

Board for Professional Soil Scientists, Wetland Professionals, and Geologists
PROFESSIONAL WETLAND DELINEATOR CERTIFICATION INTRODUCTION

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.

Applications must be accompanied by three written references from wetland professionals.
At least one reference must come from a certified professional wetland delineator.

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 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.

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

1. A completed *Professional Wetland Delineator Certification Application* and fee;
2. Three current *Professional Wetland Delineator Reference Forms* (less than one year old) completed by wetland professionals (effective July 14, 2010, at least one of the three required references must come from a certified professional wetland delineator);
3. Completed *Professional Wetland Delineator Experience Logs* to document all required experience;
4. Certified/official transcript verifying the completion of the required bachelor's degree (if applicable); and
5. Individuals applying for certification in accordance with 18VAC145-30-50.1 must submit 10 delineation reports which prove that the applicant actually performed the field work. The reports must include a report cover page with the date and language stating that the applicant performed a specific amount of the field work, representative data sheets that list the applicant as the investigator, and a statement indicating that copies of the full report are available upon request. The delineations must be no more than 10 years old at the time of receipt by the Board office and at least six (6) of the 10 delineations must be for non-tidal wetlands.

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 may 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.

Board for Professional Soil Scientists, Wetland Professionals, and Geologists
PROFESSIONAL WETLAND DELINEATOR CERTIFICATION APPLICATION
Fee \$90.00

1. How are you applying for your Virginia Professional Wetland Delineator Certification?

- ☐ Examination (1005)
☐ Reciprocity examination waiver (1021) pursuant to regulation 18VAC145-30-80.1 ❖

❖ Please specify **one** of the following requirements you are using to request a waiver for the examination.

A. Complete the following table for all your **current** professional wetland delineator 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 |
|--------------------|---|-----------------|
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- ♦ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and 5) all closed disciplinary actions resulting in a violation or undetermined finding.

B. Provisionally certified under the US Army Corps of Engineers Wetland Delineator Certification Program of 1993 (See 18VAC145-30-80.1). Please submit documentation of this certification.

2. Name _____
Last First Middle Generation

3. Provide **one** of the following identification numbers.

☐ Social Security Number or ☐ Virginia DMV Control Number *

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* 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

7. Email Address _____

8. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

| OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
|-----------------------|------|-----|------------|----------|------------------|------------|
| | | | | | 3402 | |

9. Have you passed a wetland delineation 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:
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10. Which of the following education/experience requirements are you using to qualify for the Virginia Professional Wetland Delineator exam? Select only **one**.
- ☐ Bachelor's degree from an accredited institution of higher education in a wetland science or other related curriculum (see 18VAC145-30-40.A.1 in the Board regulations); successful completion of a course of instruction in state and federal wetland delineation methods, **and at least three years of experience*** in wetland delineation;
Required Documentation: a certified/official transcript verifying the completion of the required courses (18VAC145-30-60) or degree must be submitted to the Board for Professional Soil Scientists, Wetland Professionals, and Geologists.
- ☐ Six years of experience* in wetland delineations (see 18VAC145-30-40.A.2); or
- ☐ Three years of experience* in wetland science research or as a teacher of a wetlands curriculum in an accredited institution of higher education (see 18VAC145-30-40.A.3).
- * You are required to complete and attach a *Professional Wetland Delineator Experience Log* documenting your wetland delineator experience, the quality of which must demonstrate to the Board that you are competent to practice as a Professional Wetland Delineator. The wetland delineator experience must meet the requirements in 18VAC145-30-50 of the Board's regulations.
11. 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 question below.)
- 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.
12. 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 (i.e., information on 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 www.vsp.virginia.gov or by phone at 804-674-6718.
13. 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 wetland delineator certification 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 Certified Professional Wetland Delineators*.

Signature _____ Date _____