

Wisconsin Department of Regulation & Licensing

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EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS & SOIL SCIENTISTS

INSTRUCTIONS FOR CREDENTIAL REINSTATEMENT

Enclosed are the forms for applying for reinstatement of your credential.

FILING AN APPLICATION - All applicants for reinstatement of a credential (license) must complete an "Application for Credential Reinstatement" (Form #2722). It is preferred that you type or print all information when completing the forms.

Completed applications must be mailed to the Division of Professional Credential Processing at the address listed above. Applications mailed by special courier must be addressed to the department's street address: 1400 E. Washington Avenue, Room 175, Madison, WI 53703.

FEE – Below is the fee schedule for reinstatement of a credential. The amount shown includes a \$25.00 late penalty fee. Please submit a check or money order in the correct amount made payable to the Department of Regulation and Licensing.

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| Geologist | \$195.00 |
| Hydrologist | \$195.00 |
| Soil Scientist | \$195.00 |

EXPERIENCE RECORD - Please provide a complete listing of your experience during the time period you did not hold a current registration in Wisconsin, using the Experience Record (Form #2392).

VERIFICATION - Please request the state agency to provide an official verification of your license, if you hold or have held a license in another state. You may use the enclosed "Verification of Examination or Registration" (Form #2391).

REFERENCES - Provide 3 references from licensed professionals in your field who have personal knowledge of your current experience, using the enclosed "Applicant Appraisal Form For Reinstatement" (Form #2723). Family members cannot act as a reference. Type or print your name in the box at the top of the form prior to distribution. Each reference should complete Form #2723 and return it to you so you can submit all 3 references with your application.

Wisconsin Statutes and Administrative Code:

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Professional Geologists, Hydrologists and Soil Scientists is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.