

Wetland Assured Delineation Program Application Guidance

Applying for Assurance

Professionals seeking to become certified as an assured delineator shall submit a complete application including all specified below.

Application Window

Applications will be accepted starting September 15 and ending November 30 for applicants who wish to be certified beginning on March 15th of next calendar year.

Application Fee

The department may not determine an application to be complete without the submission of the application fee. The application processing fee of \$500 is to be submitted with the application.

Application Materials

A complete application will include all the following:

- Resume representing minimum education and experience qualifications (see below).
 - Documentation of relevant training course(s).
- Six (6) wetland delineation report examples.
 - Delineations should have been completed during the two growing seasons prior to the application submittal.
 - Delineations should have been completed in either the Northcentral Northeast or the Midwest USACE regional supplement to the USACE Wetland Delineation Manual geographic areas.
 - The applicant should be the lead investigator for all delineation reports.
 - Four of the six delineations should be for sites with either significantly disturbed, naturally problematic, or other difficult to delineate scenario.
 - The sample delineation reports should reflect the project types and wetlands commonly found within the geographic range(s) where the delineator works.

Applicant Qualifications

The following educational, training, and experience qualifications are required for acceptance into the Wetland Assurance Program. Educational requirements and/or requirements for commensurate experience will be evaluated by the application review panel:

- Education & Experience:
 - An associate degree with at least 8 years of full-time professional field experience in wetland delineation.
 - A bachelor's degree with at least 5 years of full-time professional field experience in wetland delineation.
 - A master's degree or doctorate degree with at least 3 years of full-time professional field experience in wetland delineation.
- Wetland Delineation Training:

- Completion of a wetland delineation training course based on the USACE wetland delineation manual and either Northcentral Northeast or Midwest Regional Supplement geographical area.
- Wetland training should be provided by a government agency or a reputable private firm.

Application Review

- Applications are evaluated for the following:
 - Consistent and proper application of the USACE wetland delineation manual, applicable regional supplements, and related state and federal guidance for the delineation of wetland and waterway resources and reporting protocols for both federal agencies and the Wisconsin Department of Natural Resources.
 - Inclusion of enough technical information to completely and accurately reflect field conditions. Delineation reports should be well supported so that additional field review would not be required to verify the accuracy of the wetland boundary.
 - Wetland delineation reports should be free from reporting errors.
 - Accuracy in boundary identification as indicated by previous year(s) confirmation reviews and/or project reviews with Department staff.
- Review panel:
 - Complete applications which meet the minimum education, experience, and training qualifications will be evaluated for program admittance by a review panel.
 - The review panel will include state, federal or local agency experts in wetland delineation. The panel may not include members who compete for clients with consultants.
 - The panel will approve assured status through utilization of a scored weighted rating form that evaluates an applicant's consistency in properly applying wetland delineation related guidance. The panel may also consider previous wetland boundary confirmations and/or reviews.
- Subsequent applications:
 - If the department determines that the applicant does not meet the minimum qualifications and/or application consistency score for admittance to the program, the applicant may reapply in a future application process.
 - The department may consider previous conduct and performance in scoring a subsequent application for an applicant whose prior certification under the program was revoked. The department may not approve an application if the applicant's certification was revoked within three (3) years of the application date.