

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
GROUND WATER DISCHARGES SECTION

Application to Obtain a Class D (Soil Scientist) On-Site License

The following information will assist you in applying for a Class D (Soil Scientist) On-Site License.

1. Applications must be received by the Department at the address below, no later than the last day of the month **with a \$40.00 non-refundable application fee** (cash or check made payable to "Division of Water" is accepted). The completed application will be forwarded for review by the On-Site Systems Advisory Board (Board) on the first Wednesday of the next month. Applications are valid for six (6) months from date received.
2. Upon application approval by the Board, written closed-book examinations are given once a month, on the third Thursday of each month at 9:00 A.M. All exams are given in the Richardson and Robbins Building Auditorium, 89 Kings Highway, Dover, DE 19901. If the applicant receives a passing score on their examination (70% or better), the \$40.00 non-refundable application fee (per on-site license) will be applied to the annual \$40.00 license fee.
3. All materials required to take the exam(s) will be furnished.
4. Applicants are required to show photo identification prior to testing. A driver's license is acceptable.
5. Anyone conducting business in the State of Delaware must have a Delaware Business License. Contact the Division of Revenue: New Castle County (302) 571-8200, Kent County (302) 744-1085 or Sussex County (302) 856-5358. Toll free for Delaware only (800) 292-7826.
6. The State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems (Regulations) are available in either the Dover or Georgetown Office for \$6.50 each. Make checks payable to the "Division of Water." The Regulations are available electronically free of charge at:
http://www.dnrec.delaware.gov/wr/Information/GWDInfo/Documents/DelawareFinalOnSiteRegulations_01112014.pdf
7. If you require any further information, please contact the On-Site Licensing Coordinator at (302) 739-9948. Other information regarding Licensing is available via the internet:

<http://www.wr.dnrec.delaware.gov/Information/GWDInfo/Pages/GroundWaterDischargesLicensesandLicensees.aspx>

Return the original application with the application fee to:

DNREC – Division of Water
Groundwater Discharges Section
Attn: On-Site Licensing Coordinator
89 Kings Highway, Dover, DE 19901

Definitions of Licenses

Class D – Soil Scientist/Site Evaluator: The Class D license authorizes the performance of individual soil evaluations, soil investigation reports, soil feasibility studies, percolation and/or permeability tests or hydraulic conductivity tests.

Requirements per the Regulations

- 4.8 With respect to Class D licenses the following shall constitute the Department's requirements for each tiered classification.
- 4.8.1 Class D.1 is licensed to perform individual site evaluations for both new construction and replacement systems. To qualify for a Class D.1 an individual must have:
 - 4.8.1.1 A completed qualifications statement on approved Department forms which verifies the individual's knowledge and competency in the fields of soil science/classification and site evaluations for on-site wastewater treatment and disposal systems; and one of the following (4.8.1.2, 4.8.1.3 or 4.8.1.4)

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- 4.8.1.2 Six (6) years of professional experience in soil classification, mapping and interpretation under the supervision of a ARCPACS Certified Professional Soil Scientist or Class D Soil Scientist and nine (9) semester hours in soil science and six (6) semester hours in geological sciences from accredited college or university; or
- 4.8.1.3 Four (4) years of professional experience in soil classification, mapping and interpretation under the supervision of a ARCPACS Certified Professional Soil Scientist or Class D Soil Scientist and an undergraduate degree from an accredited college or university with nine (9) semester hours in soil science and six (6) semester hours in geological sciences; or
- 4.8.1.4 Two (2) years of professional experience in soil classification, mapping and interpretation under the supervision of a ARCPACS Certified Professional Soil Scientist or Class D Soil Scientist and a graduate degree from an accredited college or university with 30 semester hours in biological, physical and earth sciences and 15 semester hours in soil science; and
- 4.8.1.5 Pass a written examination administered by the Department to test the competency and knowledge of the applicant regarding site evaluations and pertinent information contained within the regulations as it relates to siting OWTDS; and one of the following (4.8.1.6 or 4.8.1.7)
- 4.8.1.6 Registration as a Professional Soil Scientist with the Federation of Certifying Boards in Agriculture, Biology, Earth and Environmental Sciences (ARCPACS) with demonstrated competence with coastal plain soils; or
- 4.8.1.7 Pass a field practicum prepared and administered by the Site Interpretations Advisory Council and/or the soil scientists on the Board. The field practicum shall assess whether competency exists for evaluating soils specific to Delaware.
- 4.8.2 Class D.2 is licensed to perform individual site evaluations for new and replacement systems, soil feasibility studies, and soils reconnaissance investigations. To qualify for a Class D.2 an individual must have:
- 4.8.2.1 Four (4) years of full-time experience as a Class D.1 or two (2) years of experience as a Class D.1 and certification as a Certified Professional Soil Scientist as outlined in Section 4.8.1.6.
- 4.8.2.2 A completed qualifications statement on approved Department forms which verifies the individual's experience as a Class D.1 and/or professional certification.
- 4.8.3 Class D.3 is licensed to perform all soils work licensed under Sections 4.8.1 and 4.8.2 plus detailed soil investigation reports (SIR) associated with LOWTDS. To qualify for a Class D.3 an individual must have:
- 4.8.3.1 Two (2) years of full-time experience as a Class D.2 and certification as a Certified Professional Soil Scientist.
- 4.8.3.2 A completed qualifications statement on approved Department forms which verifies the individual's experience as a Class D.2 and/or professional certification.
- 4.8.4 To progress from one tier to the next tier the Class D licensee must:
- 4.8.4.1 Have served the required amount of time within the previous tier as specified in 4.8.2.1 or 4.8.3.1.
- 4.8.4.2 Have obtained the required certifications as specified in 4.8.2.1 or 4.8.3.1.
- 4.8.4.3 Complete a qualifications statement on approved Department forms which verifies the individuals experience at the current tier and request for consideration for approval to go to the next tier.
-

All applicants seeking qualification for the D.1 license must complete the application in its entirety.

All applicants seeking qualification for the D.2 or D.3 license must complete the following sections:

Applicant Information;

Resume;

Department Requirements; and

Miscellaneous Applicant Information

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Applications must be typed or printed and completely filled out.

CHECK WHICH ON-SITE LICENSE YOU ARE APPLYING FOR		
<input type="checkbox"/> D.1	<input type="checkbox"/> D.2	<input type="checkbox"/> D.3
APPLICANT INFORMATION		
Last Name	First Name	Middle Initial
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Date of Birth	Home Telephone Number	
CURRENT EMPLOYMENT INFORMATION		
Company Name	Date of Employment	
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Business Telephone Number	Business Fax Number	
County(ies) in the State of Delaware in which you do business or will do business:		
Description of Experience, Job Responsibilities and Duties (use additional pages if necessary)		

PREVIOUS EMPLOYMENT INFORMATION		
Date of Employment	Employer	
From	Supervisor	
To	Telephone Number	
Address, City, State, Zip		
Description of Experience, Job Responsibilities and Duties		

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RESUME			
List experience in order. Be brief but supply pertinent facts concerning duties, tasks, and responsibilities and nature of the soil science decisions you have made. Additional sheets may be used if necessary.			
Company Name		Date of Employment	
		From	To
Street Address			
Mailing Address (if different than Street Address)			
City	State	Zip Code	
Business Telephone Number		Business Fax Number	
Federal Identification Number		State of Delaware Business License Number	
Field Experience (Soil Classification, Mapping, Interpretation):			
Other Experience			
Professional experience: List the present position and proceed in reverse chronological order. List detail on the experience data sheets provided. List Supervisor's address on additional data sheet if different than employer. Complete experience data sheets(s) for each entry.)			
A	From	To	Name of Employer
B			
C			
D			
E			
F			
Professional Affiliations (licenses, certifications and societies)			
A	Organization	Membership Grade or Office Held	License or Reg. #
B			
C			
D			
E			

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**DEPARTMENT REQUIREMENTS
 (COMPLETE ONE OF THE THREE SECTIONS THAT APPLIES)**

Regulatory Requirement: Six (6) years of professional experience under the supervision of an ARCPACS Professional Soil Classifier or Class D Soil Scientist in soil classification, mapping and interpretation with nine (9) semester hours in soil science and six (6) semester hours in geological sciences from accredited college or university, OR

Professional Experience Requirement

ARCPACS Professional Soil Classifier Name	Employer	Supervision Date (To/From)
Class D Soil Scientist Name	Employer	Supervision Date (To/From)

Educational Requirement (course must be listed on attached transcript)

	Course Name	Semester Hours	Grade	College/University
Soil Science				
Geological Science				

Regulatory Requirement: Four (4) years of professional experience under the supervision of an ARCPACS Professional Soil Classifier or Class D Soil Scientist in soil classification, mapping and interpretation and an undergraduate degree from an accredited college or university with nine (9) semester hours in soil science and six (6) semester hours in geological sciences, OR

Professional Experience Requirement

ARCPACS Professional Soil Classifier Name	Employer	Supervision Date (To/From)
Class D Soil Scientist Name	Employer	Supervision Date (To/From)

Educational Requirement (course must be listed on attached transcript)

	Course Name	Semester Hours	Grade	College/University
Soil Science				
Geological Science				

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Regulatory Requirement: Two (2) years of professional experience under the supervision of an ARCPACS Professional Soil Classifier or Class D Soil Scientist in soil classification, mapping and interpretation and a graduate degree from an accredited college or university with thirty (30) semester hours in biological, physical and earth sciences and fifteen (15) semester hours in soil science

Professional Experience Requirement

ARCPACS Professional Soil Classifier Name

Employer

Supervision Date (To/From)

Class D Soil Scientist Name

Employer

Supervision Date (To/From)

Educational Requirement (course must be listed on attached transcript)

Biological,
Physical
& Earth
Sciences

Course Name

Semester Hours

Grade

College/University

Course Name

Semester Hours

Grade

College/University

Soil
Science

MISCELLANEOUS APPLICANT INFORMATION

1. List the names of Soil Scientists, preferably registered, who may be contacted, and who are familiar with your work as a soil scientist.

Soil Scientist #1	Soil Scientist #2	Soil Scientist #3
Name	Name	Name
Address City, St, Zip	Address City, St, Zip	Address City, St, Zip
Telephone #	Telephone #	Telephone #

2. References: Give the names of three (3) persons who may be contacted, and who attest to your character and business integrity.

Reference #1	Reference #2	Reference #3
Name	Name	Name
Address City, St, Zip	Address City, St, Zip	Address City, St, Zip
Telephone #	Telephone #	Telephone #

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3. What other on-site system license(s) do you currently hold, if any:
- | | | |
|---|---|-------------------------------|
| <input type="checkbox"/> Class A (Percolation Tester) | <input type="checkbox"/> Class E (System Contractor) | <input type="checkbox"/> None |
| <input type="checkbox"/> Class B (Designer) | <input type="checkbox"/> Class F (Liquid Waste Hauler) | |
| <input type="checkbox"/> Class C (Engineer) | <input type="checkbox"/> Class H (System Inspector) | |
| <input type="checkbox"/> Class D (Soil Scientist) | <input type="checkbox"/> Class I (Construction Inspector) | |

4. Have you ever had a license surrendered, denied, suspended or revoked?
- Yes If yes, give dates and reason: _____
- No _____
- Have you *previously* held an on-site license?
- Yes If yes, give dates: _____
- No _____

5. Applications for a Class D On-Site License must include:
- An attachment listing all past or outstanding civil, administrative, or criminal proceedings instituted against the applicant (including any form of permit suspensions or revocations) for any environmental or regulatory violations over the past five (5) years, regardless of location. Include details of the violation, the proceedings, and the outcome of the proceedings; **OR**
 - The applicant states that he/she has not had any civil, administrative, or criminal proceedings for any environmental or regulatory violations filed against him/her over the past five (5) years.
 (initials)

6. I understand that I may be required to supply additional data, if requested, by the Board.
 (initials)

I certify that the information contained herein is true, factual and complete, and I understand that fraudulent, erroneous or incomplete information shall render any license issued as a result of this application void. I further certify that I will conduct my duties in accordance with the State of Delaware's Regulations Governing the Design, Installation, and Operation of On-Site Wastewater Treatment and Disposal Systems.

I also understand that I am required to pass an examination before a license can be issued.

_____ Date

_____ Signature

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The purpose of the examinations is to test the applicant's knowledge of the sections of the Regulations, which pertain directly to the type of license for which the applicant is applying. **You must obtain a 70% or better to receive a passing score.**

Class D Examination

This examination consists of 70 multiple-choice and true/false questions. The questions are on information contained in Definitions, Sections 3.0, 4.0, 5.0, 6.0 and Exhibits.

Typical question:

- 1) What is the prescribed distance (in feet) from the approval area that a soil scientist must investigate when searching for on-site and adjacent wells?
 - a. 100
 - b. 75
 - c. 150
 - d. 50

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