 

# Application to Take MWPCP Professional Certification Exam

**Use this form to apply to take the Minnesota Wetland Professional Certification Program (MWPCP) Professional Certification Exam. To take the exam you must complete and submit this form, register for a specific exam date using the online registration form and pay the associated fee. This form must be submitted at least two weeks prior to the date you wish to take the exam to allow time for review and verification by the MWPCP. Return form to BWSR c/o Amy Waters, 520 Lafeyette Rd. N., St. Paul, MN 55155 or email** **amy.waters@state.mn.us****.**

**Applicant Information**.

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| Name:  |
| Affiliation (if any):  |
| Mailing Address:  |
| E-mail Address:  |
| Phone Number:  |
| MWPCP In-Training ID # (if applicable):  |

**Training.** Applicants must have completed at least 18 hours of professional level wetland regulatory or technical coursework related to wetland delineation/identification, wetland restoration, state/federal wetland regulations, wetland functional assessment and/or wetland monitoring within the last three years. **If you are certified by the MWPCP as an In-training professional, you automatically meet the training requirement and may skip this section**. Note that college courses used to meet degree requirements for enrolled students cannot be used to meet the training requirement for the exam. Provide the following information on qualifying professional training:

* Training event name(s)
* Date(s) of training event
* Training event sponsor
* Training event instructor(s) name, qualifications and affiliation
* Number of classroom and/or field training hours (to the nearest hour) minus any breaks
* Attach copy of training class agenda

You can enter this information in the space below or reference and attach documents. If your training requirement is met through MWPCP-sponsored class or classes, you need only provide the name and date of the MWPCP-sponsored class. All other information is on file with the MWPCP. Applicants proposing to take the exam following the completion of an MWPCP-sponsored class (with at least 18 credit hours) will be considered eligible to take the exam provided they are registered for the class and complete it prior to the exam.

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**Professional Experience.** Applicants must have the equivalent of at least three years of full-time professional employment in the last 12 years where wetland regulation, delineation, management and/or restoration are among the primary duties/tasks of the position(s) held. The requirement is two years if the applicant has an advanced degree (Masters or PhD) in natural resources including wetland ecology, wildlife biology, hydrology, water resources, soil science, botany, plant ecology, ecology, fisheries, zoology, aquatic biology or closely related field. Provide the following information on qualifying professional employment:

* Employer name(s)
* Dates of Employment (to the nearest month and year)
* Job description/duties
* Percentage of time involved in qualifying wetland professional work/duties
* Employer contact information (for MWPCP verification purposes)

You can enter this information in the space below or reference and attach documents.

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| **Name:**  | **Signature** | **Date**  |