Certified Professional Soil Scientist

Application

Certified Professional
Soil Scientist

In order to qualify for certification, one of the two points below must be met (for full CPSS certification, not APSS):

1. Hold a BS in Soil Science or closely related Agricultural, Earth, or Environmental Science (e.g., a named option in Soil Science, minor in Soil Science) and 5 years of work experience.

Or

2. Hold a MS or PhD degree in Soil Science or closely related Agricultural, Earth, or Environmental Science (e.g., a named option in Soil Science, minor in Soil Science) and 3 years of work experience.

If you are applying for the APSS, you must meet the education requirements above and be working toward the work experience requirement.

Note: Incomplete applications will be returned to the applicant without review.

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THE SCREEN

Certified Professional Soil Scientist

CREDENTIAL INFORMATION

Table of Contents

Please consider not printing out this document and instead type and digitally sign in this fillable form. When finished, download and email to certification@sciencesocieties.org.

Application for Professional Certification

608-273-8085 • certification@sciencesocieties.org • www.soils.org/certifications/

Certified Professional Soil Scientist

Office Use Only

Certification No. _____

1. APPLICANT'S NAME AND ADDRESS | Please type:

Last Name/Surname _____

First Name/Given Name _____ Middle Name _____

Address _____

City _____ State/Province _____ Postal Code Country _____

Office Phone _____ Home _____ FAX _____

Cell Phone _____ Email _____

Have you ever been charged, indicated or convicted of a felony, misdemeanor,or crime for which circumstances relate to being a soil scientist or soil classifier? ☐ Yes ☐ No If yes, attach an explanation.

2. PERSONAL DATA

(Completion of this section is optional. Information regarding specific individual members will not be released.)

Birthdate _____ Race _____

Citizenship _____ Gender _____

3. AREA OF CERTIFICATION APPLYING FOR

☐ Currently certified as: ☐CCA ☐CPAg ☐APSS ☐N/A
and applying for:

Area of Certification

☐ Certified Professional Soil Scientist, CPSS
☐ Associate Professional Soil Scientist, APSS

4. DOCUMENTATION REQUIRED

a. Signed and dated Code of Ethics
b. Completed Core Requirement Form documenting educational background including: institution, degree(s), major, and minor areas, and course work.
c. An Official Transcript of all academic credits and including verification of degree(s).
d. Completed Professional Experience Form. List all professional positions held, professional activities, and membership and offices held in professional and honorary societies.
e. Resume.
f. Five (5) References
   1. Refer to 1.B.3. in the CPSS Policy Document

5. FEES

☐APSS: $80.00 ☐CPSS: $130.00 ☐APSS to CPSS: $50.00

FEE ENCLOSED $ _____
(Fee is non-refundable)

The following credit cards are accepted:

☐ MasterCard ☐ Visa ☐ Discover ☐ AMEX

Card Number _____

Expiration Date _____

Card billing zip code _____

Cardholder's Name _____

Please Type Name

_____

6. NAME TO BE PRINTED ON CERTIFICATE

Degree following name: (choose only one)—*optional*

☐ BS ☐ BA ☐ MS ☐ PhD ☐ Other _____

Last Name/Surname _____

Middle Name (*optional*) _____

First Name _____

7. PROFESSIONAL EXPERTISE

The professional expertise areas allow you to connect, via the "Find a Professional" directory, with others who are certified and share knowledge within and across expertise areas. The directory is available to the public – including farmers, extension agents, clients, and anyone else interested in the programs. In addition to the professional expertise areas, the directory search can be based on name, location, type of certification, and those self-identified areas of expertise. And, designating your areas of expertise helps you market yourself to current and prospective clients.

Select up to 5 areas.

- ☐ Acid-Sulfate Soils
- ☐ Agricultural Administration
- ☐ Agricultural Climatology
- ☐ Agricultural Development
- ☐ Agro-forestry
- ☐ Agronomic Education

- ☐ Best Management Practices
- ☐ Biotechnology

- ☐ Computer Assisted Design
- ☐ Computer Modeling
- ☐ Computer Uses
- ☐ Conservation Education
- ☐ Conservation Planning, Food Security Act 1985
- ☐ Comprehensive Nutrient Management
- ☐ Conservation Tillage
- ☐ Crop Breeding
- ☐ Crop Ecology
- ☐ Crop Genetics
- ☐ Crop Marketing
- ☐ Crop Physiology
- ☐ Crop Production
- ☐ Crop Quality
- ☐ Crop Specialization–Cannery Crops
- ☐ Crop Specialization–Corn
- ☐ Crop Specialization–Cotton
- ☐ Crop Specialization–Grazing
- ☐ Crop Specialization–Rice
- ☐ Crop Specialization–Small Grains
- ☐ Crop Specialization–Soybean
- ☐ Crop Specialization–Tobacco
- ☐ Crop Specialization–Tree Fruit
- ☐ Crop Specialization–Vegetable
- ☐ Crop Specialization–Wheat
- ☐ Crop Utilization

- ☐ Digitized Mapping

- ☐ Entomology
- ☐ Environmental Protection
- ☐ Environmental Regulation Ethics

- ☐ Farm Management
- ☐ Farmland Preservation
- ☐ Fertilizer Technology
- ☐ Floriculture
- ☐ Forages
- ☐ Forest Soils

- ☐ Garden Center Management
- ☐ Greenhouse Production
- ☐ Ground Water Quality

- ☐ Hazardous Waste Management
- ☐ Horticulture (General)
- ☐ Hydric Soils

- ☐ Impact Assessment
- ☐ International Agronomy
- ☐ International Horticulture
- ☐ Irrigation and Drainage

- ☐ Labor Management
- ☐ Land Classification
- ☐ Land Management
- ☐ Land Resource Analysis
- ☐ Land Resource Development
- ☐ Land Use Planning

- ☐ Nursery Management

- ☐ Organic
- ☐ Ornamental Horticulture

- ☐ Pedology
- ☐ Pesticide Use
- ☐ Plant Breeding
- ☐ Plant Ecology
- ☐ Plant Metabolism
- ☐ Plant Nutrition
- ☐ Plant Pathology
- ☐ Plant Propagation
- ☐ Pollution Control
- ☐ Pomology
- ☐ Post-Harvest Physiology
- ☐ Precision Ag
- ☐ Product R&D

- ☐ Range Management
- ☐ Range Soil Science
- ☐ Reclamation
- ☐ Regulatory Admin./Enforcement
- ☐ Regulatory Compliance
- ☐ Resource Conservation

- ☐ Saline Soils
- ☐ Seed Production
- ☐ Seed Technology
- ☐ Small Fruit Culture
- ☐ Soil Biochemistry
- ☐ Soil Chemistry
- ☐ Soil Erosion Sediment Control
- ☐ Soil Fertility
- ☐ Soil Genesis
- ☐ Soil Interpretations
- ☐ Soil Management
- ☐ Soil Microbiology
- ☐ Soil Mineralogy
- ☐ Soil Morphology/ Classification
- ☐ Soil Physics
- ☐ Soil-Plant Correlation
- ☐ Soil-Water-Plant Relation
- ☐ Soil Survey
- ☐ Soil and Waste Management
- ☐ Soil and Water Conservation
- ☐ Soil and Water Management
- ☐ Statistical Analysis
- ☐ Streambank Stabilization
- ☐ Surface Mine Reclamation

- ☐ Tropical Agriculture
- ☐ Tropical Crops
- ☐ Turfgrass Management

- ☐ Viticulture

- ☐ Waste Disposal, On-site Waste, Land Treatment/Applic. Water
- ☐ Diversion and Control

8. NAME AND ADDRESS OF PRESENT EMPLOYER

_____

_____

_____

_____

_____

_____

9. DIRECTORY OF CONSULTANTS

A directory of certified individuals is located on the web at: https://www.soils.org/certifications/professional-search/

Would you like to be included? ☐ Yes ☐ No

10. SIGNATURE

I hereby certify that all information submitted in support of this application is correct and true to the best of my knowledge and that all information regarding this application will remain confidential. I have read and signed the Code of Ethics.

Signature of Applicant _____

Date _____

Certified Professional Soil Scientist

SSSA Soils Certifying Board Code of Ethics

Article I. Preamble

1. The privilege of professional practice imposes obligations of responsibility as well as professional knowledge. The Soil Science Society of America (SSSA) certifies the credentials of individuals through the Soils Certifying Board, which is the national soil science certification board. Individuals who meet the requirements for soil science certification will receive the designation of Certified Professional Soil Scientist (CPSS) or Certified Professional Soil Classifier (CPSC). The soil science certification program will only award the title of CPSS/CPSC to individuals who have met the examination, education, experience and ethics requirements as set forth by the SSSA Soils Certifying Board.
2. The Soils Certifying Board will award the title of CPSS to individuals who meet the college education, experience, testing requirements, ethics and the continuing education requirements of the Soils Certifying Board. CPSC was no longer issued after 2011. Existing CPSC still apply.
3. A CPSS/CPSC, at the request of a client or employer, must disclose the information used to gain certification. CPSS/CPSC who knowingly misrepresents their credentials will face disciplinary action.

Article II. Relation of Professional to the Public

1 A CPSS/CPSC shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that might induce participation in unsound enterprises.

2 A CPSS/CPSC shall not give professional opinion or make a recommendation without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion or recommendation is desired, and the degree of completeness of information upon which the opinion is based should be made clear.

3 A CPSS/CPSC shall not issue a false statement or false information even though directed to do so by employer or client.

Article III. Relation of Professional to Employer and Client

1. A CPSS/CPSC shall protect, to the fullest extent possible, the interest of his/her employer or client insofar as such interest is consistent with the law and professional obligations and ethics.
2. A CPSS/CPSC who finds that obligations to their employer or client conflict with their professional obligation or ethics should work to have such objectionable conditions corrected.
3. A CPSS/CPSC shall not use, directly or indirectly, an employer's or client's information in any way that would violate the confidence of the employer or client.
4. CPSS/CPSC retained by one client shall not accept, without the client's written consent, an engagement by another if the interests of the two are in any manner conflicting.
5. A CPSS/CPSC who has made an investigation for any employer or client shall not seek to profit economically from the information gained, unless written permission to do so is granted or until it is clear that there can no longer be a conflict of interest with the original employer or client.
6. A CPSS/CPSC shall not divulge information given in confidence.
7. A CPSS/CPSC shall engage, or advise employer or client to engage, and cooperate with other experts and specialists.
8. A CPSS/CPSC protects the interests of a client by recommending only products and services that are in the best interest of the client and public.
9. A CPSS/CPSC protects his/her credibility by disclosing to clients how he/she will be compensated for providing recommendations to the client.

Article IV. Relation of Professionals to Each Other

1. A CPSS/CPSC shall not falsely or maliciously attempt to injure the reputation of another person or organization.
2. A CPSS/CPSC shall freely give credit for work done by others, to whom the credit is due, and shall refrain from plagiarism of oral and written communications and shall not knowingly accept credit rightfully due another person.
3. A CPSS/CPSC shall not use the advantage of public employment (i.e., university, government) to compete unfairly with other certified professions.
4. A CPSS/CPSC shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

Article V. Duty to the Profession

1. A CPSS/CPSC shall aid in exclusion from certification those who have not followed this Code of Ethics or who do not have the required education and experience.
2. A CPSS/CPSC shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other Registrants to do the same.
3. A CPSS/CPSC having positive knowledge of deviation from this Code by another Registrant shall bring such deviation to the attention of the Soils Certifying Board.

Soils Certifying Board 11/16

I, the undersigned, agree to adhere to the above Code of Ethics.

Signature:_____ Date_____

Please Print Name_____

Soil Science Core Requirements

This form does not substitute for transcripts, official transcripts are required.

Certified Professional Soil Scientist, 5585 Guilford Road, Madison, WI 53711-5801 • (608) 278-8739

Certified Professional Soil Scientist

First Name/Given Name _____

Last Name/Surname _____

Degree _____

University _____

Major _____

Professional Core Requirements include:

- > 15 semester credits (or > 23 quarter credits) total of which > 9 semester credits (or > 14 quarter credits) must be upper division
- Lower division=Freshman and sophomore level courses.
- Upper division=Junior, senior, and graduate level courses.
- In the component column, put an X in either the laboratory or field column that best describes the course
- Laboratory and/or Field coursework is a required component in > 2 of the soil.

Science Core classes. Examples include soil judging, undergraduate research, laboratory exercises, field courses.

- A minimum grade point average (GPA) of 2.5 is required in the total professional core course requirement. This does not include the supporting core courses.
- In the credit hours column, indicate if they are semester or quarter hours (ex 3 Sem or 3 Qtrs).

Laboratory and/or Field coursework is a required component in greater than equal to 2 of the soil science Core Classes. Examples include soil judging, undergraduate research, laboratory exercises, field courses. When Core Classes are completed through distance learning the applicant must demonstrate through providing the Certification Board detailed syllabi how they meet the field or laboratory requirement. In some situations university accredited short courses, or workshops may be substituted to meet this requirement. The applicant must provide detailed syllabi of the short course or workshop and a certificate of completion to the Certification Board. All decisions regarding the acceptability of distance learning field or laboratory work and substitute short courses or workshops are on a case-by-case basis.

I. Professional Core	Course no.	Dept.	Title	Credit Hours (semester or quarter)		Component		Grade	University
				Lower Div.	Upper Div.	Laboratory	Field		
Soil Genesis, Morphology, & Classification									
Soil Chemistry & Mineralogy									

Last Name/Surname _____

I. Professional Core	Course no.	Dept.	Title	Credit Hours (semester or quarter)		Component		Grade	University
				Lower Div.	Upper Div.	Laboratory	Field		
Soil Fertility & Nutrient Management									
Soil Physics									
Soil Biology & Soil Ecology									
Soils & Land Use Management (Forest Soils, Soil Conservation, Erosion & Sediment Control, Environmental Soil Science, Wetland Soils, Urban Soils)									

Last Name/Surname _____

Supporting Core Requirements Include:

- > 45 semester credits (or > 68 quarter credits) total of which > 15 semester credits (or > 23 quarter credits) must be upper division.
- Lower division=Freshman and sophomore level courses. Upper division=Junior, Senior, and graduate courses.

4 of the following 8 areas must have > 5 credits.

- Examples are provided for each category
- If you are short credits, your application will be rejected unless you provide a written explanation of other courses/experience to fulfill the missing credit requirement(s).

II. Supporting Core	Course no.	Dept.	Title	Credit Hours (semester or quarter)		Grade	University
				Lower Div.	Upper Div.		
Agricultural Science (Agronomy, Crop Science, Agroforesty, Horticulture, Precision Agriculture, Sustainable Agriculture, Range Science, Turf Science, Weed Science)							
Biological & Ecological Sciences (Biology, Botany, Ecology, Forestry, Microbiology, Range Science, Wetland Science)							
Chemistry, Mathematics, Physics, Statistics							
Communications (Speech, Technical Writing)							

Last Name/Surname _____

II. Supporting Core	Course no.	Dept.	Title	Credit Hours (semester or quarter)		Grade	University
				Lower Div.	Upper Div.		
Geoscience Science (Archeology, Physical Geography, Geographic Information Systems, Meteorology, Remote Sensing, Terrain Analysis, & Atmospheric Science)							
Human Health & Land Use (Environmental Law & Policy, Environmental Ethics & Philosophy, Environmental Quality, Hazards, Land Use Planning, Site Assessment, Sustainability, Toxicology, Waste Management, HAZWOPER)							
Technology & Engineering (Agricultural Engineering, Bioengineering Soil, Civil, Construction & Geotechnical Engineering, Environmental Engineering, Irrigation Technology, Computer Aided Drafting)							
Water Sciences (Hydrology, Hydrogeology, Limnology, Water Resources, Vadose Zone, Wetland Science)							

Certified Professional
Soil Scientist

EXAMPLE

Professional Work Experience Form | CPSS/APSS CERTIFICATION

INSTRUCTIONS

1. List full-time positions in sequential order, ending with current position.
2. List only positions related to soil science held beyond the Bachelordegree. Work experience while obtaining any degree should not be included.
3. List beginning and ending month and year for all positions.
4. If you have worked in two positions concurrently, indicate under the percent time category the yearly percentage time you worked in each position.
5. Show the percent time on an annual basis for each work activity (should total 100%).
6. Under reference, list the reference(s) most familiar with each work experience.
7. Duties and responsibilities should be specific and detailed. Example of how aspects of the major duty relate to soil science is required. If it is unclear, the time spend on the major duty will not be counted.
8. Be sure to total months of experience. Months should be prorated to the percentage of time spent working in soil science.

   Remember work experience gained while seeking a degree does not count toward the CPSS work experience requirement.
9. Months of experience are determined based on the percent time for each activity. Example: Total time employed in position 1 is 3 years (36 months) and 25% of time is worked in activity A. Months experience in activity A = 0.25 x 36 months = 10 months. Note activities or time spent in a position working in non-soil science related duties do not count as months of experience. Thus, the total months of experience may not equal the total length of time worked in a given position.
10. Copy/print additional pages if needed.

EXAMPLE

Position#	Length From To (months)	Degree Level	Employer Name, Location	Professional Title	% Tim	TOTAL Months of Experience
1	6/2013 to present (42 months)	BS	Environmental Engineering, Houston, TX	Geologist	100	33.6
	Duty	**Soils work related to this duty**		**%Time/Activity**	**Reference**	**Months of Experience**
	USCS test pit logging and soil sampling for environmental and geotechnical projects	Test locations were identified; soils excavated, horizons identified, and grab samples collected. Test results were recorded geospatially and interpreted for project management.		25	John Geologist and Jane Engineer	10.5
	Collect soil and groundwater samples to characterize environmental contamination for remediation projects.	Test locations were identified, soils excavated, horizons identified, and grab samples collected. Test results were recorded geospatially and interpreted for project management. Ground water well installed to designated horizons recognizing soil restrictive features and sample collected from wells.		25	Sam Scientist	10.5
	Oversee contamination removal and complete confirmation testing.	Collect soil samples during contamination removal. Collect and field test samples at contamination contact and below the contact to ensure thorough clean up. Evaluate laboratory results.		5	Sam Scientist	2.1

EXAMPLE

Position#	Length From To (months)	Degree Level	Employer Name, Location	Professional Title	% Time	TOTAL Months of Experience
1	6/2013 to present (42 months)	BS	Environmental Engineering, Houston, TX	Geologist	100	33.6
	Duty	**Soils work related to this duty**		**%Time/Activity**	**Reference**	**Months of Experience**
	Drilling and shallow well installation oversight for ground water remediation projects. Includes borehole logging in USCS classification.	Identified sample locations using land form position and local micro-topographical features. Augured bore holes and field verified USCS classification of soils at prescribed increments, noting soil features. Installed shallow well for ground water monitoring following industry standards.		25	Sam Scientist	8.4
	GIS mapping, data analysis, and report writing with senior review.	Use publicly available spatial data and project specific data to complete spatial analysis. Project specific data included soil/geology sampling locations, descriptions and analytical results. Interpret soils and geology data spatially for report.		20	Sam Scientist	4.2
	Other work not related to soils	-NA		20	-NA	-NA
Attach more pages if necessary for other details.						

Position#	Length From To (months)	Degree Level	Employer Name, Location	Professional Title	% Time	TOTAL Months of Experience
2	5/2010 to 5/2012 (24 months)	BS	Environmental Engineering, Tucson, AZ	Technician	100	10.8
	Duty	**Soils work related to this duty**		**%Time/Activity**	**Reference**	**Months of Experience**
	Erosion control design for construction projects.	Site specific assessment for soil erosion susceptibility. Appropriate erosion control measures for wind and water designed using BMPs for the soil and landscape position. Oversaw installation of soil erosion control and ensured compliance with NPDES requirements.		25	Megan Montmorillonite	6
	Soil sampling and lab interpretations for engineering properties.	Per engineer request sampled soils at known depths noting horizon and texture changes. submitted to the lab for engineering parameters. Prepared reports and interpretations to support project work.		15	Juan Summit	3.6
	Permit and environmental compliance application preparation.	Prepared soil maps with Web Soil Survey to support NEPA documentation of no effects on project sites as required.		5	Juan Summit	1.2
	Construction inspections	None		55	-NA	
Attach more pages if necessary for other details.						

Position#	Length From To (months)	Degree Level	Employer Name, Location	Professional Title	% Time	TOTAL Months of Experience
3	5/2015 to present (19 months)	MS	Ag Consultants, nc. Phoenix, AZ	Environmental Scientist	100	19
	Duty	**Soils work related to this duty**		**%Time/Activity**	**Reference**	**Months of Experience**
	Soil sampling and lab result interpretation for clients.	Field scale grid and grab sampling depending on level of intensity request by client. Sample collected at appropriate depths with horizonation observations noted. Samples handled appropriately depending on testing (biological vs chemical). Lab results acquired and intrepretation beyond standard lab assessments provided to develop an understanding of the chemical, physical, and biological processes and as appropriate.		20	Polly Pedon	3.8
	Amendment recommendations for crop productivity.	Using current and historical soil sampling records review trends in chemical properties of fields to make nutrient recommendations to enhance crop productivity.		30	David Auger	5.7
	Precision ag field scale terrain map development and interpretation.	Use specialized laser equipment to produce high resolution terrain maps at field scale. Make recommendations on "swing blade" and other implement maneuvering to shape soil surface to meet land owner objectives. Must be aware of soil texture physical properties to accurately program precision equipment.		50	William Profile	9.5
Attach more pages if necessary for other details.						

Certified Professional Soil Scientist

Professional Work Experience Form | Soil Science Certification

Last Name_____ **First Name**_____

Position#	Length From To (months)	Degree Level	Employer Name, Location	Professional Title	% Time	TOTAL Months of Experience
1						
	Duty	**Soils work related to this duty**		**%Time/Activity**	**Reference**	**Months of Experience**

Attach more pages if necessary for other details.

Position#	Length From To (months)	Degree Level	Employer Name, Location	Professional Title	% Time	TOTAL Months of Experience
2						
	Duty	Soils work related to this duty		%Time/Activity	Reference	Months of Experience
Attach more pages if necessary for other details.						

Position#	Length From To (months)	Degree Level	Employer Name, Location	Professional Title	% Time	TOTAL Months of Experience
3						
	Duty	Soils work related to this duty		%Time/Activity	Reference	Months of Experience
Attach more pages if necessary for other details.						

Reference Letter

Click here to complete or send this form online.

Certification Programs
Certified Professional Soil Scientist
sponsored by the Soil Science Society of America
www.soils.org/certifications/

Applicant's Name

Applicant's Email

Reference Name

Reference's Address

Phone

Email

Check if reference is:

☐ CPSS ☐ CPAg
☐ Other Licensed professional (related to Soil Science)
☐ Soil Science Faculty

Please consider not printing out this document and instead type and digitally sign in this fillable form.

BE GREEN
KEEP IT ON
THE SCREEN

The above-named individual is applying for certification and has requested that you act as a reference. Once completed, please download and email to certification@sciencesocieties.org. An applicant must provide at least five references (including at least one that is a CPSS or CPAg, a licensed soil scientist, or a faculty member familiar with the applicants work experience in soil science, as referenced in I.B.3 of the CPSS Policy Document), and others who are familiar with their experience. By completing this form you will be acting as a reference for the applicant named above.

Please answer the questions on the back of this form, and include any additional comments that you feel may be helpful. This form will be reviewed by the Certifying Board to ensure that the applicant has the necessary education and experience to be certified.

Prospective applicants must meet rigorous educational, experience, and ethical standards. They must have a minimum of an bachelor degree, meet certain course requirements, and adhere to the code of ethics. Because we want to certify only individuals who meet the professional standards, we solicit your confidential and frank opinion of this applicant.

Experience: Applicants for Certified Professional status **(no experience is needed for APSS)** must have at least five years of professional experience beyond the BS degree in each area of certification. An advanced degree will substitute for two years professional experience; for example, three years of professional experience at both the MS and/or PhD level.

When finished, download and email to: certification@sciencesocieties.org.

Reference letters sent through the applicant will not be considered.

Please respond to the following items and include any pertinent information that you feel will aid in the evaluation of the applicant's credentials.

1. In what capacity have you had association with the applicant (*family members/relatives not valid references*)?
   I am/was the applicant's: ☐Supervisor ☐Subordinate ☐Academic Advisor ☐Colleague ☐Classmate ☐Client
   ☐ Other as: _____

2. What length of time have you known the applicant in the above capacity? _____ years

3. For what period of time are you familiar with the applicant's professional work experience?
   From (month/year): _____ to (month/year): _____

4. Knowing the minimum requirements for certification, do you feel qualified to *recommend* this applicant to become certified in the area of certification as stated on the reverse side? ☐ **Yes** (please proceed and complete the reference.)
   ☐**No** (Please give a brief statement in # 7 below of your reason(s); sign and return this letter immediately.)

5. How would you characterize the applicant's professional reputation and attitude?

6. What particular strengths do you feel the applicant has that may be important?

7. Do you feel that the applicant is fully qualified at this time for the certification listed? ☐Yes
   ☐No--If not, how could the applicant overcome any weaknesses or deficiencies?

8. Please comment on the applicant's knowledge and application of soil science.

9. Please comment on the applicant's ability to analyze and solve problems.

10. Please comment on the applicant's professional judgment, growth, and development.

11. As it relates to your experience with the applicant, please list the type of work the applicant has performed and provide details of their responsibilities.

12. Please make any additional comments which will aid in making a fair evaluation of this applicant. Attach additional pages if necessary.

13. Do you recommend this applicant to be certified as a Certified/Associate Professional Soil Scientist? ☐ Yes ☐No

Signature _____ Date _____
(Type or Digitally Sign)

Organization Name _____ Location _____

Professional Title _____

When finished, download and email to: certification@sciencesocieties.org.
**Reference letters sent through the applicant will not be considered.*

Certification Maintenance

I. Renewal

1. Annual Renewal
   a. Certification may be renewed by earning the required Continuing Education Units (CEUs) and paying the appropriate annual fee.
   b. Renewal fees are due annually on December 31st and is considered delinquent if not paid within 30 days after this due date. After Janu-ary 31st, certification will be reinstated with payment of the annual fee plus a late fee. The registrant's name will be dropped from the ac-tive Registry if the fee is not paid by March 1st. After 12 months, reapplication is required.
      (1) After recertification has lapsed for 12 months, the individual must reapply follow-ing the current rules of application.
      (2) For a lapsed certification this includes:
         (a) Taking and passing the Council of Soil Science Examiners' Fundamentals of Soil Science Examination.
         (b) Meeting the CEU requirements.
         (c) Submitting appropriate references.
         (d) Meeting experience requirements.
   c. Continual training and education is required of all Certified Professionals to keep abreast of rapidly changing conditions, techniques, and requirements in their field. Therefore, to en-sure the validity and integrity of certification, Certified Professionals must submit evidence of continuing education to maintain their Certified Professional status. During each 2-year period of certification, a minimum of 30 CEUs, including 1 CEU in Ethics, must be accumulated. Details of the recertification program are provided at the time one becomes certified and are provided on the SSSA website at www.soils.org/certifications/already-certified.

II. Denial, Revocation, or Suspension of Certification

1. Rights and Responsibilities
   a. The right to deny, revoke, or suspend certification is vested in the Soils Certifying Board.
   b. Since the certification program is entirely vol-untary, SSSA assumes no responsibility for any loss or disadvantage, real or imagined, which may be alleged to have resulted from denial of certification or revocation or suspension of an existing certification.
2. Reasons for Denial, Revocation, or Suspension of Certification.
   a. Certification may be denied, revoked, or suspend-ed for any of the following reasons:
      (1) If the Soils Certifying Board determines that the applicant does not meet the minimum requirements as stated.
      (2) Violation of rules, regulations, or the Code of Ethics established by SSSA.
      (3) Misrepresentation on an application, willful submission of incorrect information, or failure to include relevant information in any communication to the Soils Certifying Board.
      (4) Substantial proven charges of incompetence in the area of certification.
3. Appeal
   a. Any applicant denied certification has the right of appeal.
   b. Any action to revoke or suspend certification shall be preceded by a copy of the complaint to the individual.
      (1) Registrants will be given the opportunity to appeal any such disciplinary action.
4. If an applicant has been denied certification or certification has been revoked due to a cause relevant to the Code of Ethics, the procedures outlined in the Board's Complaint Investigation and Procedures will be followed.