



commerce.wi.gov

Credential Application

Remit to:
 State of Wisconsin
 Department of Commerce-Credentialing
 P.O. Box 78780
 Milwaukee WI 53293-0780
 Phone (608) 261-8467
 TDD #: (608) 264-8777 7:45 a.m. - 4:30 p.m.
 E-mail: madisoncred@commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

THE CREDENTIAL WILL NOT BE PROCESSED UNLESS YOU:

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **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 according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	Customer ID
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, Internet Address:	

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

Send application and payment to: State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

Overnight mail delivery and Office location: Safety & Buildings Div., 201 W. Washington Ave., Madison, WI 53703

All other correspondence: Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

SOIL TESTER CERTIFICATION

Application and Exam Fee (nonrefundable): \$75.00 **class code 7630**

Make checks payable to: Department of Commerce. The fee consists of a \$25 application fee and an exam fee of \$50. When the exam is passed, the applicant will be asked to pay a \$240 credential fee which will be 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, will be effective for 4 years from June 30th.

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. To demonstrate the applicant’s qualifications do the following:

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 chapters Comm 5 and Comm 82-87, 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.

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
------------	---------------------------------

NOTE: Use of a Munsell Color Book is required for the practical portion of the exam. Information on where to purchase this book is enclosed.

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:	This is a 4-hour exam and will be scheduled for the a.m.
-------------------	--

Circle the exam location of your choice below.
Then below the location, circle the day you would prefer to take the exam.

2008 Exam Schedule			
<i>EAU CLAIRE</i> <i>Ramada Convention Center</i> <i>205 S. Barstow St.</i> <i>715-835-6121</i>	<i>GREEN BAY</i> <i>Regency Suites Hotel</i> <i>333 Main St</i> <i>920-432-4555</i>	<i>MADISON</i> <i>Quality Inn & Suites</i> <i>2969 Cahill Main</i> <i>608-274-7200</i>	<i>PEWAUKEE</i> <i>Waukesha County Technical College</i> <i>WCTC</i> <i>800 Main St</i> <i>262-695-3474</i>
January 23			January 9
February 20	February 5	February 12	
March 19			March 6
April 8	April 22		April 17
May 13			May 20
June 10	June 4		June 18
July 16			July 10

August 20	August 13	August 6	
September 17			September 10
October 15	October 9		October 22
November 19			November 11
		December 3	

Daytime Phone Number:	
-----------------------	--

A letter confirming the exact date, time and location will be sent to you.

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. The Wisconsin Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a soil tester certification. The WCCR is available by subscription or on the Commerce website at: <http://www.commerce.state.wi.us/SB/SB-DivPublications.html>.

