Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8506



www.dpor.virginia.gov

## Board for Professional Soil Scientists, Wetland Professionals, and Geologists PROFESSIONAL SOIL SCIENTIST LICENSE INTRODUCTION

## **Application Requirements**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the <u>Board office</u>. 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, Wetland Professionals, and Geologists 9960 Mayland Drive, Suite 400 Richmond, VA 23233 Telephone: (804) 367-8506

Fax: (866) 465-6206

Applications must be submitted with the appropriate fee no later than 90 days prior to a scheduled examination. The date the <u>completed</u> application and fee is 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 licensure are met within 12 months of the date the original application was approved.

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

- 1. A completed *Professional Soil Scientist License Application* and fee;
- 2. Completed *Professional Soil Scientist Experience Log* to document all required experience; and
- 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 Soil Scientist Society of America (SSSA) as to whether they intend to appear for the examination. Failure to notify the SSSA 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 SSSA or failure to appear. Examination and reexamination fees must be received by SSSA no later than 45 days prior to the next scheduled examination.

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Board for Professional Soil Scientists, Wetland Professionals, and Geologists PROFESSIONAL SOIL SCIENTIST LICENSE APPLICATION Fee \$150.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

1.	How are you a	pplying for you	ur Virginia Pi	rofessional	Soil Scier	ntist License?				
	☐ Examination (1005)									
			on waiver (10	021) pursua	ant to regu	lation 54.1-22	06			
	Reciprocity examination waiver (1021) pursuant to regulation 54.1-2206  Please complete the following table for all your <u>current</u> 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 of									
	jurisdiction.									
		Sta	ate/Jurisdictio	n	License,	Certification or	Registration Nu	mber Expi	iration Date	
					<del>                                     </del>					
		• Certifications of Licensure/Letters of Good Standing must include: 1) the license/certification/registration number; 2) the initial date								
				iration date of the license; 4) the means of obtaining licensure (i.e., exam, rethat were met to qualify for licensure; 5) all closed disciplinary actions res						
						nature and board/d		.,	3	
2.	Name									
	Last			First			Middle		Generation	
3.	Provide one of	0	identification	numbers.		*				
	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 occurrence.									
							engage in a business ginia Department of I		or occupation issued	
4.	Date of Birth	то г		-		years of age or				
1.	Date of Diff.	MM/DD/\		дрыошиз п	lust be 10	years or age or	older.)			
5.	Mailing Addres	ss (PO Box acc	cepted)							
		ess is submitted,								
	address will I	be printed on the	license.							
				City				State	Zip Code	
6.	Street Address	s (PO Box not	accepted)	Check h	ere if Street F	address is the same	as the Mailing Addr	ress listed above.		
	PHYSICAL ADDRESS REQUIRED									
				-						
				City				State	Zip Code	
				,					·	
OFFICE	DATE	FEE	TRANS CODE	ENT	ΓΙΤΥ #		FILE #/LICENSE #		ISSUE DATE	
USE						3401				
	1	1		1					1	

7.	Email Address								
8.	Contact Numbers								
		Primary Telep	hone	Alternate Telephone	9	Fax			
9.	No	soil science examination in any other state or jurisdiction of the United States?  list the jurisdiction and the month/year the examination was administered:							
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 18VAC145-20-91 in the Regulations Governing Licensed Professional Soil								
	Scientists) and at least <u>four</u> years of experience in soil evaluation;  ☐ Bachelor's degree in one of the <u>natural sciences</u> and at least <u>five</u> years of experience in soil evaluation;								
	<ul> <li><u>Eight</u> years of experience in soil evaluation; or</li> <li><u>Four</u> years of experience in soil science research or as a teacher of 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. ★</li> <li>★ Required Documents: You are required to complete and attach a <u>Professional Soil Scientist Experience Log</u> documenting your so 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 Licenses Professional Soil Scientists.</li> </ul>								
11.	Education (excluding high school) used to meet educational requirements or converted to experience pursuant to 18VAC145-20-90.6 of the <i>Regulations Governing Licensed Professional Soil Scientists</i> . List in chronological order.								
	Name of Institution	Beginning MM/YY	Ending MM/YY	Major	Hours Completed	Degree Received			
12.	Required Documents: 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, Wetland Professionals, and Geologists.  Have you ever been subject to disciplinary action imposed by any (including Virginia) local, state or national regulatory body? This does not include any traffic violations, misdemeanors, or felony convictions. Information on these convictions is requested in the following question.  No  Yes  If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency								
13.	with lawful authority to issue such order, decree or case decision.  Have you ever been convicted in any jurisdiction of any felony or misdemeanor? Any guilty plea or plea of noto 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 (i.e., information on the status of incorporation parallely professional lattered decumentation of rehabilitation).								
	the status of incarceration, parole or probation; reference letters; documentation of rehabilitation).  * Original criminal history record may be obtained by contacting the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original official criminal history record from each state/jurisdiction in which they have been convicted. Virginia residents may request complete criminal records from the Virginia State Police at <a href="https://www.vsp.virginia.gov">www.vsp.virginia.gov</a> or by phone at 804-674-6718								

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