

## Frequently Asked Questions

### Licensure

Q. What are the requirements for licensure in South Carolina?

A. To qualify for licensure as a professional soil classifier in the State of South Carolina, the applicant must qualify under one of the methods below:

**Method 1 – Initial Licensure.** Applicants must:

- (1) Have fifteen or more semester hours of soil courses as accepted by the Council; and
- (2) Successfully pass the Fundamentals of Soil Science Examination and the Professional Practice of Soil Science Examination, written by CSSE; and
- (3) Have two or more years of training under the supervision of a registered soil classifier or someone who meets the minimum academic and experience requirements of a registered soil classifier; and
- (4) Must have one of the following additional qualifications:
  - (a) A bachelor's degree or equivalent in a curriculum approved by the Department and a specific record of two years of experience of a grade and character which indicates to the Department that the applicant is competent to practice soil classifying; or
  - (b) A bachelor's degree or equivalent in one of the natural sciences and six years or more of experience in soil classifying work of a character and grade which indicates to the Department that the applicant is competent to practice soil classifying; or
  - (c) Valid certification as a Soil Classifier-In-Training and a specific record of two years or more experience as a Soil Classifier-In-Training of a grade and character which indicates to the Department that the applicant is competent to practice soil classifying; or
  - (d) Employment as an extension specialist, researcher, or teacher of soils in a college or university and two or more years of soil classifying experience of a character and grade which indicates to the Department that the applicant is competent to practice soil classifying.

**Method 2 – Comity:** The applicant must meet the education/experience/examination requirements in the law under Method 1 above and be actively registered in a jurisdiction with requirements substantially equivalent or more stringent than those of this State.

Q. What are the requirements for certification as a Soil Classifier-In-Training?

A. Applicants for Certification as a Soil Classifier-In-Training must have a passing score on the Fundamentals of Soil Science Examination, written by CSSE, and have one of the following qualifications:

- (1) A Bachelor's degree or equivalent in a curriculum approved by the Council; or
- (2) A curriculum not approved by the Council and specific record of four years of soil classification experience of which two years are under the supervision of a registered soil classifier or someone who meets the minimum academic and experience requirements of a registered soil classifier; and

Certification as a Soil Classifier-In-Training is valid for a period of two years. Once this certification expires, applicants must pass the Professional Practice of Soil Science Examination, written by CSSE.

Q. Do I have to send a copy of my social security card?

A. Yes. The Department requires that all applicants send a copy of their Social Security Card and driver's license, passport, or other state-issued, photo identification as part of the Verification of Lawful Presence.

Q. Who is responsible for sending out the Soil Reference Form, Soil Employment Verification Form, and License Verification Form?

A. It is the responsibility of the applicant to send these forms to the appropriate individuals/agencies. The completed forms can be returned directly to the Council office by email, FAX, or U.S. Mail.

## **Examinations**

Q. What examination must I complete in South Carolina?

A. Candidates for certification as a soil classifier-in-training must successfully complete the Fundamentals of Soil Science Examination, written by CSSE and administered through the Soil Science Society of America (SSSA).

Candidates for licensure must successfully complete the Fundamentals of Soil Science and the Professional Practice of Soil Science Examination, written by CSSE and administered by SSSA.

The CSSE is offered at Clemson University twice a year, in March and November. Candidates may register for the exam by visiting <https://www.soils.org/certification/csse>.

### **License Renewals**

Q. When are license renewals?

A. Licenses are renewed biennially, on January 31 of odd years. **It is the responsibility of the individual to ensure their individual license is renewed by the January 31<sup>st</sup> deadline.** Renewals received February 1 – March 31 of odd years are subject to a \$20.00 late penalty fee. If a license is not renewed by March 31 of odd years, it will lapse.

Q. How can I apply for reinstatement of my license?

A. Licenses can only be reinstated during a period of three years after they lapse. To apply for reinstatement, complete the [Reinstatement Application](#) and submit it, along with the requested documentation, to the Council office. If the license has lapsed for more than three years, you must reapply for licensure and meet all requirements for initial licensure in the law.

Q. Are reminder notifications sent to licensees?

A. Renewal notices with your Username and Password to access the Online Renewal System will be mailed to active licensees in early November of even years.

Q. How can I renew my license?

A. Licenses can be renewed online by clicking “Renew Your License,” or you can mail in a check with a paper renewal form.

Q. What is the renewal fee?

A. The fee is \$200.

Q. What happens if I fail to renew?

A. The license lapses and you can no longer practice or offer soil classifying services in the State of South Carolina. Licenses can be reinstated for a period of three years after the license lapses. After that, you must reapply for licensure.

### **Continuing Education**

Q. Is there a continuing education requirement for license renewals?

A. Licensees are required to report 30 hours of continuing education activities each biennial renewal period. One hour must be in professional ethics roles, responsibilities, and conduct of professional soil classifiers, or review of the SC Statute and Regulations (available at <http://www.llronline.com/POL/Soil/PDF/FIND%20IT%20FAST!%20Comprehensive%20Law%20Regulation%20Manual.pdf> ). Additional information on continuing education is available on the “Education” tab.

Q. How do I report my continuing education hours?

A. You will certify on the license renewal form that you have met the continuing education requirement for the biennial period. Do not send documentation to the Council unless you are selected for an audit. A form for personal use in tracking hours is available on the Council <http://www.llronline.com/POL/Soil/PDF/SoilAuditForm2015.pdf>

Q. When are continuing education audits?

A. Continuing education audits are conducted after the biennial license renewal period ends in April of odd numbered years. You will be contacted by U.S. Mail if you are selected for an audit.

Q. Can you tell me if the course I plan to take will be approved for continuing education?

A. Council does not pre-approve courses. It is the responsibility of the licensee to take courses that assist them in their practice, and to obtain documentation of the course that includes the course name, date, description, location, instructor name, and number of hours offered for the course.

## **General Questions**

Q. How do I change my contact information with the Council?

A. Information changes can be made through online services by clicking “Change Your Address.” You will need the login information from your renewal reminder card, which is mailed in November of even numbered years. You can also send a change to the Board by email at [Contact.Soil@llr.sc.gov](mailto:Contact.Soil@llr.sc.gov) .

Q. How do I change my name with the Board?

A. Email a copy of the appropriate documentation (marriage license, divorce decree, etc.) to the Board at [Contact.Soil@llr.sc.gov](mailto:Contact.Soil@llr.sc.gov) .

Q. Can I get a list of soil classifiers licensed in the State?

A. The Council provides a roster of licensees at <http://www.llronline.com/POL/soil/PDF/Soil%20Roster.pdf>

Q. How do I file a complaint with the Council?

A. Complaints can be filed online by clicking “File a Complaint.”

Q. How can I contact the Council?

A. You can contact the Council office at (803) 896-4580 or at [Contact.Soil@llr.sc.gov](mailto:Contact.Soil@llr.sc.gov)