

**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.



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:
- 
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 four 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
- Four 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](http://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 \_\_\_\_\_