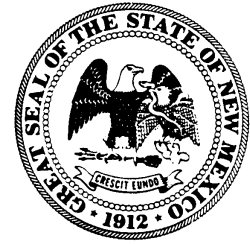




# FORM INSTRUCTIONS

## Form WD-06

### CEU Course Application



#### SUBMISSION:

- Complete, Print and Sign Form WD-06
  - Print document and hand-write relevant information prior to signing
  - or
  - Save the MS word file to your computer and key information in prior to printing and signing
- MAIL OR FAX COMPLETED FORM TO:  
New Mexico Office of the State Engineer  
Attn: David Heber  
P.O. Box 25102  
Santa Fe, NM 87504  
505-827-6682 (fax)

#### CEU LOGISTICS: (see policy [WR-01-2008](#) for additional details)

- Provide an attendee sign-in list at each course and submit the completed list within 10 days of course completion. Submit attendee lists to the OSE Roswell District Office.
- Provide a signed 'certificate of attendance' to each class attendee.

**APPLICATION FOR APPROVAL OF A CONTINUING EDUCATION COURSE**

INTRODUCTION  
This form shall be used to submit a request to the Office of the State Engineer to approve a given course for continuing education hours. This form is due 60 days prior to the course date. See Policy No. WR-01-2008 "Well Driller and Rig Supervisor Continuing Education Program" for detailed requirements.

PROVIDE INFORMATION

Company sponsoring course: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 General services provided: \_\_\_\_\_  
 Years in operation: \_\_\_\_\_ Recognition in other states: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

COURSE INFORMATION

Attach to application:  copy of course outline  copy of course training materials  documentation of accreditation  
 additional materials necessary to support your application

Course title: \_\_\_\_\_  
 Subject: \_\_\_\_\_  
 Course description: \_\_\_\_\_  
 Date(s): \_\_\_\_\_  
 Course Location: \_\_\_\_\_  
 Credit hours requested: \_\_\_\_\_ Instructional hours during course: \_\_\_\_\_  
 Topic requested:  drilling methods  OSE Rules  other  
 Has the course been approved for continuing education credits in another state?  Yes  No  
 How many times has the course or a similar course been offered? \_\_\_\_\_  
 Name of instructor: \_\_\_\_\_  
 Instructor's experience teaching this course: \_\_\_\_\_  
 Instructor's experience teaching material on well drilling and providing training: \_\_\_\_\_

I, \_\_\_\_\_, say that the information listed above is true to the best of my knowledge. I agree to furnish the NM OSE with a sign-in list of course attendees within 10 days of course completion. Upon satisfactory course completion, I will furnish a certificate of course completion to New Mexico licensed well drillers and registered drill rig supervisors.

Signature of course provider

OSE FORM WD-06: APPLICATION FOR APPROVAL OF A CONTINUING EDUCATION COURSE  
(September 2, 2008)

For conferences and multi-course events, CEU hours may be approved for the conference as a whole or for the individual courses.

Please specify the scope of approval you seek and if individual course approval is sought, complete one form per course.

Attachments such as course outlines and training materials are necessary to demonstrate course content

A maximum of 6 hours of CE credit may be approved

Check off the most relevant topic; If multiple, specify the requested number of hours per topic

**Questions?**

- Contact David Heber at 505-827-6120
- [http://www.ose.state.nm.us/water\\_info\\_rights\\_drillers.html](http://www.ose.state.nm.us/water_info_rights_drillers.html)