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## Certification Exams for MWPCP – Policies and Procedures

This document explains specific Minnesota Wetland Professional Certification Program (MWPCP) policies and procedures related to both Professional and In-training certification exams.

### Terminology:

**Certified Professionals** – Those individuals that are recognized by the MWPCP as having a certain level of knowledge, expertise, and experience in MWPCP subject matter areas related to conducting and/or reviewing professional work associated with wetland regulatory compliance in Minnesota.

**Certified In-Training Professionals** - Those individuals that are recognized by the MWPCP as having a certain level of knowledge and training in MWPCP subject matter areas related to conducting and/or reviewing professional work associated with wetland regulatory compliance in Minnesota.

**Credit Hours** – Number of hours (to the nearest half hour) associated with an MWPCP qualifying continuing education course or event minus scheduled breaks.

### Certification Requirements:

#### Professional In-Training Certification:

- Must pass an In-training certification exam covering wetland delineation, wetland science and the application of wetland regulations in Minnesota; and
- Within the three years prior to passing the exam, must have completed at least 18 hours of professional level wetland regulatory and/or technical coursework related to wetland delineation/identification, wetland restoration, state/federal wetland regulations, wetland functional assessment and/or wetland monitoring.

#### Professional Certification:

- Must pass a professional certification exam covering wetland delineation, wetland science and the application of wetland regulations in Minnesota;



- Within the three years prior to passing the exam, 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. Up to 6 of those hours can be online; and
- Within the twelve years prior to passing the exam, must have the equivalent of at least three years of full-time professional employment 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 individual holds 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.

## Credit Hour Determinations:

Credit hours for meeting certification requirements are equivalent to the number of in-classroom (or field) hours (to the nearest half hour) associated with a course or event minus scheduled breaks. Only hours specific to qualifying subject matter areas attended by the participant qualify. College courses used to meet degree requirements for enrolled students *cannot be used* to meet this requirement. All credit hours must be obtained through in-person completion of an approved course or courses. Online or remote training cannot be used to meet this requirement.

## Applying to Take the Exam:

Individuals wishing to take the Professional or Professional In-training exam must first show that they meet the training and experience (Professional exam only) requirements for certification. The MWPCP will provide an application form for each exam. Exam applicants must submit information on qualifying training course(s) they attended including a copy of the agenda that reflects the hours (to the nearest half hour) of actual classroom or field training and information on the affiliation and qualifications of the instructor(s). Proof of attendance such as certificates and participant lists can be provided but are not required unless requested by the MWPCP during its review of the exam application. Exam applicants that attended a MWPCP-sponsored training class do not need to submit agendas and instructor information for those classes. Professional certification exam applicants must submit information on their professional employment to demonstrate that they meet professional experience requirements. This includes employer name, dates of employment, job description/duties,



percentage of time involved in qualifying wetland professional work/duties and employer contact information (so the MWPCP can verify current or previous employment).

Exam applicants must provide their application form and any associated fees at least 14 days prior to a scheduled exam unless otherwise approved by the MWPCP with cause. Individuals who are taking the Professional In-Training exam at the same time as attending the MWPCP Introduction to Wetland Delineation & Regulation class do not need to apply for the exam as they qualify upon completion of the course.

## **Taking the Exam:**

Exam applicants that are approved to take the exam will be given approximately two hours to complete the exam at a designated location and time. No electronic devices are allowed while taking the exam. The MWPCP will provide calculators if computations beyond simple arithmetic area required. Exams will cover a core curriculum established by the program. A study guide will be made available for those preparing to take either exam. Exams will generally consist of multiple-choice questions. At least seventy percent of the questions must be answered correctly to pass the exam.

The percentage of questions answered correctly will be provided to each applicant and kept confidential. The exam questions and answers will *not* be shared. Individuals passing the exam will be provided with a certificate confirming their certification status. Individuals not passing the exam must wait at least 6 months from the date of the exam before they can take the exam again.