



DATE: October 2024

TO: Private Water Systems Contractors

FROM: Audrey Blakeman, REHS, Administrator, Residential Water and Sewage Program, Bureau of Environmental Health and Radiation Protection

SUBJECT: 2025 Registration for Private Water Systems Contractors

Please find attached: the **2025 Registration Application**, the **2025 Registration Bond** form, and the **Continuing Education Reporting Form**.

- A. Individuals registering as themselves must register with their given name matching the name on the state-issued identification card or driver's license; or
- B. Registering with a Business Name (Company Name, Trade name, Fictitious Name or DBA "Doing Business As") must register with the name matching the business name filed with the Ohio Secretary of State.

WHAT IS REQUIRED FOR REGISTRATION?

1. PROOF OF INDIVIDUAL NAME OR BUSINESS NAME

- a. State-issued identification card or driver's license – ("A" above) If registering only as an individual (given) name, a copy of the state-issued identification card or driver's license is required to be submitted with the application; **or**,
- b. Ohio Secretary of State Business Filing ("B" above) – If registering as a business name (company name, trade name, fictitious name or DBA), a copy of the Ohio Secretary of State business filing is required to be submitted with the application. Go to the Ohio Secretary of State website at <https://businesssearch.ohiosos.gov/> or call 614-466-3910 for a copy of your company's business filing.

2. APPLICATION FOR REGISTRATION

- a. The "Registrant Name" must match the name on the state-issued identification card if registering as an individual's given name or match the business name on the Ohio Secretary of State business filing.
- b. Must be signed and dated
- c. Must have a contact name, and a phone number and/or email address.

3. REGISTRATION BOND

- a. The "Registrant Name" must match the name on the state-issued identification card or driver's license, or Ohio Secretary of State business filing.
- b. The submitted registration bond must have the original signatures of the company owner and the Attorney-in-Fact/Insurance Agent plus the original surety company's corporate seal.
- c. Power of Attorney document must be submitted with the registration bond.

4. CERTIFICATE OF LIABILITY INSURANCE

- a. The name for the insured individual/business on the proof of general liability insurance form must match the name on the state-issued identification card or driver's license, or Ohio Secretary of State business filing
- b. The Certificate of Liability insurance must show the insured has a minimum of \$500,000 general liability coverage.

5. CONTINUING EDUCATION (CE) REPORTING FORM/CE CERTIFICATES FOR RETURNING APPLICANTS

- a. Must be completed and submitted with the application. Courses available for continuing education can be found at the following website address: <https://odh.ohio.gov/know-our-programs/private-water-systems-program/Continuing>

6. REGISTRATION FEE

- a. A \$250.00 registration fee is required.
- b. A \$500.00 registration fee is required if you have started work on a private water system prior to being registered.
- c. Check or money order is to be made payable to: "Treasurer, State of Ohio".
DO NOT START ANY WORK AFTER DECEMBER 31, 2024 IF YOU HAVE NOT RECEIVED CONFIRMATION OF YOUR REGISTRATION APPROVAL.

A complete registration application and required documents must be submitted by mail with the registration fee. APPLICATIONS WILL NOT BE ACCEPTED BY EMAIL OR HAND DELIVERY.

If a COMPLETE 2025 registration application and required documents are not received and you have not completed the six (6.0) continuing education (CE) hours by December 31, 2024, registrations issued in 2024 will automatically expire in accordance with Ohio Administrative Code (O.A.C.) 3701-28-18 (C)(3).

If your registration EXPIRES or you are a NEW REGISTRANT, you or your company SHALL NOT LEGALLY DO BUSINESS as a private water systems contractor until such a time as a 2025 registration is issued.

Applications with missing or conflicting information WILL NOT BE PROCESSED for registration until complete and accurate information is submitted. If your application is determined to be incomplete or inaccurate, you will be notified and given explicit instructions for the correction of the application.

Should you have any questions about registration, please contact the Residential Water and Sewage Program at (614) 644-7558 or at Privatewater@odh.ohio.gov.

**Ohio Department of Health
2025 Annual Private Water Systems
Contractor Application for Registration**

Registration Number

Is the Company Owner a United States Armed Forces service member or veteran, or the spouse or surviving spouse of a service member or veteran? ☐ Yes ☐ No If yes, see the information on the next page.

COMPLETE THIS DOCUMENT BASED ON THE REGISTRATION GUIDE PROVIDED FOR THE BUSINESS TYPE YOU ARE APPLYING FOR. This application must be accompanied by all required documents as listed on the next page.

Contractor Name (name you are registering as)

Contractor Address

PO Box

City

State

Zip

County

Phone

Fax

Contact Person

E-mail

An application with inaccurate or incomplete information will not be accepted until corrections are made.

Registrant Categories of Work (please check all that apply to your business, must check at least one)

Systems on which you work:

☐ Wells ☐ Ponds ☐ Springs ☐ Cisterns ☐ Hauled Water Storage Tanks ☐ EPA Public Water Systems

Type of Well Drilling method, if you drill wells:

☐ Cable Tool ☐ Rotary ☐ Bucket Auger ☐ Point Well ☐ Other: _____

Type of work you do:

☐ Construction ☐ Sealing/ Abandonment ☐ Rehabilitation/Disinfection systems ☐ Pump/Distribution systems
☐ Water Treatment/Continuous Disinfection systems

Inspection Services

☐ Downhole Camera Evaluations ☐ Private water systems inspections

The applicant for registration as a private water systems contractor agrees to the following terms and conditions of registration:

1. I/we, have read and reviewed Chapter 3701-28 of Ohio Administrative Code and understand the provisions contained therein.
2. I/we, the undersigned, hereby agree to comply with the state private water system rules, Chapter 3701-28 of the Ohio Administrative Code.
3. I/we, assert that I/we have adequate experience and knowledge to comply with the requirements Chapter 3701-28 of the Ohio Administrative Code.
4. I/we, assert that I/we are not using this registration application to aid or abet an unregistered person to evade the requirements of registration under section 3701.344 of the Ohio Revised Code, that I/we will not allow this registration to be used by an unregistered person, or am acting as an agent, partner, or associate of an unregistered person with the intent to evade the provisions of Chapter 3701-28 of the Ohio Administrative Code.
5. I/we, also acknowledge that registration may be suspended, revoked or denied for violation of any provisions of these rules.
6. I/we also understand that a registration expires on December 31 of each year unless earlier revoked or suspended, and that annual application for registration must be made to the Ohio Department of Health.

I hereby certify that I have read the terms and conditions and the information provided is true and accurate.

Signature of Owner or Representative (required):

Date:

Printed Name of Owner or Representative (required)

Notice to Applicant – Required Information to Process Your Application

Follow the Registration Guides provided at the link below based on the business type you are filing as:

- A. Individual
- B. Individual with DBA or Doing Business As (Fictitious or Trade Name)
- C. Corporation
- D. Corporation with DBA (Fictitious or Trade Name)
- E. Out of State Corporation

All applications must be mailed with the following documents and funds:

1. This Ohio Department of Health 2025 Annual Private Water Systems Contractor Application for Registration form completely filled out, signed and dated;
2. Ohio Secretary of State Business Filing certificates, or state-issued identification card if you do not have an active business or name filing with the Ohio Secretary of State;
 - a. Copies of all current Ohio Secretary of State certificates for company business filing, fictitious name registration, and/or trade name registration (as applicable) if there is an active business filing with the Ohio Secretary of State;
 - b. Copy of the state-issued driver's license or state identification card if you do not have an active business or name filing with the Ohio Secretary of State;
3. Proof of service member or veteran status, as applicable;
The acceptable proof of service member/veteran status documents are: Department of Defense identification card (active, retired, temporary disability retirement list (TDRL)); DD214 military discharge certificate indicating disposition of discharge; Report of separation from the national archives national personnel records center in St. Louis, Missouri; or Veterans identification card from the Department of Veteran's Affairs. All acceptable proof documents, except veteran's identification card, must show the veteran status as honorable, general, general under honorable conditions, or discharged or released under conditions other than dishonorable;
4. The original State of Ohio 2025 Registration Bond for Private Water Systems Contractor (see bond instructions/requirements);
5. The Power of Attorney associated with the 2025 registration bond;
6. Proof of \$500,000 general liability insurance;
7. A \$250.00 registration fee payable by check or money order written to "Treasurer, State of Ohio"; OR A \$500.00 registration fee payable for registration applications submitted after starting work on a private water system in 2025 as required in Ohio Administrative Code Rule 3701-28-18(B)(1)(a)&(b).
8. The Continuing Education Reporting Form must be completed and submitted with the application packet.
9. For renewal applications copies of any continuing education certificates must be submitted with the application packet.

Registration is due by December 31, 2024

Incomplete applications **WILL NOT BE** processed until all required information is received.

Hardcopy Registration Mailing and Contact Information:

Mail completed packets to:

Ohio Department of Health
BEHRP Private Water Systems
P.O. Box 15278
Columbus, Ohio 43215-0278

Questions or need forms?

Contact the Residential Water and
Sewage Program at
(614)644-7558 or email at
Privatewater@odh.ohio.gov

Forms, instructions and more information are posted on the program website at:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/private-water-systems-program/info-for-contractors/>.

Registration Number

State of Ohio
**2025 Registration Bond for
Private Water Systems
Contractors**

Bond Number

Ohio Department of Health use only

☐ Power of attorney attached

Owned By

(Check one)

- ☐ Individual
☐ Partnership
☐ Corporation

CONTRACTOR NAME: _____

MAILING ADDRESS: _____

MAILING ADDRESS 2: _____

CITY, STATE, ZIP: _____

As Principal, and Surety Company _____

is/are authorized to do business in the State of Ohio, as Surety. The Principal and Surety are bound to an aggrieved party in the sum of

☐ **ten thousand dollars (\$10,000)**

☐ **twenty thousand dollars (\$20,000)**

the payment of which is to be made as provided below. The Principal and Surety hereby bind to themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

Bond Effective Date: _____

The above Principal has applied to the Ohio Department of Health for a registration to be a private water systems contractor in the State of Ohio as provided in Ohio Revised Code (R.C.) 3701.344 (B)(3)) and Ohio Administrative Code (O.A.C.) 3701-28-18, The registration expires on the 31st day of December, 2025.

If the above Principal shall comply with all laws and rules relating to the construction, alteration, repair, service, or abandonment of private water systems, and any amendments thereto, and shall save and keep harmless the State of Ohio and any person who may be aggrieved by the violation of any of the aforesaid laws or rules from the consequence of any and all acts done by said Principal. This obligation shall remain in full force and effect until December 31, 2025 and will be null and void after that date.

PROVIDED, HOWEVER, that this Bond is executed subject to the following expressed conditions and limitations:

1. The Surety Company may cancel this Bond at any time by giving written notice to the Ohio Department of Health ninety (90) days prior to the effective date of cancellation in accordance with OAC rule 3701-28-18 (D)(2), effective January 1, 2020. Any such cancellation shall release the Surety from liability for any subsequent acts of the Principal; provided, however, the Surety shall remain liable for any and all acts of Principal covered by this bond up to the date of cancellation.
2. The aggregate of liability of the Surety Company shall in no event exceed the sum of this Bond, regardless of the number of claims that may be filed hereunder. The sum of this bond shall be available for payment of violations for the 2025 registration year.
3. This bond shall be for the benefit of any aggrieved party for damages incurred as a result of a violation of OAC Chapter 3701-28, as provided by OAC 3701-28-18 (B)(1)(d) effective January 1, 2020.

Contractor Name (required – print name)

Owner/Representative Name (required - print name)

Signature of Owner/Representative (required)

Surety Company Name: _____

Address: _____

City, State, Zip: _____

Surety Company Phone: _____

Attorney-in Fact (required - print name)

Attorney-in-Fact (required)

Instructions for preparation:

1. Impress/affix Seal of Surety Company
2. Attach corresponding Power-of-Attorney form for Attorney-in-fact
3. Make sure Principal (contractor company representative) signs in appropriate location.

(Place Bonding Corporation Seal Above)

Continuing Education Reporting Form

In order to RENEW a registration as a private water systems contractor in Ohio for 2025, a total of at least six (6) continuing education hours must be obtained prior to 2025 registration [see OAC 3701-28-18(B)(1)(g)].

I/Representatives of my company have met the six (6) hour continuing education requirement by:

- _____ Completing online training/attending conferences which were preapproved for private water systems contractor continuing education credit by ODH.
- _____ Holding a current Class A, I, II, III, or IV public water systems operator certification from Ohio EPA as authorized under Chapter 3745-7 of the Administrative Code. I have included a copy of this certification.
- _____ Holding current status as a Water Quality Association certified water specialist (CWS), certified installer (CI), certified service technician (CST), master water specialist (MWS), or master service technician (MST). I have included a copy of this certification.
- _____ Holding current status as a National Groundwater Association certified well driller (CWD), certified pump installer (CPI), or master groundwater contractor (MGWC). I have included a copy of this certification.
- _____ I was not registered as a private water systems contractor in Ohio during 2024, and as a NEW registrant I am not required to submit proof of continuing education.

The available courses for Continuing Education credit can be found on the Ohio Department of Health website at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/private-water-systems-program/Continuing>.