

MDH Licensing System

REFERENCE GUIDE FOR CURRENT LICENSEES

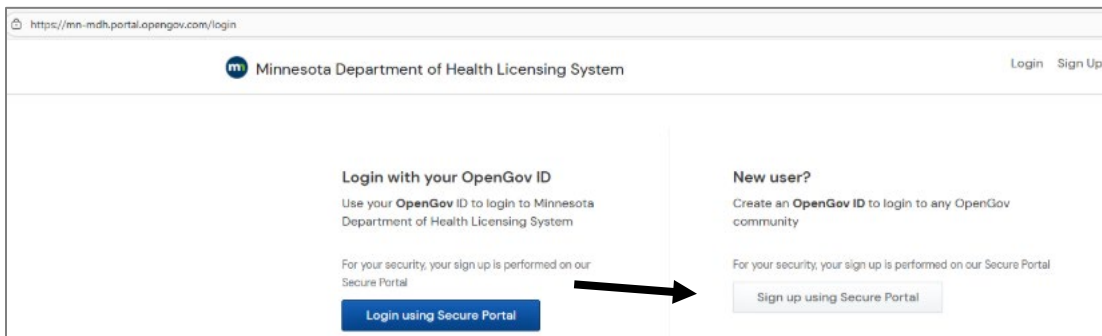
License Well and Boring Contractors can renew their licenses and register their equipment through a new online system, the [Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/).

Topics Included in this Reference

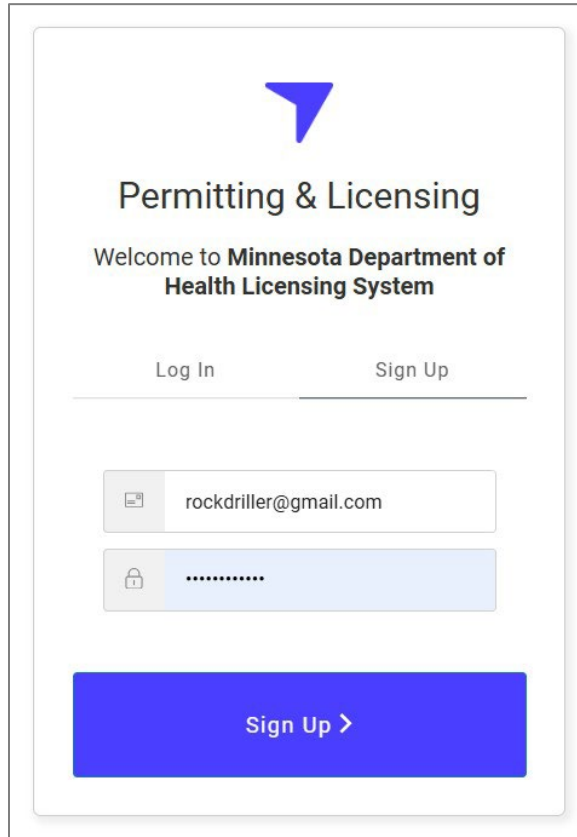
- [Getting Started](#)
- [Renewing Your License – Certified Representatives](#)
- [Renewing Your License – Well/Boring Company License](#)
- [Renewing Your License – Rig/Hoist Registration](#)

Getting Started

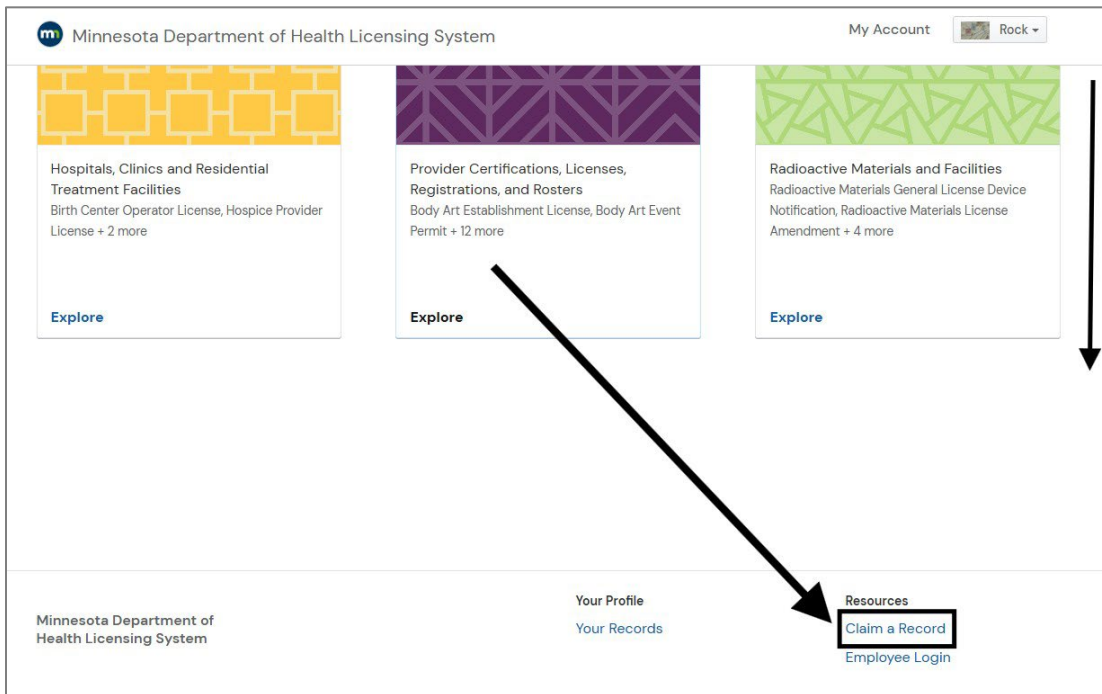
1. Go to the [Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/).
 - a. Bookmark and save this link in your Favorites for future quick and easy access.
2. Select “Login” or “Sign Up” in the upper right of the page.



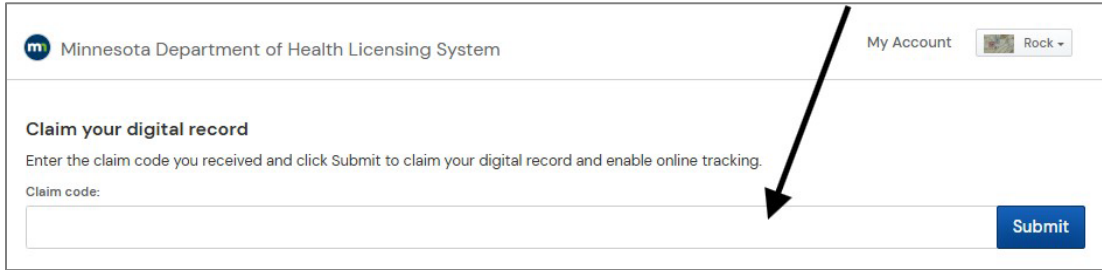
3. Select “Sign up using Secure Portal” button and enter your email address. Create a password and select “Sign Up.”



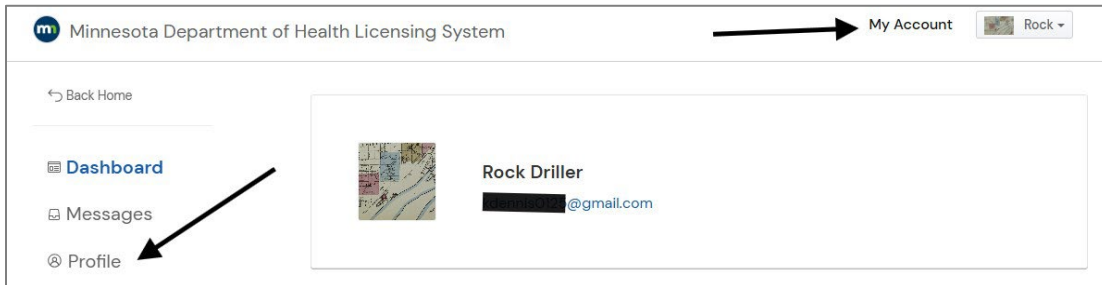
4. If you are already licensed with MDH as a licensed well and boring contractor, use your claim code(s) to connect your account with your existing records. On the homepage, scroll down in the lower right area of the MDH Health Licensing System, click on the link "Claim a Record."



- If we already had your email address, you should have received your claim code by email. Copy the claim code that you received by email and enter it into the box and hit “Submit.”



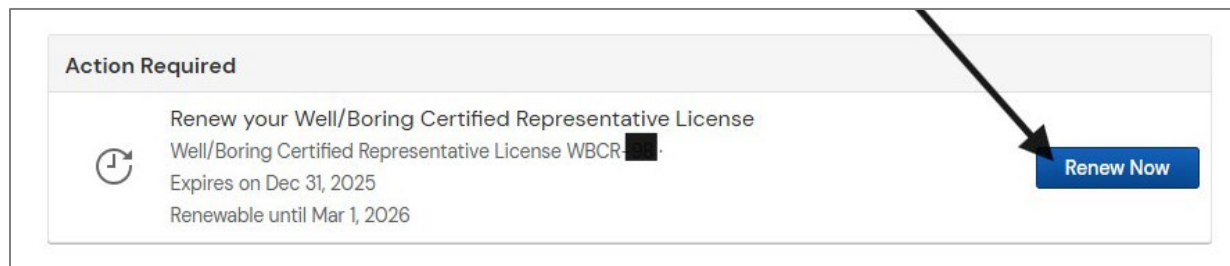
- If you didn't receive an email or can't find it (make sure to check your spam folders), refer to your license renewal packet for 2026 license renewal (this was mailed to you). This code is unique to you and should not be shared with others. You will receive a claim code for **each license type** that you have (for both certified representatives and companies). Make sure to enter **each** claim code that you receive.
- Set up your profile. Select “My Account,” and your dashboard will appear. Here you can see applications that you have submitted and messages that you have received. Select “Profile,” and verify or update your personal profile information.



- If you select “Applications,” you can see the data in your record.

Renewing your License – Well/Boring Certified Representatives

- Once you have entered your claim code, you will receive a reminder email to the email address you used to login when it's time to renew your license.
- Select “My Account,” and your dashboard will appear. Select “Renew Now” to start the renewal process.



3. A pop-up box will appear that will ask you if you want to begin renewing this record. Select “Yes, begin renewal.”
4. If you need to sign out in the process of renewing your license, you can select “Save Draft and Exit,” and your draft application will be saved.
5. The first step is to confirm your contact information. Review the information, and make any corrections as needed. Each of the fields with a star are required and must be filled out. Once you have verified that the information is correct, select “Next.”

Minnesota Department of Health Licensing System

My Account Rock

Have a project #?

Step 1 of 8

Well/Boring Certified Representative License

Confirm your contact information
Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name* Last Name*

Email address* Phone Number*

Address 1* Address 2 (Optional)

City* State* ZIP/Postal Code*

[Save Draft and Exit](#)

[Next >](#)

6. The next step is to read MDH’s Tennessen Warning and digitally sign. You can sign by entering your full legal name and selecting “Sign.” A Tennessen warning is required under the Minnesota Government Data Practices Act, and notice must be given to individuals when a government entity collects private data about them. This notice in the application explains why these data are being collected, how it will be used, why these data are required, and who will have access to it.

Minnesota Department of Health Licensing System

My Account Rock

Have a project #?

Well/Boring Certified Representative License

Digital Signature

Full Legal Name*

[Cancel](#) [Sign](#)

[Save Draft and Exit](#)

For companies applying for an MDH credential
Minnesota Statute, section 270C.72, subdivision 4, requires you to supply your Minnesota business identification number and your social security number before MDH issues a credential to you. Minnesota Statutes, section 176 also requires you to provide the information concerning Workers Compensation Insurance or your permit to self-insure.

7. Once you have digitally signed the **Tennessen** select, “Next.”

8. If you need to go back and review or change your application, you can select “Back,” and it will take you to the previous page.



9. Verify that you are renewing the correct **Application Type**. You will need to submit a renewal for each license that you have.
10. Verify that the information in the **Certified Representative Information** is correct.
 - a. Please make sure that you list a business phone number since a directory of certified representatives will be available on the MDH webpages.
 - b. You will have to verify your social security number before moving to the next step.
11. Certified representatives (except for Explorers) will have to acknowledge the **Continuing Education Agreement**, and you will need to list your continuing education (CEU) in the following steps.
12. CEUs reset upon renewal and cannot be repeated or "banked" from previous renewal years and applied to future renewals. It is the responsibility of each certified representative to keep record of their CEUs and track the hours they have achieved. MDH uses attendance records maintained by education providers and other information to monitor for compliance during license renewal. MDH staff will review and verify that you met the CEUs requirements, and you will be able to see when your CEUs have been verified by MDH Staff. Explorers are not required to obtain CEUs, so these steps will not be included in the renewal application.
13. All certified representatives (except for Explorers) must obtain two contact hours of MDH-presented or sponsored CEUs to be eligible for license renewal. If you are using the course in the [MDH Learning Center \(minnesota.myabsorb.com/#/login\)](https://minnesota.myabsorb.com/#/login), please make sure that you are taking the course for the year that you are looking to renew your license. If you are looking to renew your license for 2026, take the course for 2026 license renewal.

Enter the training information here - attendance certificates are not accepted.

Name of MDH-presented or -sponsored course (required) *

Well Management CEUs for 2026 License Renewal

Start date of MDH course - must be 12 months ago through today (required) *

11/07/2025

Was this course completed using the MDH Learning Center (https://minnesota.myabsorb.com)? (required) *

Yes

MDH contact hours awarded (required) *

2

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Next >

14. Certified representatives of well contractors and environmental well contractors are required to have an additional four contact hours of continuing education. Qualifying courses or activities must meet the following criteria under [Minnesota Rules, part 4725.1675](http://www.revisor.mn.gov/rules/4725.1675/) (www.revisor.mn.gov/rules/4725.1675/).

Well/Boring Certified Representative License

Continuing Education: Four Additional Hours of MDH-approved Training (required) *
 Add continuing education you completed beyond the two hours of MDH-sponsored or -presented training.
 If you have trainings listed below that are older than a year from today, you will need to type over the fields below to continue.

Name of course attended (required)	Start date of course - must be 12 months ago through today (required)	Course location city or online site URL (required)	+ 1 Additional Field
Minnesota Water Well Association Convention	01/28/2025	St. Cloud	... Edit Remove

Add Continuing Education: Four Additional Hours of MDH-approved Training (required)

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15. For **Company Representation** verify whether you are representing a Minnesota licensed well/boring company.

Well/Boring Certified Representative License

Well/Boring Company License Number
 Click on add Minnesota well/boring company license number button and you will be prompted to search on the company license number - data will auto populate.


Company name (required)	Company license number (required)	Company license type (required)	+ 2 Additional Fields
Rock Enterprises	WCL-35	Well Contractor (Full)	... Edit Remove

Add Well/Boring Company License Number


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16. If you are already associated with a licensed company, the company information will populate. If you need to add your company, select “Add Well/Boring Company License Number.” You will need to enter the new company license number in the search bar.
17. Please note that for the **Attention About Submission** page provides a notification that the application will not be considered submitted until the payment is submitted.
18. You can upload an attachment that may be a required part of your renewal application, such as a CEU certification of attendance.
19. Then you will get a chance to review your renewal application. You can edit any of these fields before you submit your application. Once you have confirmed all the information is correct, select “Confirm and Submit.” Once you submit your application, you will not be able to go back and edit your application.

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[← Back](#)  [Confirm and Submit >](#)

20. Once you submit your application, you will be prompted to submit the renewal fee.

Minnesota Department of Health Licensing System My Account  Rock ▾

Returned checks are subject to a \$30 fee per Minnesota Statutes, section 604.113, subdivision 2(a). Licenses that have been issued will be canceled.

License, notification, permit or variance application fees shall not be refunded, except for water-supply well notification fees if drilling has not taken place, and a written request for refund is received by the commissioner within 18 months of receipt of the fee.

If paying online, a fee will be applied for electronic payment:
E-check is \$1.00 at payment
Signature debit card is 1.25 percent of the amount paid
Credit card is 2.15 percent of the amount paid

Well/Boring Certified Representative License	
Certified Representative Fee	\$100.00
Total Fee Amount	\$100.00

Payment Method

Pay with a Credit Card
Processing fee will be calculated at checkout

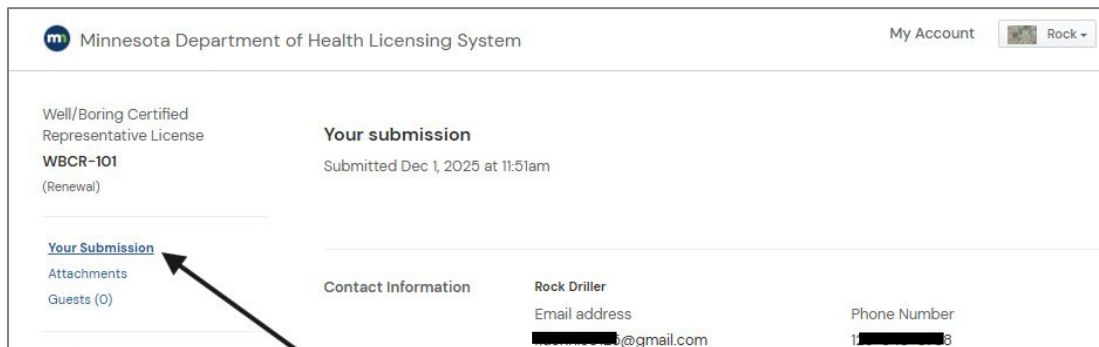
Pay using your bank account
Processing fee will be calculated at checkout

Pay with check, cash, or another method
No processing fee

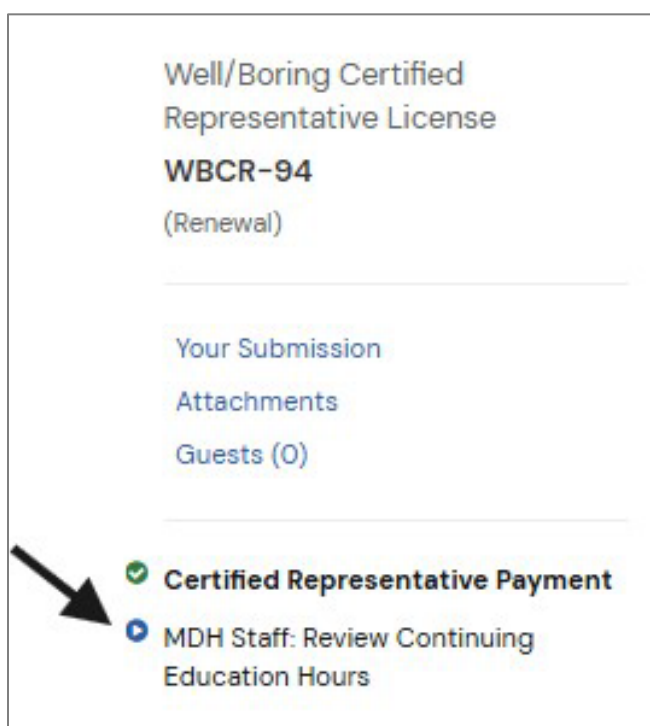
Amount Due	\$100.00
Total Payment Amount	\$100.00

21. If paying by check, print the "Your Submission" screen on the left and mail with your payment. Make check payable to the Minnesota Department of Health (MDH). Mail Your Submission screen document and check payment to:

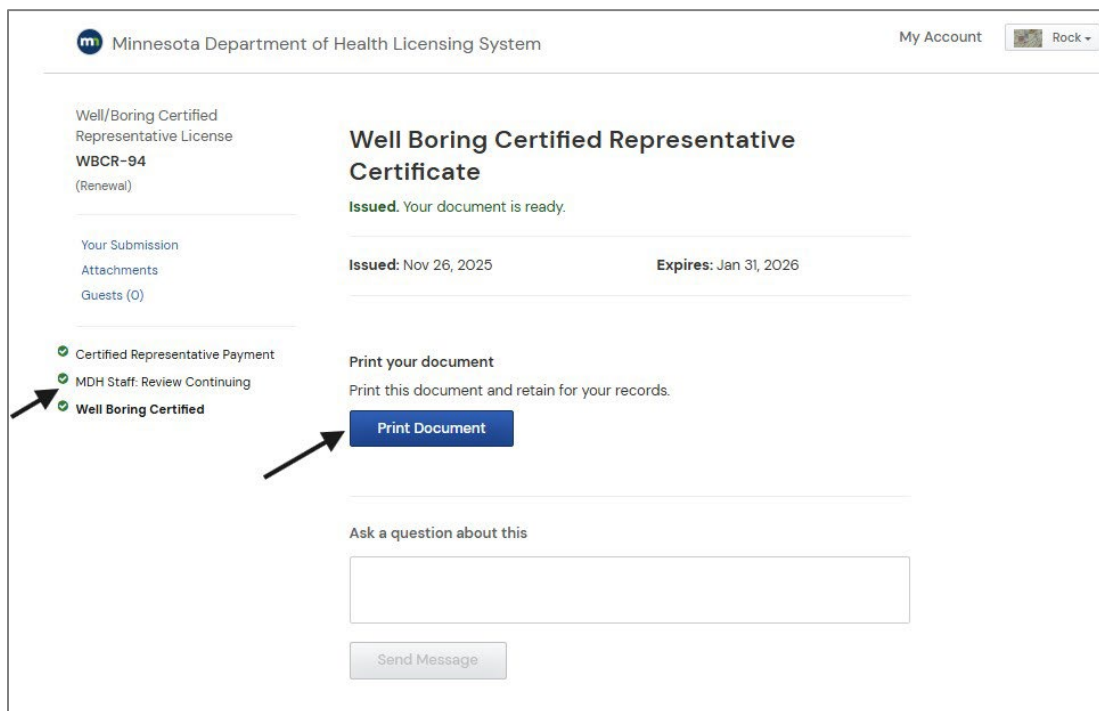
Minnesota Department of Health
 Well Management Section
 PO Box 64502
 St. Paul, MN 55164-0502



22. Once your renewal payment has been processed, there will be a green check mark next to the Certified Representative Payment step. After the MDH staff have reviewed and verified your continuing education, there will also be a green checkmark next to that step.

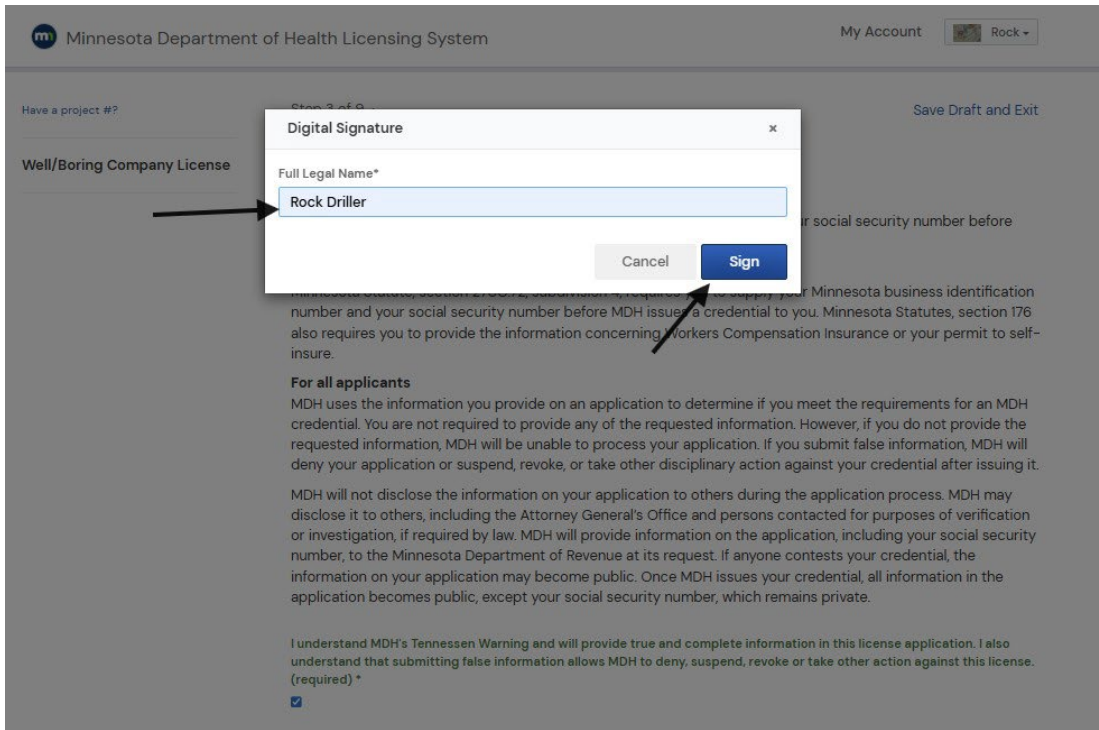


23. You will then be able to view and print your license documentation.



Renewing your License – Well/Boring Company License

1. Once you have entered your claim code, you will receive a reminder email to the email address you used to login when it's time to renew your company license.
2. Select "My Account," and your dashboard will appear. Select "Renew Now" to start the renewal process.
3. The first step is to confirm your **contact information**. Review the information, and make any corrections as needed. Each of the fields with a star are required and must be filled out. Once you have verified that the information is correct, select "Next."
4. If you need to sign out in the process of renewing your license, you can select "Save Draft and Exit," and your draft application will be saved.
5. The next step is to read MDH's Tennessen Warning and digitally sign. You can sign by entering your full legal name and selecting "Sign." A Tennessen warning is required under the Minnesota Government Data Practices Act, and notice must be given to individuals when a government entity collects private data about them. This notice in the application explains why these data are being collected, how it will be used, why these data are required, and who will have access to it.



6. Once you have digitally signed the **Tennessee** select, “Next.”
7. The application will indicate the company license type that you are completing this renewal for. You will need to complete a renewal application for each company license.



8. Verify the company information is correct. You will need to enter the federal employer identification number.
9. You can use the search function to list each certified representative associated with your company. You will only be able to search for representatives that currently are licensed. You will need their new license numbers.

Well/Boring Company License

Minnesota Certified Representative #1

Enter the certified representative license number in the search box below, and data will auto populate.
If the expiration date is not longer valid, refresh the data by searching again.

Q WBCR-98

WBCR-98

Rock Driller

License number #1 (required)
WBCR-98

License expiration date #1 - must be today or greater (required)
12/31/2025

Phone number #1 (required) Email address #1 (required)
1234567899

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10. Enter your company’s Worker’s Compensation Information and select “Next.”
11. If you need to register a new drill or hoist, you will need to complete the Well/Boring Drilling Machine and Hoists Registration (separate application) to register your equipment.
12. Include any attachments required for your company license renewal, including the surety bond information.

Attachment	File
<p>Surety bond is required Required</p> <p>Upload the highest amount surety bond required for your license (a clear image of the document is acceptable):</p> <p>A \$25,000 corporate surety bond is needed for a Well Contractor.</p> <p>A \$10,000 corporate surety bond is needed for the following: Dewatering Well, Elevator Boring, Environmental Well, Bored Geothermal Heat Exchanger, and Well Sealing Contractors.</p> <p>A \$2,000 corporate surety bond is needed for the following: Pump, Pitless, and Screen Contractors.</p> <p>Add attachment</p>	<p>SuretyBondInformation...</p> <p>Uploaded on Dec 1, 2025 at 12:22 pm</p> <p style="text-align: right;">Delete</p>

< Back Next >

13. Then you will get a chance to review your company renewal application. You can edit any of these fields. Once you have confirmed all the information is correct, select “Confirm and Submit.”

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#)
→
[Confirm and Submit >](#)

14. Once you submit your application, you will be prompted to submit the renewal fee.
15. If paying by check, print the "Your Submission" screen on the left and mail with your payment. Make check payable to the Minnesota Department of Health (MDH). Mail Your Submission screen document and check payment to:

Minnesota Department of Health
 Well Management Section
 PO Box 64502
 St. Paul, MN 55164-0502

Minnesota Department of Health Licensing System My Account Rock ▾

Well/Boring Company License
WCL-43
 (Renewal)

[Your Submission](#)

[Attachments](#)

[Guests \(0\)](#)

● Well/Boring Company Payment

MDH Staff: Check on Certified Representatives and Sole Company Representation

MDH Staff: Review Application

MDH Staff: Review Documents

MDH Staff: Approval Decision

MDH Staff: Enter Effective Date

License Issuance

Your submission
 Submitted Dec 1, 2025 at 3:27pm

Contact Information

Rock Driller	
Email address	Phone Number
rdennis2125@gmail.com	620-645-0700
Mailing Address	
6789 Drill Bit , Slate, MN 55116	

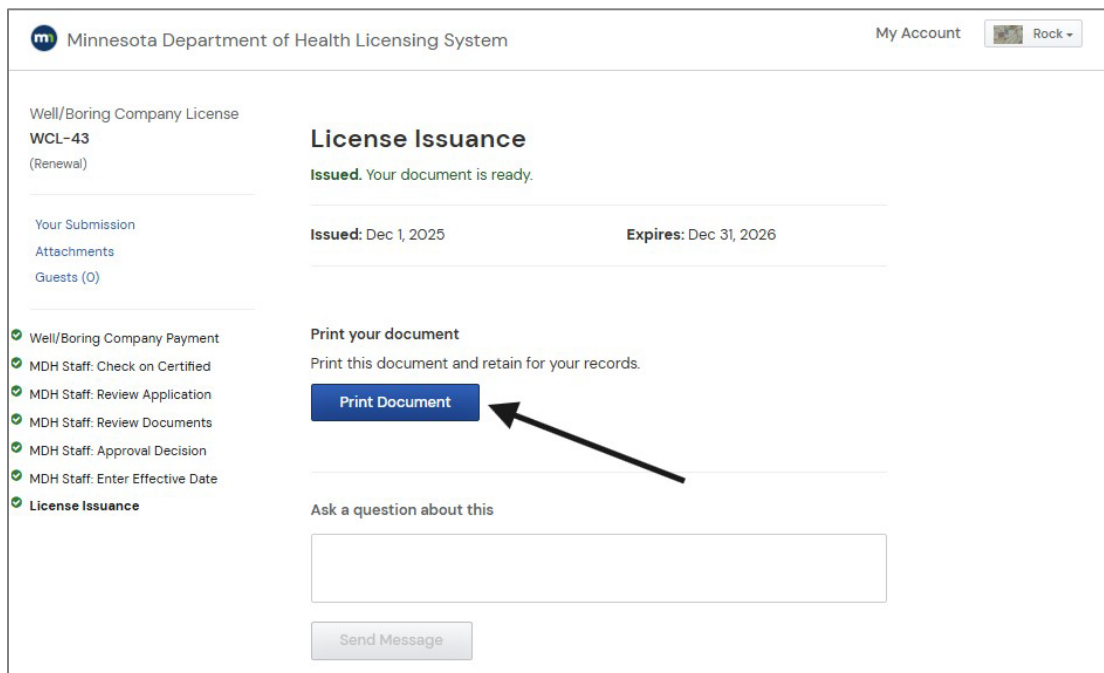
Accurate Applicant Information

I certify that the email address I used as this site's login is my personal email address; the name I just submitted is my legal name; and I can be contacted using any of the contact data I just supplied. (required) *

16. Once your renewal payment has been processed, there will be a green check mark next to the Well/Boring Company Payment step. After the MDH staff have reviewed and verified your application, there will be a green check mark next to those steps.



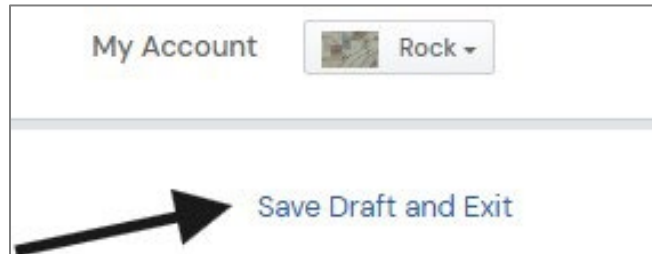
17. Once your renewal application has been renewed and was approved, you will then be able to view and print your license documentation. You also will receive an email when your license documentation is issued.



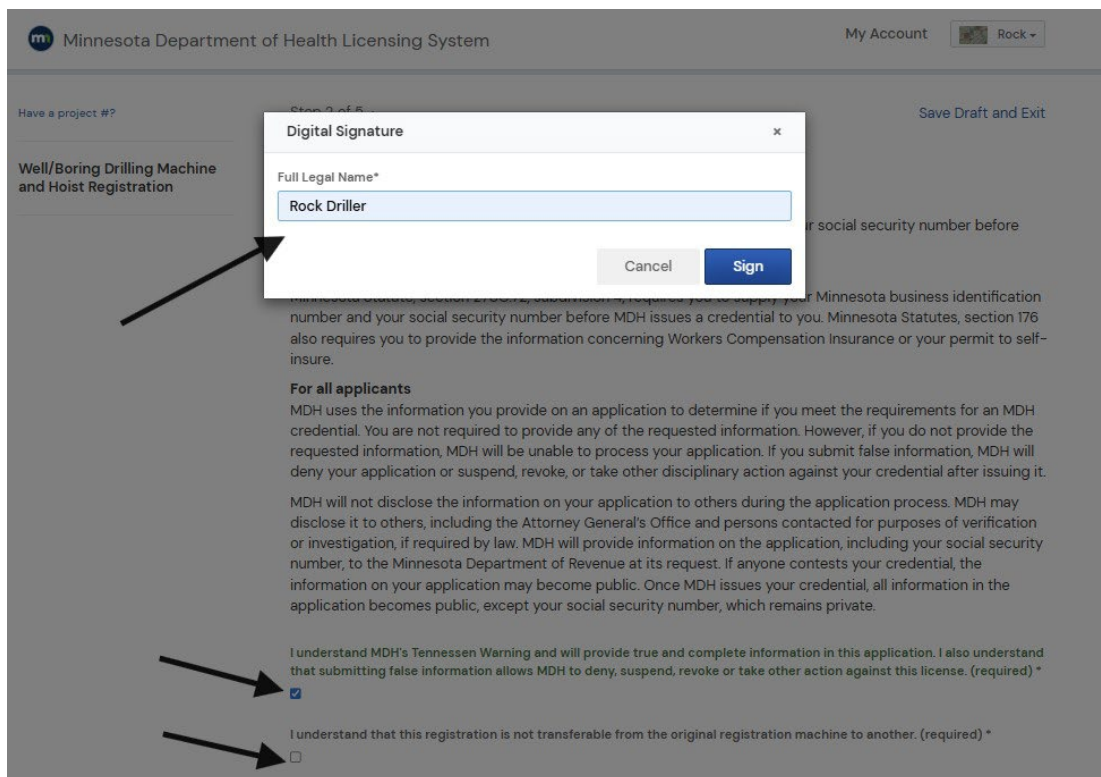
Renewing your License – Drilling Machine and Hoist Registration

1. Start a Well/Boring Drilling Machine and Hoist Registration. Register your equipment after you have completed license renewal for your certified representatives and company licenses. You will need to complete this process for each of your equipment.

- The first step is to confirm your **contact information**. Review the information, and make any corrections as needed. Each of the fields with a star are required and must be filled out. Once you have verified that the information is correct, select “Next.”
- If you need to sign out in the process of renewing your license, you can select “Save Draft and Exit,” and your draft application will be saved.



- The next step is to read MDH’s Tennesen Warning and digitally sign. You can sign by entering your full legal name and selecting “Sign.” A Tennesen warning is required under the Minnesota Government Data Practices Act, and notice must be given to individuals when a government entity collects private data about them. This notice in the application explains why these data are being collected, how it will be used, why these data are required, and who will have access to it. You will also need to check the box and sign that understand that this registration is not transferable from the original registration machine to another. Once you have digitally signed both select, “Next.”



- Enter your license company information. License data will auto populate once you select a valid license number.

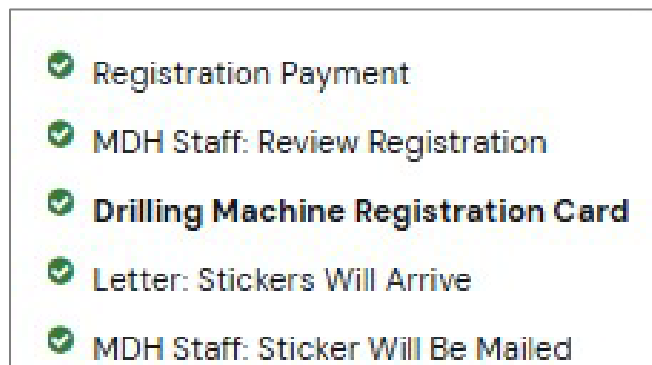
6. Fill out the **registration information** for each drilling machine. Once all fields have been completed, select, "Next." You can only submit an application for one piece of equipment at a time.
7. Include any attachments required for drilling machine and hoist registration.
8. Then you will get a chance to review your Drilling Machine and Hoist Registration. You can edit any of these fields. Once you have confirmed all the information is correct, select "Confirm and Submit."

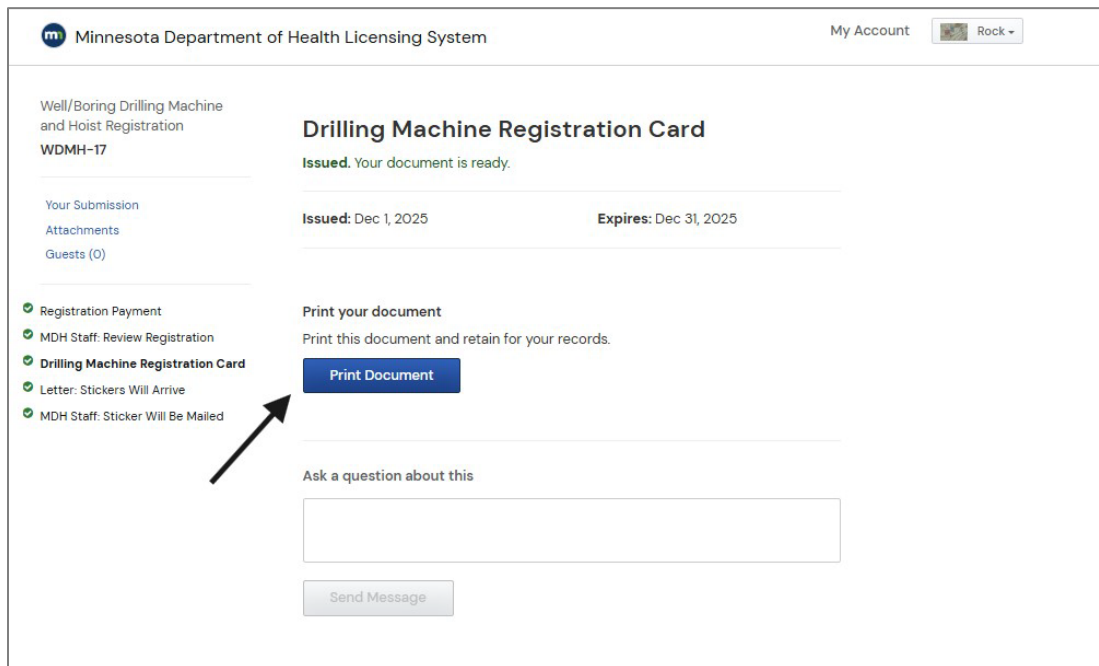
9. Once you submit your application, you will be prompted to submit the registration payment.
10. If paying by check, print the "Your Submission" screen on the left and mail with your payment. Make check payable to the Minnesota Department of Health (MDH). Mail Your Submission screen document and check payment to:

Minnesota Department of Health
 Well Management Section
 PO Box 64502
 St. Paul, MN 55164-0502



11. Once your renewal payment has been processed, there will be a green check mark next to the Well/Boring Company Payment step. Once MDH staff have reviewed your application, you will be able to print the drilling machine registration card.
12. A green checkmark will appear next to the step once your registration stickers have been mailed.





13. If you would like to use equipment that has an expired registration, contact MDH staff to set up a one-off renewal.

Minnesota Department of Health
Well Management Section
625 North Robert Street
PO Box 64975
St. Paul, MN 55164-0975
651-201-4600
health.wells@state.mn.us
www.health.state.mn.us/wells

12/03/2025

To obtain this information in a different format, call:651-201-4600