

# Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)  
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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING SOIL TESTER CERTIFICATION APPLICATION INFORMATION

### Requirements for Credential

Per [Wis. Admin. Code § SPS 305.33](#), no person may conduct soil evaluations relative to the discharge or disposal of liquid domestic wastes into the soil unless the person holds a certification issued by the Department as a certified Soil Tester.

A certified Soil Tester who, as an employee of 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 and adjacent local governmental units

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

1. **Application and Fees:** Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Qualification for Registration:** A person applying for a Soil Tester Certification examination shall be at least 18 years old.
3. **Examination:** You will be made eligible to test after your application has been submitted and reviewed. If additional documents are required you will be made eligible to test after all documentation has been received and reviewed. A communication will be sent once you are made eligible to test. Please check your "junk" or "spam" email folders. You can also check the status of your application by entering your Preliminary Application Number (PAR) at <https://license.wi.gov/s/application-status-lookup>. If you fail an exam, you must login to License, <https://license.wi.gov>, and pay another exam fee.