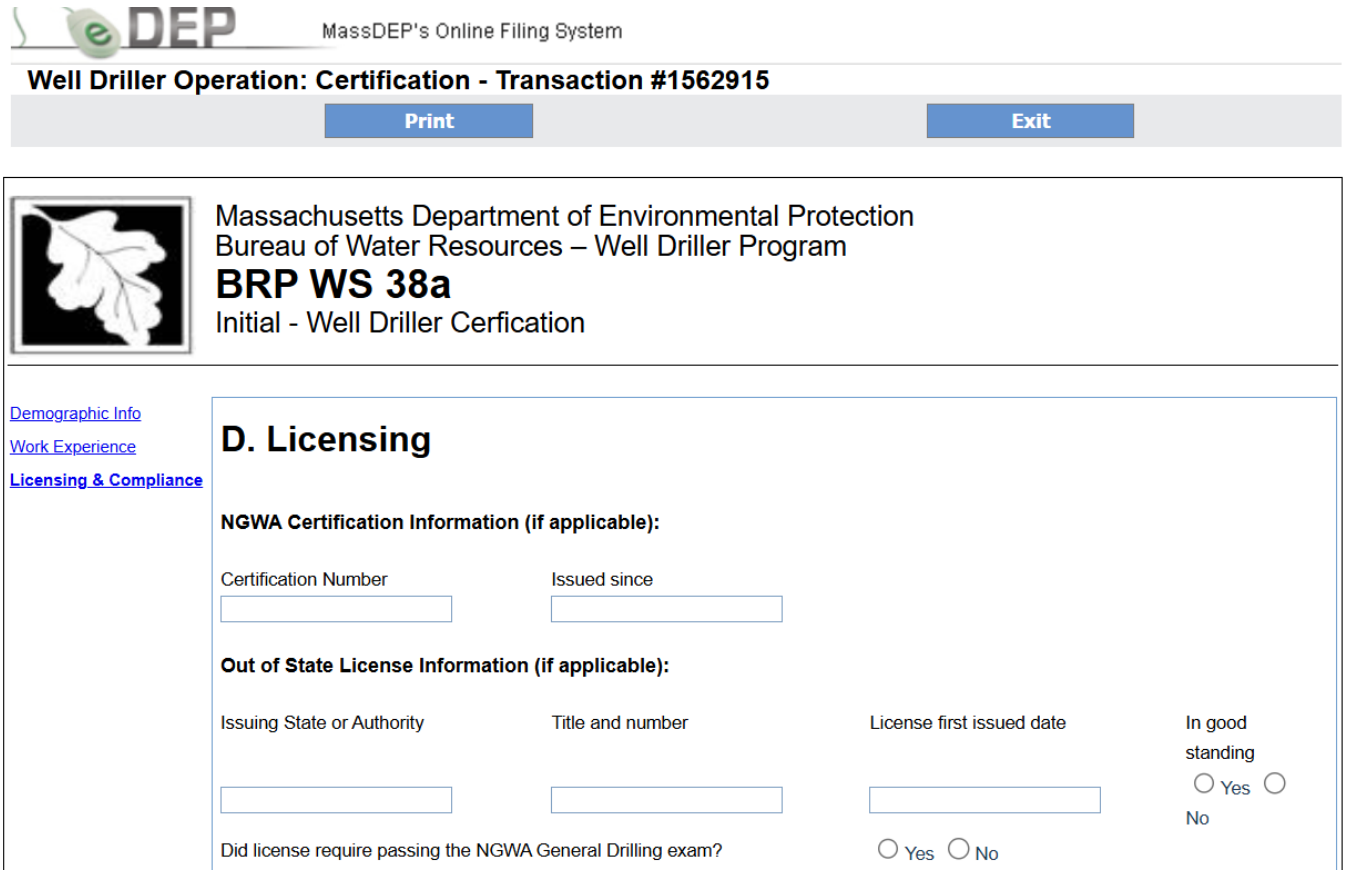
Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

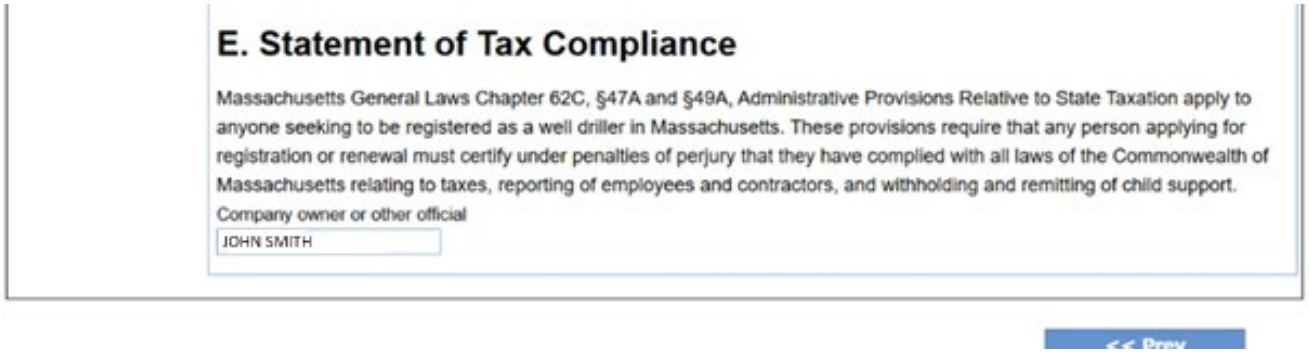
## D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.




## E: Statement of Tax Compliance

Enter the name of your company owner or other official in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form.



## Validating your application

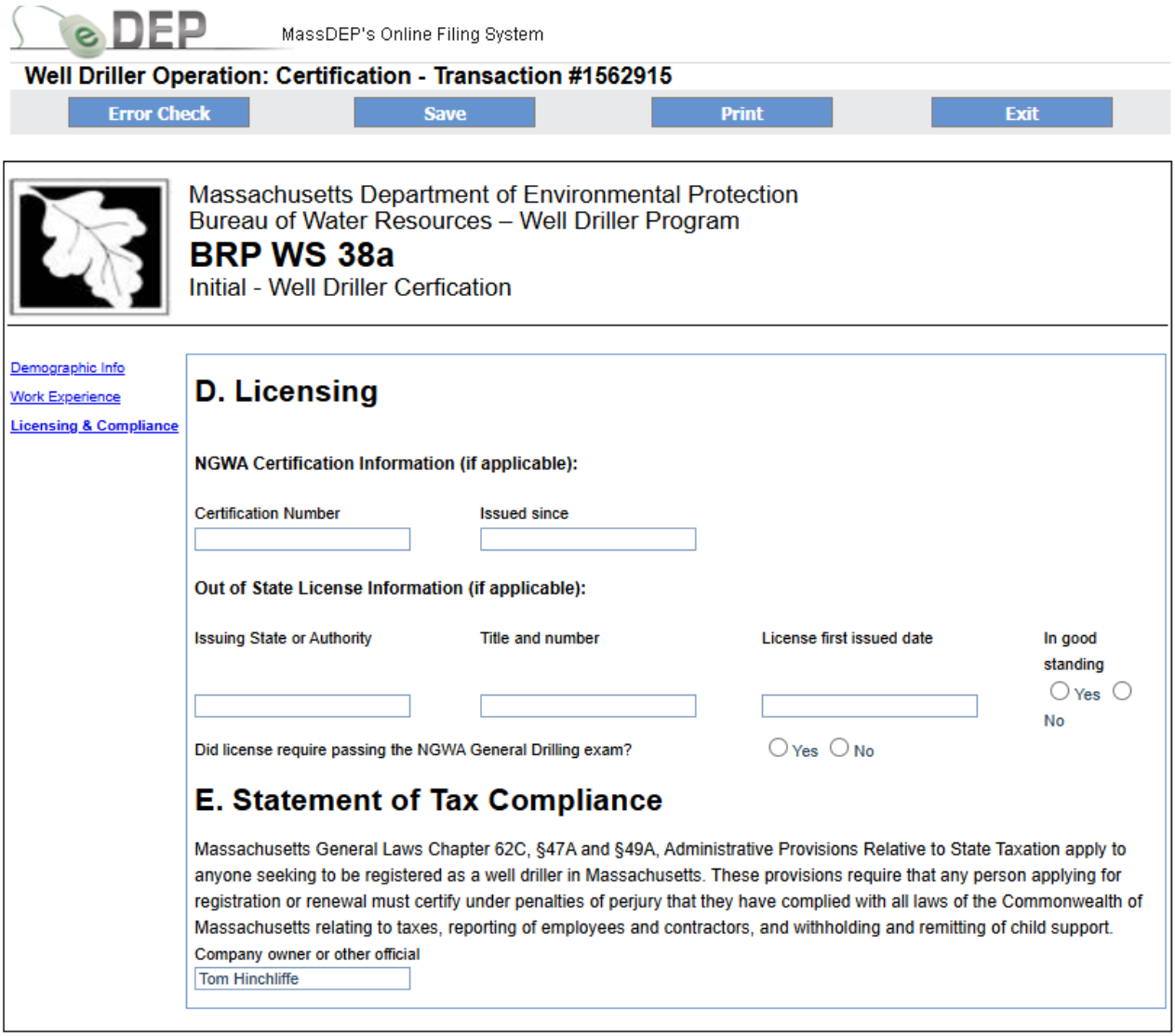
After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

1. Click **Error Check & Next** at the bottom of the form.

   eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

2. If there are any errors in Sections A through E, eDEP reports them in red at the bottom of the page below Section E:



eDEP MassDEP's Online Filing System

**Well Driller Operation: Certification - Transaction #1562915**

Error Check | Save | Print | Exit

Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## D. Licensing

**NGWA Certification Information (if applicable):**

Certification Number | Issued since

**Out of State License Information (if applicable):**

Issuing State or Authority | Title and number | License first issued date | In good standing ○ Yes ○ No

Did license require passing the NGWA General Drilling exam? ○ Yes ○ No

## E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev | Error Check & Next

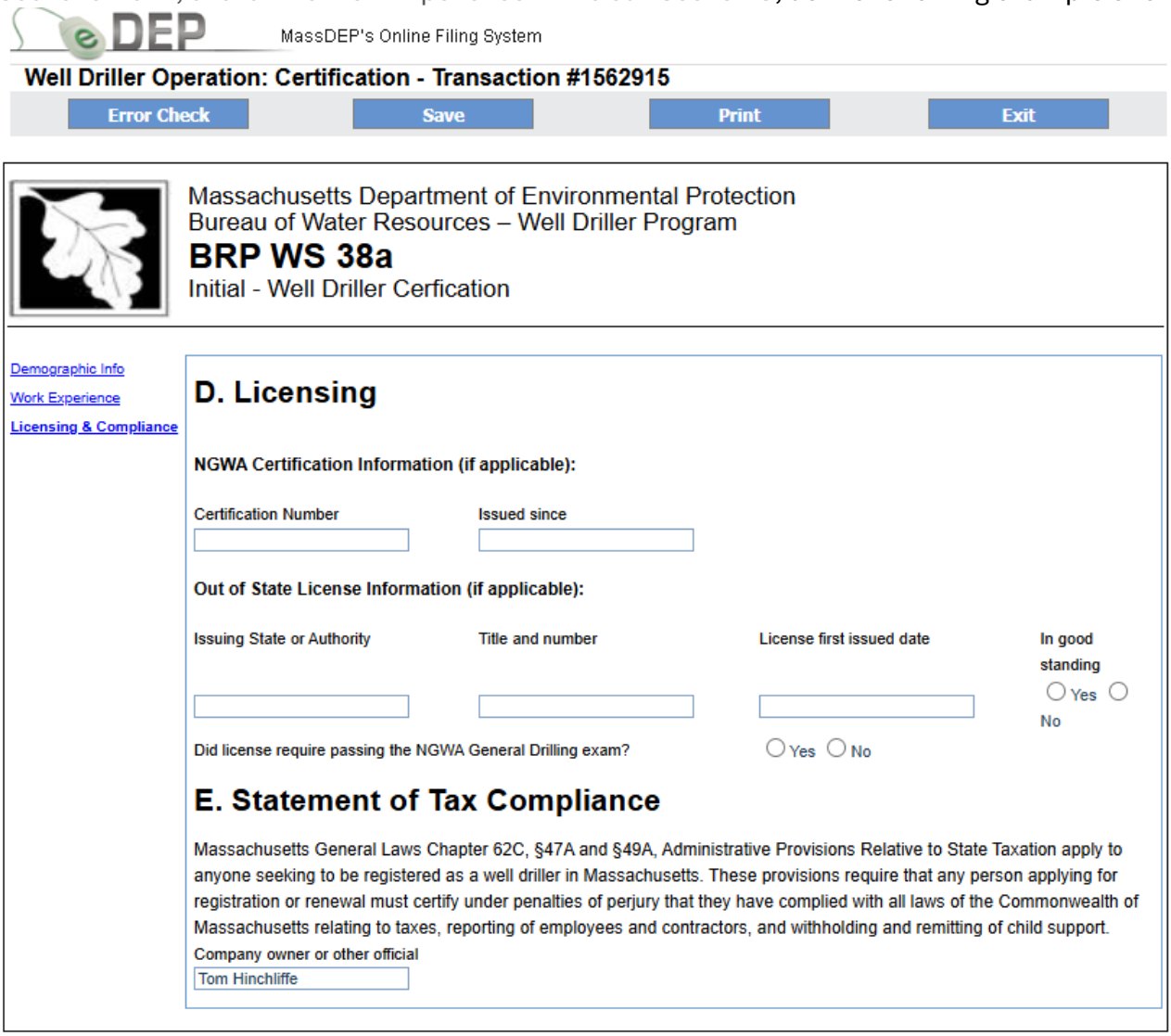
| Error Message [Below are links where error(s) occurred] | Section Name | Description |
|---|---|---|
| A response to this question is required in order to continue. | Demographic Info | Section A\| Home Address1 |
| A response to this question is required in order to continue. | Demographic Info | Section A\| Zip Code |
| A response to this question is required in order to continue. | Demographic Info | Section B\| Company Phone |

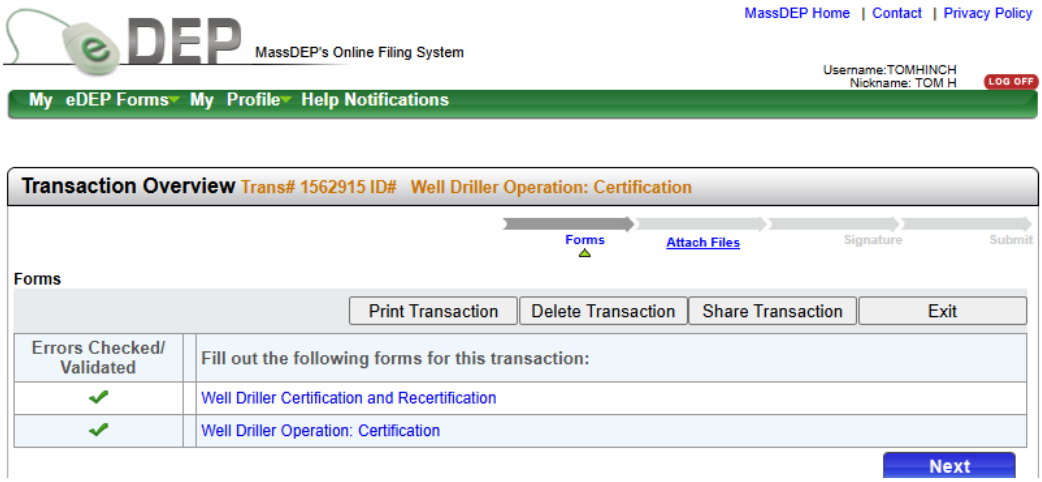
3 Correct any errors, return to this page, and click **Error Check & Next** again.

**NOTE**

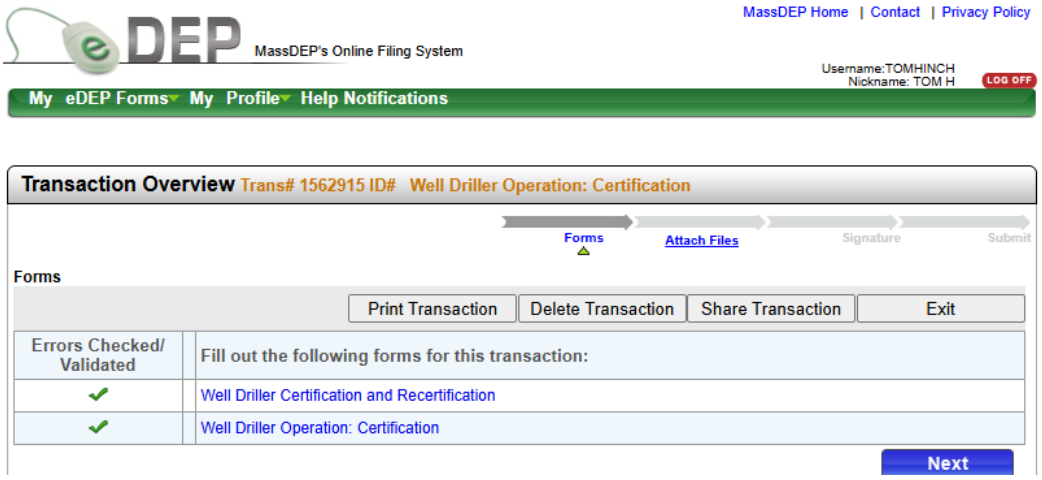
Do not use your browser's Back button to return to Sections A through D.

Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows:






If there are no errors, eDEP returns you to the **Forms** page:




Notice that there is now a next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in Attach supporting documents.

# STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

**Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances.**

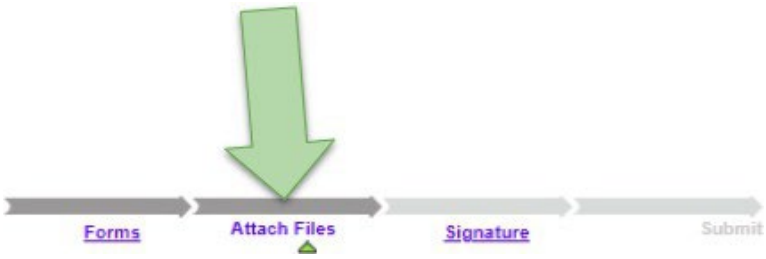
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

To attach files to your application:

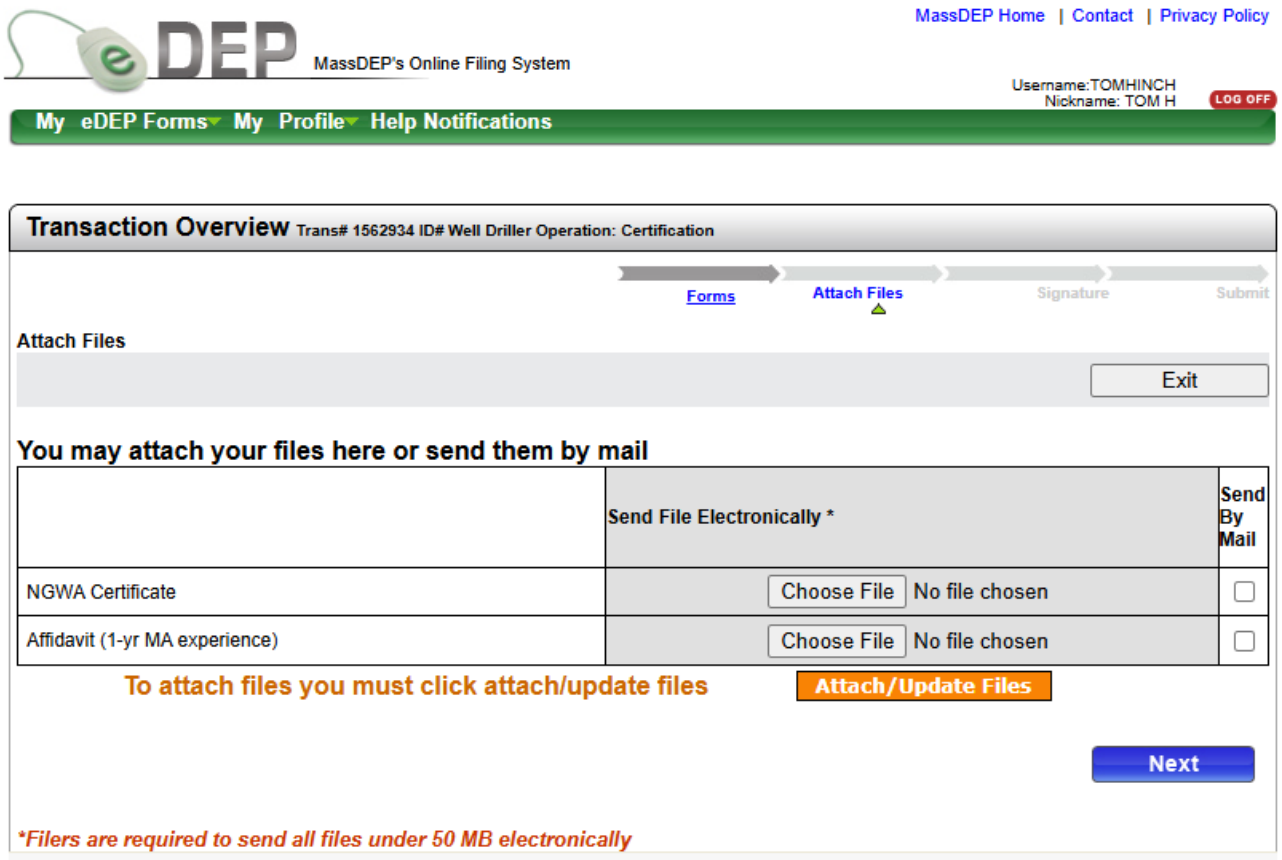
1 Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:

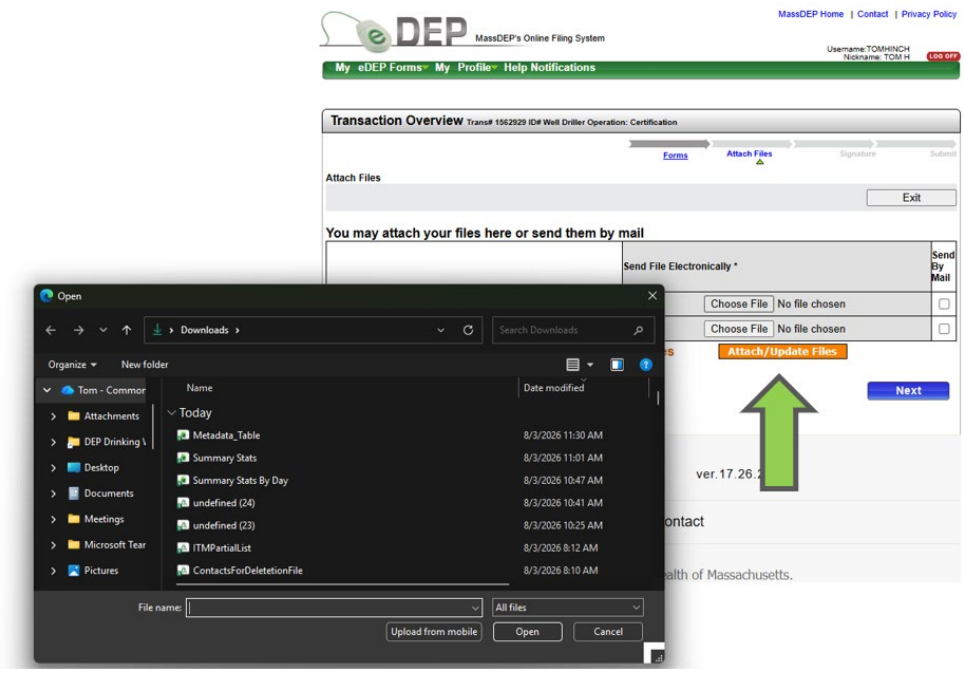



If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid**

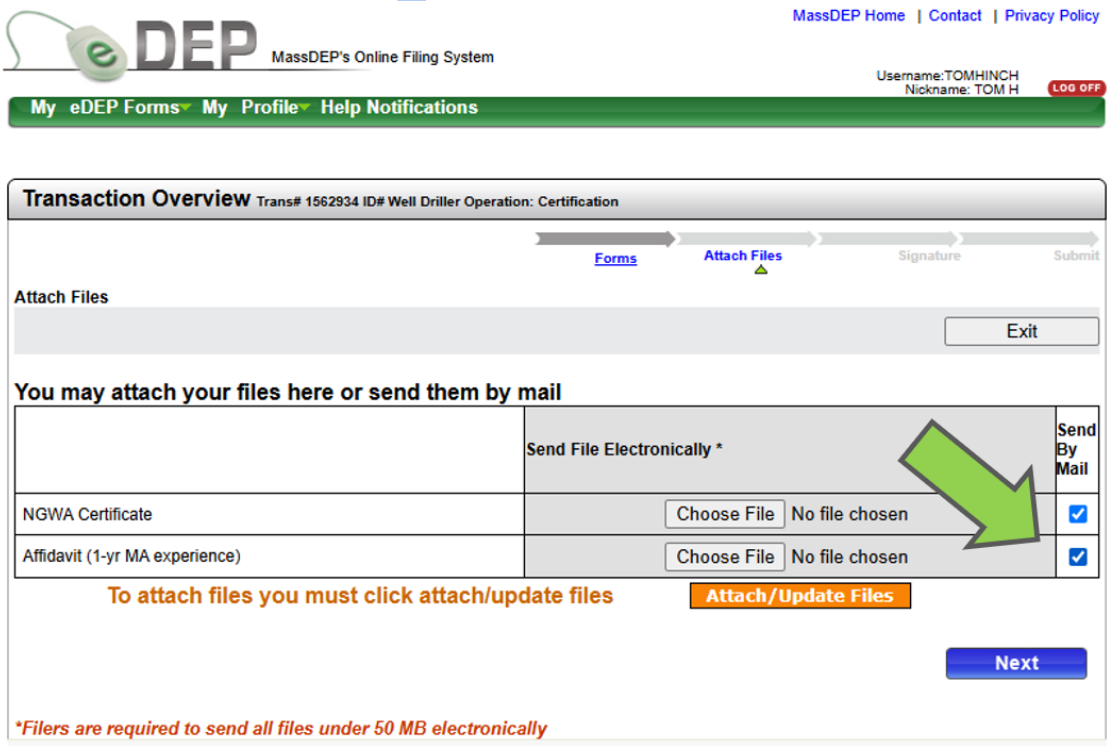
**application processing delays**.
Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



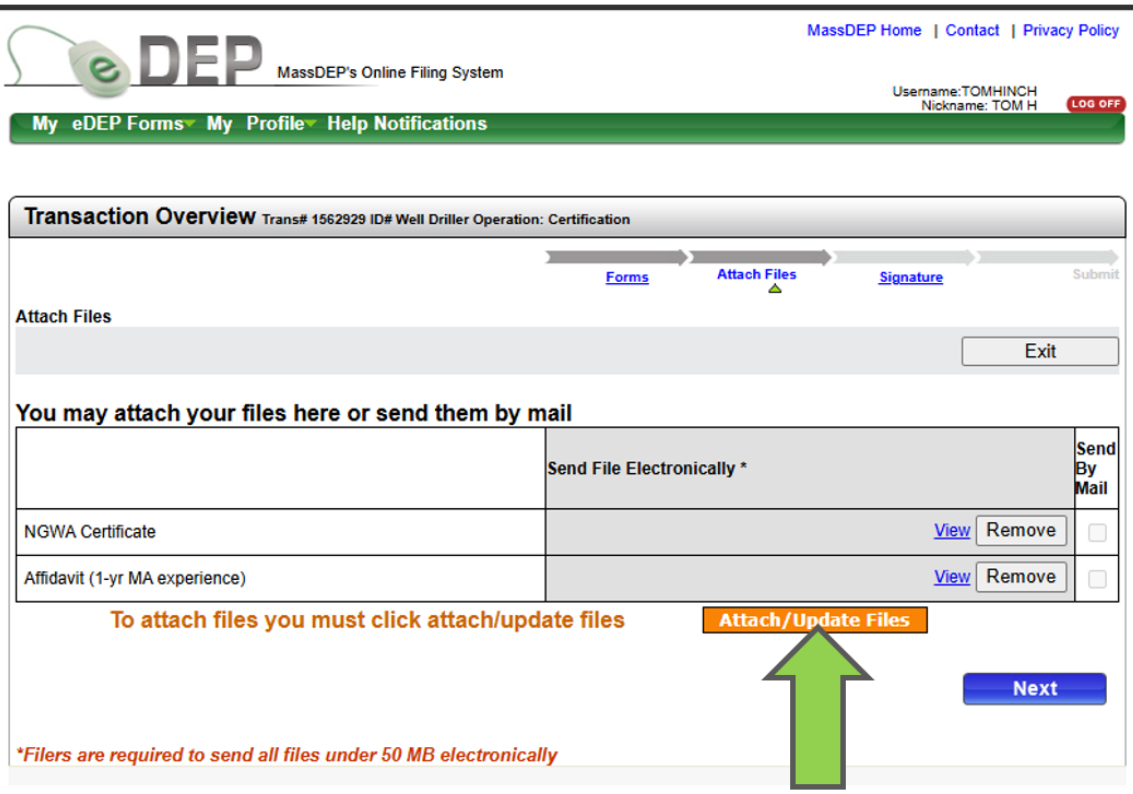

2 If you have a file to attach, select the Choose File button and select a file to attach:


MassDEP Home | Contact | Privacy Policy
eDEP MassDEP's Online Filing System
My eDEP Forms My Profile Help Notifications
Transaction Overview Trans# 1562929 ID# Well Driller Operation: Certification
Forms
Attach Files
Signature
Submit
Attach Files
Exit
You may attach your files here or send them by mail
Send File Electronically *
Send By Mail
Choose File No file chosen
Choose File No file chosen
Attach/Update Files
Next
Open
Downloads
Search Downloads
Organize
New folder
Tom - Commor
Attachments
DEP Drinking \
Desktop
Documents
Meetings
Microsoft Tear
Pictures
Name
Date modified
Today
Metadata_Table 8/3/2026 11:30 AM
Summary Stats 8/3/2026 11:01 AM
Summary Stats By Day 8/3/2026 10:47 AM
undefined (24) 8/3/2026 10:41 AM
undefined (23) 8/3/2026 10:25 AM
ITMPartialList 8/3/2026 8:12 AM
ContactsForDeletetionFile 8/3/2026 8:10 AM
File name:
All files
Upload from mobile
Open
Cancel

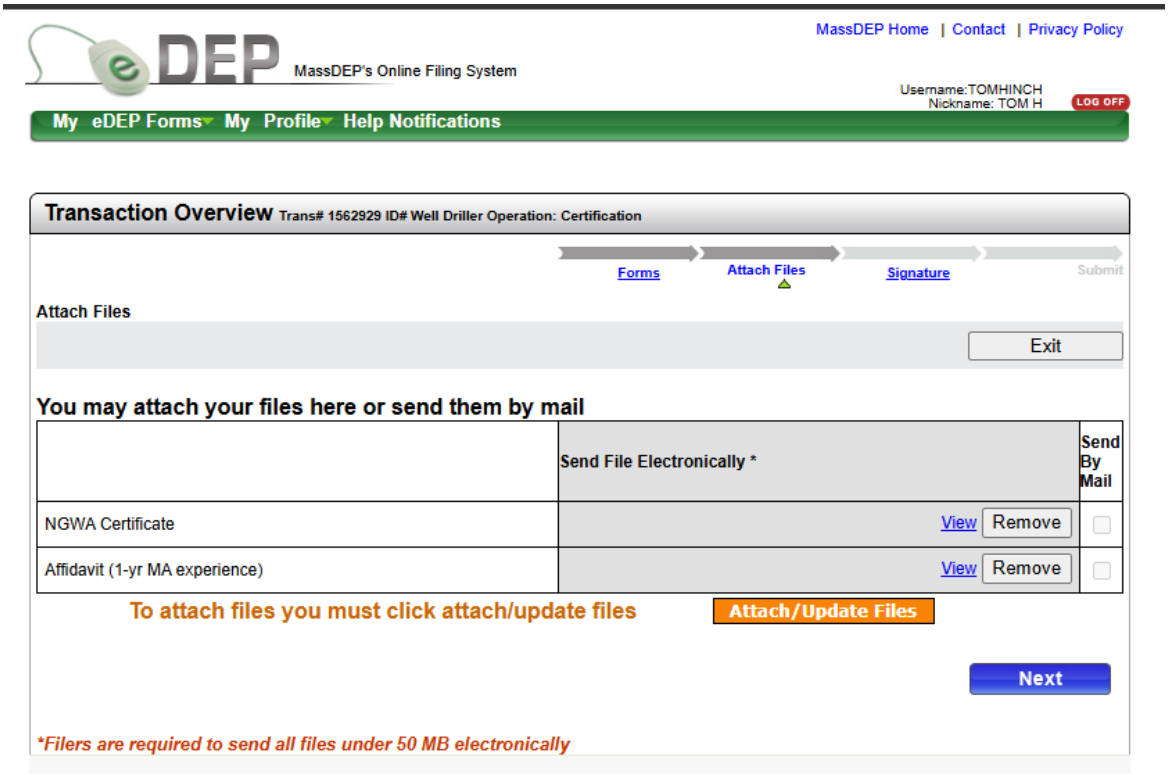
3 Otherwise, check **Send By Mail**:




4 When done attaching or choosing send by mail, be sure to click **Attach/Update Files**



5 When you're done attaching files, you might have a list that looks like the following:




Note: although Well Completion Reports (WCRs) do not need to be attached to this type of application, MassDEP will review its WCR records to ensure that a sufficient number (at least 12 over the last year) list the applicant as the driller working under the recommending Massachusetts Certified Well Driller, who completes the affidavit that must be attached to the application. Applications will be deemed incomplete if the required WCRs are not in MassDEP's records.

6 Click **Next** and proceed to Step 4: Sign the certification statement.

Congratulations!

You have added files to support your application for initial certification. The next step is to sign the certification statement.

# STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

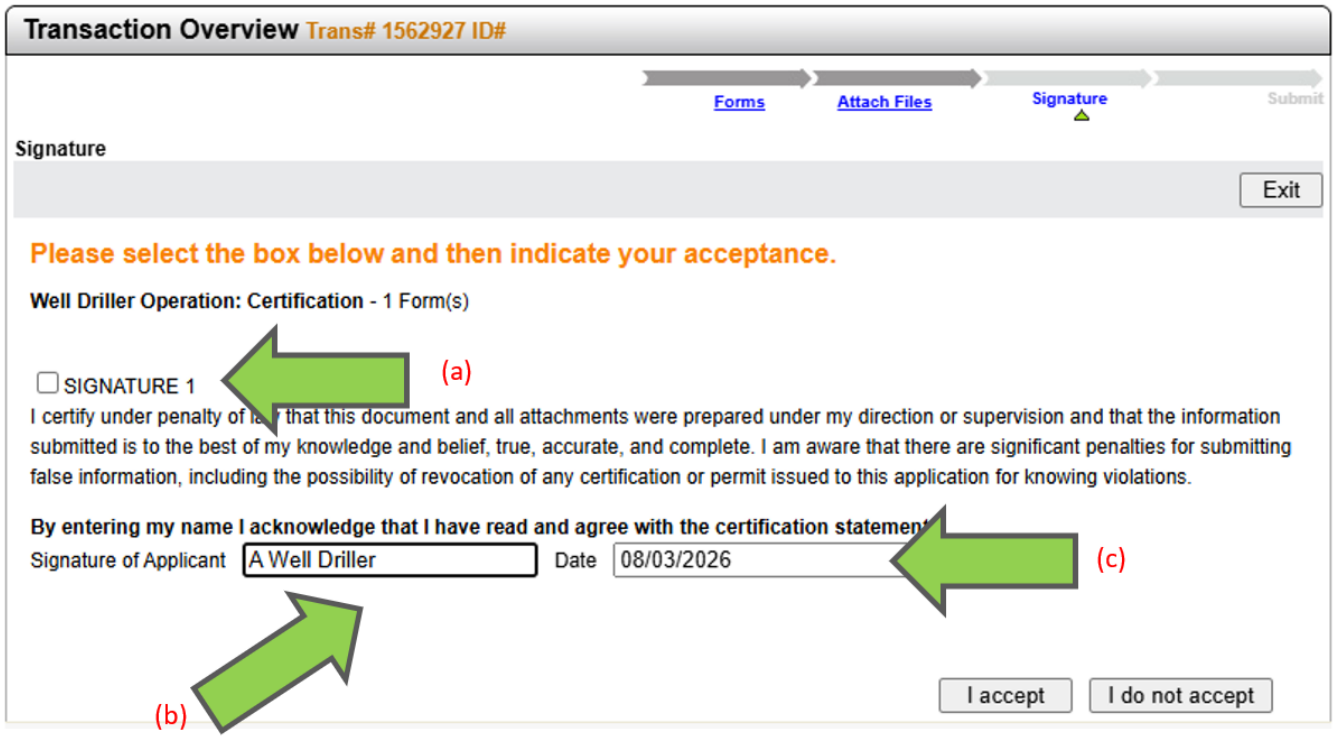
To sign and accept the certification statement:

1 Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:




The **Signature** page displays.

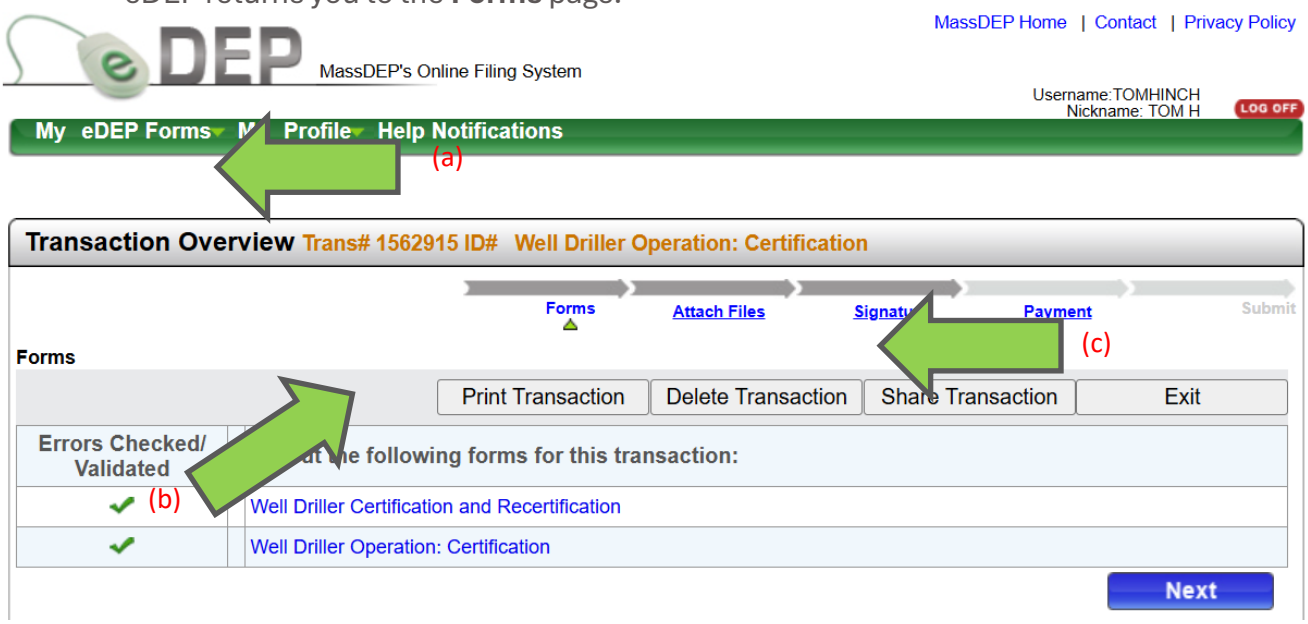



The arrows in the above image highlight the (a) **SIGNATURE 1** checkbox, (b) where

to sign your name, and (c) where to update the date:

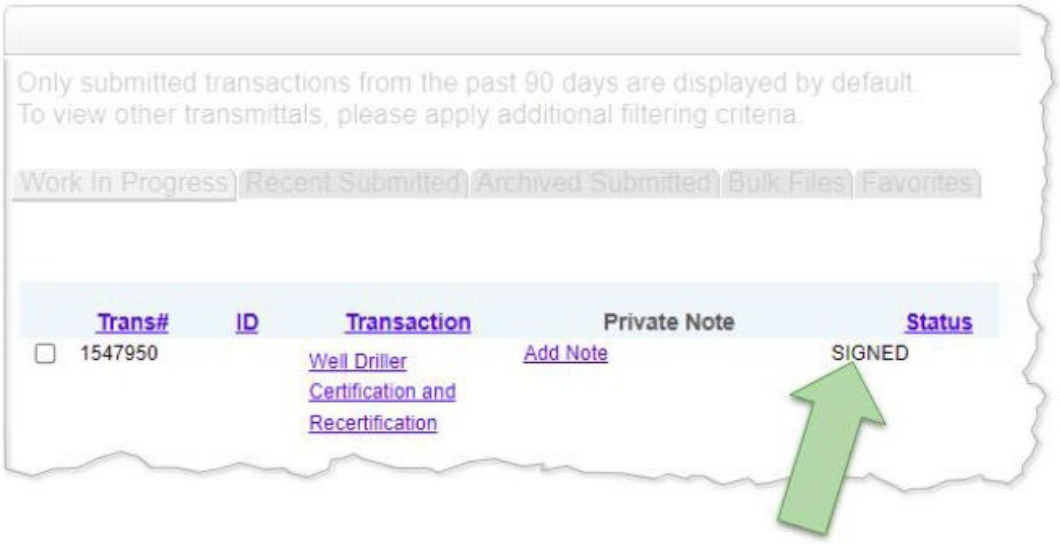
2. On the **Signature** page, select the **SIGNATURE 1** checkbox.
3. Enter your name in the **Signature of Applicant** field.
4. Click I accept .

eDEP returns you to the **Forms** page:




Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the Work In Progress tab on your "My eDEP" homepage, you would see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:




Congratulations!

You have successfully signed your certification statement. The next step is to pay the application fee.

# STEP 5 Pay application fee

The application fee is $400 for an initial General Well Driller Certificate – Reciprocity via NGWA Certificate + 1-yr MA Experience. This fee is non-waivable.

For more information, see 310 CMR 46.03 (4).

## Before You Begin

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see Allowing pop-up windows.

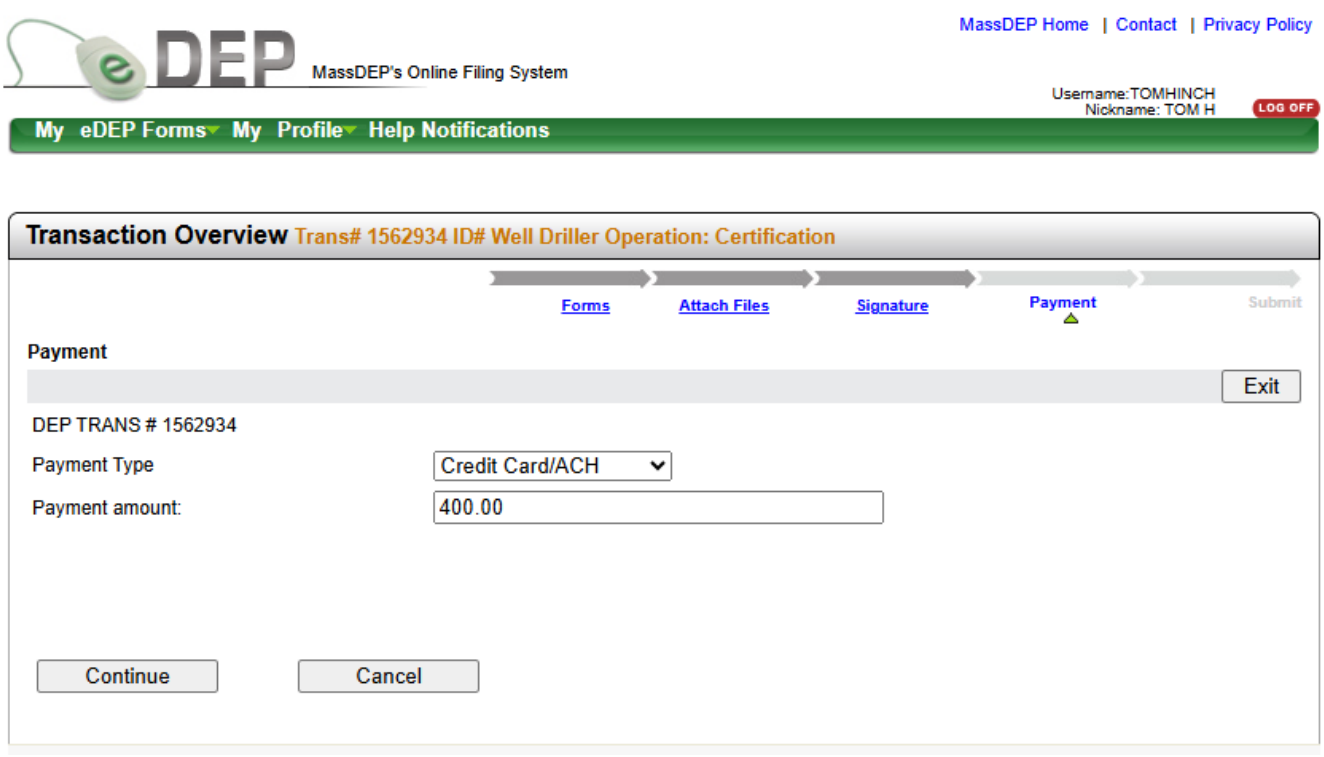
To pay the application fee:

1 From the **Forms** page, click **Next** to navigate to the **Payment** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



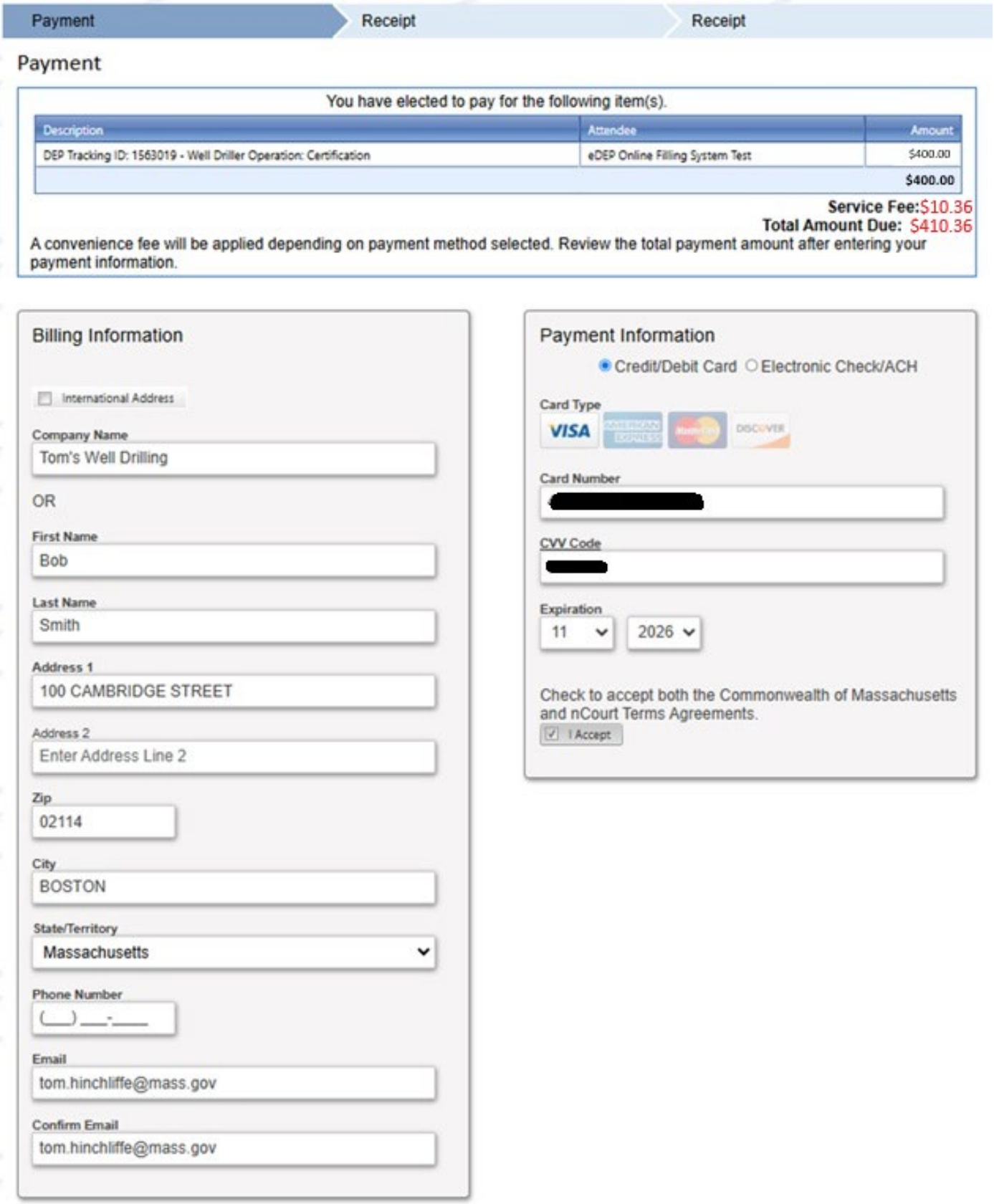

eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:




The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

2 Click Continue.

eDEP launches the payment process in a new browser window. This process is managed by nCourt:




If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see Allowing pop-up

windows.

3 On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name of your company or your first and last name. If you enter both, you'll get an error.

**NOTE:**

Do not enter both the Company Name and First / Last Names. Enter just one of these options.

Note that the following fields are required:

a. **Company Name** OR **First/Last Name**
b. **Address 1**
c. **ZIP Code**
d. **City**
e. **Phone Number**
f. **Email** (and its confirmation)

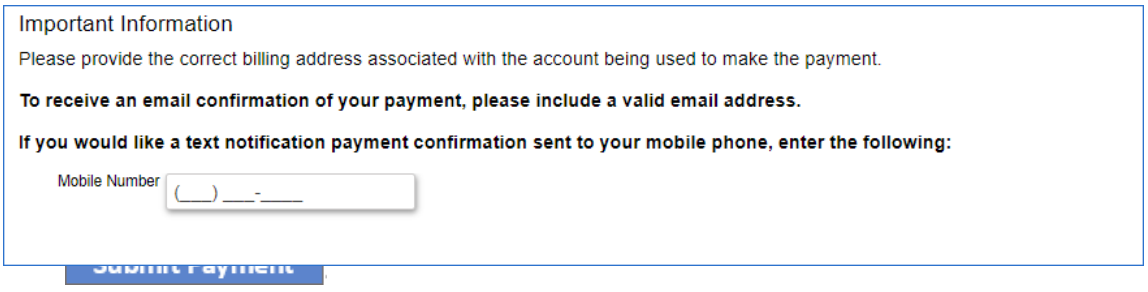
4 In the **Payment Information** section, select one of the following payment options:

a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.

5 Enter your credit card's or bank/account's details.

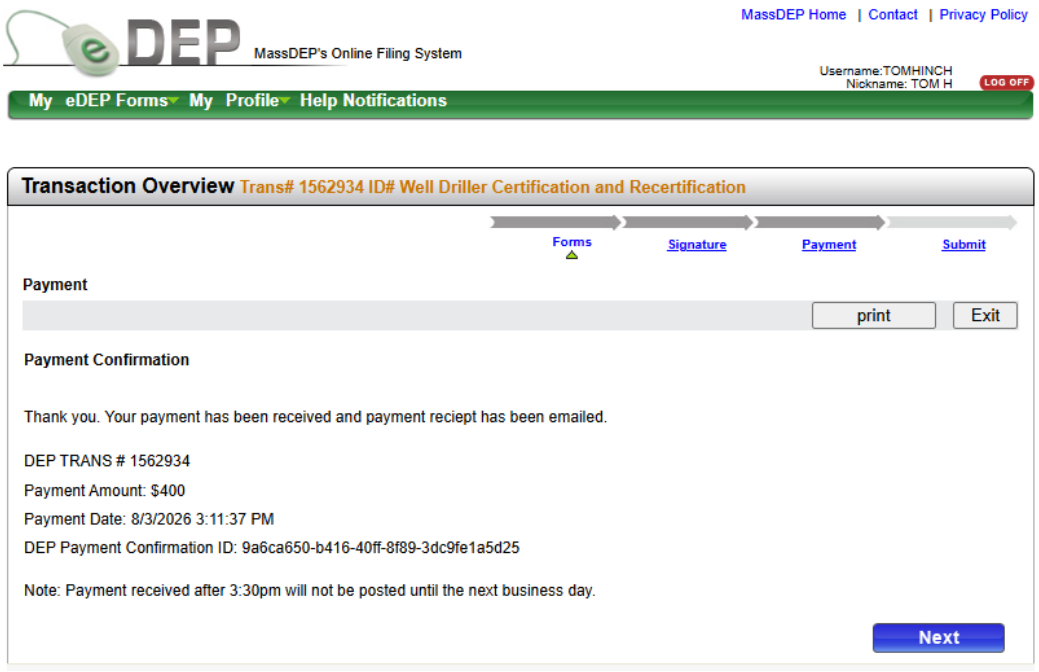
6 Under the payment details, check ☐ I Accept to acknowledge that you have read and understand the terms of the payment.

7 If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCourt will send you an email receipt automatically):




8 Click .

If the payment was successful, eDEP displays the **Payment Confirmation** page:




Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in Send transaction for review.

# STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

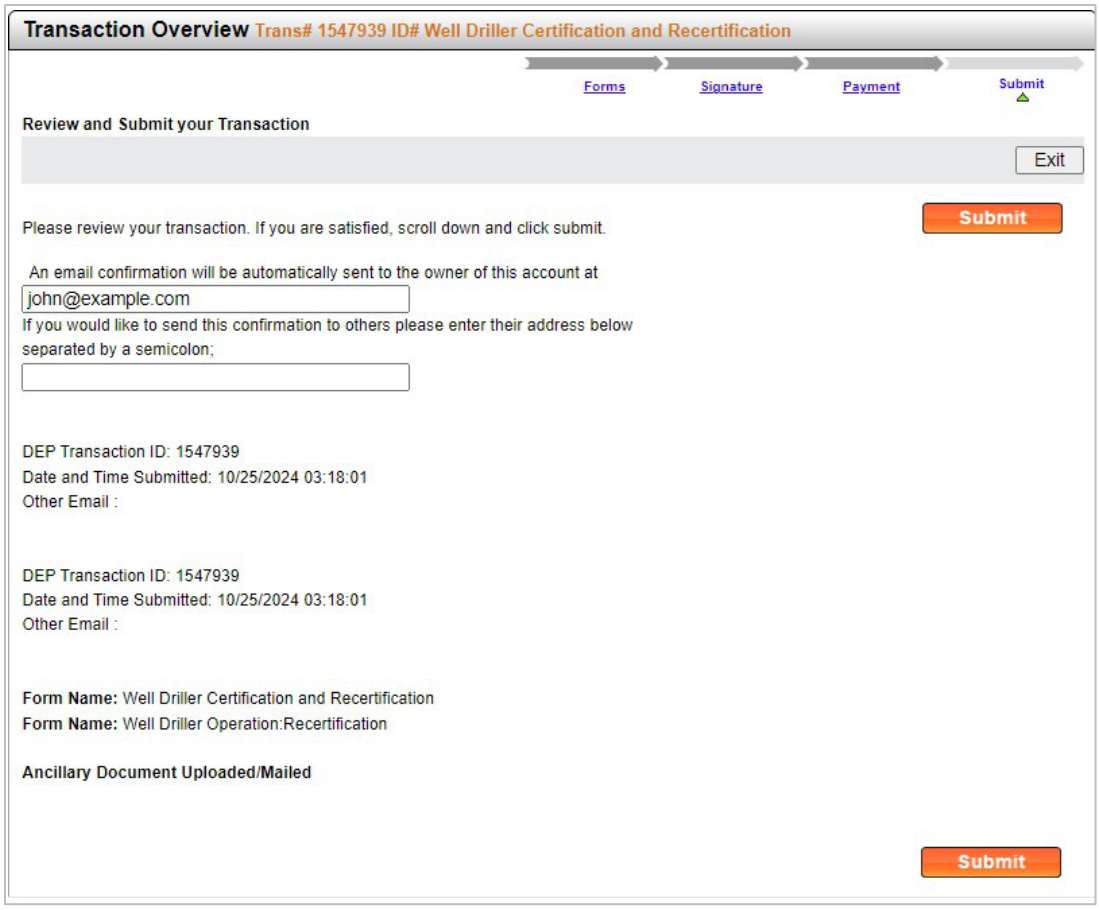
To send your transaction for review:

5. From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:

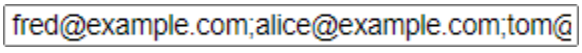



   eDEP displays the **Review and Submit your Transaction** page:



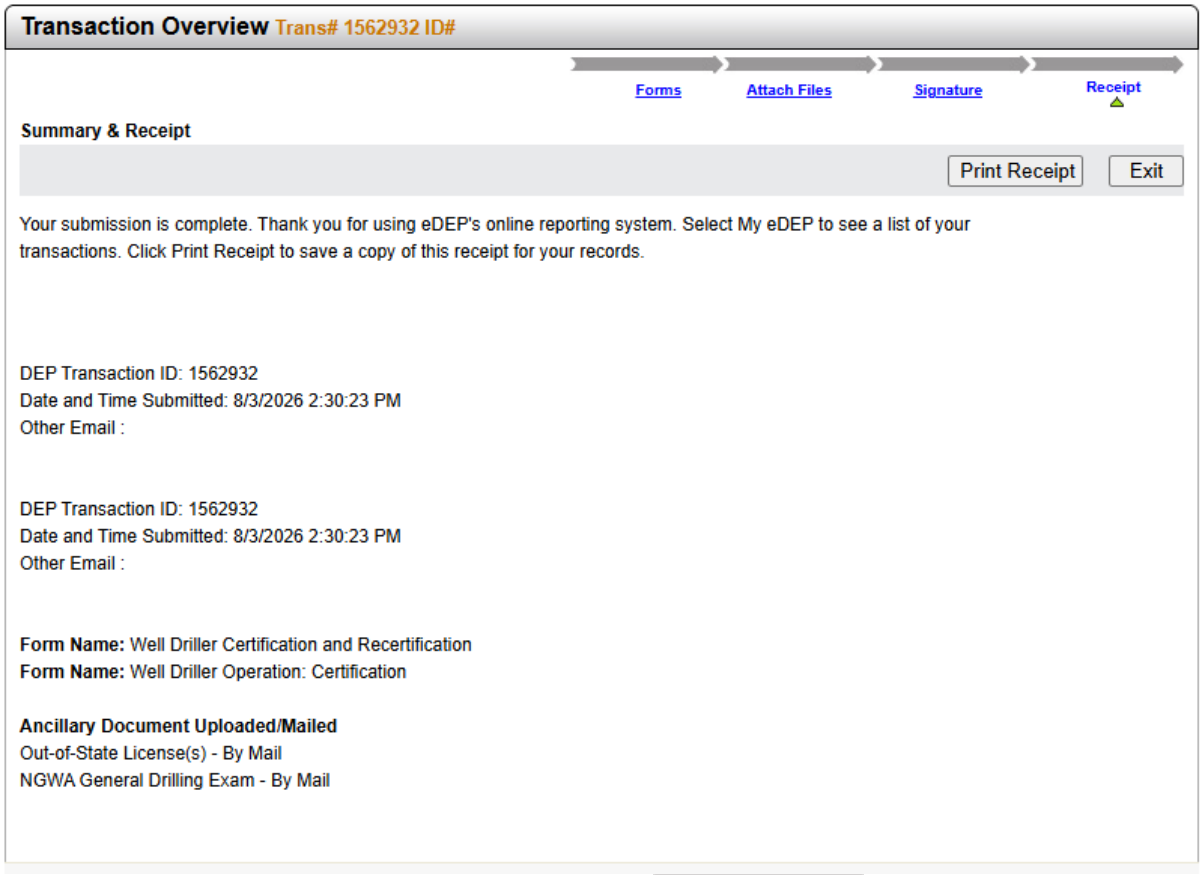

6. *Carefully* review the information on this page.
7. Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

   If you enter more than one email address, separate them with semi-colons, as the following example shows:

8. Click Confirm.

Your submittal has been sent for review. eDEP displays the Receipt page:




9. Optionally print the receipt by clicking Print Receipt or taking a screenshot of the page.

Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.

# Monitoring Well Driller Certificate

## STEP 1 Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

**NOTE:**

Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see Before you begin.

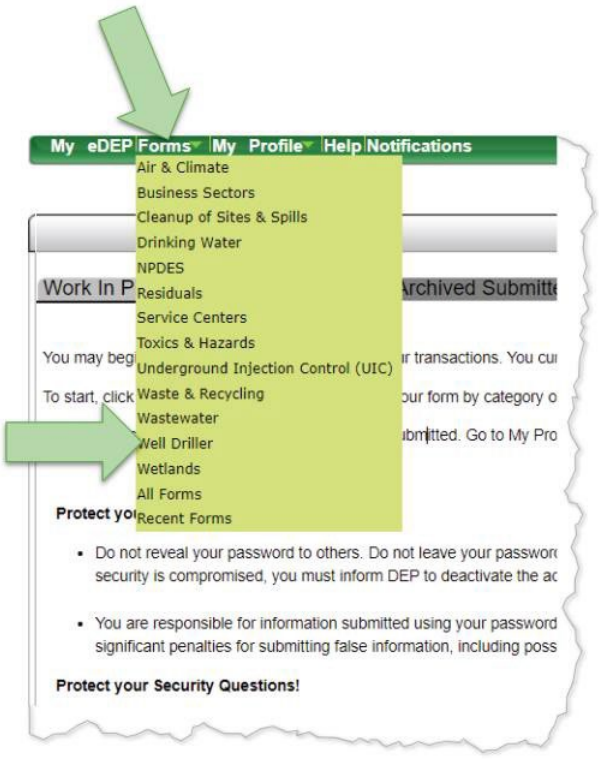
The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

1. Log in to the eDEP Online Filing system .

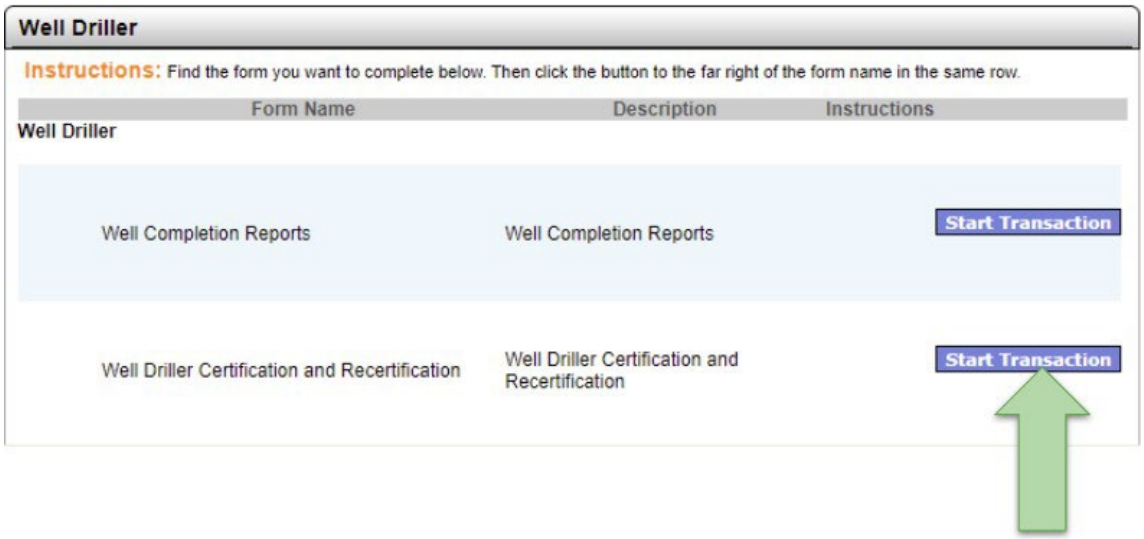
   For more information, see Logging in to your eDEP account.

2. Select **Forms > Well Driller**:



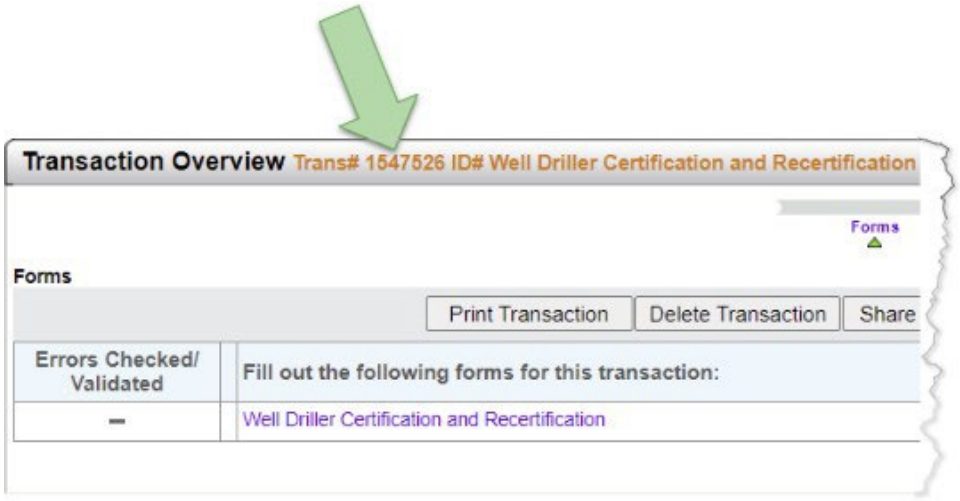

eDEP displays the **Well Driller** page.

3 Click **Start Transaction** next to "Well Driller Certification and Recertification":

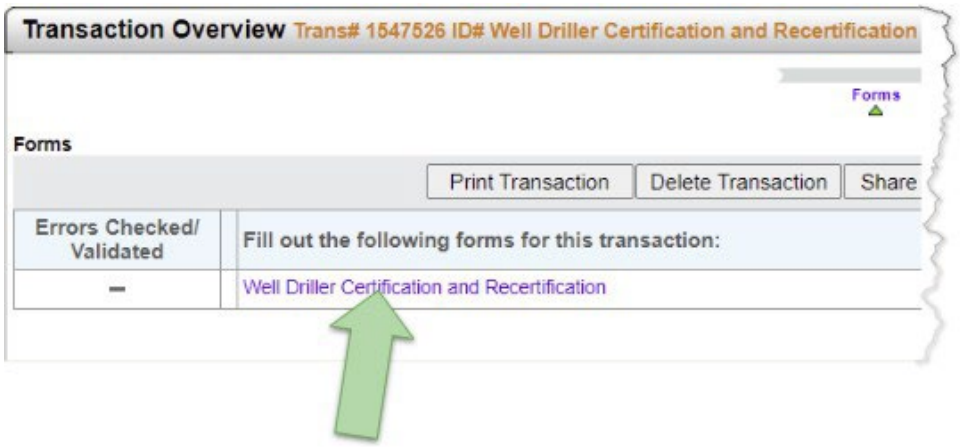



eDEP creates a new transaction and displays the **Forms** page. Notice that eDEP assigned the new transaction a

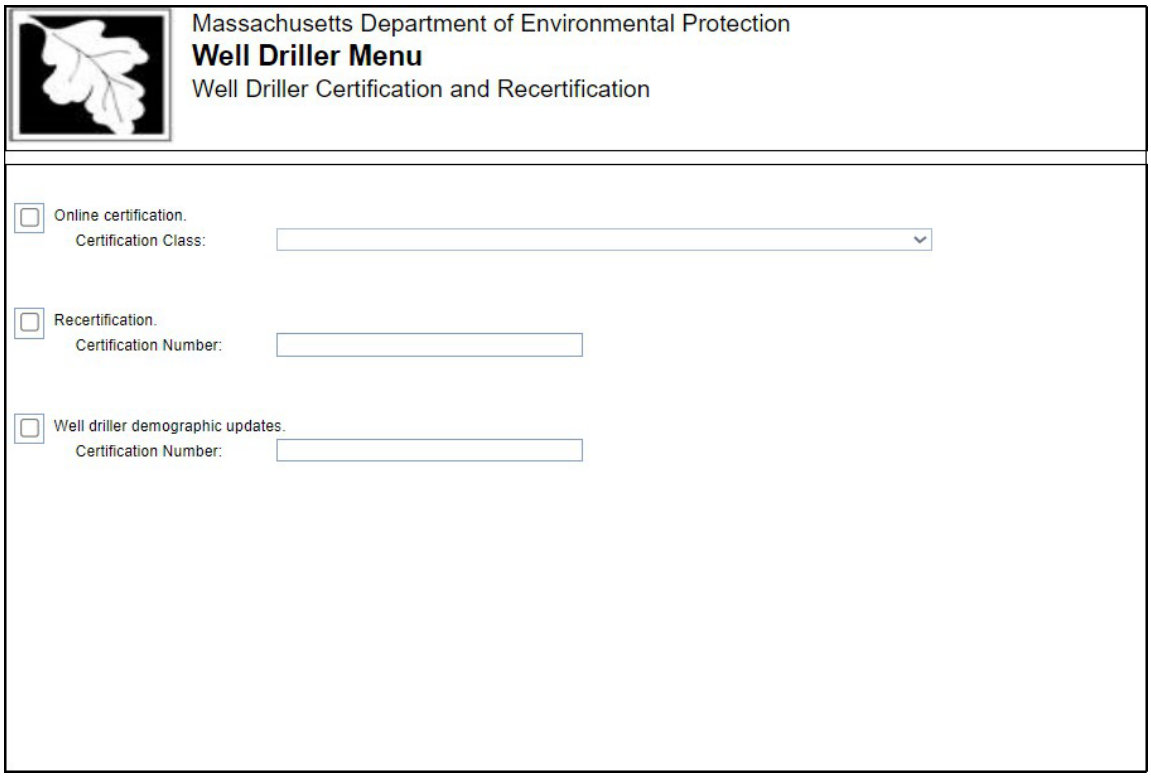
unique number:




4 Click **Next** or the "Well Driller Certification and Recertification" form link in the list:




The **Well Driller Certification and Recertification** form displays:

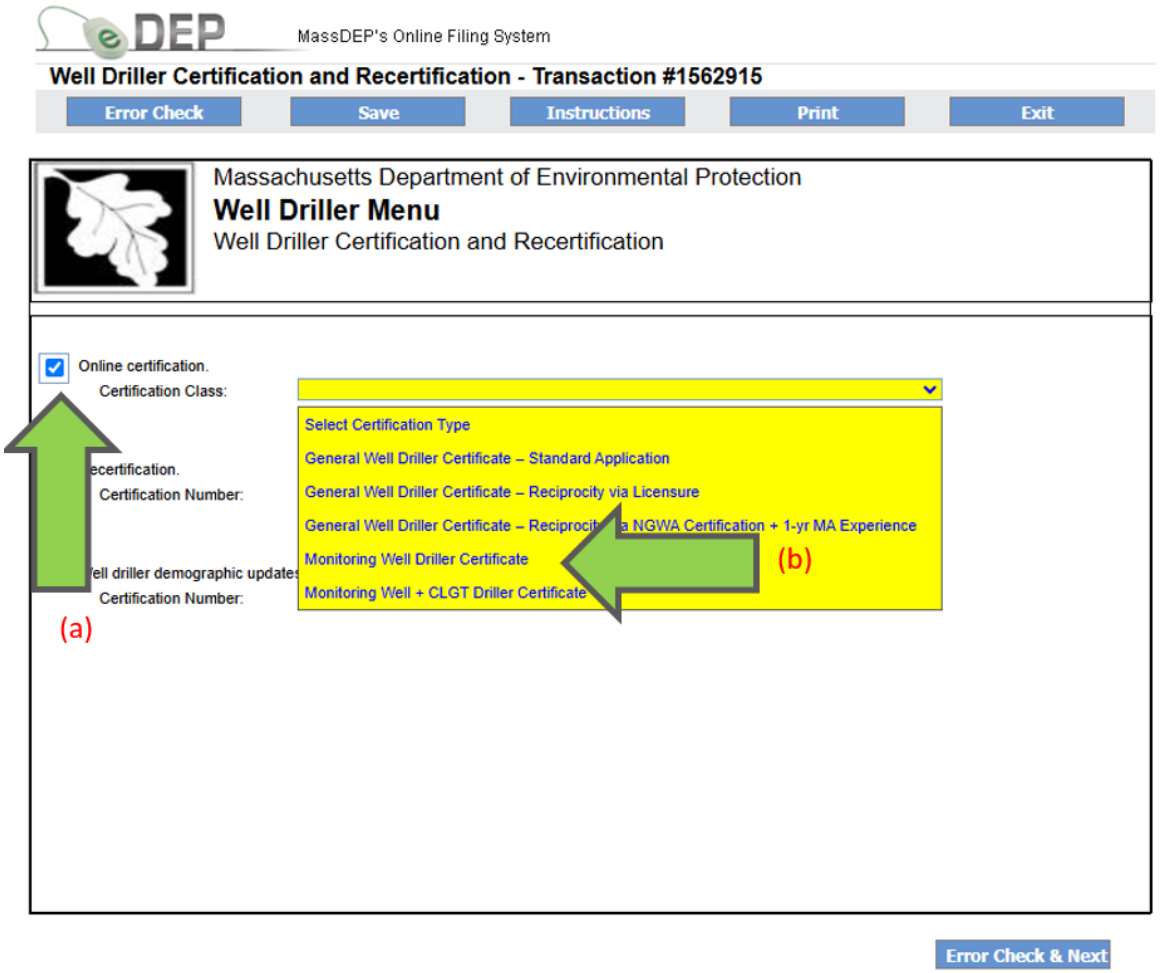



This is a simple form in which you choose the type of certification that you are applying for.

5 Because you are applying for initial certification

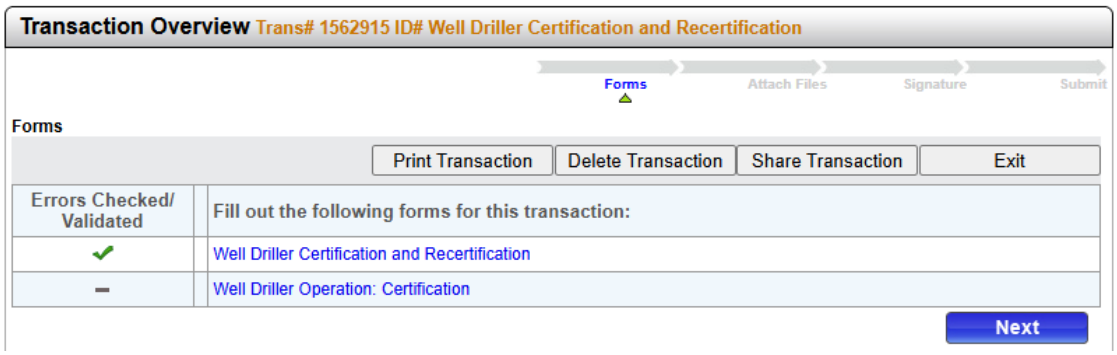
a. Select the **Online certification** checkbox and

b. Select the certification class that applies to you from the dropdown menu:




In this case choose Monitoring Well Driller Certificate.

6 Click **Error Check & Next**.




Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to fill out the main application form.

# STEP 2 Fill out the forms

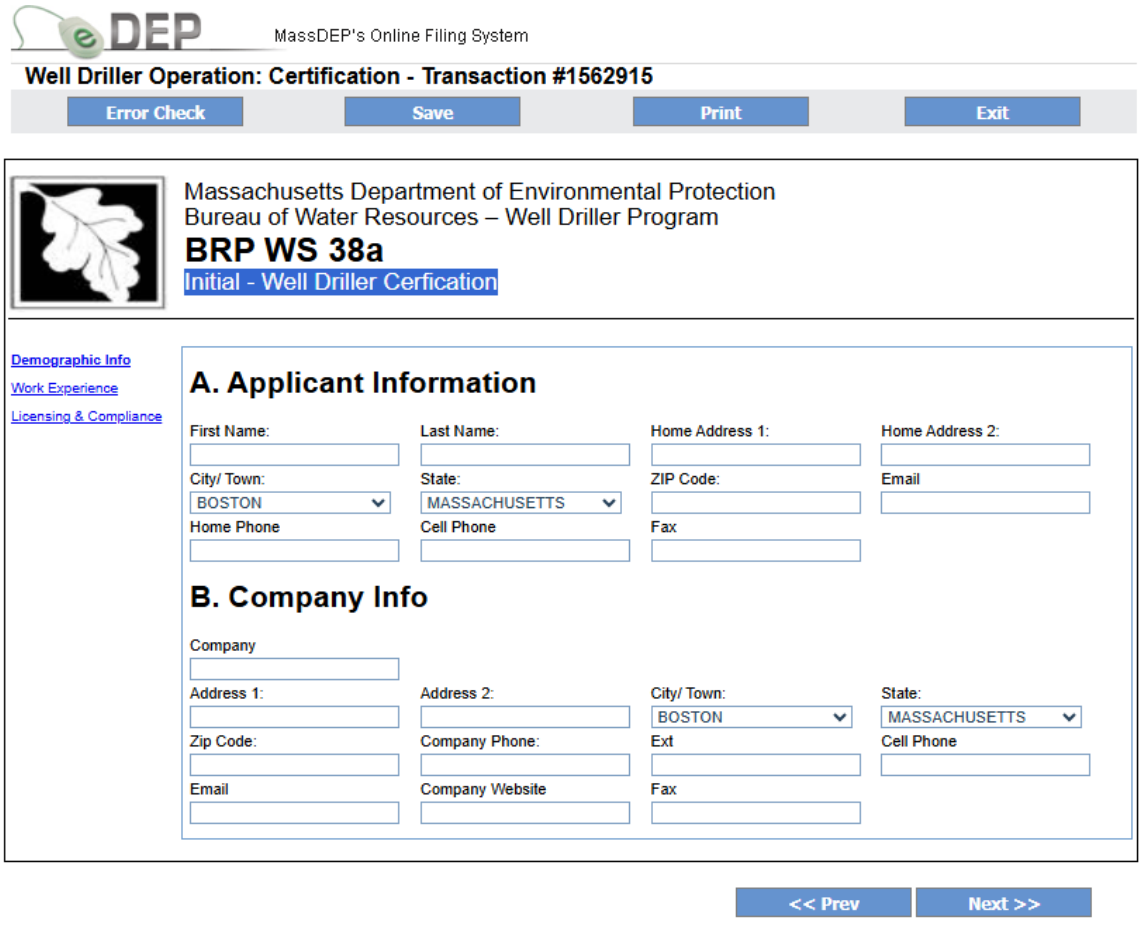
After you create a new transaction, you must enter information in the *Initial – Well Driller Certification* form using the eDEP Online Filing System ("eDEP").

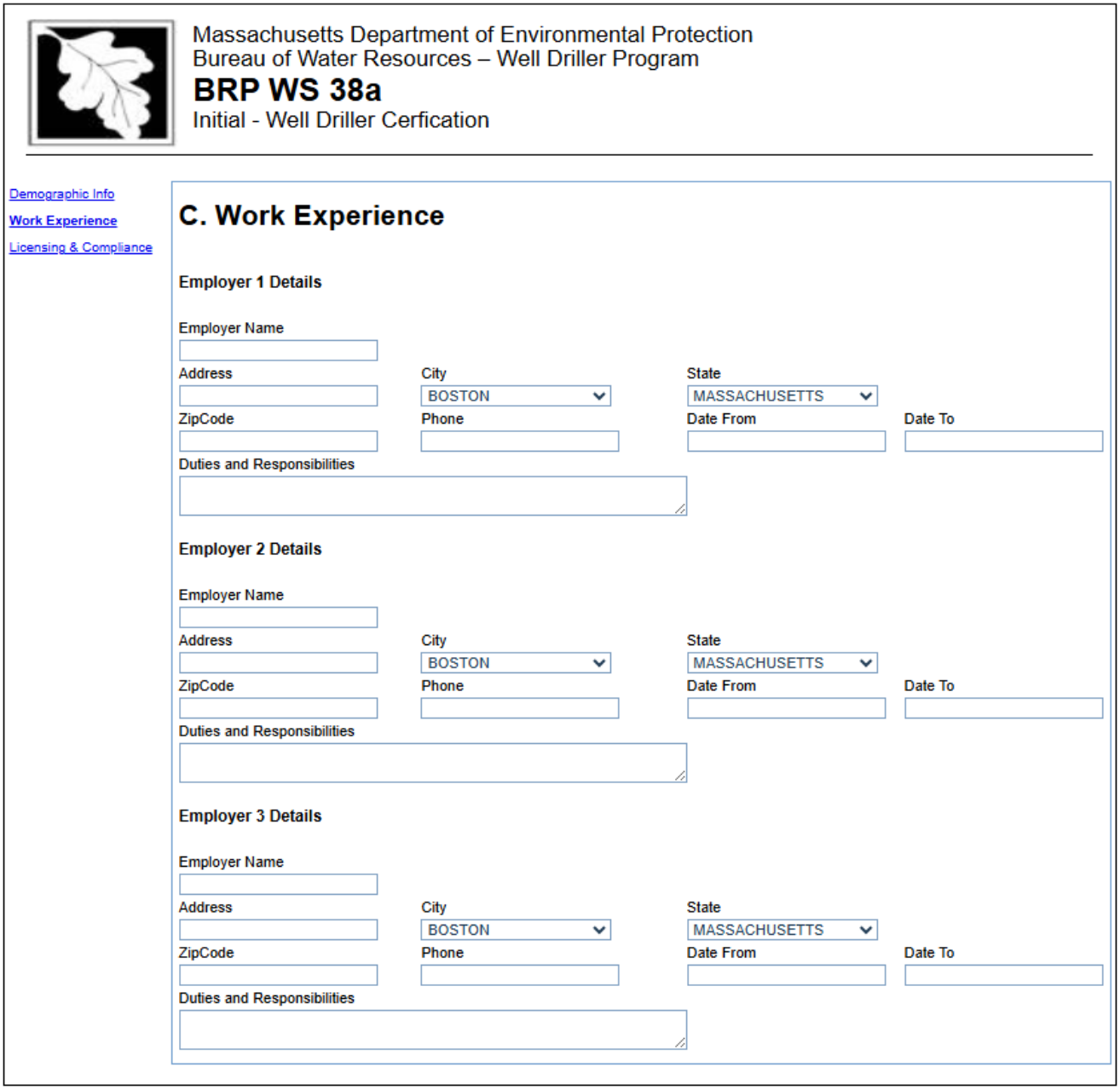
**To fill out the** *Initial – Well Driller Certification* **form:**

1 From the **Forms** page, click **Next**.

If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

The *Initial – Well Driller Certification* form displays:





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## C. Work Experience

**Employer 1 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 2 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

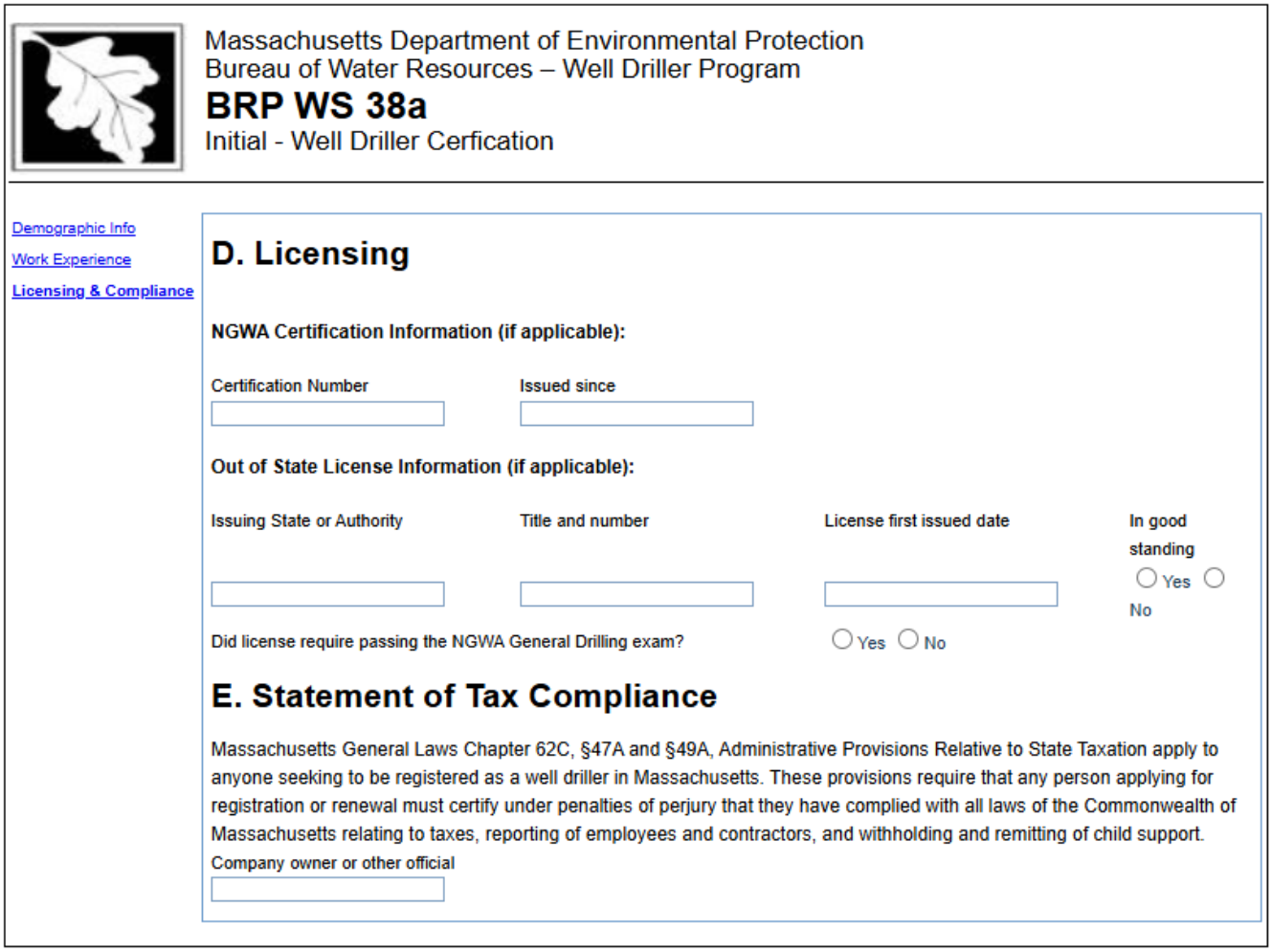
**Employer 3 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities




The *Initial – Well Driller Certification* form has the following sections:

A: Driller Information

B: Company Information

C: Work Experience

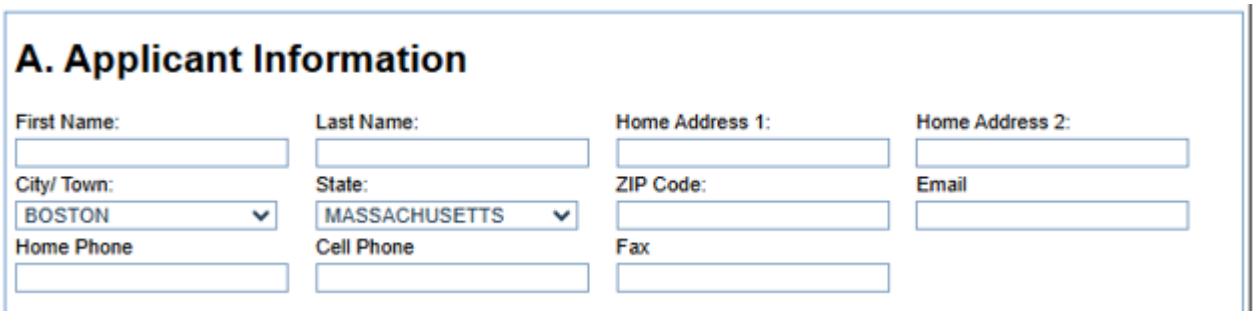
D: Licensing

E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.

## A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:




The required fields are as follows:

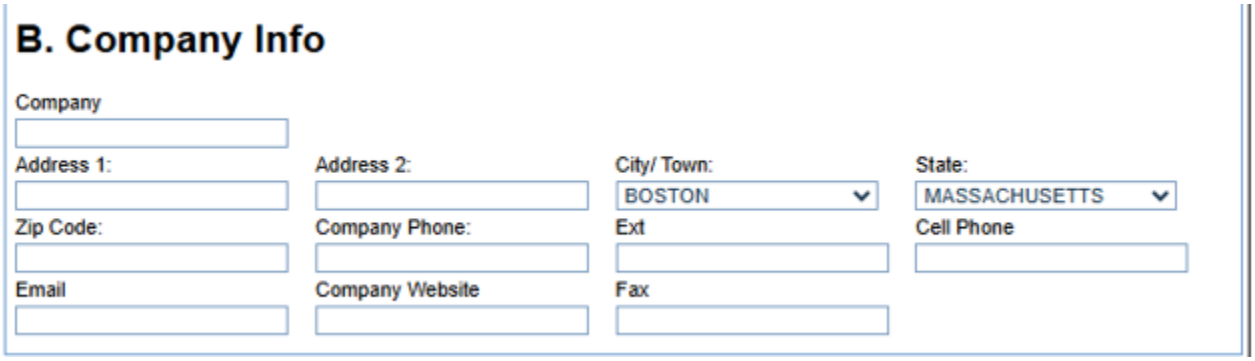
- First Name
- Last Name
- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)

## B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form:

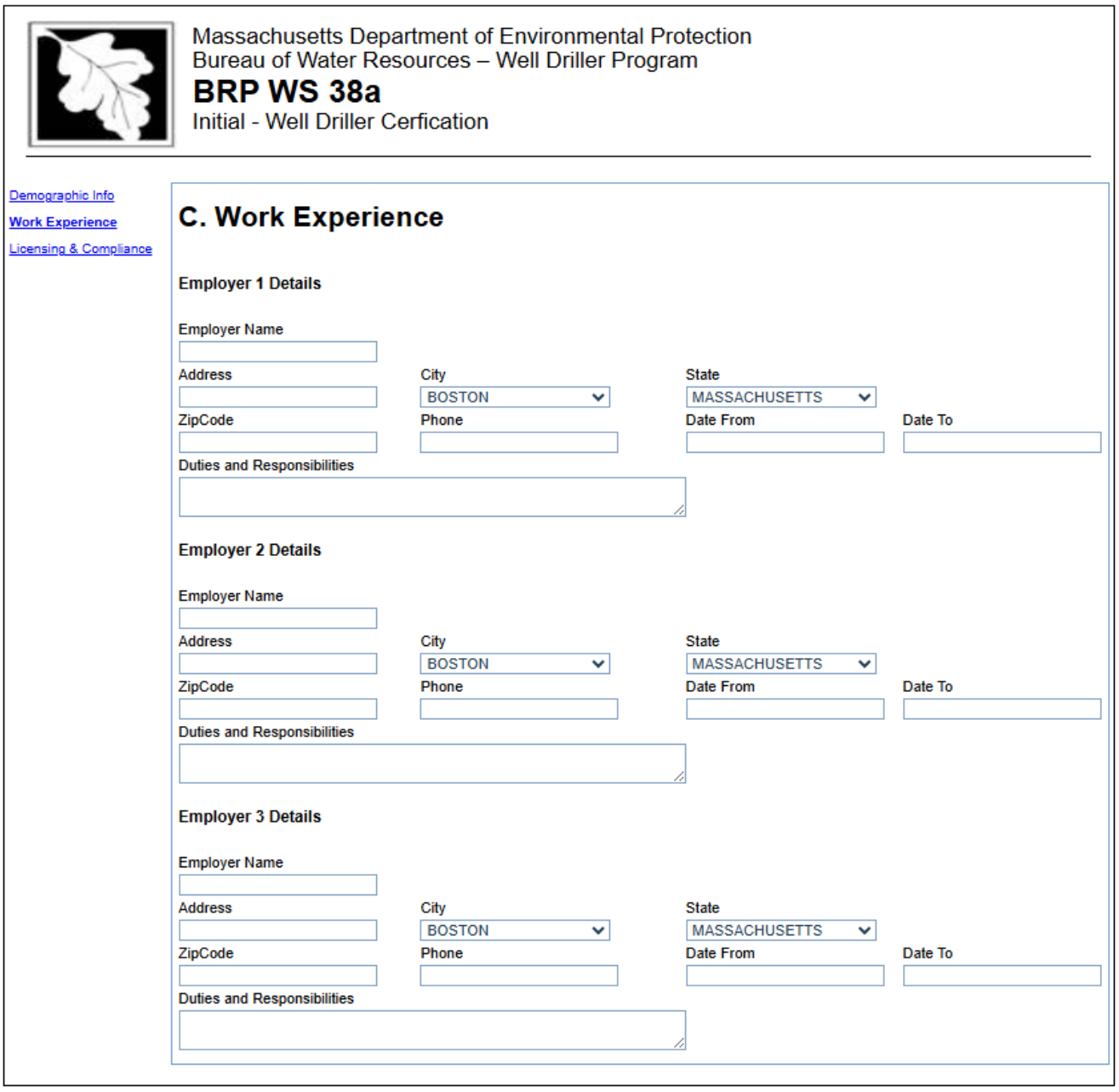
All fields except **Address 2, Company Website, Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter "self-employed" in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.



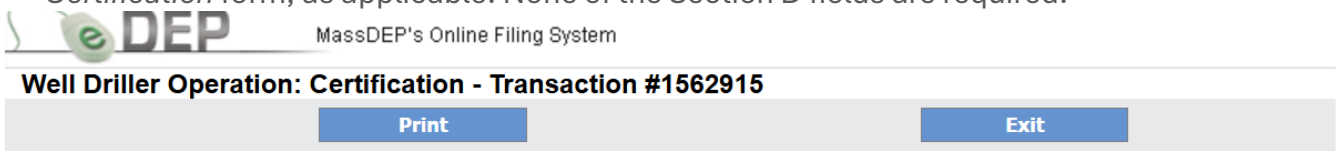
## C: Work Experience

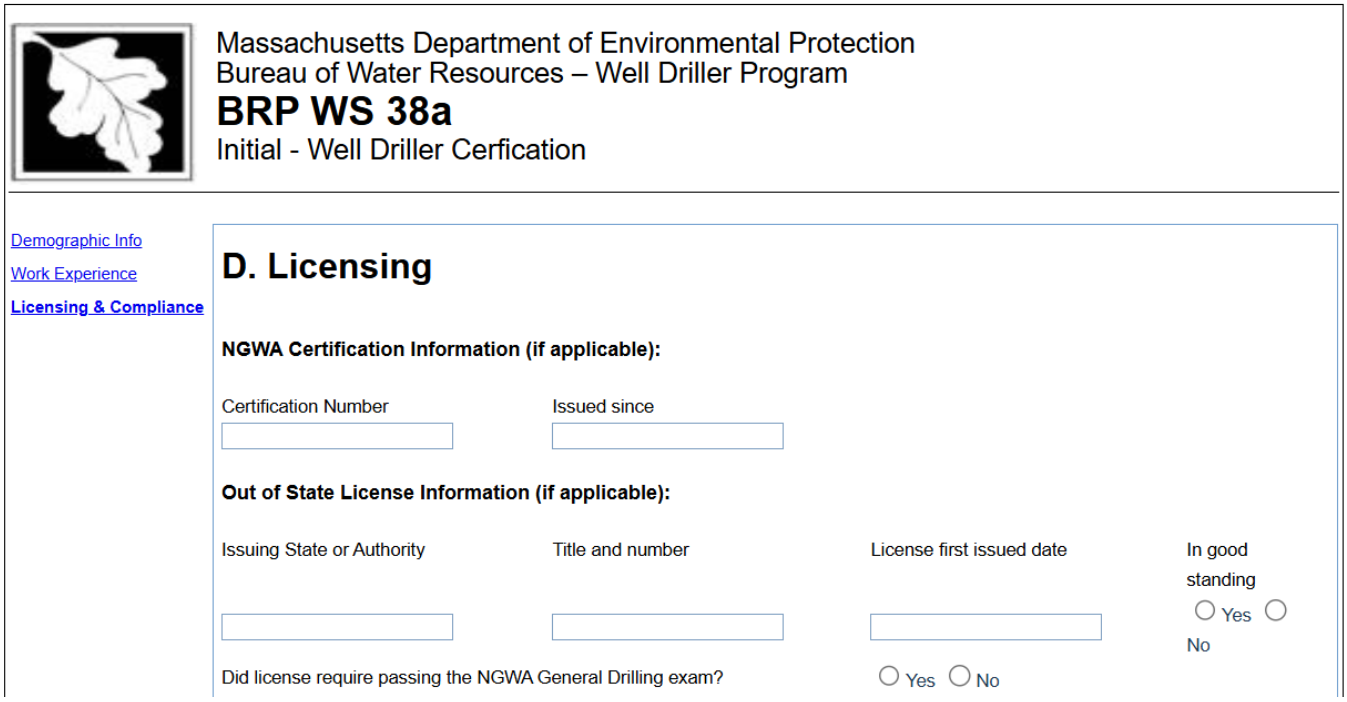
Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the "Employer 1 Details" subsection are required.



## D: Licensing

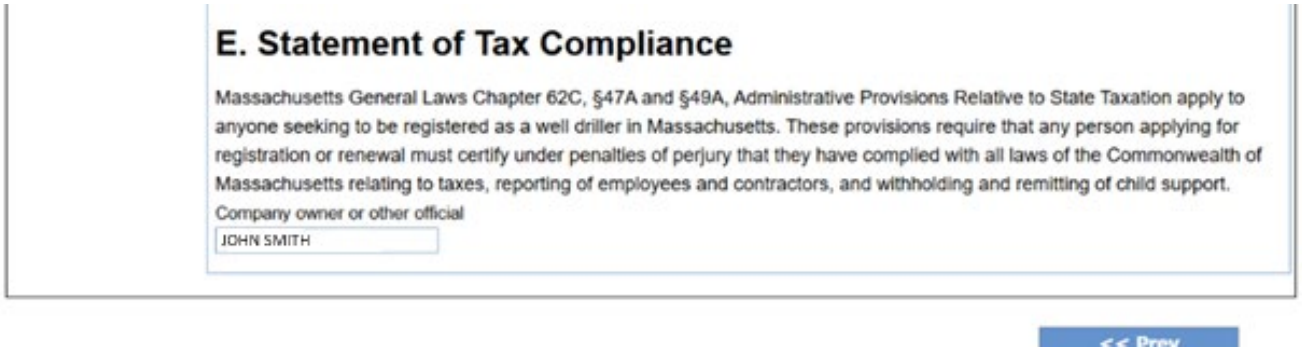
Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.




## E: Statement of Tax Compliance

Enter data about your statement of tax compliance in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form:



## Validating your application

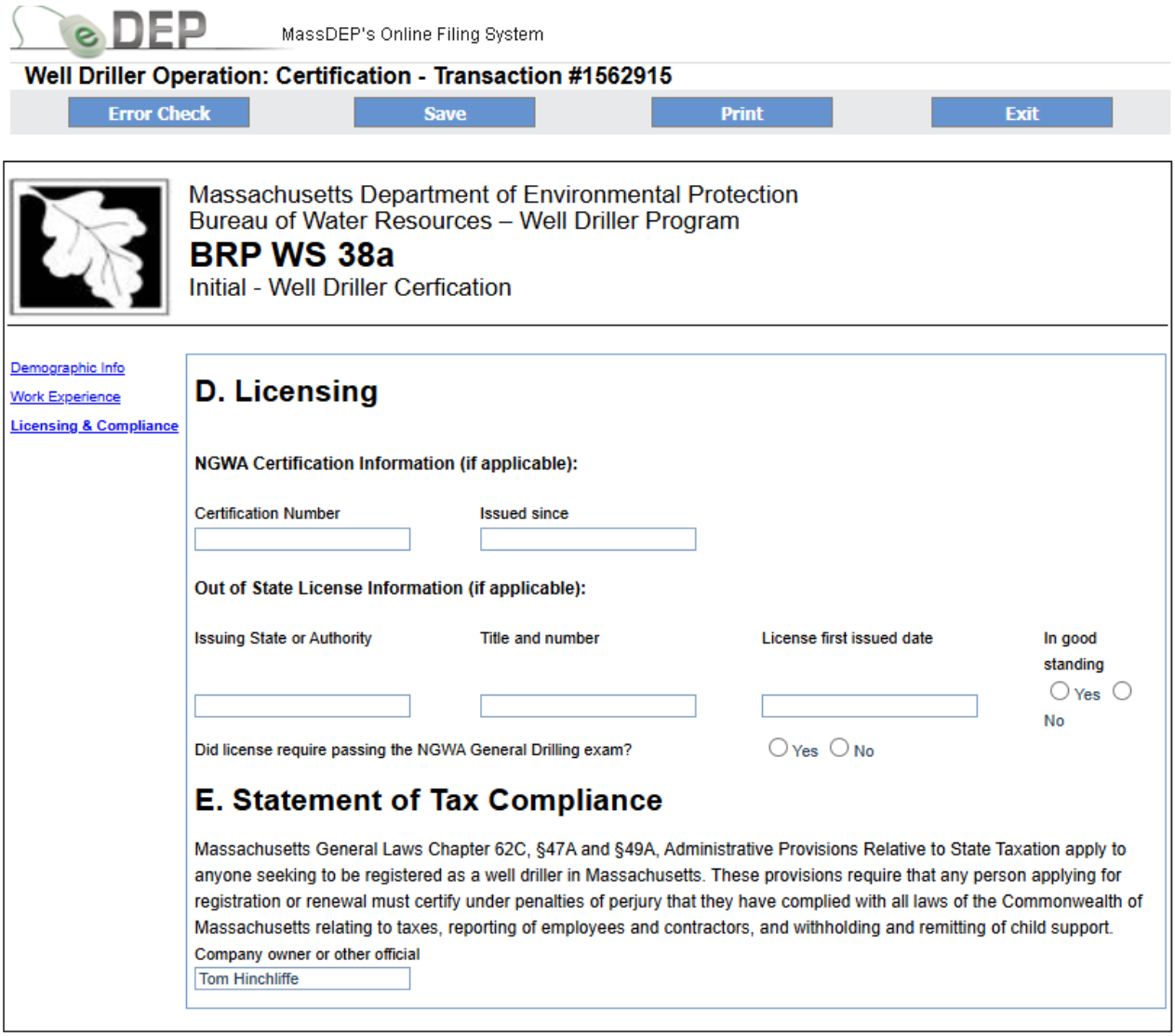
After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

10. Click **Error Check & Next** at the bottom of the form.

    eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

11. If there are any errors, eDEP reports them in red at the bottom of the page:



eDEP MassDEP's Online Filing System

**Well Driller Operation: Certification - Transaction #1562915**

Error Check | Save | Print | Exit

Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## D. Licensing

**NGWA Certification Information (if applicable):**

Certification Number | Issued since

**Out of State License Information (if applicable):**

Issuing State or Authority | Title and number | License first issued date | In good standing ○ Yes ○ No

Did license require passing the NGWA General Drilling exam? ○ Yes ○ No

## E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev | Error Check & Next

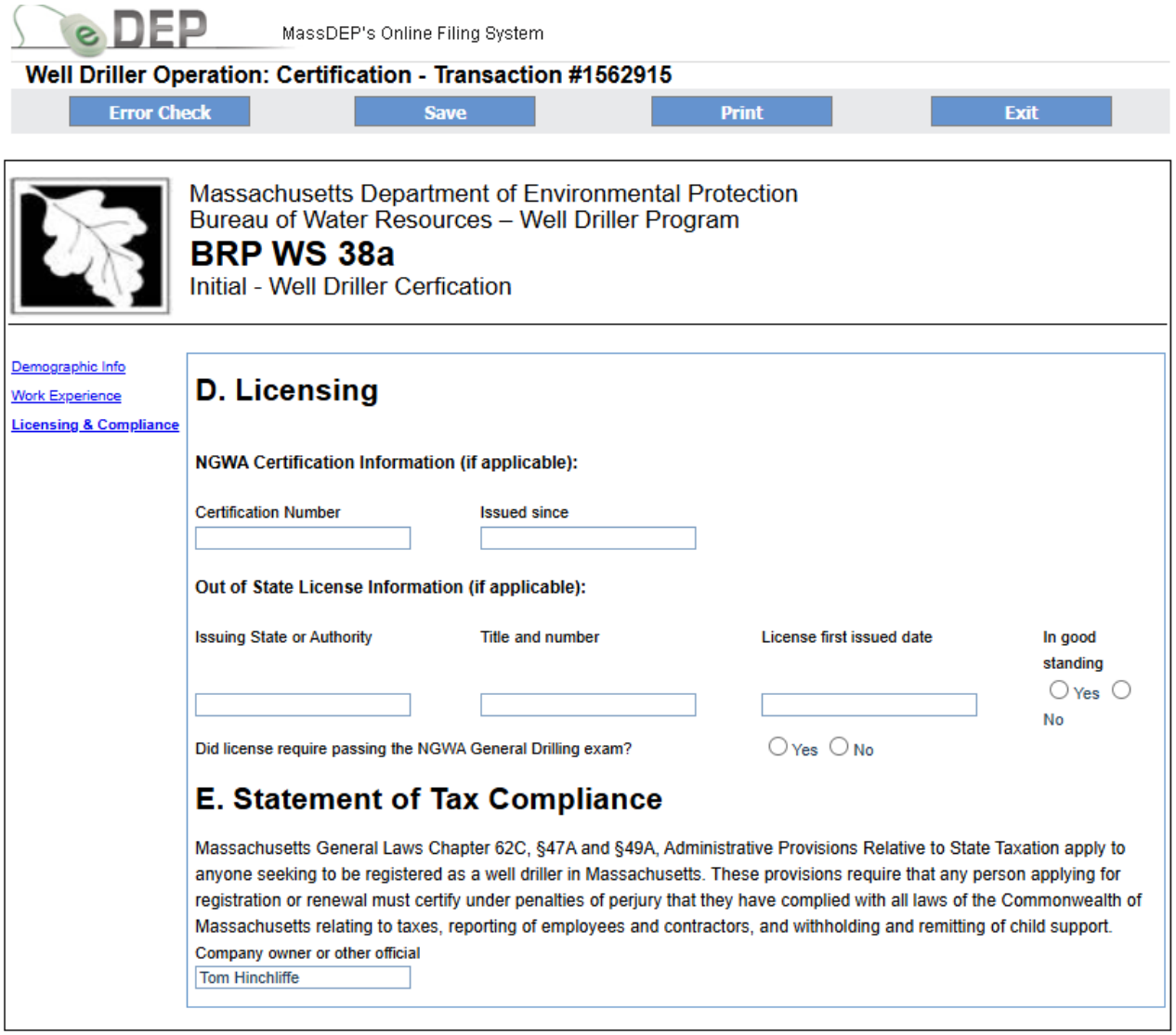
| Error Message [Below are links where error(s) occurred] | Section Name | Description |
|---|---|---|
| A response to this question is required in order to continue. | Demographic Info | Section A\| Home Address1 |
| A response to this question is required in order to continue. | Demographic Info | Section A\| Zip Code |
| A response to this question is required in order to continue. | Demographic Info | Section B\| Company Phone |

12. Correct any errors, return to this page, and click **Error Check & Next** again.

**NOTE:**

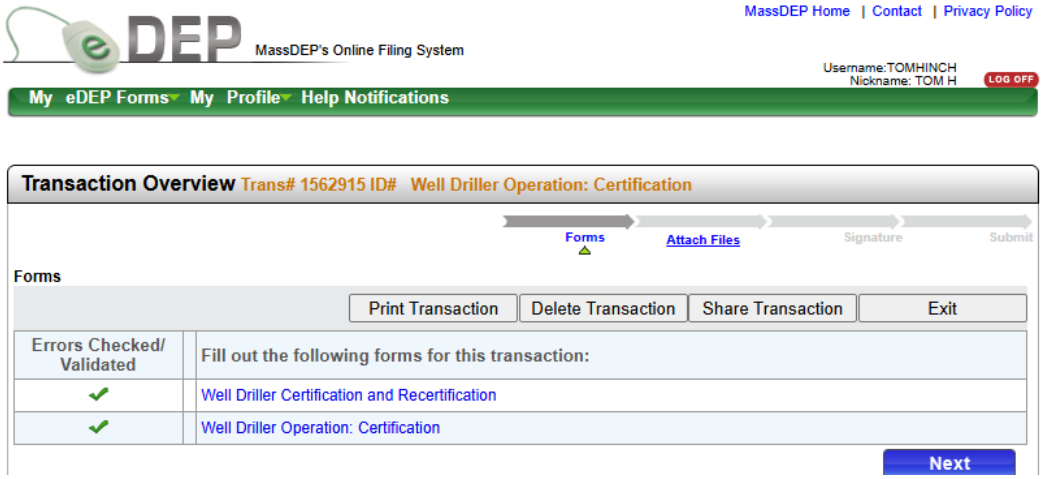
Do not use your browser's **Back** button to return to Sections A through D

Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows:

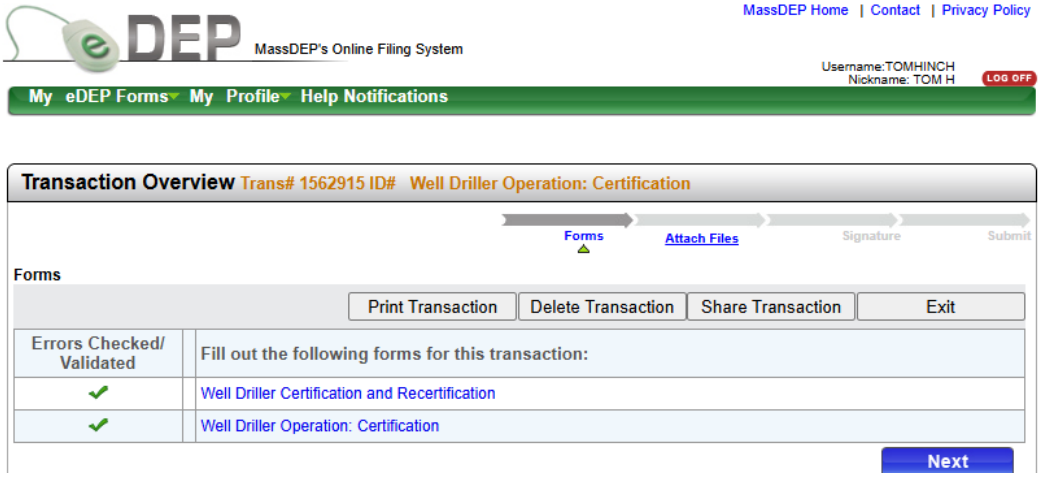



<< Prev | Error Check & Next

| Error Message [Below are links where error(s) occurred] | Section Name | Description |
|---|---|---|
| A response to this question is required in order to continue. | Demographic Info | Section A\| Home Address1 |
| A response to this question is required in order to continue. | Demographic Info | Section A\| Zip Code |
| A response to this question is required in order to continue. | Demographic Info | Section B\| Company Phone |




If there are no errors, eDEP returns you to the **Forms** page:




Notice that there is now a next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in Attach supporting documents.

# STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

**Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances.**

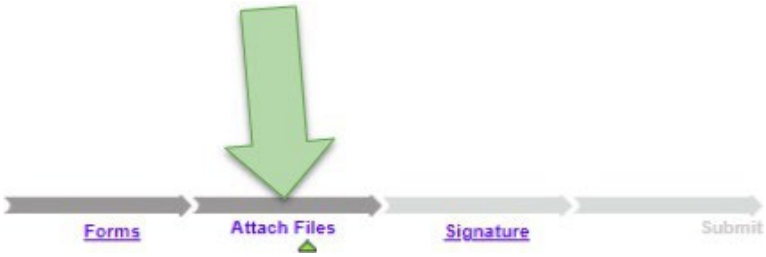
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

To attach files to your application:

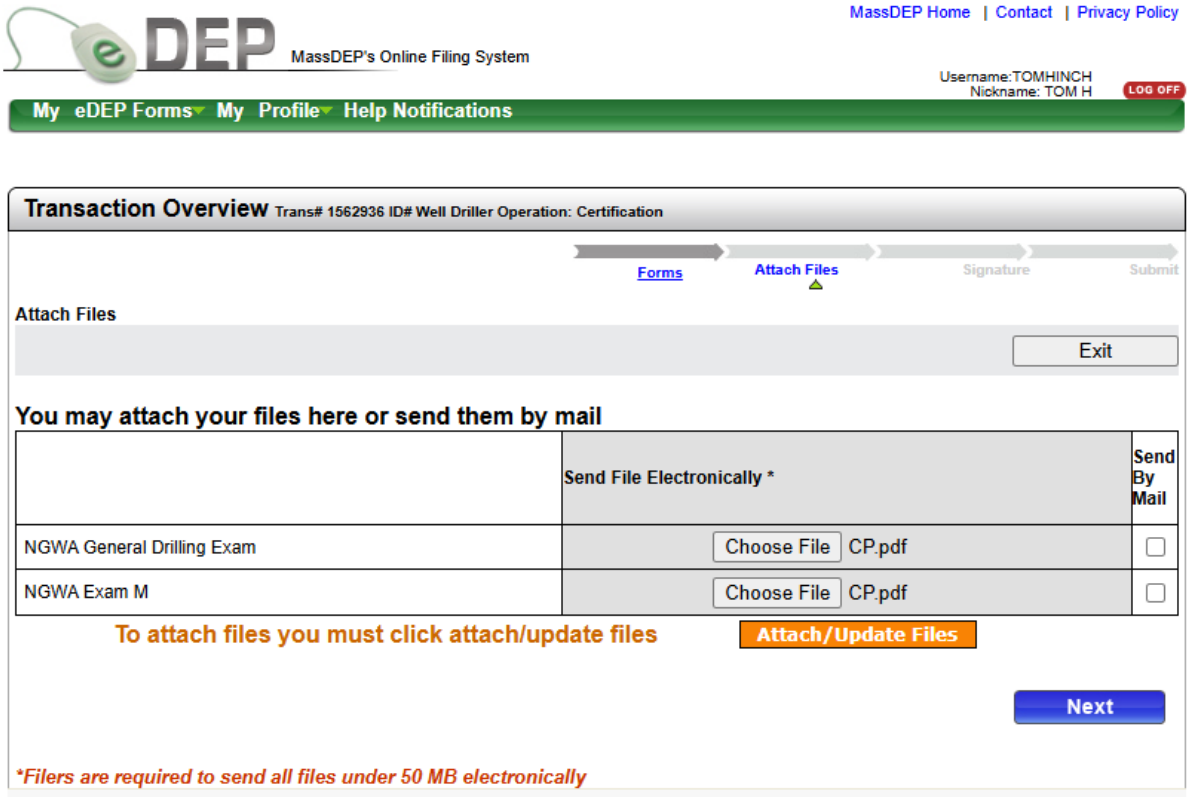
1 Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:

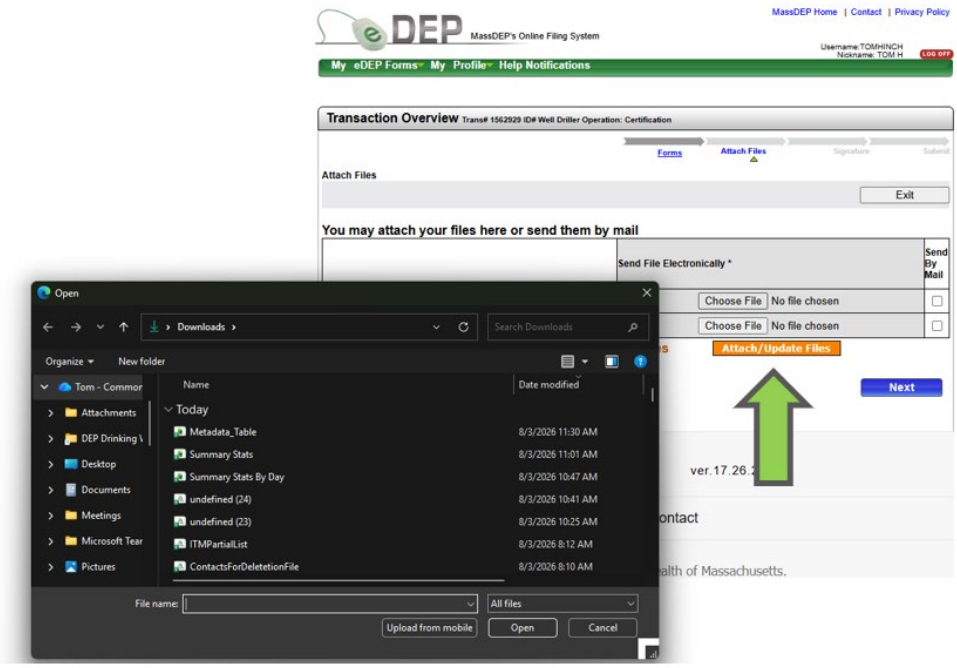



If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid application processing delays.**

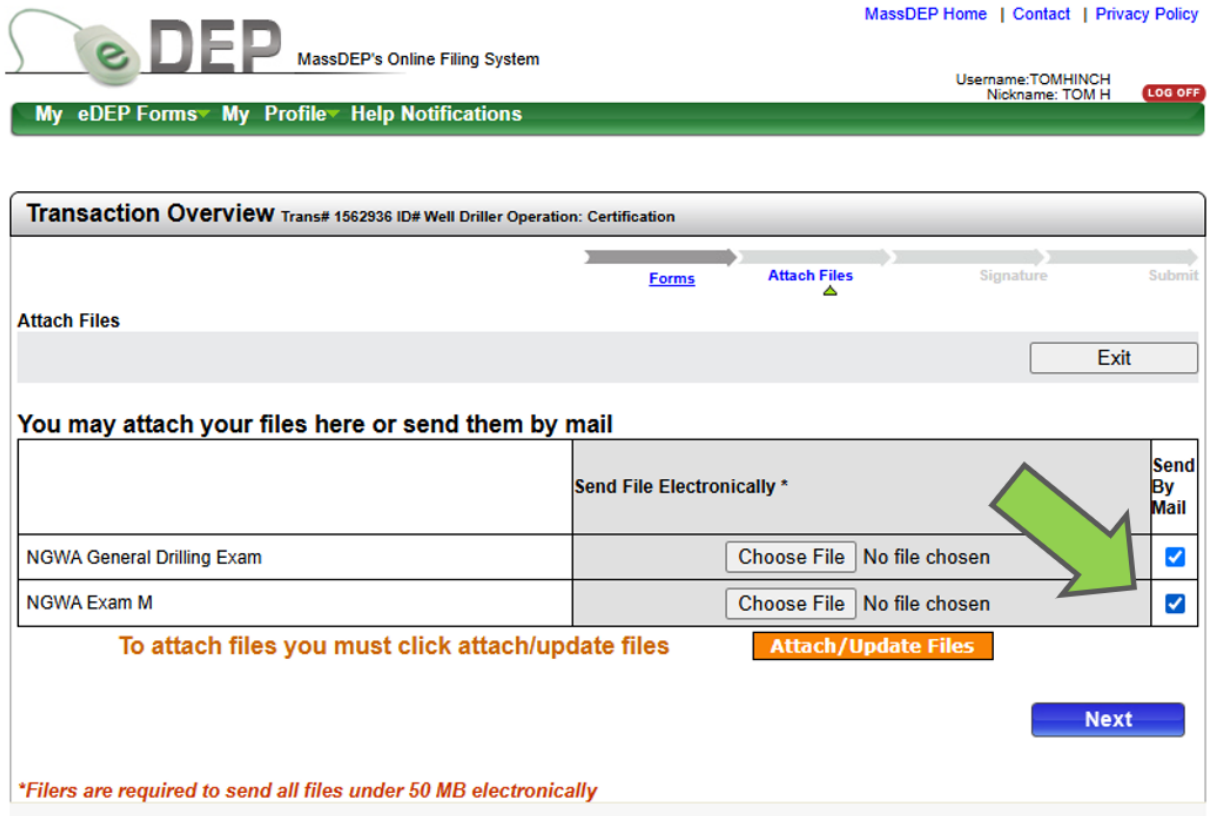
Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



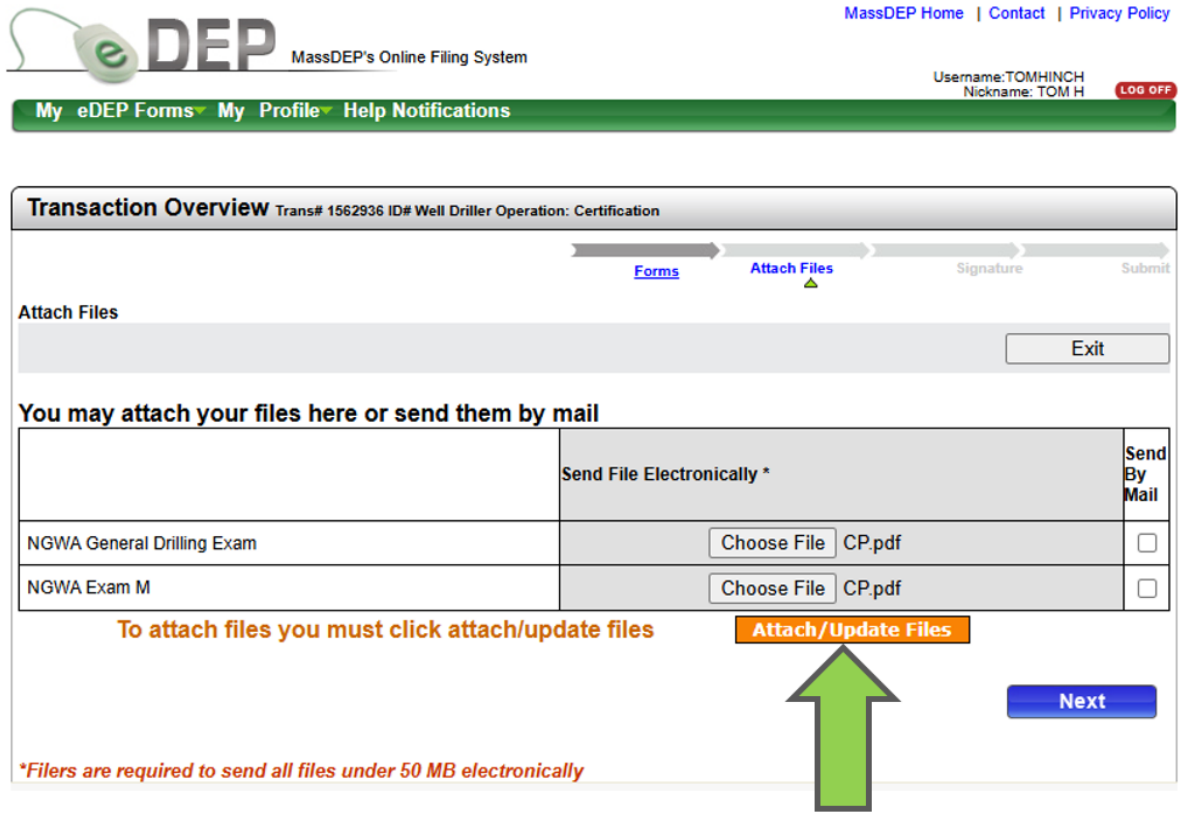

2 If you have a file to attach, select the Choose File button and select a file to attach:



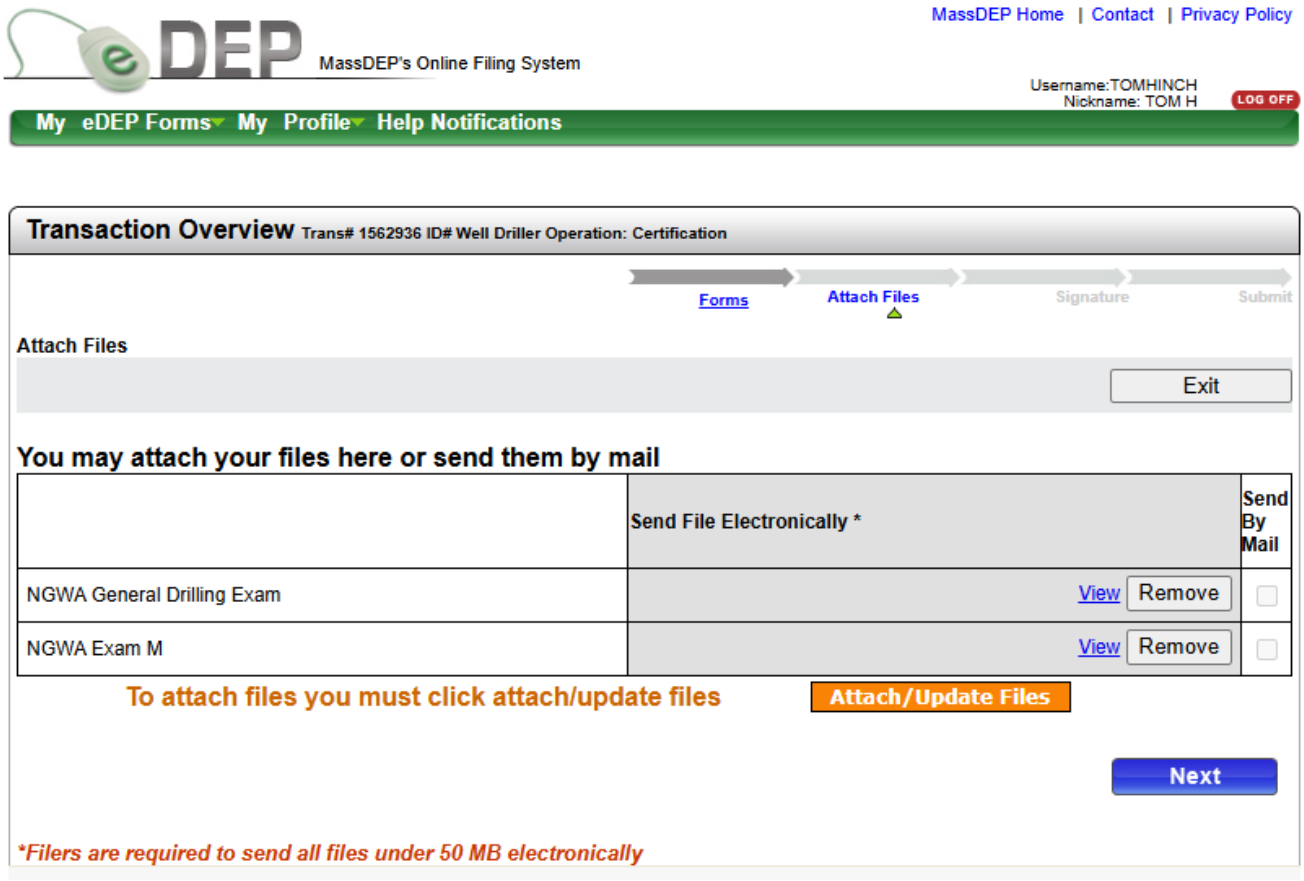
3 Otherwise, check **Send By Mail**:




4 When done attaching or choosing send by mail, be sure to click **Attach/Update Files**



5 When you're done attaching files, you might have a list that looks like the following:




Note that the attachments page for this application type needs to be updated. As noted in the Summary section, the typical attachments for the Monitoring Well Driller Certification application are the applicants active NGWA Certificate and certificate card.

6 Click **Next** and proceed to Step 4: Sign the certification statement.

Congratulations!

You have added files to support your application for initial certification. The next step is to sign the certification statement.

# STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

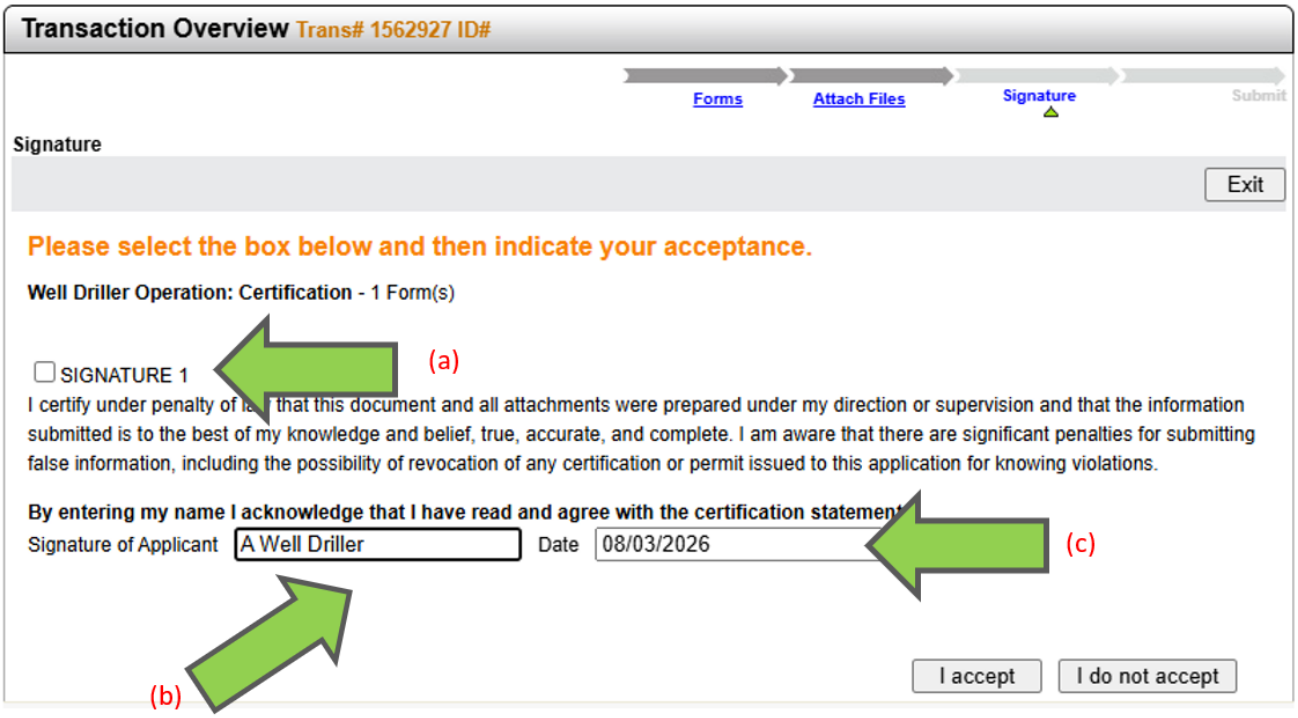
To sign and accept the certification statement:

1 Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:




The **Signature** page displays.



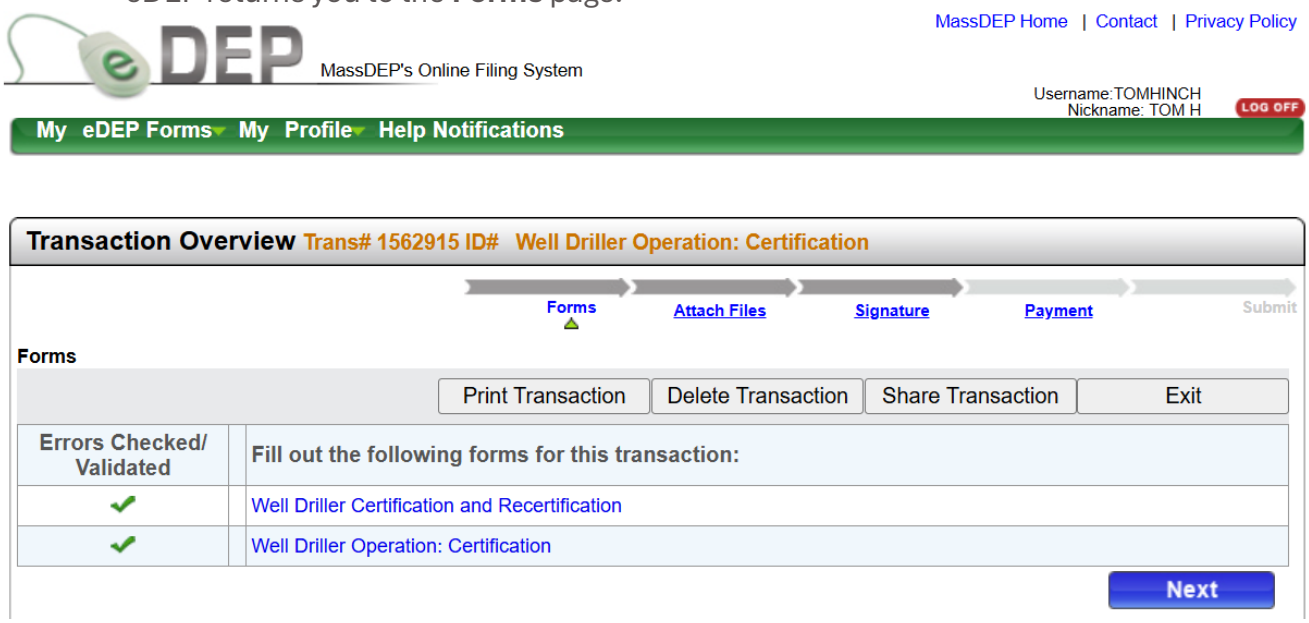

The arrows in the above image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date:

2 On the **Signature** page, select the **SIGNATURE 1** checkbox.

3 Enter your name in the **Signature of Applicant** field.

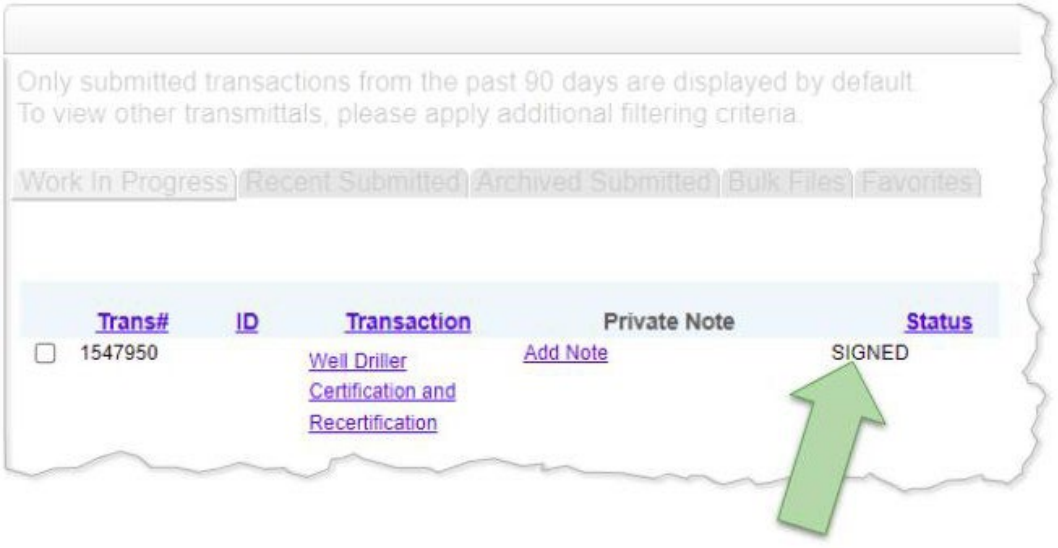
4 Click I accept.

eDEP returns you to the **Forms** page:




Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the Work In Progress tab on your "My eDEP" homepage, you would see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:




Congratulations!

You have successfully signed your certification statement. The next step is to pay the application fee.

## STEP 5 Pay application fee

The application fee is $200 for an initial Monitoring Well Driller Certificate. This fee is non-waivable.

For more information, see 310 CMR 46.03 (4).

**Before you Begin**

Do not use your browser's **Back** button to return to Sections A through D

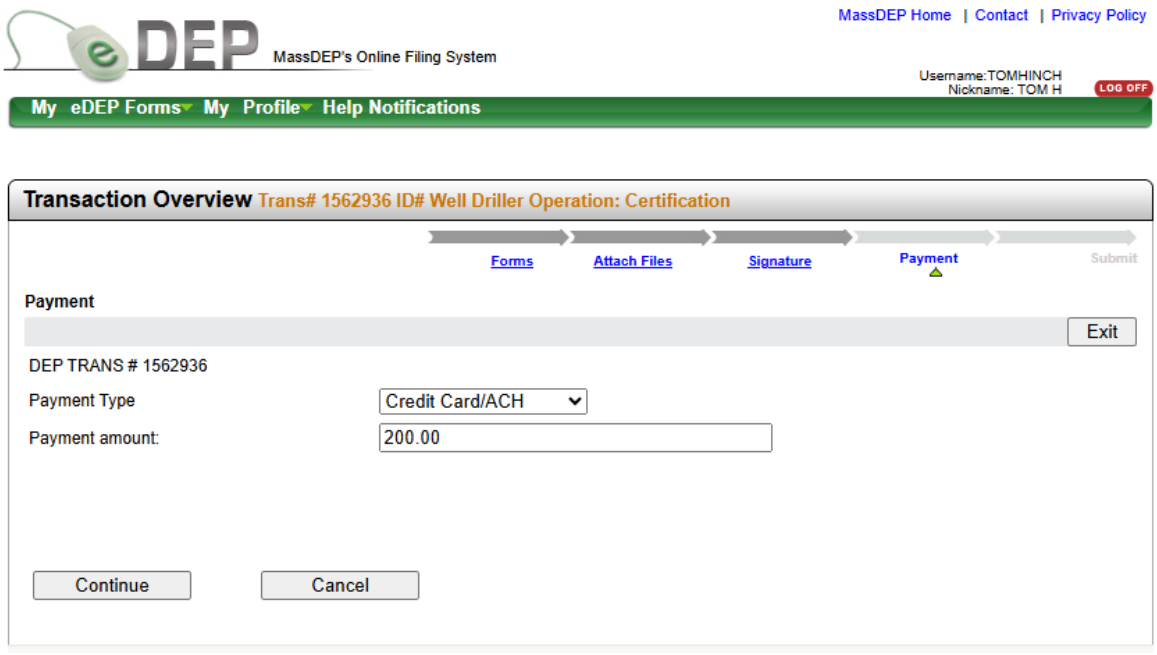
To pay the application fee:

5 From the **Forms** page, click **Next** to navigate to the **Payment** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



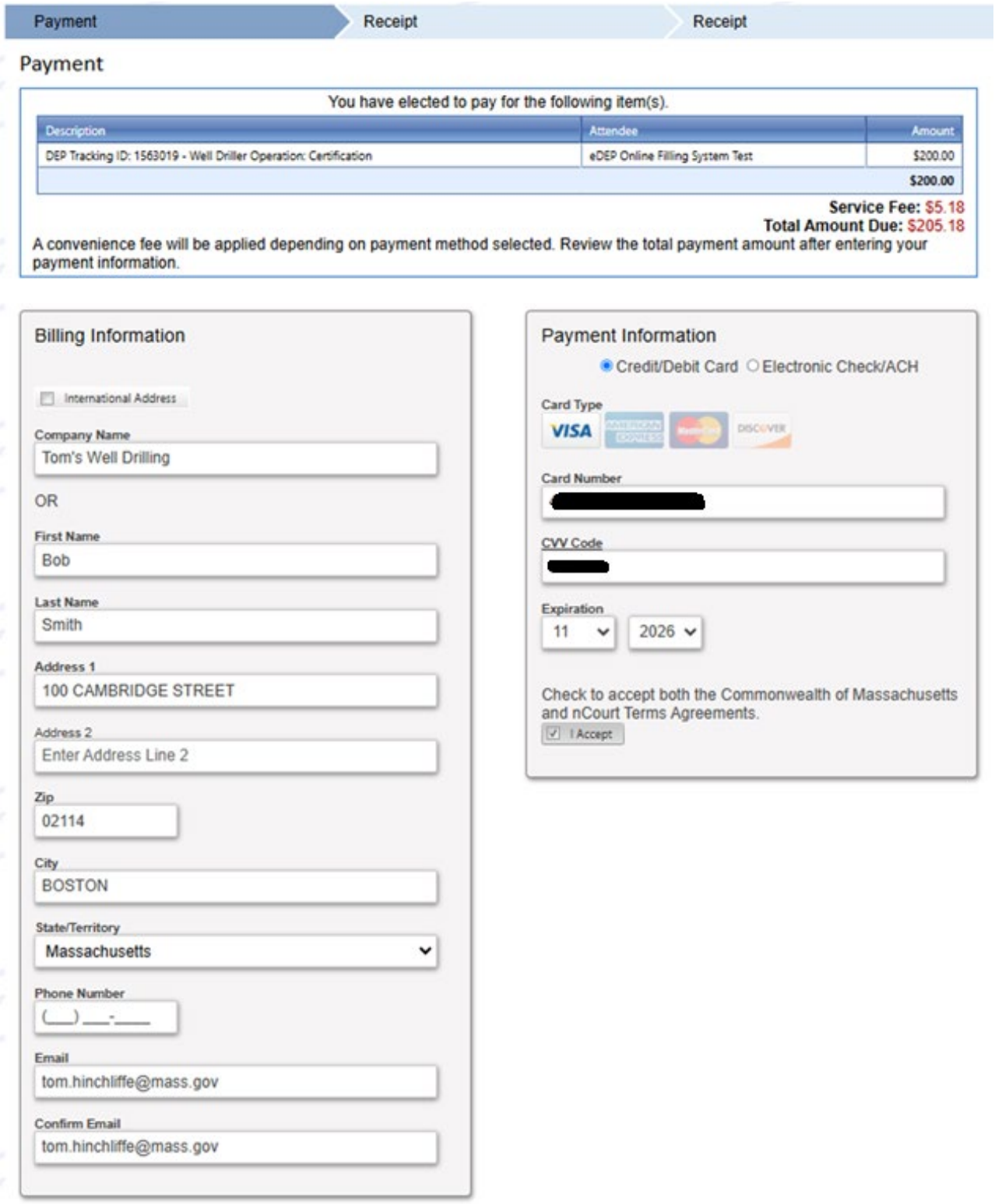

eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:




The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

6 Click Continue .

eDEP launches the payment process in a new browser window. This process is managed by nCourt:




If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see Allowing pop-up windows.

7 On the nCourt **Payment** page, fill out the **Billing Information** section. Enter

*either* the name of your company or your first and last name. If you enter both, you'll get an error.

**NOTE:**

Do not enter both the Company Name and First / Last Names. Enter just one of these options.

Note that the following fields are required:

a. **Company Name** OR **First/Last Name**
b. **Address 1**
c. **ZIP Code**
d. **City**
e. **Phone Number**
f. **Email** (and its confirmation)

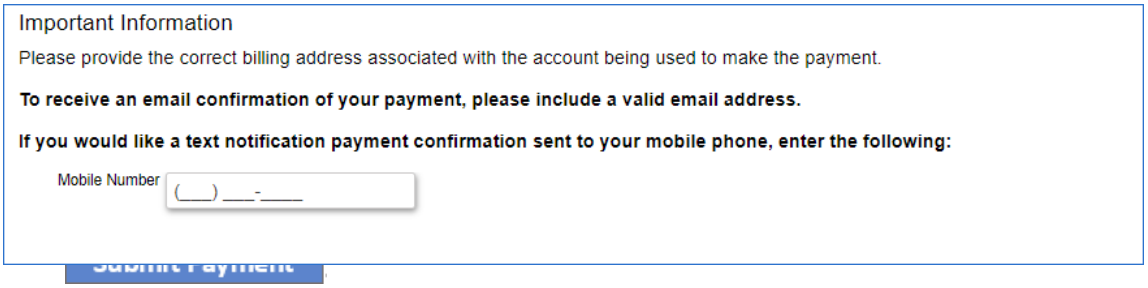
8 In the **Payment Information** section, select one of the following payment options:

a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.

9 Enter your credit card's or bank/account's details.

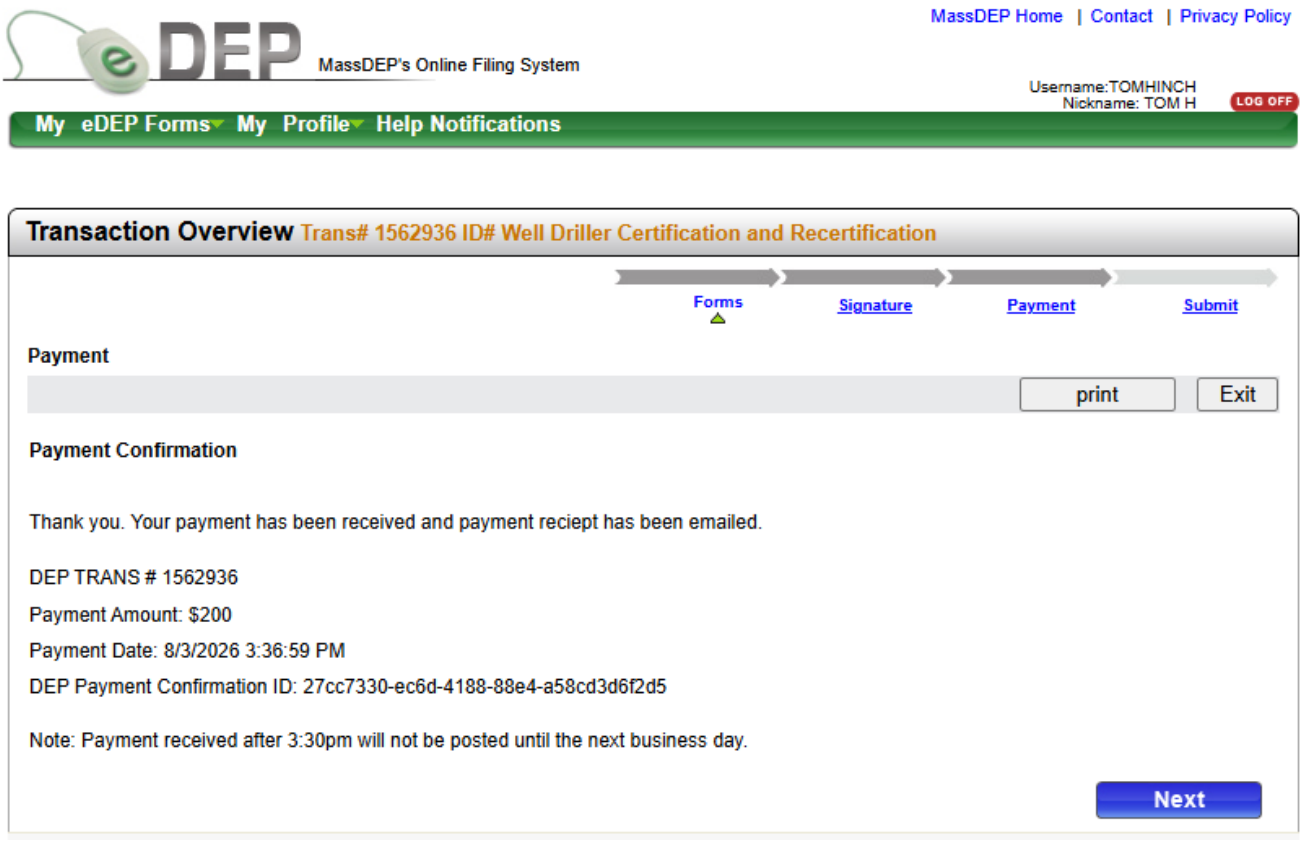
10 Under the payment details, check ☐ I Accept to acknowledge that you have read and understand the terms of the payment.

11 If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCourt will send you an email receipt automatically):




12 Click .

If the payment was successful, eDEP displays the **Payment Confirmation** page:




Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in Send transaction for review.

# STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

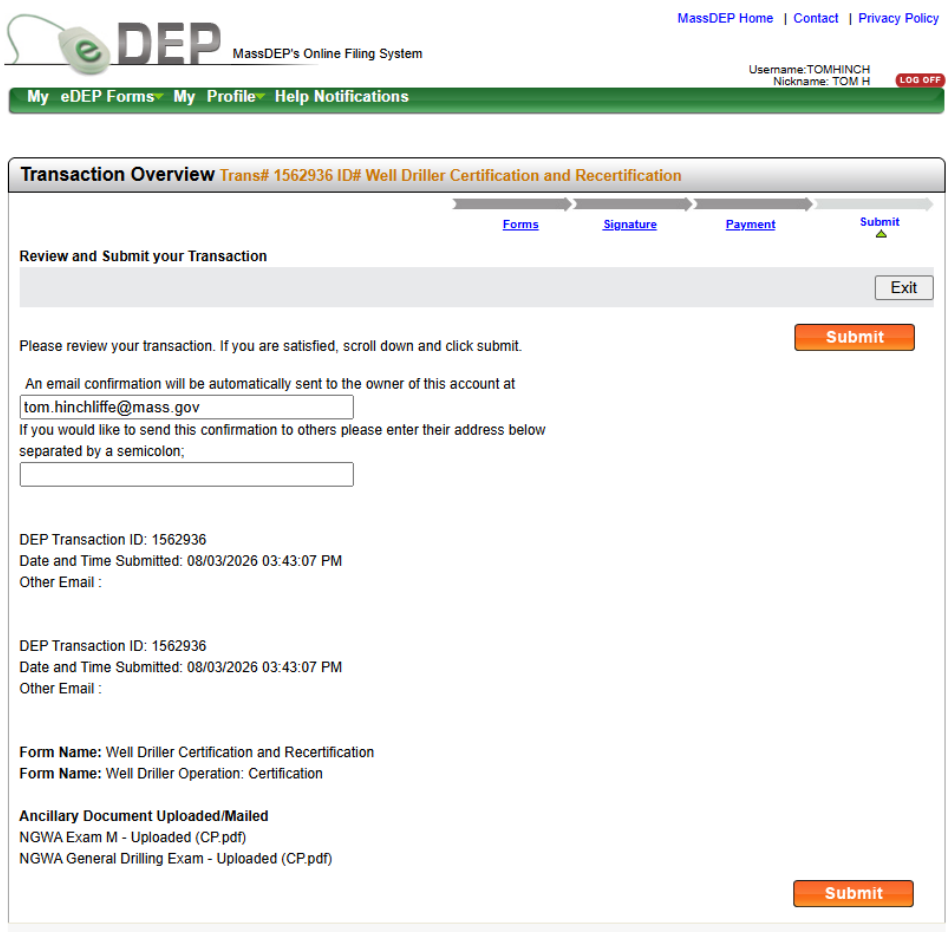
To send your transaction for review:

1 From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:



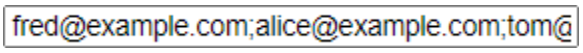

eDEP displays the **Review and Submit your Transaction** page:



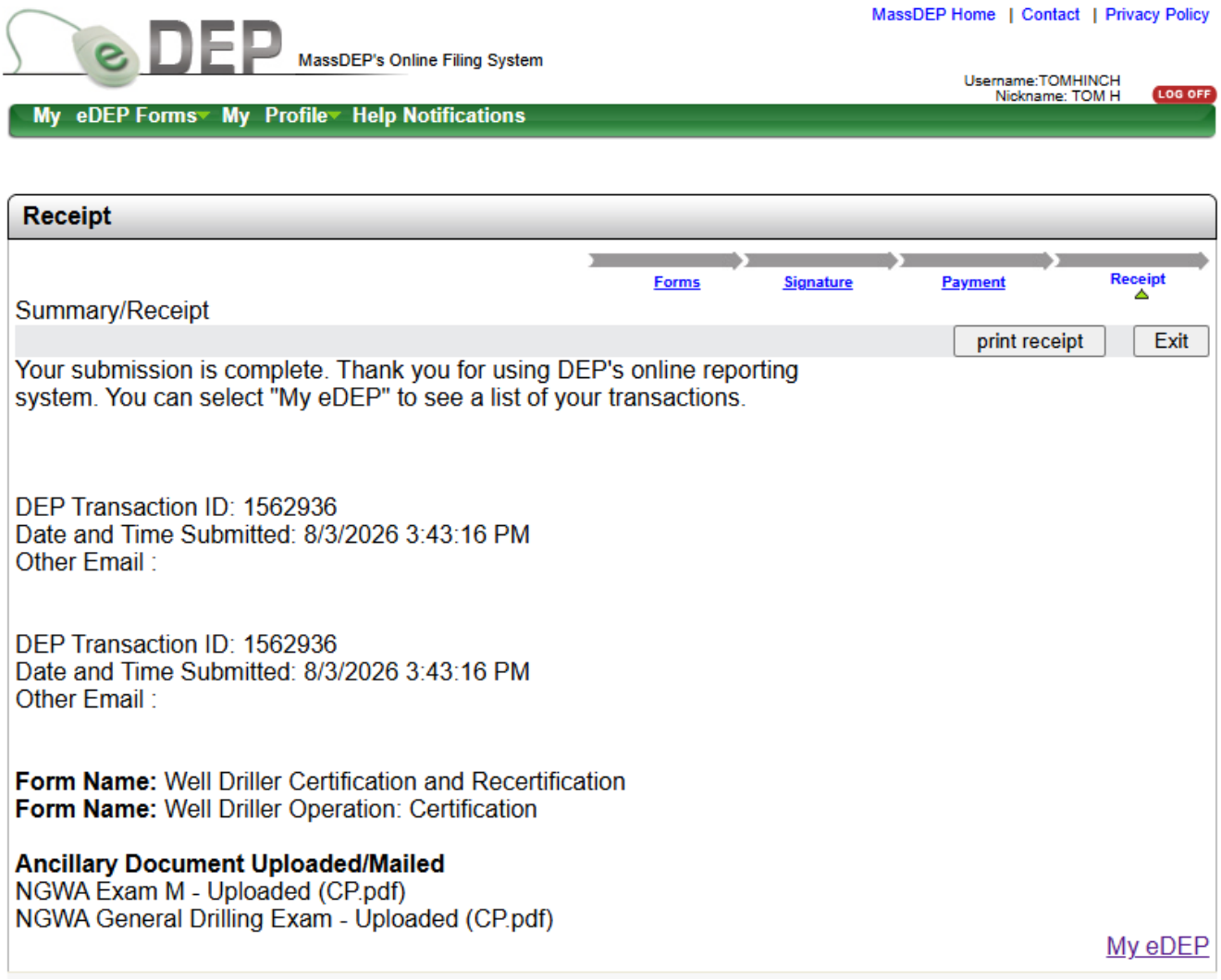

2 *Carefully* review the information on this page.

3 Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

If you enter more than one email address, separate them with semi-colons, as the following example shows:




4 Click Confirm.
Your submittal has been sent for review. eDEP displays the Receipt page:




5 Optionally print the receipt by clicking Print Receipt or taking a screenshot of the page.

## Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.

# Monitoring Well + CLGT Driller Certificate

## STEP 1 Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

**NOTE:**

Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see Before you begin

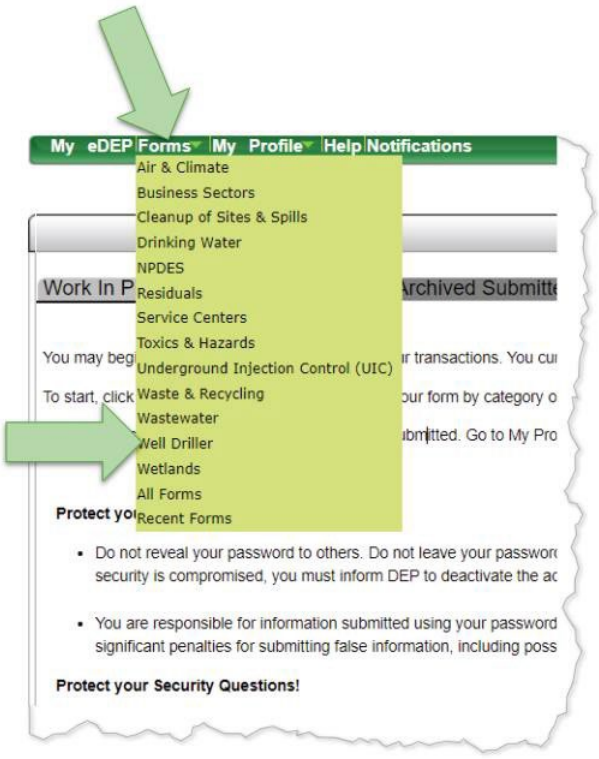
The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

1. Log in to the eDEP Online Filing system.

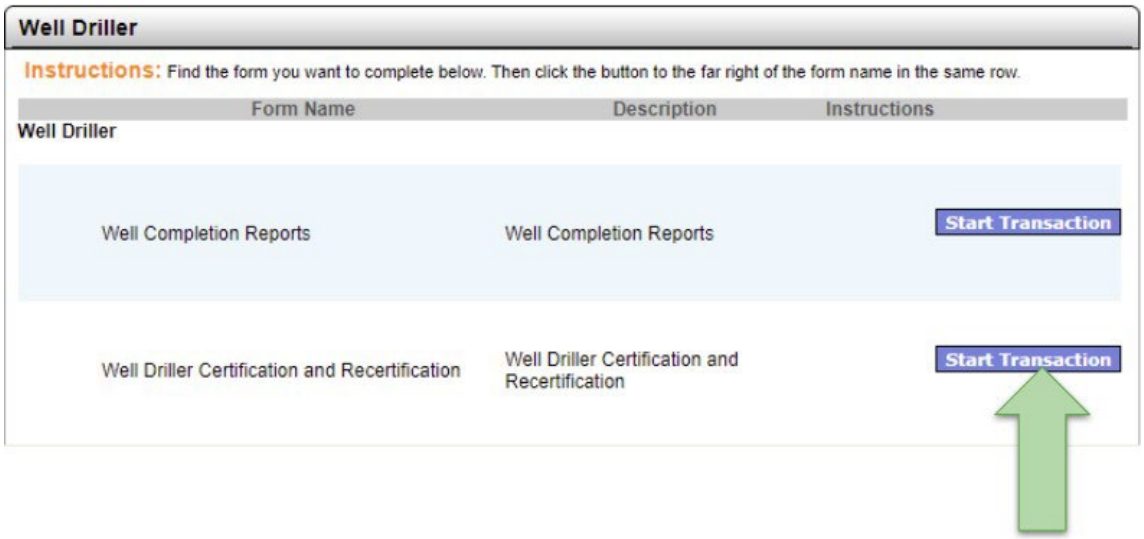
   For more information, see Logging in to your eDEP account.

2. Select **Forms > Well Driller**:



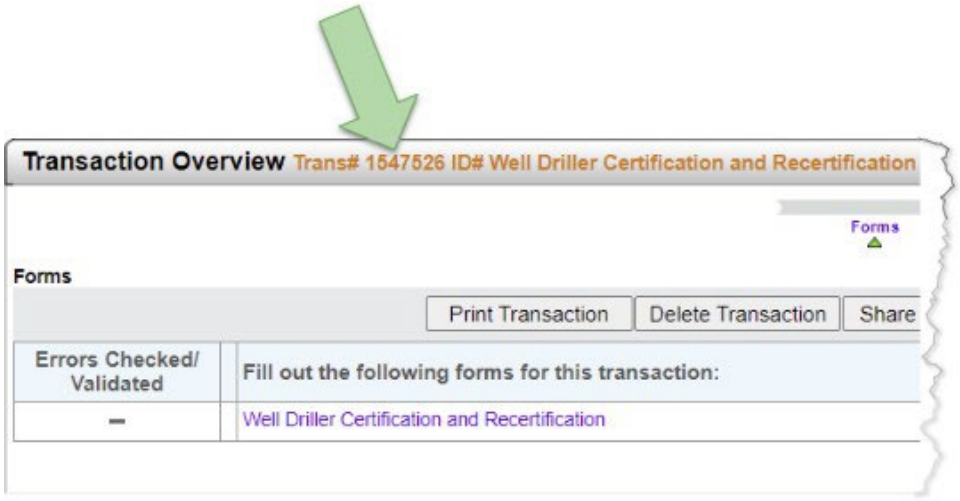

eDEP displays the **Well Driller** page.

3 Click **Start Transaction** next to "Well Driller Certification and Recertification":

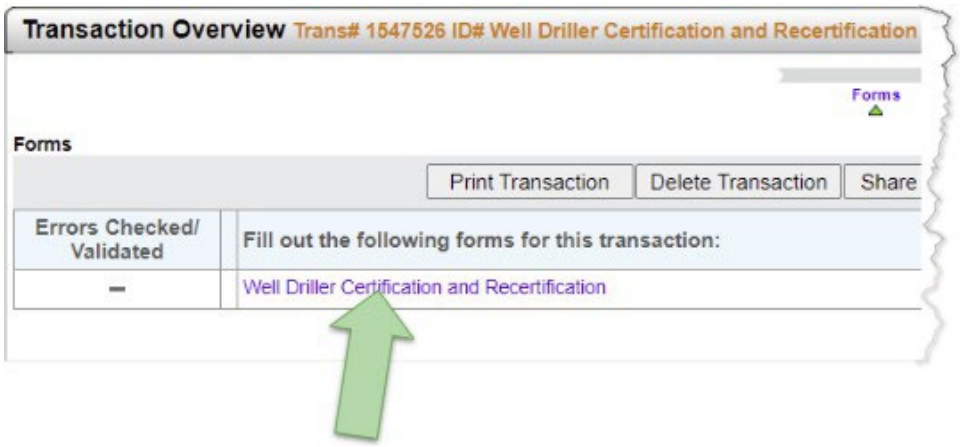



eDEP creates a new transaction and displays the **Forms** page. Notice that eDEP assigned the new transaction a

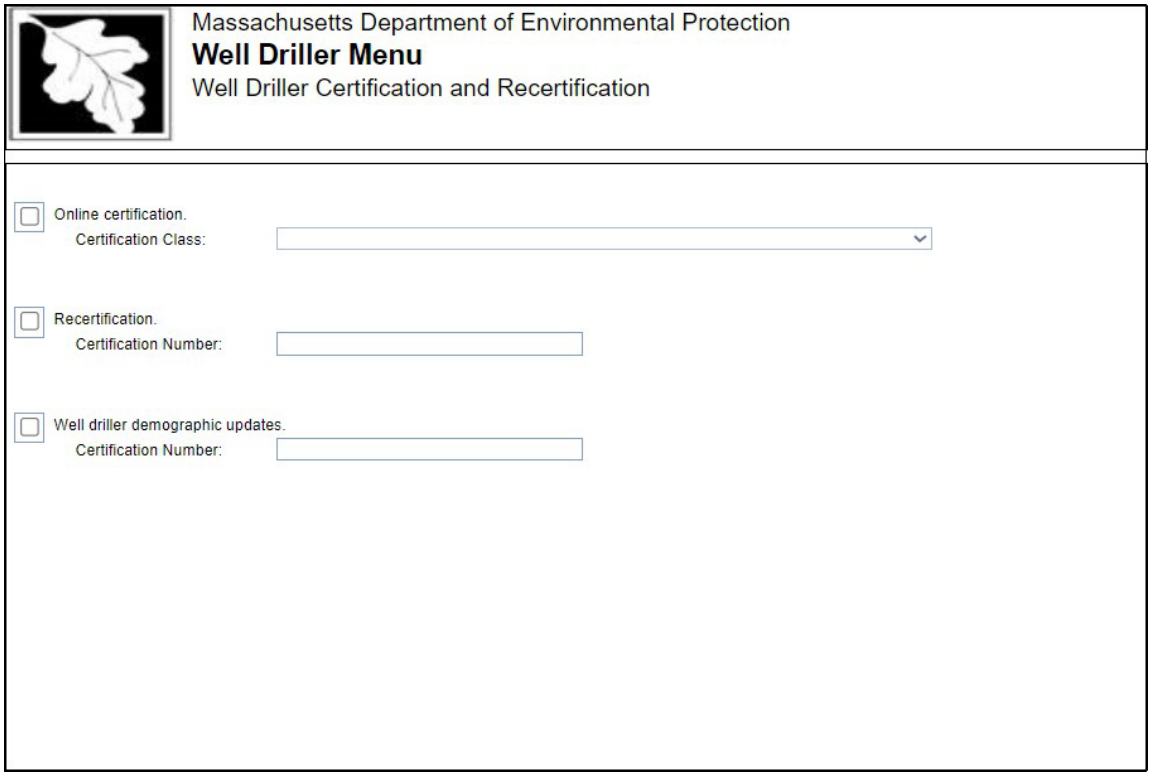
unique number:




4 Click **Next** or the "Well Driller Certification and Recertification" form link in the list:



The **Well Driller Certification and Recertification** form displays:

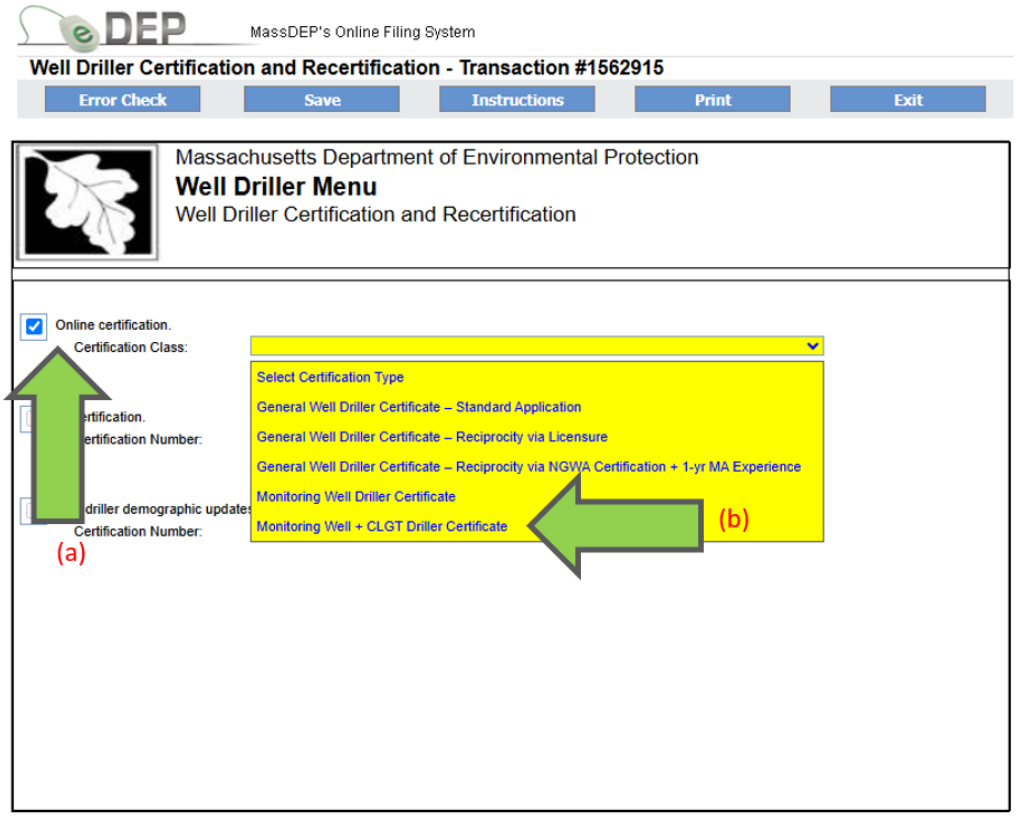


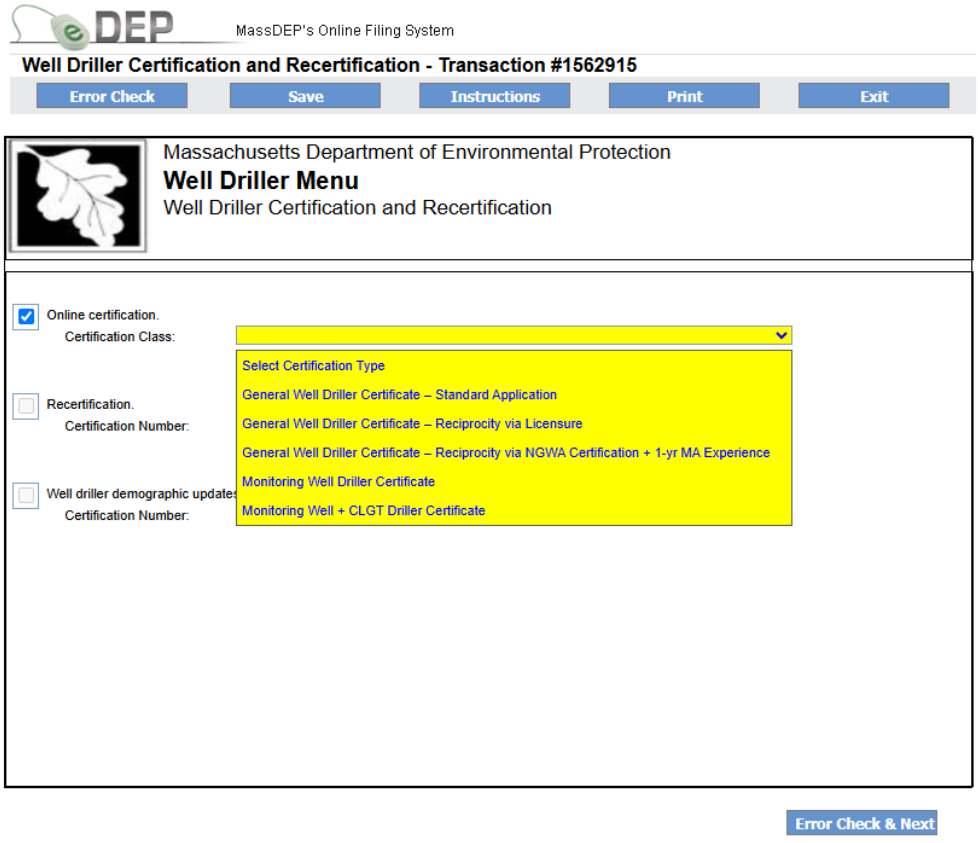

This is a simple form in which you choose the type of certification that you are applying for.

5 Because you are applying for initial certification

   a. Select the **Online certification** checkbox and

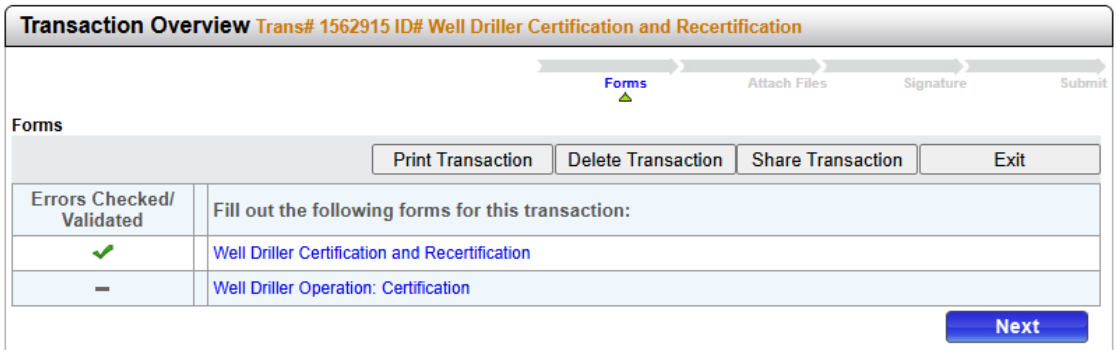
   b. Select the certification class that applies to you from the dropdown menu:




In this case choose Monitoring Well + CLGT Driller Certificate.

6 Click **Error Check & Next**.




Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to fill out the main application form.

# STEP 2 Fill out the forms

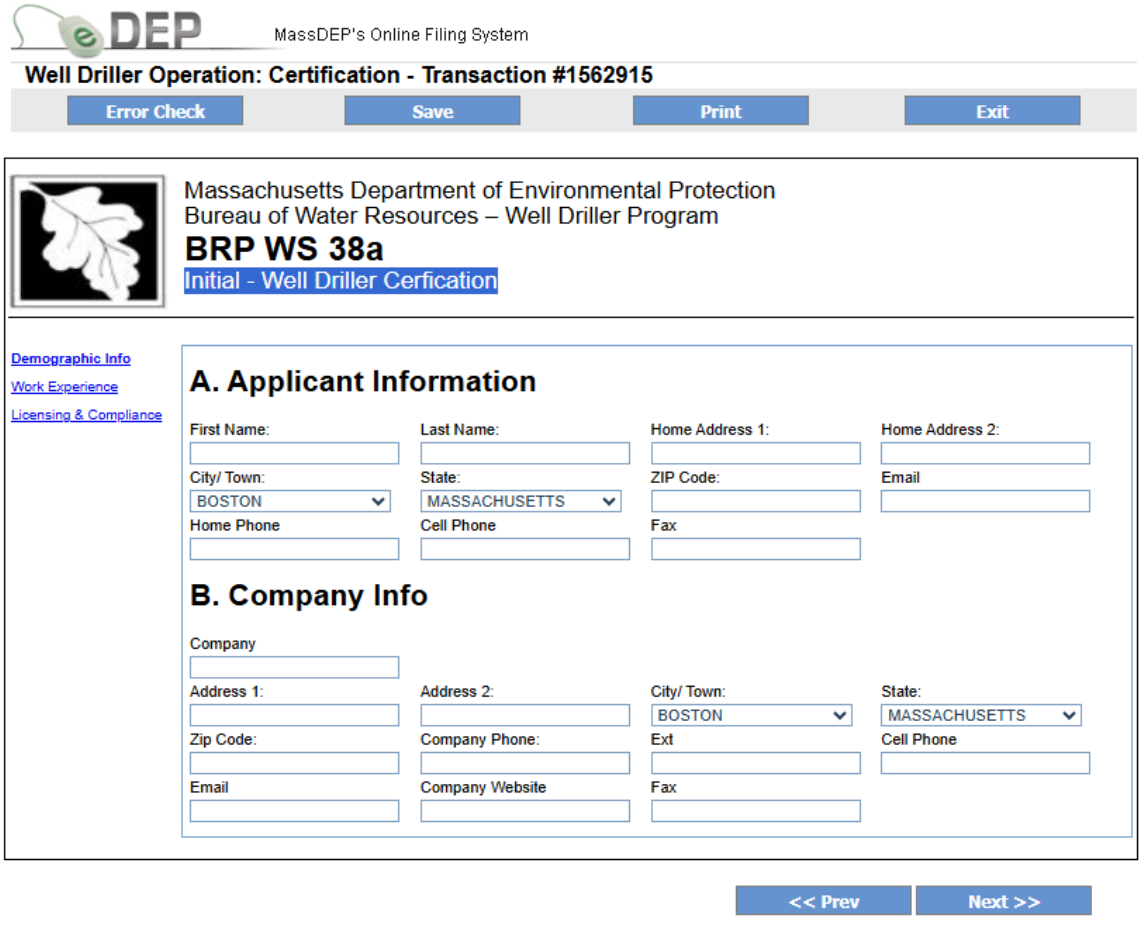
After you create a new transaction, you must enter information in the *Initial – Well Driller Certification* form using the eDEP Online Filing System ("eDEP").

**To fill out the** *Initial – Well Driller Certification* **form:**

1 From the **Forms** page, click **Next**.

If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

The *Initial – Well Driller Certification* form displays:



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

## C. Work Experience

**Employer 1 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

**Employer 2 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities

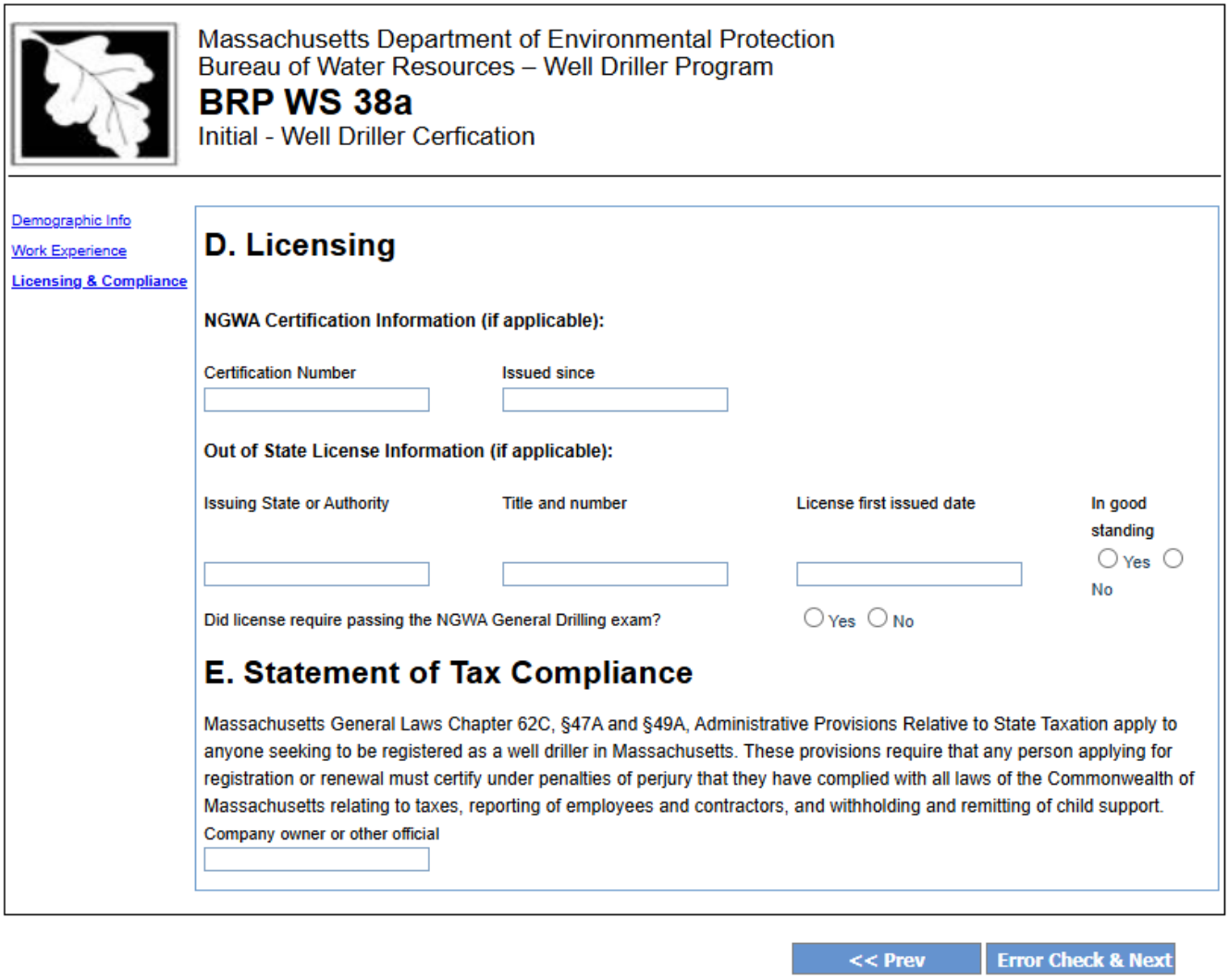
**Employer 3 Details**

Employer Name

Address | City: BOSTON | State: MASSACHUSETTS

ZipCode | Phone | Date From | Date To

Duties and Responsibilities




The *Initial – Well Driller Certification* form has the following sections:

A: Driller Information

B: Company

Information

C: Work Experience

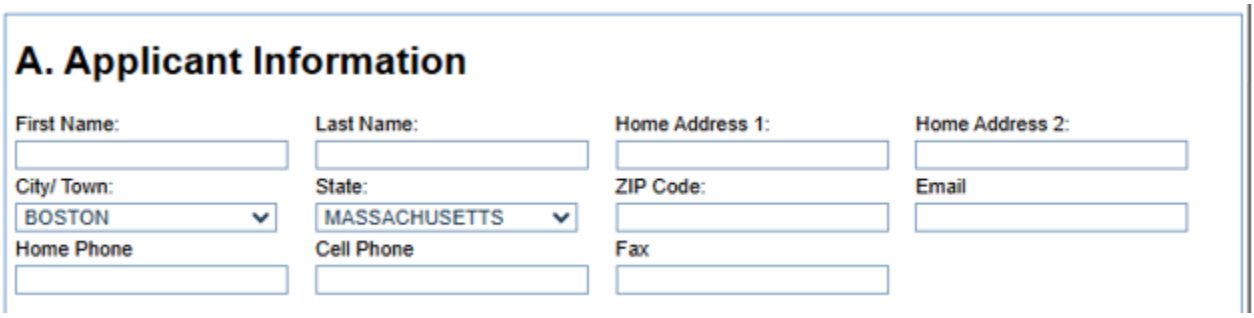
D: Licensing

E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.

## A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:




The required fields are as follows:

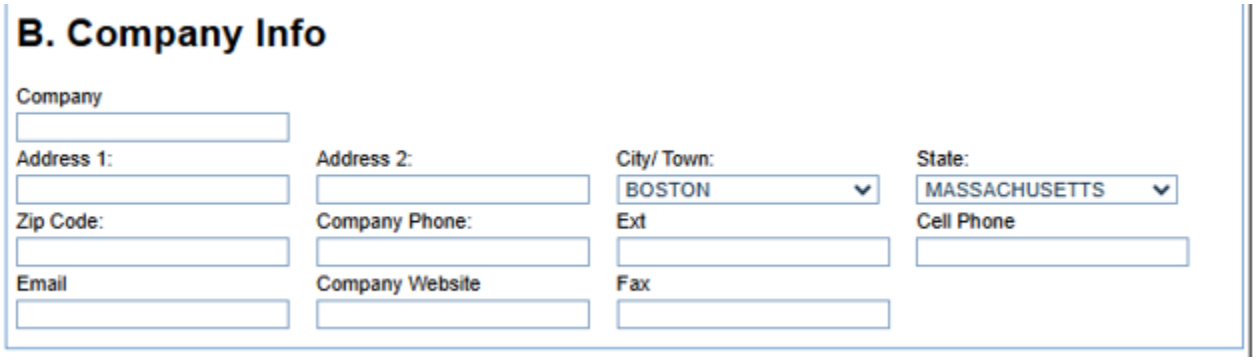
- First Name
- Last Name
- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)

## B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form:

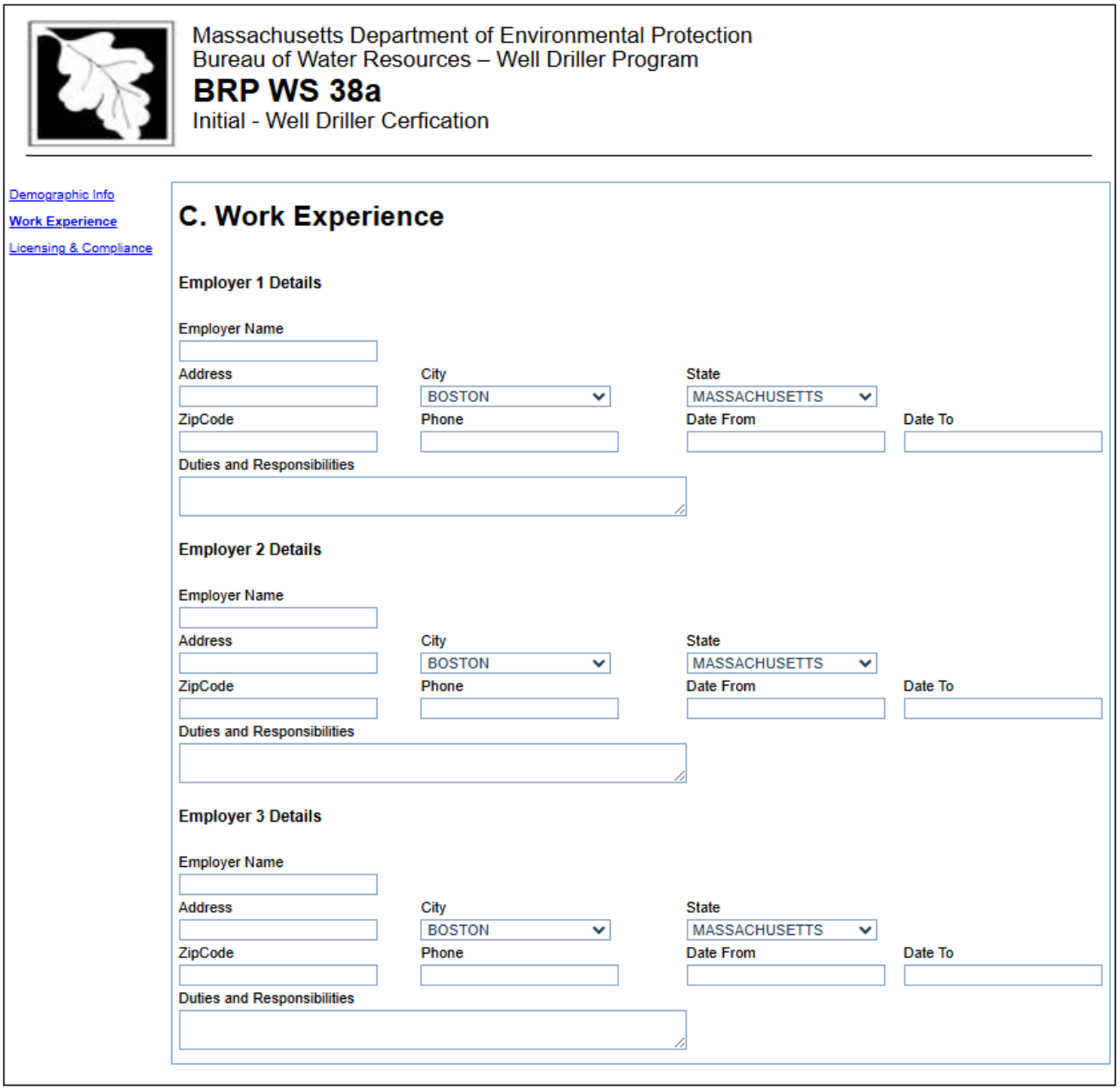
All fields except **Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter "self-employed" in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.



## C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the "Employer 1 Details" subsection are required.



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

**BRP WS 38a**

Initial - Well Driller Cerfication

Demographic Info
Work Experience
Licensing & Compliance

### C. Work Experience

**Employer 1 Details**

Employer Name
Address | City: BOSTON | State: MASSACHUSETTS
ZipCode | Phone | Date From | Date To
Duties and Responsibilities

**Employer 2 Details**

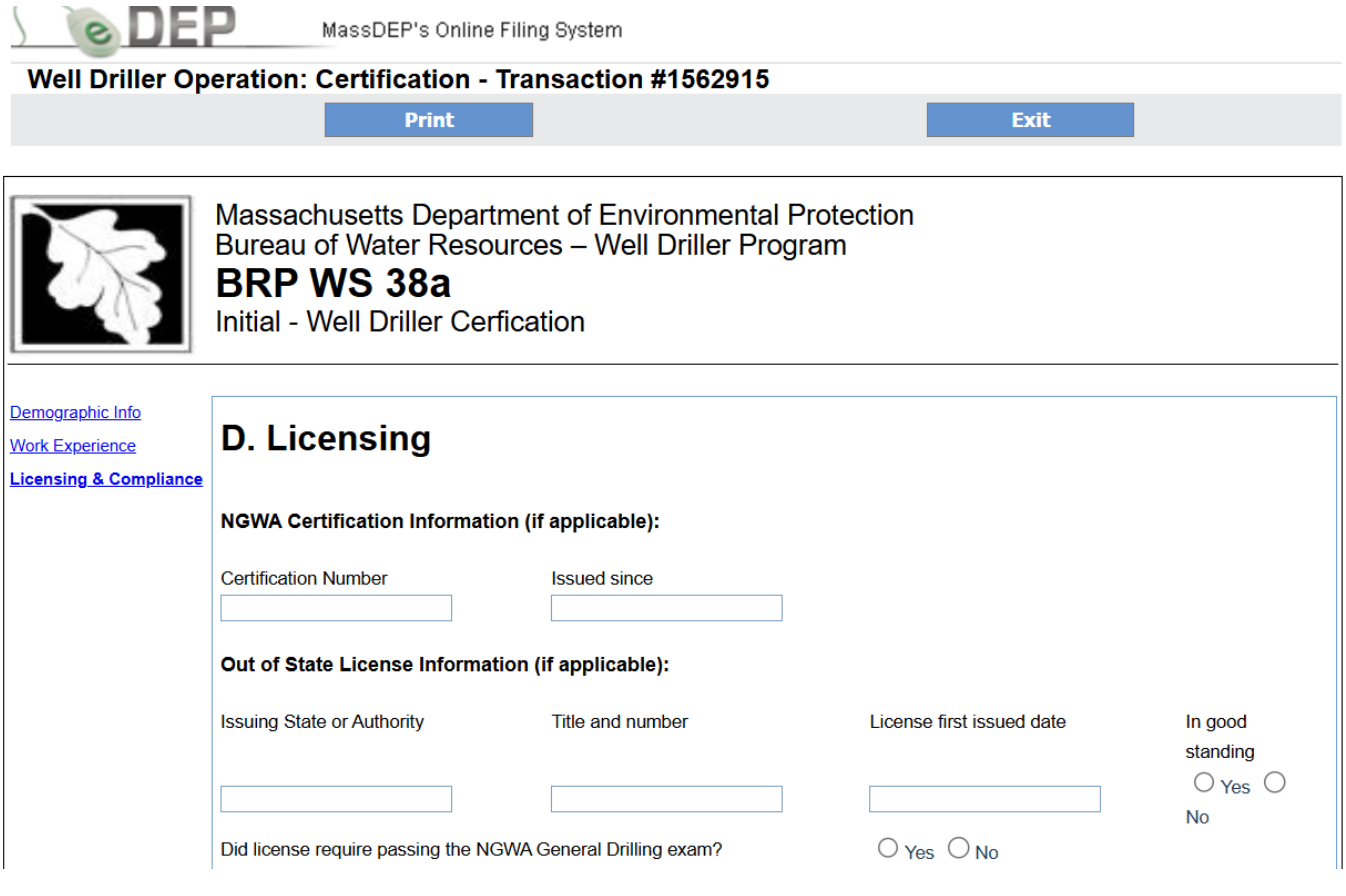
Employer Name
Address | City: BOSTON | State: MASSACHUSETTS
ZipCode | Phone | Date From | Date To
Duties and Responsibilities

**Employer 3 Details**

Employer Name
Address | City: BOSTON | State: MASSACHUSETTS
ZipCode | Phone | Date From | Date To
Duties and Responsibilities

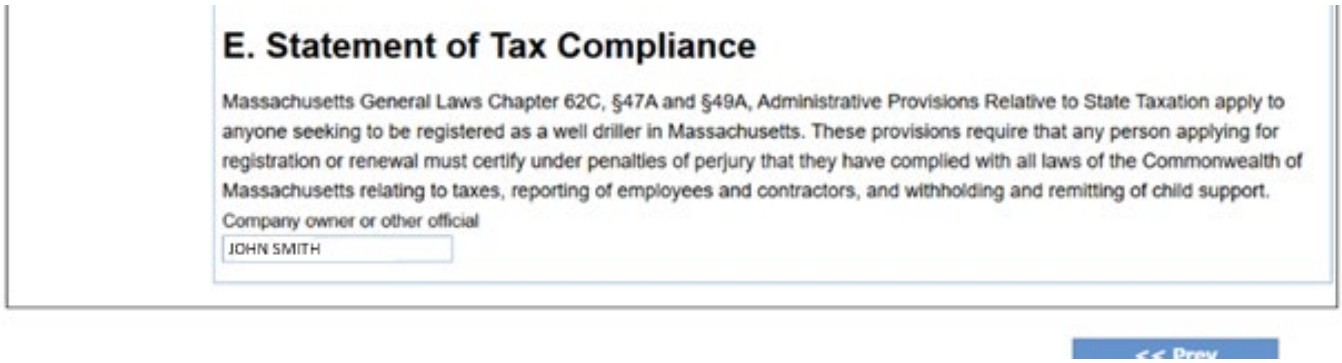
## D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.




## E: Statement of Tax Compliance

Enter the name of your company owner or other official in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form.



## Validating your application

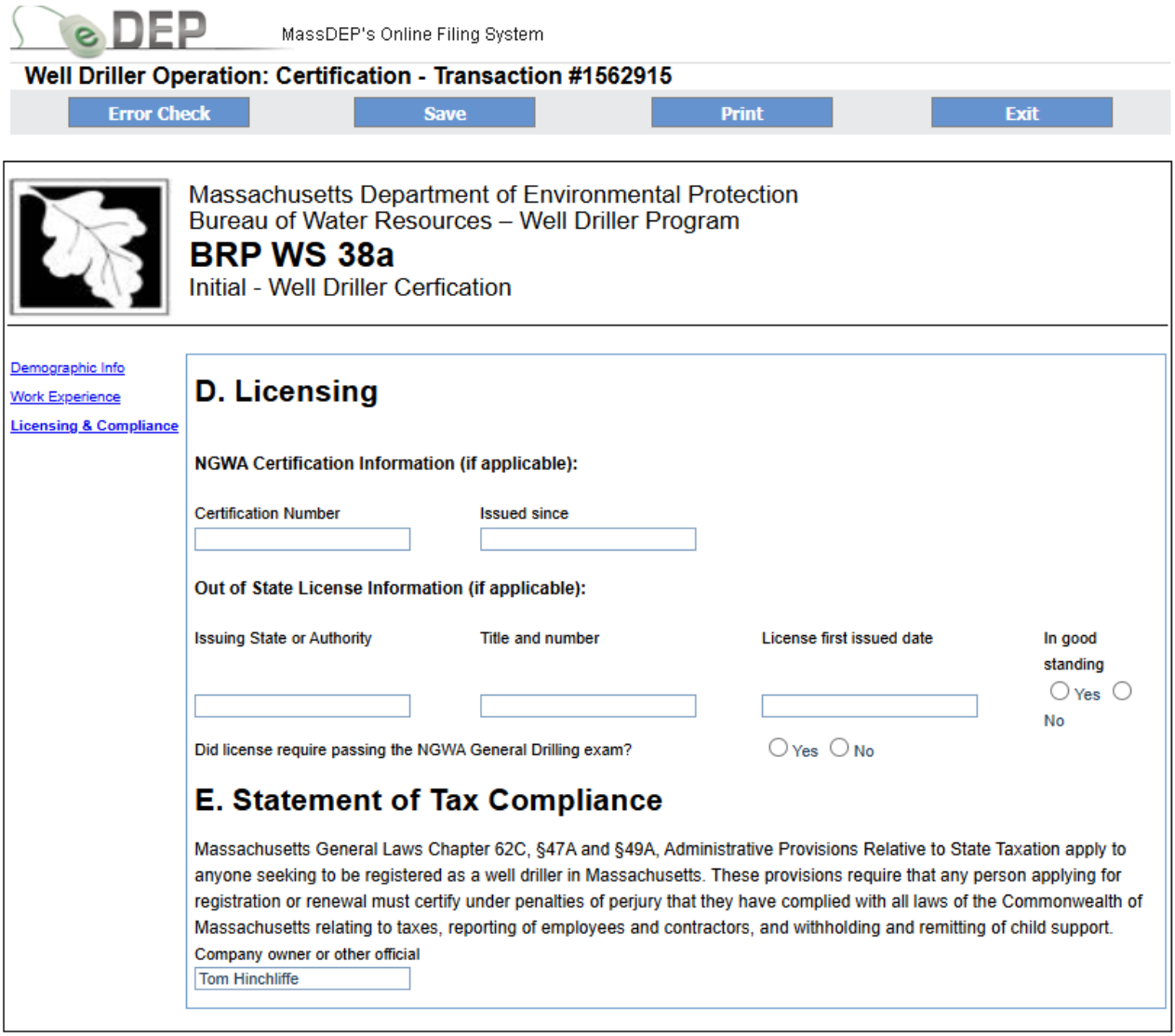
After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

1. Click **Error Check & Next** at the bottom of the form.

   eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

2. If there are any errors in Sections A through E, eDEP reports them in red at the bottom of the page below Section E:

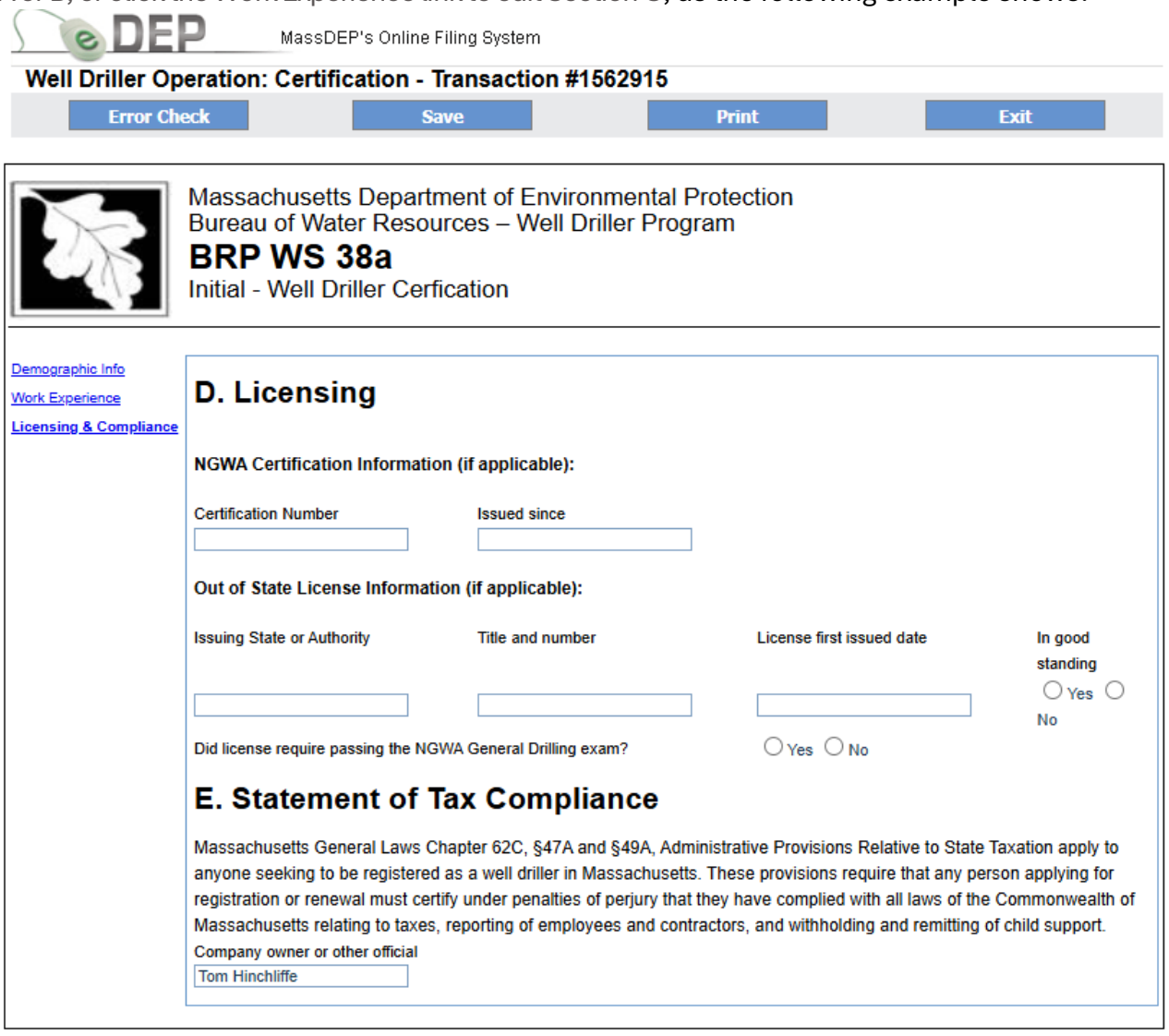



3. Correct any errors, return to this page, and click **Error Check & Next** again

**NOTE:**

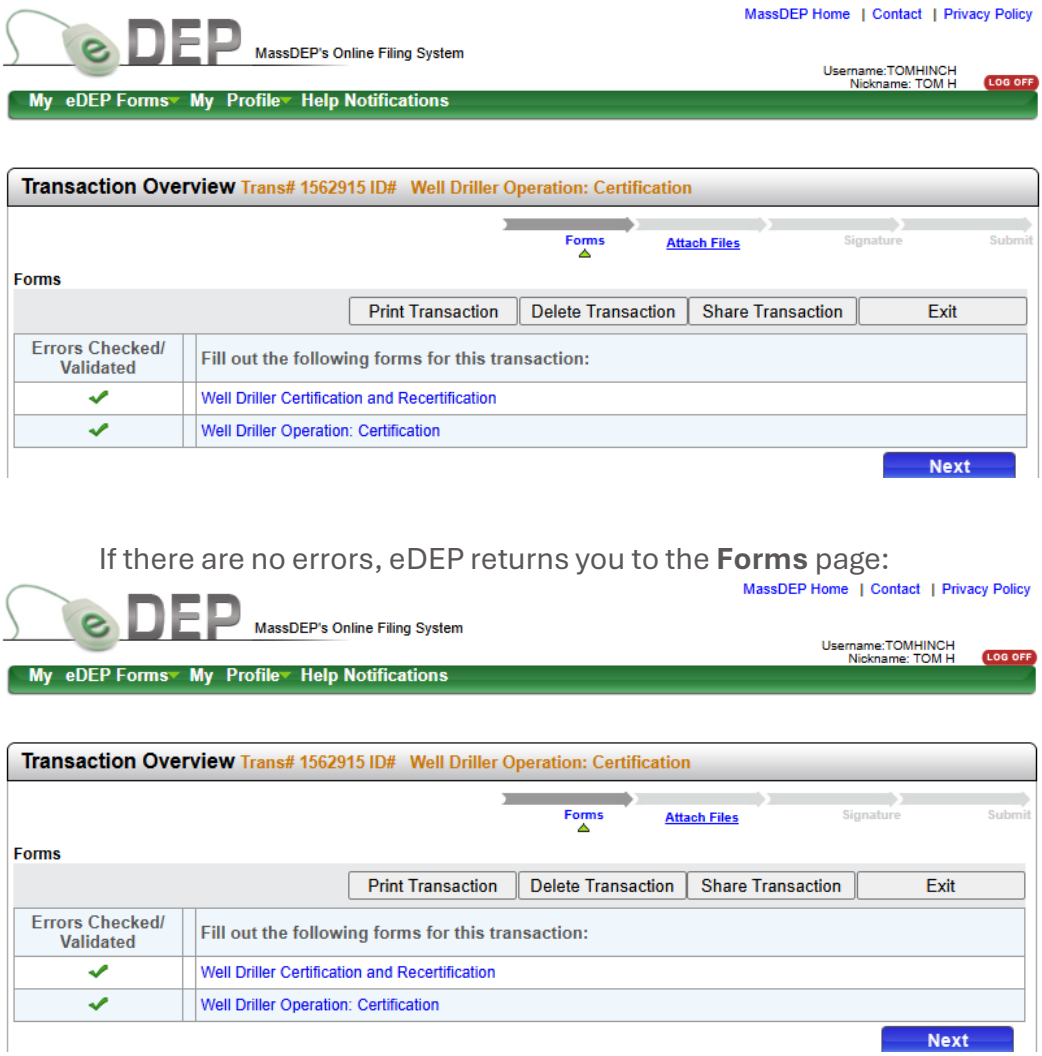
Do not use your browser's Back button to return to Sections A through D.

Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows:




<< Prev | Error Check & Next

| Error Message [Below are links where error(s) occurred] | Section Name | Description |
|---|---|---|
| A response to this question is required in order to continue. | Demographic Info | Section A\| Home Address1 |
| A response to this question is required in order to continue. | Demographic Info | Section A\| Zip Code |
| A response to this question is required in order to continue. | Demographic Info | Section B\| Company Phone |




If there are no errors, eDEP returns you to the **Forms** page:




Notice that there is now a next to each form link indicating that you have successfully completed that form.

## Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in Attach supporting documents.

# STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

**Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances.**

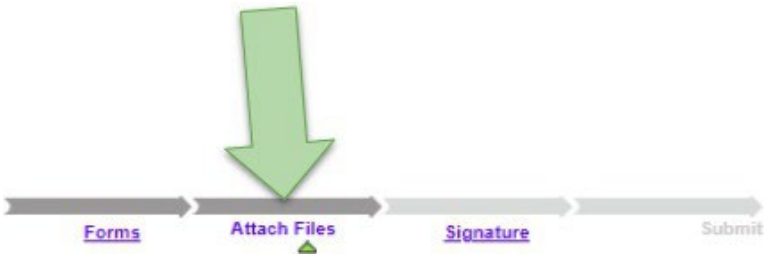
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

To attach files to your application:

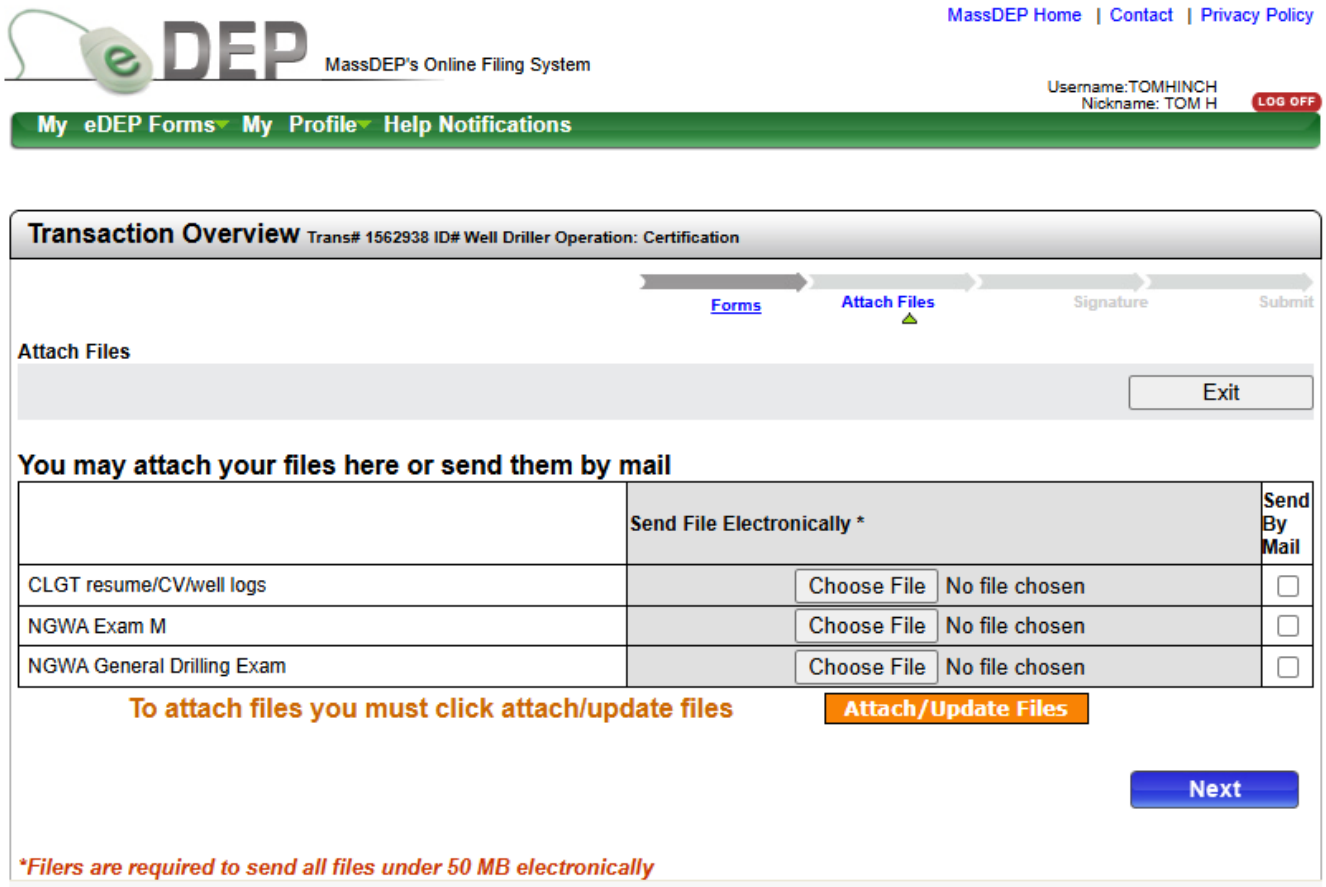
2 Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:

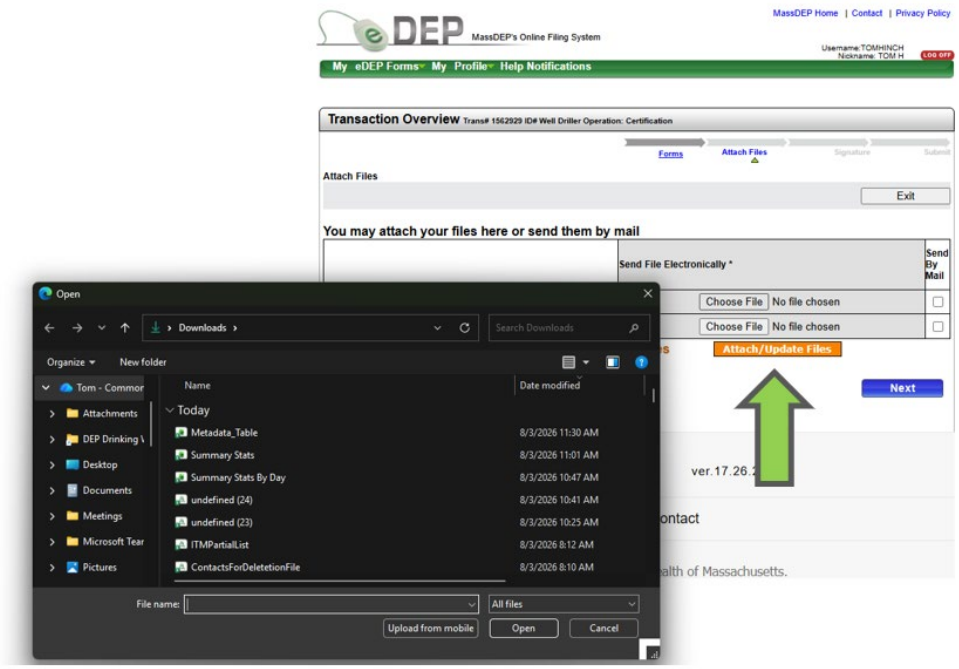



If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note:**

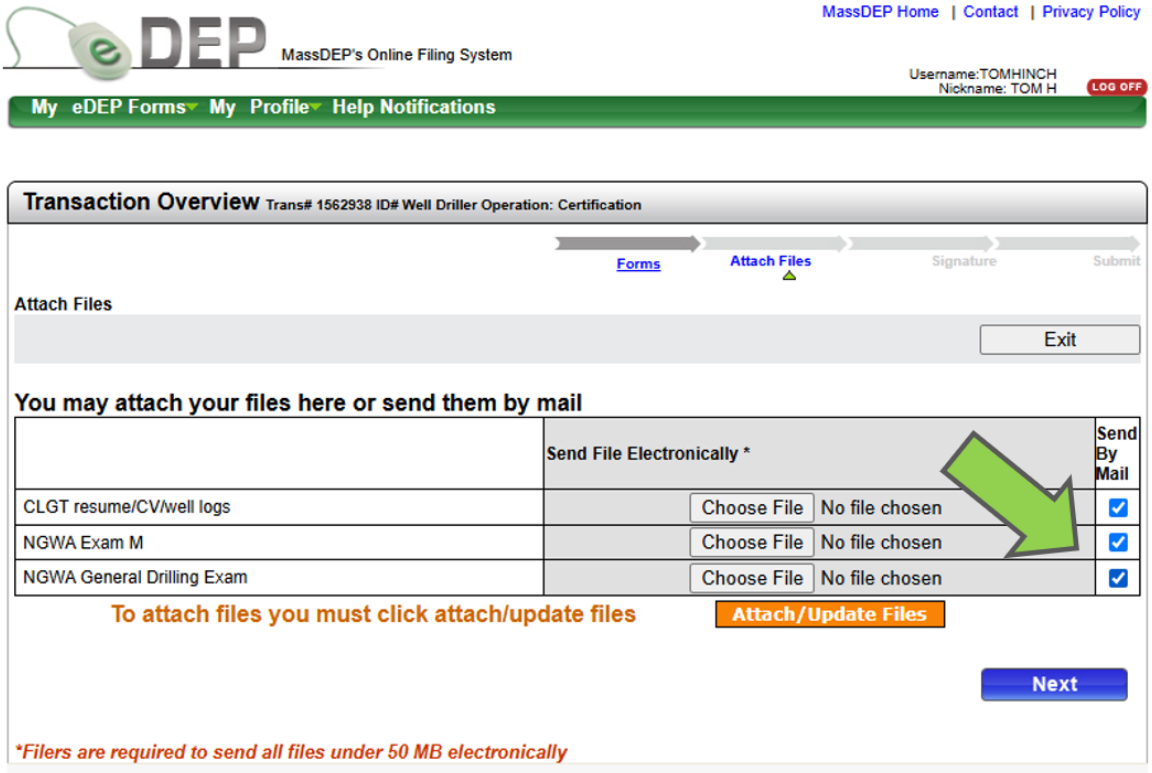
**MassDEP strongly recommends attaching files electronically to avoid application processing delays.**
Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



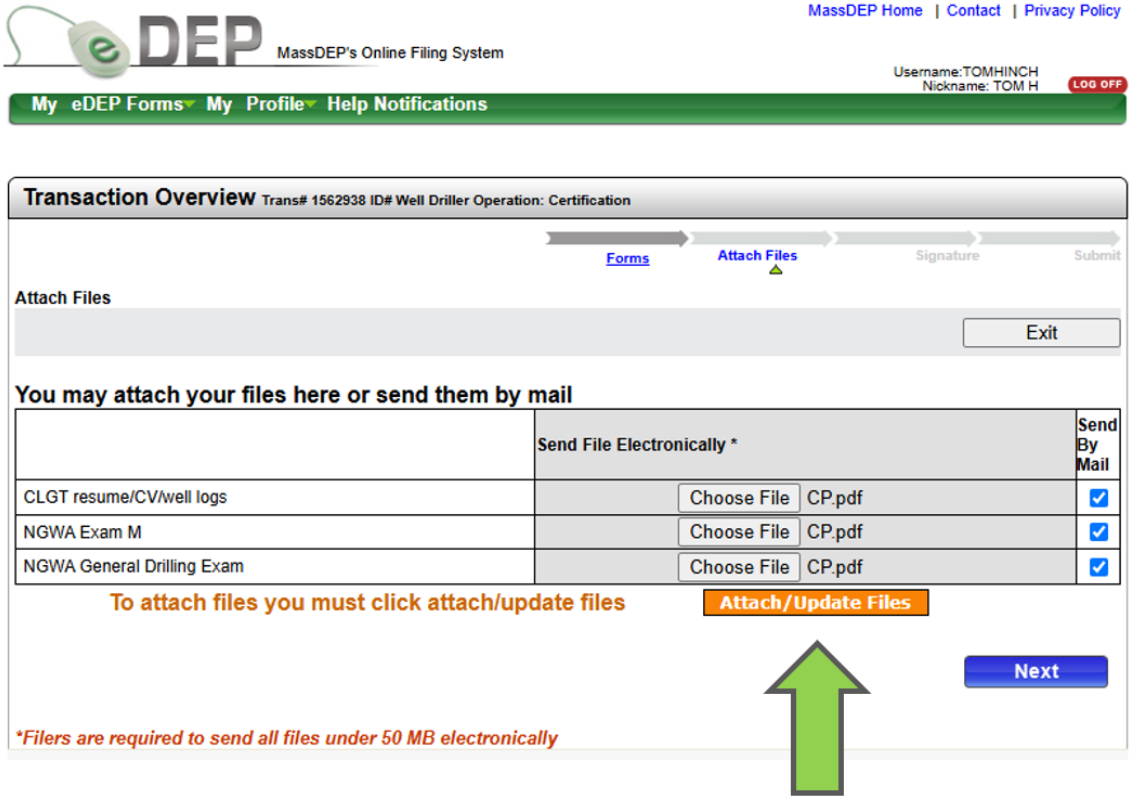

1 If you have a file to attach, select the Choose File button and select a file to attach:


MassDEP Home | Contact | Privacy Policy
eDEP MassDEP's Online Filing System
Username:TOMHINCH
Nickname: TOM H
LOG OFF
My eDEP Forms My Profile Help Notifications
Transaction Overview Trans# 1562929 ID# Well Driller Operation: Certification
Forms
Attach Files
Signature
Submit
Attach Files
Exit
You may attach your files here or send them by mail
Send File Electronically *
Send By Mail
Choose File No file chosen
Choose File No file chosen
Attach/Update Files
Next
ver.17.26.2
ontact
alth of Massachusetts.
Open
Downloads
Search Downloads
Organize
New folder
Tom - Commor
Attachments
DEP Drinking \
Desktop
Documents
Meetings
Microsoft Tear
Pictures
Name
Date modified
Today
Metadata_Table 8/3/2026 11:30 AM
Summary Stats 8/3/2026 11:01 AM
Summary Stats By Day 8/3/2026 10:47 AM
undefined (24) 8/3/2026 10:41 AM
undefined (23) 8/3/2026 10:25 AM
ITMPartialList 8/3/2026 8:12 AM
ContactsForDeletetionFile 8/3/2026 8:10 AM
File name:
All files
Upload from mobile
Open
Cancel

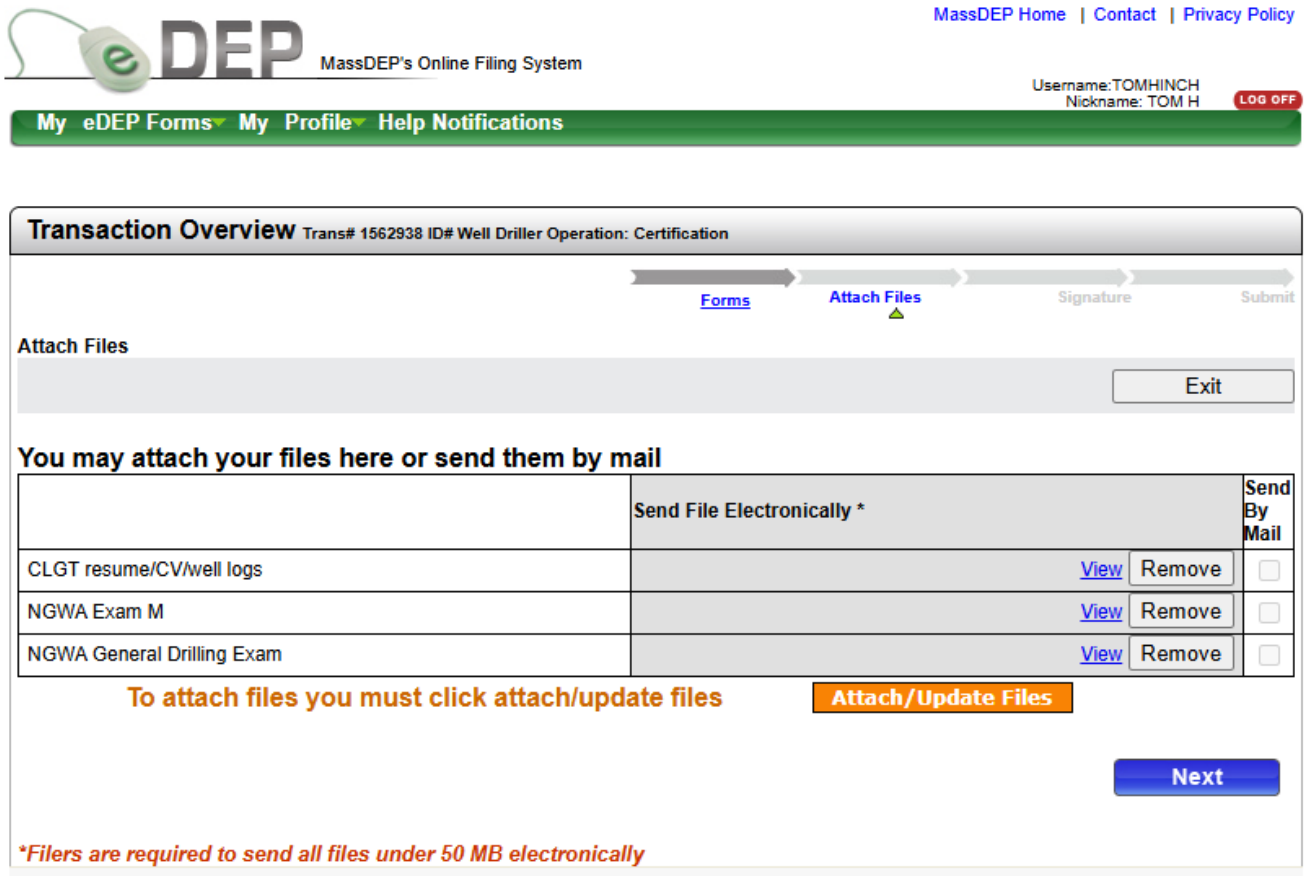
2 Otherwise, check **Send By Mail (note that attaching electronic files is the preferred method):**




3 When done attaching or choosing send by mail, be sure to click **Attach/Update Files**



4 When you're done attaching files, you might have a list that looks like the following:




Note that the attachments page for this application type needs to be updated. As noted in the Summary section, the typical attachments for the Monitoring + CLGT Well Driller Certification application are the applicant's scores for the NGWA Exam M, General Drilling Exam, and VCL Exam. In some cases, the MassDEP Well Driller Reciprocity Questionnaire and/or well completion reports/logs may also be required. Please contact MassDEP to verify the appropriate attachments.

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5 Click **Next** and proceed to Step 4: Sign the certification statement.

Congratulations!

You have added files to support your application for initial certification. The next step is to sign the certification statement.

# STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

To sign and accept the certification statement:

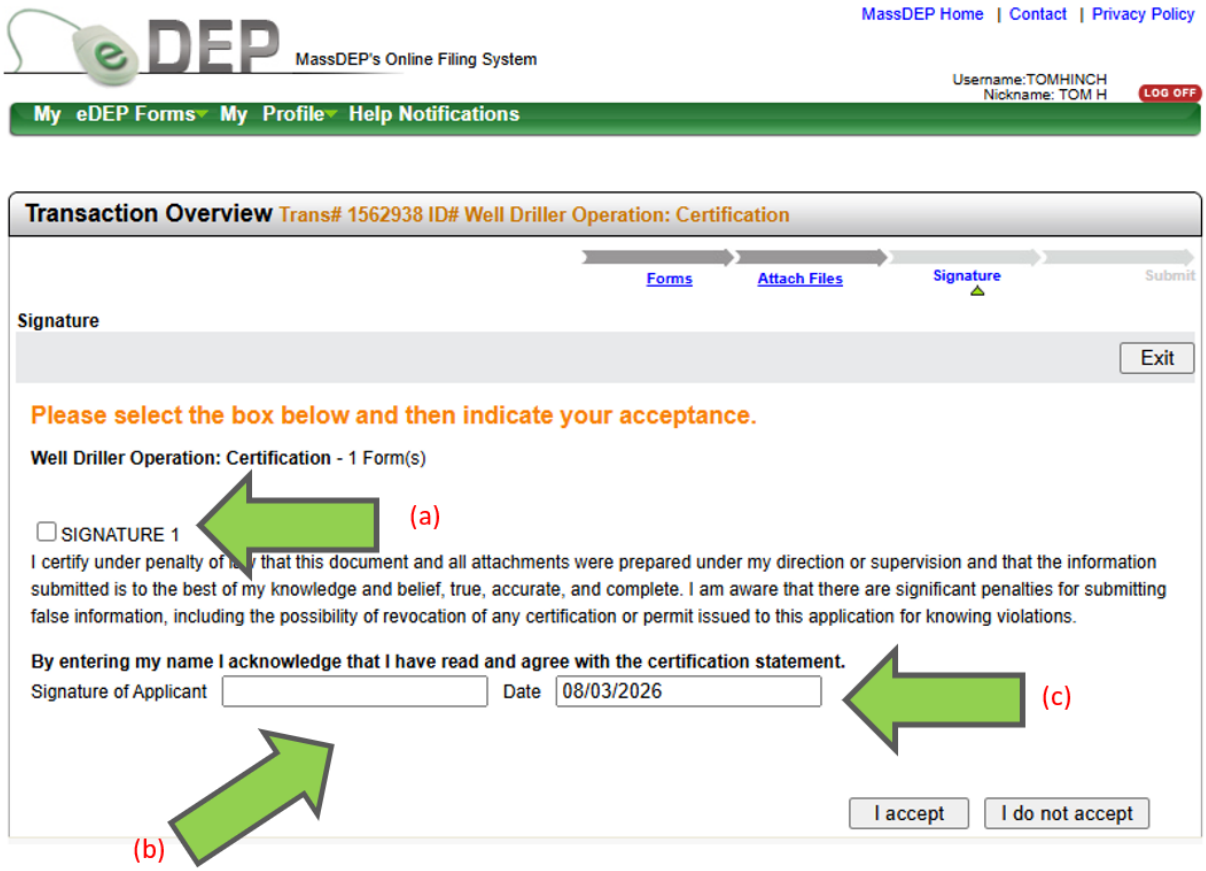
3 Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:




The **Signature** page displays.

The arrows in the following image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date:

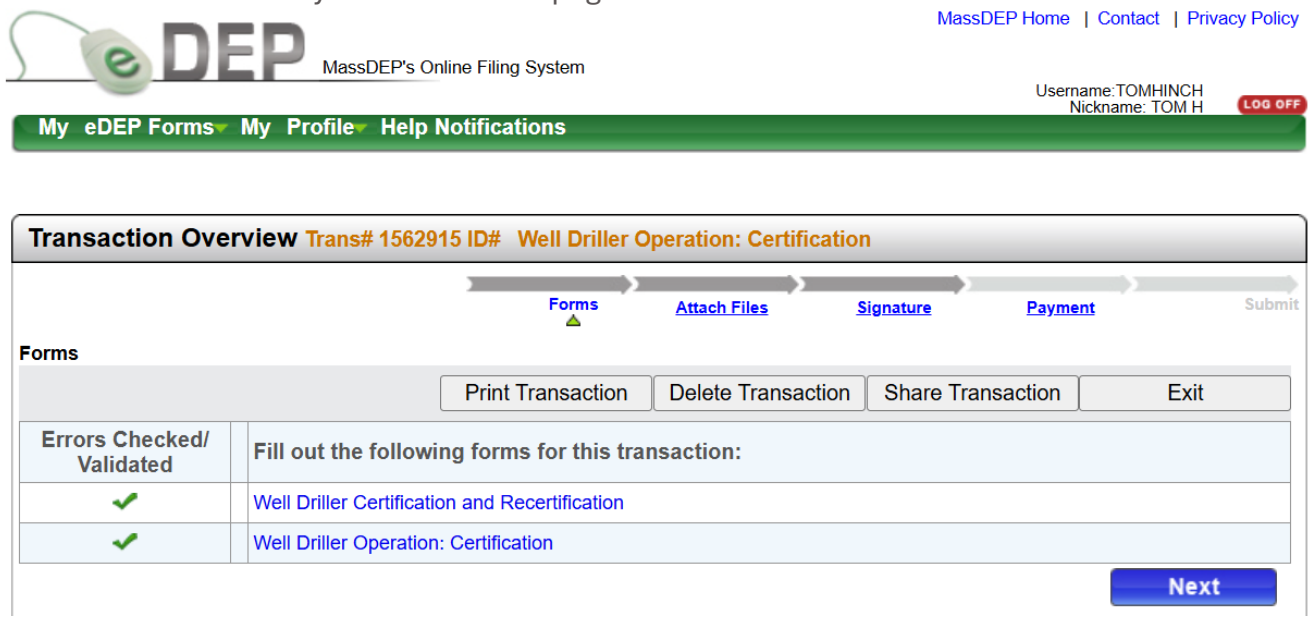



4 On the **Signature** page, select the **SIGNATURE 1** checkbox.

5 Enter your name in the **Signature of Applicant** field.

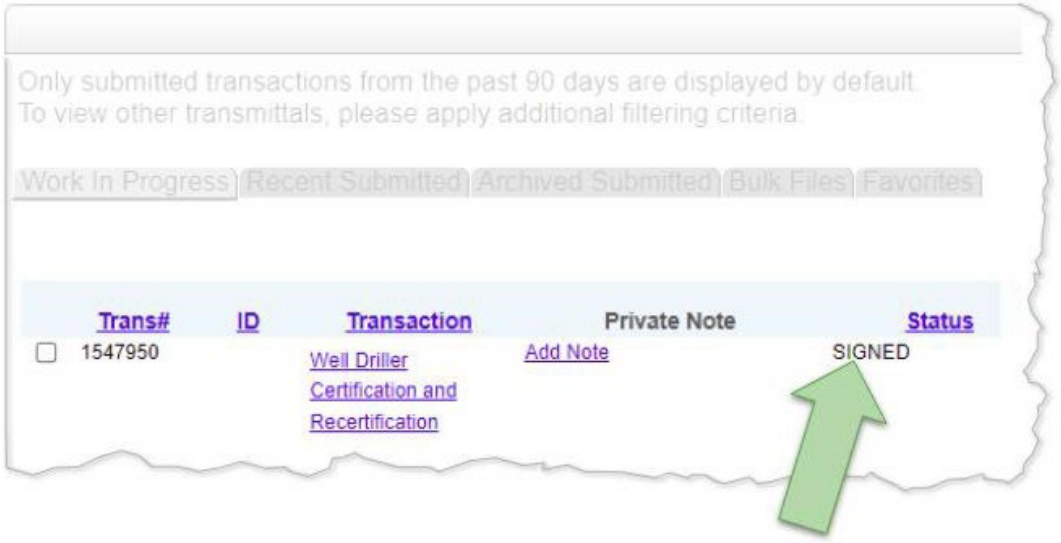
6 Click I accept.

eDEP returns you to the **Forms** page:



Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the Work In Progress tab on your "My eDEP" homepage, you would see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:




Congratulations!

You have successfully signed your certification statement. The next step is to pay the application fee.

# STEP 5 Pay application fee

The application fee is $400 for an initial Monitoring Well + CLGT Driller Certificate. This fee is non-waivable.

For more information, see 310 CMR 46.03 (4).

**Before You Begin**

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see Allowing pop-up windows

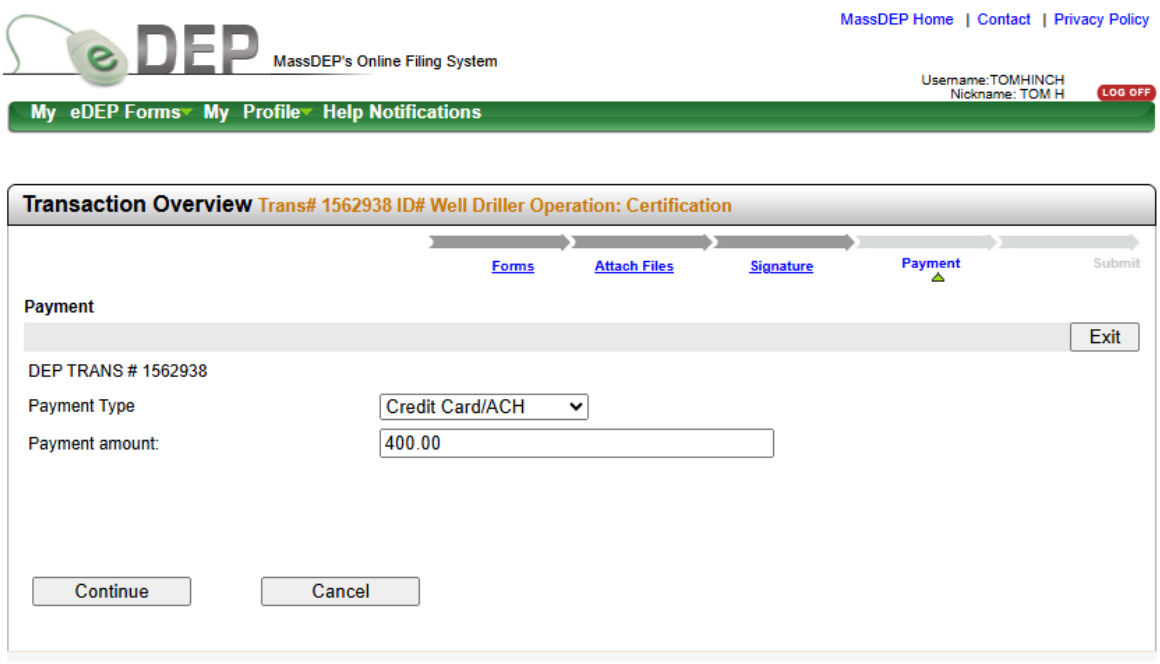
To pay the application fee:

1 From the **Forms** page, click **Next** to navigate to the **Payment** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



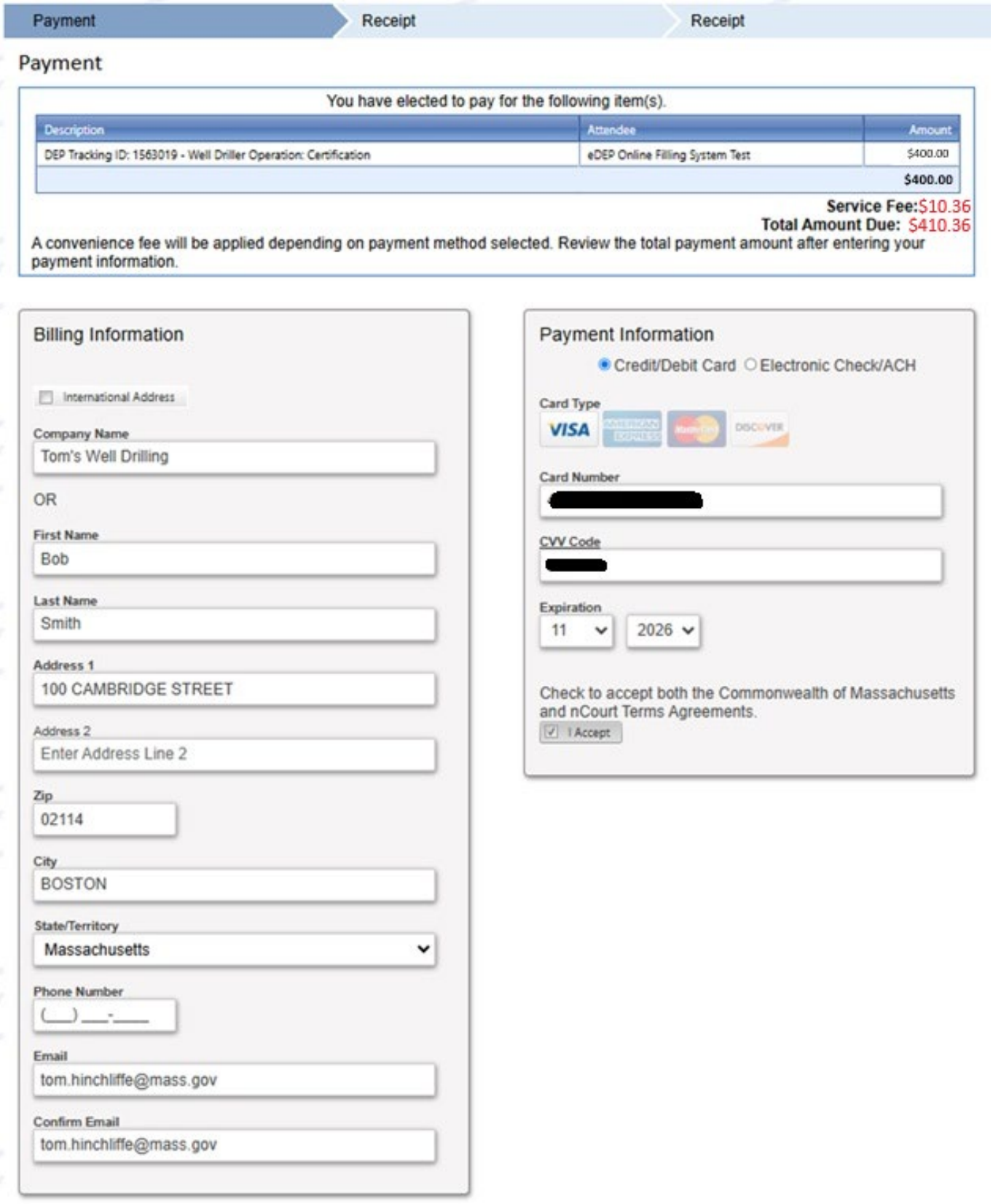

eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:




The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

2 Click Continue .

eDEP launches the payment process in a new browser window. This process is managed by nCourt:




If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see Allowing pop-up windows.

3 On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name of your company or your first and last name. If you enter both, you'll get an error.

| **Before You Begin** |
| --- |
| Do not enter both the Company Name and First / Last Names. Enter just one of these options. |

Note that the following fields are required:

a. **Company Name** OR **First/Last Name**

b. **Address 1**

c. **ZIP Code**

d. **City**

e. **Phone Number**

f. **Email** (and its confirmation)

4 In the **Payment Information** section, select one of the following payment options:

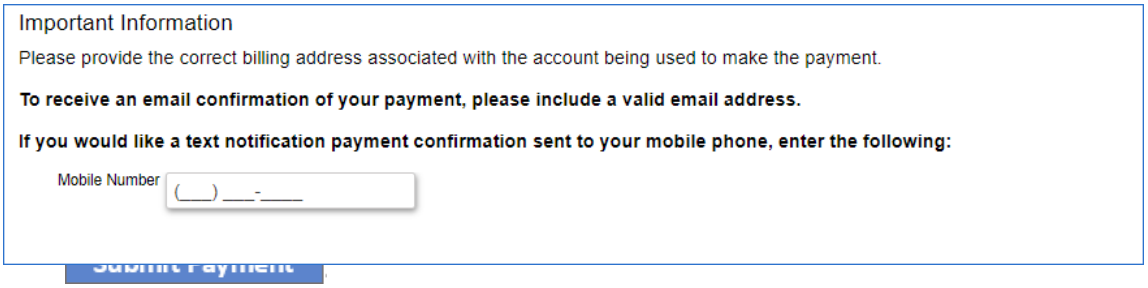
a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.

b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.

5 Enter your credit card's or bank/account's details.

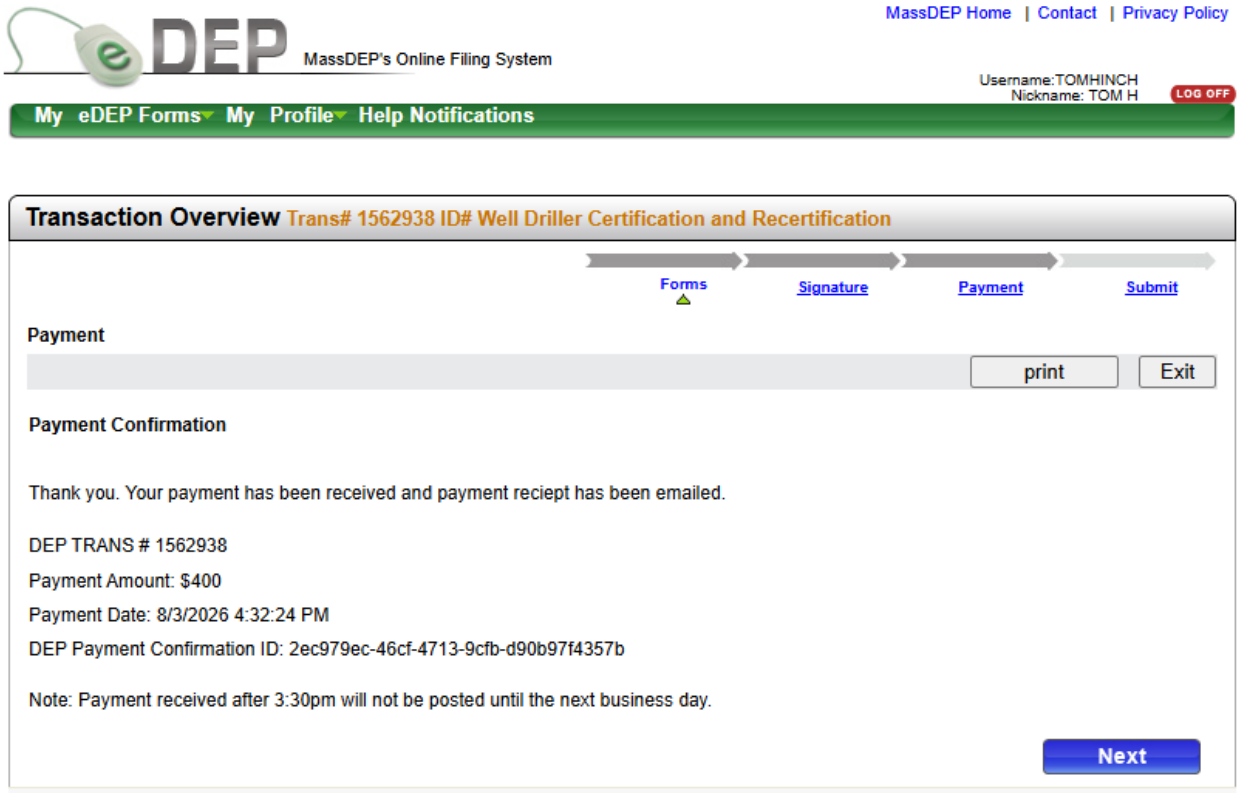
6 Under the payment details, check ☐ I Accept to acknowledge that you have read and understand the terms of the payment.

7 If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCourt will send you an email receipt automatically):



8 Click .

If the payment was successful, eDEP displays the **Payment Confirmation** page:




Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in Send transaction for review.

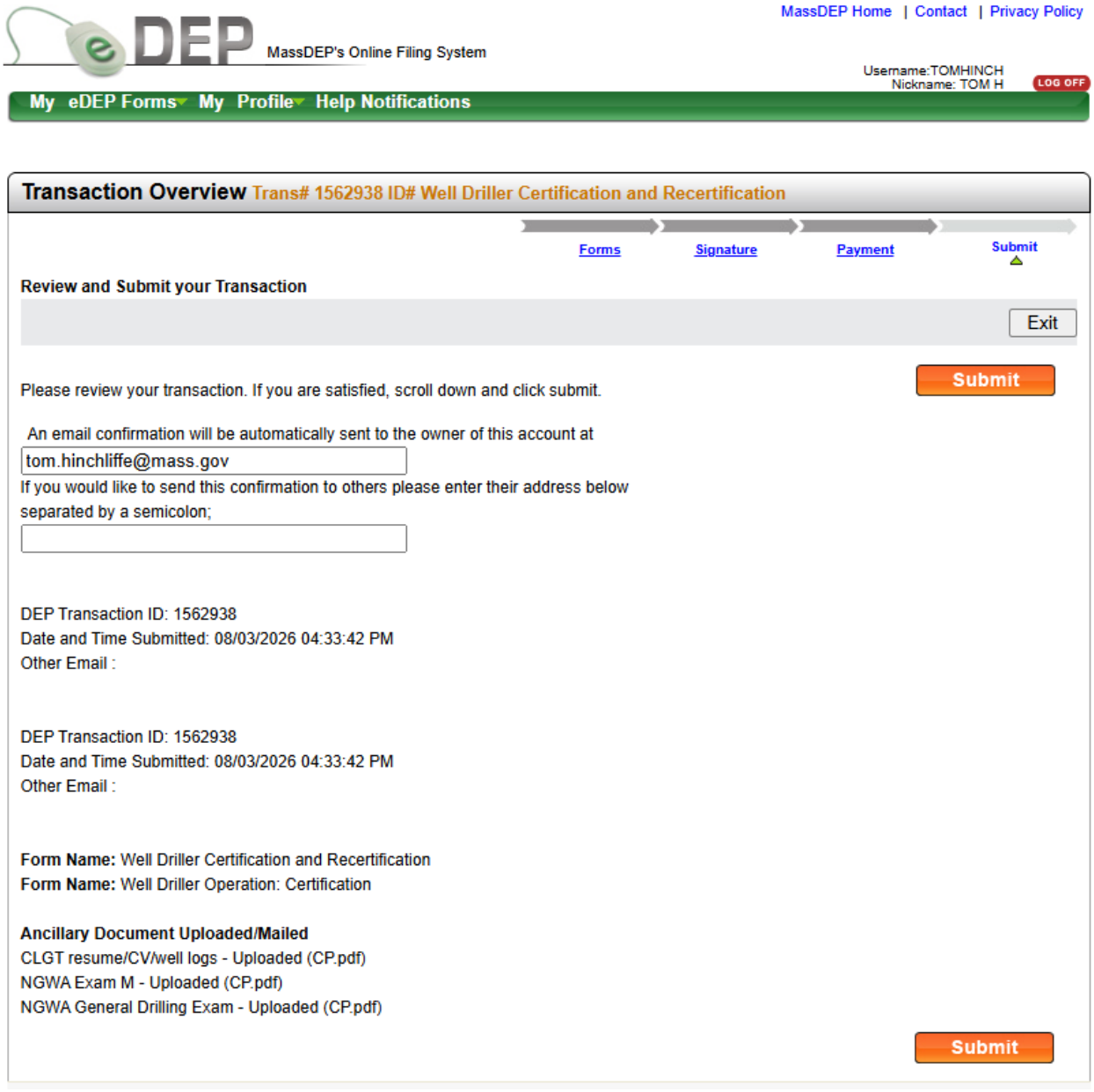
# STEP 6 Send transaction for review

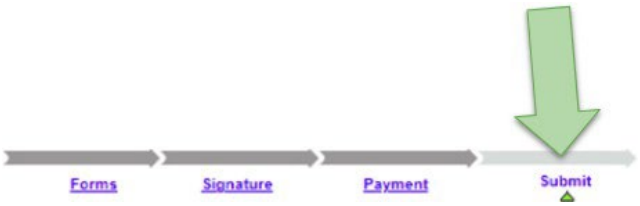
The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

To send your transaction for review:

1 From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:



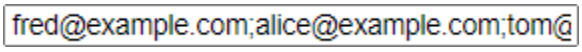



eDEP displays the **Review and Submit your Transaction** page:

2 *Carefully* review the information on this page.

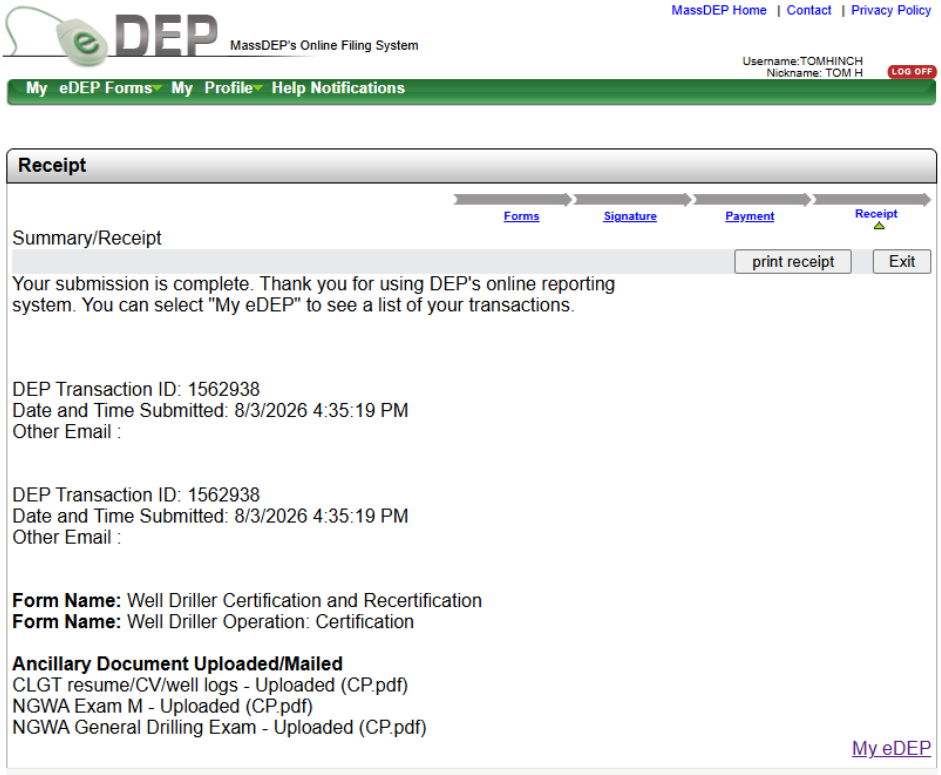
3 Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

If you enter more than one email address, separate them with semi-colons, as the following example shows:




4 Click Confirm.

Your submittal has been sent for review. eDEP displays the Receipt page:




5 Optionally print the receipt by clicking Print Receipt or taking a screenshot of the page.

Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.

## Next steps

After you submit your application for certification, the Well Driller Program reviews it. They will contact you with their determination.

The review process can take up to 30 days but is typically shorter.