

Wisconsin Department of Safety and Professional Services

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EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS, AND SOIL SCIENTISTS

PROFESSIONAL HYDROLOGISTS SECTION

REGISTRATION INSTRUCTIONS FOR THE FUNDAMENTALS AND PRINCIPLES AND PRACTICE EXAMINATIONS

I. APPLICATION PROCEDURE FOR NEW CANDIDATES

To register for the examinations, applicants must submit the Eligibility Application for the Fundamentals and Principles & Practice Examinations (Form #2452) to the Department of Safety and Professional Services at least 60 days prior to the date of the examination. Applicants are encouraged to apply to the Department well in advance of the deadline date in order to allow time for review of eligibility.

ALL NEW APPLICANTS (those applying for the examinations for the first time as a Wisconsin applicant) must submit the following to the Department of Safety and Professional Services to determine eligibility to sit for the exams:

- a) Eligibility Application For the Fundamentals and Principles & Practice Examinations (Form #2452)
- b) \$90 Initial Fee
- c) Supplemental Form (Form #2400)
- d) Official transcripts showing courses taken and degrees received.
- e) Experience Record (Form #2392)
- f) Supervised Hydrologic Experience Evaluation Form (Form #2401), if applicable
- g) Peer Review Evaluation Form (Form #2724), if applicable

Completed Eligibility Applications must be mailed directly to the Department at the above listed address. Eligibility application materials hand-delivered or mailed by special courier must be addressed to: Department of Safety and Professional Services, 1400 E. Washington Avenue, Room 175, Madison, WI 53703.

II. EXAMINATION PROCEDURES AND CONTENT

After the Professional Hydrologist Section has approved the Eligibility Application and requirements to sit for the exam, the candidate will be notified in writing as to their status. The applicant will then need to submit a separate application and fee to the American Institute of Hydrology (AIH) to schedule each part of the examination. An application can be obtained at www.aihydrology.org. AIH currently charges \$150 for the Fundamentals examination and \$200 for the Principles and Practice examination. Applicants must pass the Fundamentals examination before they can submit an application for the Principles and Practice examination.

III. EXAMINATION DATE AND FILING DEADLINES

There is a 60-day filing deadline for eligibility application materials. No exceptions to the filing deadline will be accepted. All application materials must be **postmarked** no later than the filing deadline. Applicants are encouraged to apply as early as possible for the desired examination date. Exams are given in May and November as determined by the AIH.

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IV. APPLICATION PROCEDURES FOR RETAKE CANDIDATES

Applicants retaking the examination will only need to contact AIH to schedule an appointment to retake the part(s) failed.

NOTE: You must have received an approval letter from the Section to sit for each part before you can schedule your exam with the American Institute of Hydrology (AIH).

V. QUALIFICATIONS

FUNDAMENTALS EXAMINATION

To apply for the fundamentals examination, an applicant must have completed one of the following requirements:

1. Be not less than second semester senior standing in a bachelor program in hydrology meeting the requirements of GHSS 3.04;
2. Have completed at least 24 semester hours or 36-quarter hours in hydrology and be of not less than second semester senior in a bachelor program meeting the requirements of GHSS 3.04;
3. Have completed at least 5 years of experience which has been determined by the section to be equivalent to the requirements of GHSS 3.04.

PRINCIPLES AND PRACTICE EXAMINATION

To apply for the principles and practice examination, an applicant must have completed one of the following requirements:

Option 1:

1. Does not have an arrest or conviction record;
2. Have completed a bachelor's degree with at least 30 semester hours or 45 quarter hours in hydrology meeting the requirements found in GHSS 3.04 or have at least 5 years of professional experience in addition to the qualifying experience which is determined by the section to be equivalent;
3. Have completed at least 4 years of professional experience in hydrologic work or completed at least 3 years of professional experience in hydrologic work if the applicant has 1 or more advanced degrees relevant to the practice of professional hydrology demonstrating that the applicant is qualified to assume responsible charge of hydrologic work. At least 1 year of the qualifying professional experience must have been performed under a supervisor who is a registered professional hydrologist either in this state or in another state, or who is deemed qualified by the section to have responsible charge of hydrologic work.

Option 2:

1. Does not have an arrest or conviction record;
2. Have completed a bachelor's degree with at least 30 semester hours or 45 quarter hours in hydrology meeting the requirements found in GHSS 3.04 or have at least 5 years of professional experience in addition to the qualifying experience which is determined by the section to be equivalent;
3. Have completed at least 6 years of professional experience in hydrologic work or completed at least 5 years of professional experience in hydrologic work if the applicant has 1 or more advanced degrees relevant to the practice of professional hydrology demonstrating that the applicant is qualified to assume responsible charge of hydrologic work. At least 1 year of the qualifying professional experience must have been performed under a peer review system.

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OFFICIAL TRANSCRIPTS

If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Transcripts for courses and degrees claimed in qualifying to sit for the exam are required. Unofficial copies of transcripts are not acceptable. Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college to you. You must send the transcript in the sealed envelope with your application to the Department of Safety and Professional Services.

SUPPLEMENTAL FORM (Form #2400) - Please complete the Supplemental Form (Form #2400) to indicate the hydrology or water resources courses you have completed. Official transcripts must be submitted to substantiate all courses listed. Include title and publisher of significant articles or books you have authored or co-authored.

EXPERIENCE RECORD (Form #2392) - When completing the Experience Record (Form #2392), include as many applicable experience requirements, outlined in the Wisconsin Administrative Code, as possible. Provide a complete chronological listing of your background beginning with your education. Indicate when employment is full-time vs. part-time. Please type or print all information.

SUPERVISED HYDROLOGIC EXPERIENCE EVALUATION FORM (Form #2401) – All applicants for licensure under sec. 470.04(3), Stats., and sec. 470.06, Stats., must complete either the “Supervised Hydrologic Experience Evaluation Form” (Form #2401) or the “Peer Review Evaluation Form” (Form #2724).

The Supervised Hydrologic Experience Form (Form #2401) must be completed by a licensed professional hydrologist who has supervised or has firsthand knowledge of the applicant’s relevant work experience relating to professional hydrology. A minimum of 2 years of hydrologic work must have been performed under the supervision of a registered hydrologist or a person whom the Section determines is qualified to have responsible charge of hydrologic work.

Evaluators may be professional hydrologists registered in another state or with a hydrologic organization, faculty who supervised hydrology work experience (provided that the experience may not have been used towards school degree requirements), professional hydrologists or persons the Section determines is qualified to have responsible charge of hydrologic work. If your evaluator does not meet these qualifications, please ask him or her to submit a resumé and transcript so that the Professional Hydrologists Section may verify his or her hydrologic background.

PEER REVIEW EVALUATION FORM (Form #2724) – The Peer Review Evaluation Form (Form #2724) must be completed by a licensed professional hydrologist who has had professional contact with the applicant’s practice and who can certify that the applicant is qualified to assume responsible charge of hydrologic work. Submission of at least 3 peer review evaluation forms of the last 2 years of professional experience is required.

Evaluators may be professional hydrologists registered in another state or with a hydrologic organization, faculty who supervised hydrology work experience (provided that the experience may not have been used towards school degree requirements), professional hydrologists or persons the Section determines is qualified to have responsible charge of hydrologic work. If your evaluator does not meet these qualifications, please ask him or her to submit a resumé and transcript so that the Professional Hydrologists Section may verify his or her hydrologic background.

VI. NAME AND/OR ADDRESS CHANGE

Any applicant scheduled for the examination who changes their name and/or address should notify the Department of Safety and Professional Services within 30 days of the name change.