

**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 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, 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 completed 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
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 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.



**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 **TREASURER OF VIRGINIA**,  
 or a completed [credit card insert](#) must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

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

- Examination (1005)
- Reciprocity examination waiver (1021) pursuant to regulation 54.1-2206

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<sup>♦</sup> dated within the last 60 days from each state or jurisdiction.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

♦ Certifications of Licensure/Letters of Good Standing must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license; 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; 6) and an original authorized signature and board/department seal.

2. Name \_\_\_\_\_  
Last First Middle Generation

3. Provide **one** of the following 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 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 18 years of age or older.)  
MM/DD/YYYY

5. Mailing Address (PO Box accepted) \_\_\_\_\_  
 If a mailing address is submitted, the mailing address will be printed on the license. \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

6. Street Address (PO Box **not** accepted)  Check here if Street Address is the same as the Mailing Address listed above.  
**PHYSICAL ADDRESS REQUIRED**  
 \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					<b>3401</b>	



14. 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 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* and the *Virginia Board for Professional Soil Scientists, Wetland Professionals, and Geologists Regulations; Governing Licensed Professional Soil Scientists*.

Signature \_\_\_\_\_ Date \_\_\_\_\_