

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8506/8512
www.dpor.virginia.gov



Board for Professional Soil Scientists and Wetland Professionals
Professional Soil Scientist Certification
Introduction

Application Requirements

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, references, certifications/registration verification, and fees. All forms must be legible. All correspondence should be directed to:

Board for Professional Soil Scientists and Wetland Professionals
9960 Mayland Drive, Suite 400
Richmond, VA 23233
Telephone: (804) 367-8506/8512
Facsimile: (804) 527-4294

Applications must be submitted with the appropriate fee no later than 90 days prior to a scheduled examination. The date the completed application and fees are received in the Board office determines whether the applicant meets the application deadline. It is the applicant's responsibility to ensure that the Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

Applicants deemed ineligible may request further consideration by submitting, in writing, evidence of additional qualifications, training, or experience. No additional fee will be required, provided the requirements for certification are met within 12 months of the date the original application was received.

REQUIRED DOCUMENTATION (including candidates that were previously approved and are reapplying for the examination)

1. A completed *Professional Soil Scientist Certification Application* and fee;
2. Completed *Experience Logs* to document all required experience;
3. Certified/official transcript or other notarized document verifying the completion of the required courses and/or degrees.

Examination Notices and Fees

Each candidate will be sent a written notice of the time and place of the examination for which the candidate is eligible. Candidates shall promptly notify the Board as to whether they intend to appear for the examination. Failure to notify the Board may result in loss of eligibility for that particular examination. Each examination fee shall be applied to the next scheduled examination and shall be forfeited for failure to notify the Board or failure to appear. Examination and reexamination fees must be received in the Board office no later than 30 days prior to the next scheduled examination.

Application of Certification Program

The voluntary certification program for Professional Soil Scientists as set forth in Chapter 22, Title 54.1 of the *Code of Virginia* shall not be construed to prohibit:

1. The practice of soil evaluation by individuals who are not certified soil scientists as defined in the *Board for Professional Soil Scientists Regulations*.
2. The work of an employee or a subordinate of a certified soil scientist or of an individual who is practicing soil evaluation without being certified.
3. The practice of any profession or occupation, which is regulated by another regulatory board within the Department of Professional and Occupational Regulation.

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**Board for Professional Soil Scientists and Wetland Professionals
 PROFESSIONAL SOIL SCIENTIST CERTIFICATION APPLICATION
 Fee \$90.00**

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

1. How are you applying for your Virginia Professional Soil Scientist Certification?

- Examination (1005)
- Reciprocity examination waiver (1021) pursuant to regulation 18 VAC 145-20-111.1.

Please complete the following table for all your **current** professional soil scientist licenses, certifications or registrations and attach an original Certification of Licensure/Letter of Good Standing♦ dated within the last 60 days from each state or jurisdiction.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

♦ Certifications/Letters must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fees; 4) the means of obtaining licensure (i.e., exam, reciprocity, etc.) and the minimum requirements that were met to qualify for licensure; 5) all closed disciplinary actions resulting in violations or undetermined findings; and an original authorized signature and board/department seal.

2. Name _____
 Last First Middle Generation

3. Social Security Number or Virginia DMV Control Number * - -
 * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Date of Birth _____ (Applicants must be eighteen years of age or older.)

5. Street Address (PO Box not accepted) _____

 City State Zip Code

6. Mailing Address (PO Box accepted) _____

 City State Zip Code

7. E-mail Address _____

8. Contact Numbers _____
 Primary Telephone Alternate Telephone Facsimile

9. Have you passed a soil science examination in any other state or jurisdiction of the United States?
 No
 Yes If yes, list the jurisdiction and the month/year the examination was administered.

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE # / LICENSE #	ISSUE DATE
						3401	

10. Which of the following education/experience* requirements are you using to qualify for the Virginia Professional Soil Scientist exam? Select only **one**.

- Bachelor's degree from an accredited institution of higher education in a soil science curriculum which has been approved by the Board (see 18 VAC 145-20-91 in the *Regulations Governing Certified Professional Soil Scientists*) **and** at least four years of experience in soil evaluation;
- Bachelor's degree in one of the natural sciences **and** at least five years of experience in soil evaluation;
- Eight years of experience in soil evaluation; or
- Four years of experience in soil science research or as a teacher of a soil science curriculum in an accredited institution of higher education which offers an approved four-year program in soils **and** at least two years of soil evaluation experience

* You are required to complete and attach a *Professional Soil Scientist Experience Log* documenting your soil evaluation experience, the quality of which must demonstrate to the Board that you are competent to practice as a Professional Soil Scientist. The soil evaluation experience must meet the requirements in 18 VAC 145-20-90 of the *Regulations Governing Certified Professional Soil Scientists*.

11. Education (excluding high school) used to meet educational requirements or converted to experience pursuant to 18 VAC 145-20-90.6 of the *Regulations Governing Certified Professional Soil Scientists*. List in chronological order.

Name of Institution	Beginning MM/YY	Ending MM/YY	Major	Hours Completed	Degree Received

A certified/official transcript or other notarized document verifying the completion of the required courses and/or degrees must be submitted to the Board for Professional Soil Scientists and Wetland Professionals.

12. Do you hold an **expired** Professional Soil Scientist license, certification or registration issued by a regulatory body of another state, territory, jurisdiction or possession of the United States?

- No
 Yes

If yes, complete the following table. You are also required to submit an original Certification of Licensure/Letter of Good Standing♦ dated within the last 60 days, from each state, territory, jurisdiction or possession of the United States.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

♦ Certifications/Letters must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fees; 4) the means of obtaining licensure (i.e., exam, reciprocity, etc.) and the minimum requirements that were met to qualify for licensure; 5) all closed disciplinary actions resulting in violations or undetermined findings; and an original authorized signature and board/department seal.

13. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body? This does not include any traffic citations, misdemeanors, or felony convictions. Information on these convictions is requested in item #14.

- No
 Yes

If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

14. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? Any *guilty plea or plea of nolo contendere* must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.

- No
 Yes

If yes, please attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation).

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department. *Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested certification. I certify that I understand and have complied with all the laws of Virginia related to professional soil scientist certification under the provisions of Title 54.1, Chapter 22 of the *Code of Virginia* and the *Virginia Board for Professional Soil Scientists and Wetland Professionals Regulations Governing Certified Professional Soil Scientists*.

Signature _____ Date _____