

# Wisconsin Department of Safety and Professional Services

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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS

### FUNDAMENTALS AND PROFESSIONAL PRACTICE EXAMINATIONS APPLICATION INFORMATION

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

1. **Application for Fundamentals and Professional Practice Examinations** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Exam Fee(s)** – There is a DSPS fee of \$15.00 per exam. Prior approval to test is required. Submit materials at least 60 days before the desired testing date. Once your application and all required materials are received, your application will be reviewed by the Board. If you are cleared to test a link to register for the exam(s) will be emailed to you. Pay exam fee(s) online via LicensE. See <https://dsps.wi.gov/Pages/Professions/SoilScientistProfessional/Exams.aspx> for exam information.
3. **Experience Record (Form 2392)** - Include as many applicable experience requirements as possible. Provide a complete chronological listing of your background, beginning with your education.
4. **Peer Review Evaluation Form (Form 2849) (if applicable)** – If you have acquired your experience under Wis. Stat. § [470.04\(4\)\(c\)2.](#), submit three (3) peer review evaluations. Complete either the Peer Review Evaluation Form OR Supervised Experience Evaluation Form.
5. **Supervised Experience Evaluation Form (Form 2913) (if applicable)** – If you have acquired your experience under Wis. Stats. [470.04\(4\)\(c\)1.](#) or [2.](#), have a supervisor complete this form. Complete either the Peer Review Evaluation Form OR Supervised Experience Evaluation Form.
6. **Official Transcripts** - Official transcripts showing courses taken and degrees received are required. A bachelor's degree is required. **Transcripts must be sent by the college or university to you. Unofficial copies of transcripts are not acceptable.** If you attended more than one school, and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s).
7. **Supplemental Form (Form 2395)** - To reflect the geology courses taken. Transcripts must be submitted to substantiate all courses listed.

**Retake Applicants:** The Soil Science Society of America (SSSA) requires 15 days between scheduled exam appointments. Once your DSPS \$15.00 retake fee (per exam) is processed, you may re-register for the exam(s) at SSSA. Pay the exam fee(s) online via LicensE.

**Fundamentals Examination:** To apply for the fundamentals examination, an applicant must have completed one of the following requirements:

1. Completed at least 24 semester hours or 36 quarter hours of course credit in soil science OR be of not less than second semester senior in a bachelor program meeting the requirements of Wis. Admin. Code § [GHSS 4.04](#);
2. Completed at least four (4) years of experience which has been determined by the Professional Soil Scientist Section to be equivalent to the requirements of Wis. Admin. Code § [GHSS 4.04](#).

**Professional Practice Examination:** To apply for the professional practice examination, an applicant must have completed one of the following method requirements:

#### **Method 1:**

1. Completed a bachelor's degree with at least 30 semester hours or 45 quarter hours in soil science meeting the requirements found in Wis. Admin. Code § [GHSS 4.04](#) or have at least five (5) years of professional experience in addition to the qualifying experience which is determined by the Section to be equivalent;
2. Completed at least four (4) years of professional experience in soil science work or completed at least three (3) years of professional experience in soil science work if the applicant has one (1) or more advanced degrees relevant to the practice of professional soil science demonstrating that the applicant is qualified to assume responsible charge of soil science work. At least one (1) year of the qualifying professional experience must have been performed under a supervisor who is a registered professional soil scientist either in this state or in another state, or who is deemed qualified by the section to have responsible charge of soil science work.

#### **Method 2:**

1. Have completed a bachelor's degree with at least 30 semester hours or 45 quarter hours in soil science meeting the requirements found in Wis. Admin. Code § [GHSS 4.04](#) or have at least five (5) years of professional experience in addition to the qualifying experience which is determined by the section to be equivalent;
2. Have completed at least six (6) years of professional experience in soil science work or completed at least five (5) years of professional experience in soil science work if the applicant has one (1) or more advanced degrees relevant to the practice of professional soil science demonstrating that the applicant is qualified to assume responsible charge of soil science work. At least one (1) year of the qualifying professional experience must have been performed under a peer review system.