Certified Professional Soil Scientist
Application

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

1. Hold a Bachelor’s 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 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.
1. APPLICANT’S NAME AND ADDRESS
   Please print or type:
   ❑ Dr. ❑ Mr. ❑ Ms.
   Last Name/Surname ____________________________________________
   First Name/Given Name ____________________________________________  Middle Name ____________________________________________
   Address ________________________________________________________
   Address ________________________________________________________  County (U.S. only) ______________________
   City ______________________ State/Province ______________________  Postal Code ______________________ Country ______________________
   Office Phone ______________________  Home Phone ______________________  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 ______________________ and applying for:
     (CCA, CCA-CPAg, APSS, or N/A)
     Area of Certification
     ❑ Certified Professional Soil Scientist, CPSS
     ❑ Associate Professional Soil Scientist, APSS

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

5. FEES:
   APSS: $75.00       CPSS: $125.00

FEE ENCLOSED $ ______________________
(Fee is non-refundable)

MAKE CHECK PAYABLE TO:
SOIL SCIENCE SOCIETY OF AMERICA
(Payment must be in U.S. funds)

The following credit cards are accepted:
   ❑ MasterCard      ❑ Visa      ❑ Discover      ❑ AMX
   Card Number ______________________
   Expiration Date ______________________
   Card billing zip code ______________________  CVC code ______________________
   Cardholder’s Name ______________________
   Please Print Name ______________________

6. NAME TO BE PRINTED ON CERTIFICATE:
   Degree following name: (choose only one)—optional
   ❑ BS    ❑ BA    ❑ MS    ❑ PhD    ❑ Other ______________________
   Last Name/Surname ____________________________________________
   First Name/Given Name ____________________________________________
   Middle 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.

- 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 Science
- 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. PLEASE LIST NAME AND ADDRESS OF PRESENT EMPLOYER:

9. DIRECTORY OF CONSULTANTS

A directory of certified individuals is located on the web at:
http://www.soils.org/certification/directory/

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.

Date

Signature of Applicant

If you have questions on completing this application, please contact Marta McCoy at mmccoy@sciencesocietes.org or at 608-268-4955
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.

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) 268-4955

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 including 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 Qtr).

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**

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Dept.</th>
<th>Title</th>
<th>Credit Hours (semester or quarter)</th>
<th>Component</th>
<th>Grade</th>
<th>University</th>
<th>SSSA Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lower Div.</td>
<td>Upper Div.</td>
<td>Laboratory</td>
<td>Field</td>
<td></td>
</tr>
</tbody>
</table>

Certified Professional Soil Scientist

FOR OFFICE USE

No. __________________________
<table>
<thead>
<tr>
<th>Course no.</th>
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<th>Credit Hours</th>
<th>Component</th>
<th>Grade</th>
<th>University</th>
<th>SSSA Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Soil Fertility &amp; Nutrient Management</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Soil Physics</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Soil Biology &amp; Soil Ecology</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Soils &amp; Land Use Management</td>
<td>(Forest Soils, Soil Conservation, Erosion &amp; Sediment Control, Environmental Soil Science, Wetland Soils, Urban Soils)</td>
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</tbody>
</table>
### 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).

<table>
<thead>
<tr>
<th>II. Supporting Core</th>
<th>Course no.</th>
<th>Dept.</th>
<th>Title</th>
<th>Credit Hours (semester or quarter)</th>
<th>Grade</th>
<th>University</th>
<th>SSSA Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Science (Agronomy, Crop Science, Agroforestry, Horticulture, Precision Agriculture, Sustainable Agriculture, Range Science, Turf Science, Weed Science)</td>
<td></td>
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<tr>
<td>Biological &amp; Ecological Sciences (Biology, Botany, Ecology, Forestry, Microbiology, Range Science, Wetland Science)</td>
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<tr>
<td>Chemistry, Mathematics, Physics, Statistics</td>
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<tr>
<td>Communications (Speech, Technical Writing)</td>
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<tr>
<td>II. Supporting Core</td>
<td>Course no.</td>
<td>Dept.</td>
<td>Title</td>
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</tr>
<tr>
<td><strong>Geoscience Science</strong></td>
<td></td>
<td></td>
<td>(Archeology, Physical Geography, Geographic Information Systems, Meteorology, Remote Sensing, Terrain Analysis, &amp; Atmospheric Science)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Human Health &amp; Land Use</strong></td>
<td></td>
<td></td>
<td>(Environmental Law &amp; Policy, Environmental Ethics &amp; Philosophy, Environmental Quality, Hazards, Land Use Planning, Site Assessment, Sustainability, Toxicology, Waste Management, HAZWOPER)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technology &amp; Engineering</strong></td>
<td></td>
<td></td>
<td>(Agricultural Engineering, Bioengineering Soil, Civil, Construction &amp; Geotechnical Engineering, Environmental Engineering, Irrigation Technology, Computer Aided Drafting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Water Sciences</strong></td>
<td></td>
<td></td>
<td>(Hydrology, Hydrogeology, Limnology, Water Resources, Vadose Zone, Wetland Science)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
### INSTRUCTIONS

1. List full-time positions in sequential order, ending with current position.
2. List only positions related to soil science held beyond the Bachelor’s degree. 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.

### EXAMPLES

<table>
<thead>
<tr>
<th>Position#</th>
<th>Length From To (months)</th>
<th>Degree Level</th>
<th>Employer Name, Location</th>
<th>Professional Title</th>
<th>% Time</th>
<th>TOTAL Months of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/2013 to present (42 months)</td>
<td>BS Environmental Engineering, Houston, TX</td>
<td>Geologist</td>
<td>100</td>
<td>33.6</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duty</th>
<th>Soils work related to this duty</th>
<th>%Time/Activity</th>
<th>Reference</th>
<th>Months of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCS test pit logging and soil sampling for environmental and geotechnical projects</td>
<td>Test locations were identified; soils excavated, horizons identified, and grab samples collected. Test results were recorded geospatially and interpreted for project management.</td>
<td>25</td>
<td>John Geologist and Jane Engineer</td>
<td>10.5</td>
</tr>
<tr>
<td>Collect soil and groundwater samples to characterize environmental contamination for remediation projects.</td>
<td>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.</td>
<td>25</td>
<td>Sam Scientist</td>
<td>10.5</td>
</tr>
<tr>
<td>Oversee contamination removal and complete confirmation testing.</td>
<td>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.</td>
<td>5</td>
<td>Sam Scientist</td>
<td>2.1</td>
</tr>
<tr>
<td>Position#</td>
<td>Length From To (months)</td>
<td>Degree Level</td>
<td>Employer Name, Location</td>
<td>Professional Title</td>
</tr>
<tr>
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<th>Reference</th>
<th>Months of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drilling and shallow well installation oversight for ground water remediation projects. Includes borehole logging in USCS classification.</td>
<td>Identified sample locations using land form position and local micro-topographical features. Augered 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.</td>
<td>25</td>
<td>Sam Scientist</td>
<td>8.4</td>
</tr>
<tr>
<td>GIS mapping, data analysis, and report writing with senior review.</td>
<td>Use publically available spatial data and project specific data to complete spatial analysis. Project specific data included soil/geoology sampling locations, descriptions and analytical results. Interpret soils and geology data spatially for report.</td>
<td>20</td>
<td>Sam Scientist</td>
<td>4.2</td>
</tr>
<tr>
<td>Other work not related to soils</td>
<td>-NA</td>
<td>-NA</td>
<td>-NA</td>
<td></td>
</tr>
</tbody>
</table>

Attach more pages if necessary for other details.

<table>
<thead>
<tr>
<th>Position#</th>
<th>Length From To (months)</th>
<th>Degree Level</th>
<th>Employer Name, Location</th>
<th>Professional Title</th>
<th>% Time</th>
<th>TOTAL Months of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>5/2010 to 5/2012 (24 months)</td>
<td>BS</td>
<td>Environmental Engineering, Tucson, AZ</td>
<td>Technician</td>
<td>100</td>
<td>10.8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duty</th>
<th>Soils work related to this duty</th>
<th>%Time/Activity</th>
<th>Reference</th>
<th>Months of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erosion control design for construction projects.</td>
<td>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.</td>
<td>25</td>
<td>Megan Montmorillonite</td>
<td>6</td>
</tr>
<tr>
<td>Soil sampling and lab interpretations for engineering properties.</td>
<td>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.</td>
<td>15</td>
<td>Juan Summit</td>
<td>3.6</td>
</tr>
<tr>
<td>Permit and environmental compliance application preparation.</td>
<td>Prepared soil maps with Web Soil Survey to support NEPA documentation of no effects on project sites as required.</td>
<td>5</td>
<td>Juan Summit</td>
<td>1.2</td>
</tr>
<tr>
<td>Construction inspections</td>
<td>None</td>
<td>55</td>
<td>-NA</td>
<td></td>
</tr>
</tbody>
</table>

Attach more pages if necessary for other details.
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<th>Length From To (months)</th>
<th>Degree Level</th>
<th>Employer Name, Location</th>
<th>Professional Title</th>
<th>% Time</th>
<th>TOTAL Months of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>5/2015 to present (19 months)</td>
<td>MS</td>
<td>Ag Consultants, nc. Phoenix, AZ</td>
<td>Environmental Scientist</td>
<td>100</td>
<td>19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duty</th>
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<th>%Time/Activity</th>
<th>Reference</th>
<th>Months of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil sampling and lab result interpretation for clients.</td>
<td>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 interpretation beyond standard lab assessments provided to develop an understanding of the chemical, physical, and biological processes and as appropriate.</td>
<td>20</td>
<td>Polly Pedon</td>
<td>3.8</td>
</tr>
<tr>
<td>Amendment recommendations for crop productivity.</td>
<td>Using current and historical soil sampling records review trends in chemical properties of fields to make nutrient recommendations to enhance crop productivity.</td>
<td>30</td>
<td>David Auger</td>
<td>5.7</td>
</tr>
<tr>
<td>Precision ag field scale terrain map development and interpretation.</td>
<td>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.</td>
<td>50</td>
<td>William Profile</td>
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Attach more pages if necessary for other details.
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<th>Position#</th>
<th>Length From To (months)</th>
<th>Degree Level</th>
<th>Employer Name, Location</th>
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<td>Duty</td>
<td>Soils work related to this duty</td>
<td>%Time/Activity</td>
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<td>Reference</td>
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From: ____________________________
   Applicant’s Name
   Applicant’s Address
   Applicant’s email
   Applicant’s phone number

To: ____________________________
   Reference’s Name
   Reference’s Address
   Reference’s email
   Reference’s Phone Number

CPSS experience requirements: 5 years (60 months) with a Bachelor’s degree and 3 years with an MS, or PhD (36 months)
No experience required for APSS.

AREA OF CERTIFICATION APPLYING FOR:
☐ Certified Professional Soil Scientist (CPSS)
☐ Associate Professional Soil Scientist (APSS)

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Experience: Applicants for Certified Professional status (no experience is needed for Associate Professional status) must have at least five years of professional experience beyond the baccalaureate 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.

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*Reference letters sent to 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 _________________ to _________________
   month/year              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      ________ No
   If “yes”, please proceed and complete the reference.
   If “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? If no, how could the applicant overcome any weaknesses or deficiencies? ________ Yes      ________ No
   ____________________________________________________________________________________
   ____________________________________________________________________________________

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 judgement, 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 his or her responsibilities.
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   Your response will remain confidential.

   Print Name ____________________________________________________ Professional Title ______________________
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   Employer ______________________________________ Location ______________________
   Date _________________ Licensed or Certified as ______________________ Telephone ______________________
   Email ________________________________________________________

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Print Name

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Employer ___________________________ Location ___________________________

Date __________________ Licensed or Certified as __________________ Telephone __________________

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Employer ___________________________________________________________

Date _________________ Licensed or Certified as _________________________ Telephone ___________________________

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Applicant’s Address               Reference’s Address
____________________________________          ___________________________________
____________________________________          ___________________________________
Applicant’s email               Reference’s email
____________________________________          ___________________________________
Applicant’s phone number               Reference’s Phone Number
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