

Soil Tester Certification

Your application will not be processed or will be delayed unless you:

- 1. Complete the application including signing and dating the first page.
- 2. Write in your social security number.
- 3. Attach the specified documents listed on this application.
- 4. Attach the specified fee listed on this application.
- 5. Make a photocopy of the completed application for your records.



By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin’s open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant’s Social Security No:	
Applicant’s Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant’s Signature Date (mo/day/yr)

Send application and payment to: DSPTS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.
Overnight mail delivery and office location: DSPTS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703
All other correspondence: DSPTS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-261-8467. TTY: Contact through Relay or DspsSbCredentialing@wi.gov.

Application and Exam Fee (nonrefundable): \$110.00 class code 7633

Make checks payable to: State of WI - DSPTS. The fee consists of a \$35 application fee and an exam fee of \$75. When the exam is passed, the applicant will be asked to pay a \$300 credential fee, prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, is effective for four years from June 30.

Reason for Credential: Pursuant to s. 145.045, Stats., no person may conduct soil evaluations relative to the discharge or disposal of liquid domestic wastes into the soil unless the person holds a credential issued by the department as a certified soil tester.

Requirements of Credential: A certified soil tester who, as either an employee of a local governmental unit or under contract to a local governmental unit, is responsible for administering regulations governing private onsite wastewater treatment systems may not provide soil evaluations relative to the design, installation or maintenance of private onsite wastewater treatment systems within the boundaries of the local governmental unit.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Qualifications for Examination: In order to qualify to take the soil tester certification examination the applicant must be at least 18 years old.

Fill in the applicant's birth date (month/day/year, example 04/02/60):

This is a two-part exam. A score of at least 70% must be obtained for each part. The exam will cover basic soil science information and code requirements contained in SPS 305 and SPS 382-387, Wisconsin Administrative Code. The exam is open book. Copies of current code books may be obtained from Document Sales, 608-266-3358 or 800-362-7253. Use of a Munsell Color Book is required for the practical portion of the exam. See info below on purchasing the book. When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date.

Additional training materials relating to this credential are available and may also be ordered through Document Sales, 608-266-3358 or (800)362-7253. They are intended to be training guides and may not match the current code.

SBD-9046-P	Soil & Site Evaluation Handbook
------------	---------------------------------

To Schedule a 2012 exam:

- Choose a city and put a check mark behind the date you would like to take the exam.
- Record a telephone number where you can be reached during the day in case that exam is filled.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen**. Keep a copy of this application for your records.
- If special accommodations are needed, contact credentialing, 608-261-8467 or DspsSbCredentialing@wi.gov, prior to submitting your application.
- You will receive a letter from S&B when division staff processes your exam request.

Select one: AM (Starts at 8 a.m.) **or** PM (Starts at 1 p.m.)

Pewaukee (2012) – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

January 25 February 21 March 21 April 23 May 23 June 20 July 25
August 22 September 26 October 24 November 28 December 19

Eau Claire (2012) – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

February 7 April 10 June 12 August 14 October 9 December 11

Green Bay (2012) – Hyatt on Main (formerly Hotel Sierra) 333 Main St, Green Bay, WI 54301

January 10 March 13 May 8 July 17 September 11 November 13

Education Hours Required to Renew: The renewal of a soil tester certification which expires after June 30, 2006, shall be contingent upon the person obtaining at least 12 hours of acceptable continuing education by March 30th of the year their credential expires. People unable to attend lectures or seminars may obtain the necessary hours through correspondence courses. Correspondence courses must also be completed at least three months prior to the expiration date in order to avoid taking the exam. A person who holds a credential as a certified soil tester may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

