

# MEMBERSHIP HANDBOOK



2016



## PREFACE

The Illinois Soil Classifiers Association (ISCA) was established in 1975. It is a non-profit association made up of professional soil classifiers in public service, private industry, and education. It includes others in related professions interested in the advancement of the goals of the ISCA. It is affiliated with the American Registry of Certified Professionals in Agronomy, Crops, and Soils.

The objectives of the ISCA are to establish and maintain high standards of technical competence and ethical conduct in the profession of soil classifying, to promote high standards of education in soil science, and to promote the wise utilization and conservation of the soil resources of Illinois by encouraging the use of soils information in land use planning.

The ISCA sponsors and participates in a number of educational activities, and has provided important public service to agencies of state and local government including:

- development and sponsorship of technical workshops and field tours dealing with soil formation, classification, and interpretation of soil properties for land use planning,
- providing technical expertise to agencies of state and local government developing ordinances concerning soil suitability for on-site wastewater disposal,
- sponsorship of the Burton W. Ray Scholarship Award for undergraduate students of soil science attending Illinois colleges or universities,
- participation as a cooperator in the National Cooperative Soil Survey program of the United States Department of Agriculture-Natural Resources Conservation Service,
- interaction with other related professional organizations at state and national levels,
- publication of a quarterly newsletter presenting technical information, membership activities, and other items relative to the goals of the ISCA,

- administering a professional certification program to maintain professional competency and provide credentials to practicing Professional Soil Classifiers. ISCA Certified Professional Soil Classifiers meet rigorous standards for both education and experience.

This Membership Handbook is published to serve as a ready reference on the ISCA for current and prospective members and others interested in the profession of soil classification. It includes the basic principles and laws of the ISCA, the standards governing its professional certification program, and applications for both membership and certification.

The 2015 Membership Handbook supersedes all previous editions. The information presented here is accurate as of March 2015. It is the result of the efforts of numerous members of the ISCA who served as officers, on the Certification Board, and on the standing committees. Their work toward the development and publication of this Membership Handbook is gratefully acknowledged.

Constitution, By-Laws, and  
Legislative Committee  
Illinois Soil Classifiers Association  
March 2006  
Amended March 2008  
Amended March 2012  
Amended March 2015  
Amended March 2016

**MEMBERSHIP HANDBOOK OF THE ILLINOIS SOIL CLASSIFIERS  
ASSOCIATION**

March 2016

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**CODE OF ETHICS**  
**OF THE**  
**ILLINOIS SOIL CLASSIFIERS ASSOCIATION**

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AUGUST 1, 1975

AMENDED MARCH 19, 1988

AMENDED MARCH 22, 1997

AMENDED MARCH 17, 2012



## CODE OF ETHICS

### **ARTICLE I - GENERAL PRINCIPLES**

1. The privilege of professional practice imposes obligations of morality and responsibility as well as professional knowledge.
2. Each Member agrees to be guided by the highest standards of business ethics, personal honor, and professional conduct.
3. A Member shall not perform beyond the scope of his/her education and experience.

### **ARTICLE II - RELATION OF MEMBER TO THE PUBLIC**

1. A Member shall avoid and discourage sensational, exaggerated, and unwarranted statements that might induce participation in unsound enterprises.
2. A Member shall not knowingly permit the publication of his/her reports or other documents for any unsound or illegitimate undertaking.
3. A Member shall not give professional opinion or make a recommendation without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion or recommendation is desired; and the degree of completeness of information upon which it is based should be made clear.
4. A Member may publish dignified business, professional or announcement cards, but shall not advertise his/her work in a self-laudatory exaggerated, or unduly conspicuous manner.
5. A Member shall not omit information or issue a false, dishonest, or deceitful statement, or engage in fraudulent conduct. A Member shall not accept financial gain or other personal benefits that interfere with the exercise of sound professional judgment and skills.

### **ARTICLE III - RELATION OF MEMBER TO EMPLOYER AND CLIENT**

1. A Member shall protect, to the fullest extent possible, the interest of his/her employer or client insofar as such interest is consistent with the public welfare and his/her professional obligations and ethics.

### **ARTICLE III - RELATION OF MEMBER TO EMPLOYER AND CLIENT**

(continued)

2. A Member who finds that his/her obligations to an employer or client conflict with his/her professional obligation or ethics shall have such objectionable conditions corrected or shall not participate in the objectionable activity.
3. A Member shall not use, directly or indirectly, any employer's or client's information in any way which would violate the confidence of the employer or client.
4. A Member retained by one client shall not accept, without client's written consent, an engagement by another if the interests of the two are in any manner conflicting.
5. A Member who has made an investigation for any employer or client shall not seek to profit economically from the information gained, unless written permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.
6. A Member shall engage, or shall advise his/her employer or client to engage, and cooperate with, other experts and specialists whenever the employer's or client's interests would be best served by such service.
7. A Member shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional service other than his/her own.

### **ARTICLE IV - RELATION OF MEMBERS TO EACH OTHER**

1. A Member shall not falsely or maliciously attempt to injure the reputation or business of another.
2. A Member shall freely give credit for work done by others to whom the credit is due and shall refrain from plagiarism in oral and written communications, and not knowingly accept credit rightfully due another person.
3. A Member shall not use the advantages of salaried employment to compete unfairly with another member of his/her profession.
4. A Member shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

**ARTICLE IV - RELATION OF MEMBERS TO EACH OTHER (continued)**

5. A Member having knowledge of unethical practices of another Member shall avoid association with that Member in professional work.

**ARTICLE V - DUTY OF THE MEMBERSHIP**

1. Every Member shall aid in preventing the election to membership those who have not followed these standards of ethics, or who do not have the required education and experience.
2. It shall be the duty and professional responsibility of every Member not only to uphold these standards of ethics by precept and example but also, where necessary, to encourage, by counsel and advice, to other Members their adherence to such standards.
3. It shall be the obligation of any Member having positive knowledge of deviation from these standards on the part of another to bring such deviation to the attention of the Council so that the necessary steps can be taken for correction or elimination of these unethical practices.
4. By applying for or continuing as a Member, every Member agrees to uphold the ethical standards set out in this Code of Ethics.



**CONSTITUTION**  
**OF THE**  
**ILLINOIS SOIL CLASSIFIERS ASSOCIATION**

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AUGUST 1, 1975

AMENDED FEBRUARY 26, 1977

AMENDED MARCH 19, 1983

AMENDED MARCH 17, 1984

AMENDED MARCH 16, 1985

AMENDED JULY 13, 1991

AMENDED MARCH 8, 2008

AMENDED MARCH 17, 2012

AMENDED MARCH 14, 2015



# CONSTITUTION

## PREAMBLE

Whereas the soil is a natural resource, basic to the existence and welfare of present and future generations, and whereas the promotion of sound utilization and conservation of this essential resource is a distinct obligation of the Soil Classifier, this Association is hereby dedicated to foster the profession of soil classifying and to increase and disseminate information in all phases of soil science in order to advance the well-being of all people.

## ARTICLE I - THE ASSOCIATION

Section 1. The name of this Association shall be the Illinois Soil Classifiers Association.

## ARTICLE II - DEFINITIONS

Section 1. "Soil Classifier" shall mean a person who by reason of special knowledge of the physical, chemical, and biological sciences applicable to soils and the methods and principles of soil classification as acquired by soils education and soil classification experience in the formation, morphology, description, and mapping of soils is qualified to practice soil classifying.

Section 2. "Soil" is the naturally occurring accumulation of mineral and organic matter occupying the upper part of the unconsolidated portion of the earth's surface, in places reworked by people, and capable of supporting plant life. Soil has morphological and compositional properties developed during its formation by the combined effect of climate and living organisms, as modified by topography, acting over time upon soil parent materials.

Section 3. "Kind of soil" is a soil that has a discrete combination of landscape, morphological, chemical and physical properties.

Section 4. "Soil classification" is plotting the boundaries, describing, and evaluating the kinds of soil as to their behavior and response to management under various uses.

## **ARTICLE II - DEFINITIONS (continued)**

- Section 5. "Practice of soil classifying" shall mean any service or work, the adequate performance of which requires education in the physical, chemical, biological, and soil sciences and training and experience in the application of the knowledge of these sciences to soil by accepted principles and methods; investigation, evaluation, and consultation on the effect of measured, observed, and inferred soil properties on various uses; the preparation of soil descriptions, maps, reports and interpretive drawings; or other such service or work, either public or private, requiring the education or training referred to above. A person shall be construed to practice or offer to practice soil classifying within the meaning and intent of the Constitution who by verbal claim, sign, advertisement, letterhead, card or use of some other title represents himself/herself to be a soil classifier, but shall not mean or include the work ordinarily performed by persons who sample and test soil for fertility status or construction materials and engineering surveys and soundings to determine soil properties influencing the design and construction of engineering and architectural projects. Notwithstanding the foregoing provisions, he/she offers soil classifying services to or performs such soil classifying for the public.

## **ARTICLE III - OBJECTIVES**

- Section 1. Protect the public welfare by:
- a. establishing and maintaining high standards of technical competence and ethical conduct in the profession of soil classifying,
  - b. developing a widespread awareness of the profession and understanding of the technical information available,
  - c. encouraging all soil classifiers to qualify for certification.
- Section 2. Advance the profession of soil classifying by:
- a. promoting high standards of education in soil science,
  - b. enhancing training in the practice of soil classifying,
  - c. advancing the professional interests of the soil classifier,
  - d. providing all members with technical information relative to soil classification.

### **ARTICLE III - OBJECTIVES (continued)**

- Section 3. Promote the wise utilization and conservation of the soil resources of Illinois by encouraging the use of soils information in land use planning.

### **ARTICLE IV - MEMBERSHIP**

- Section 1. Membership in the Association may be accepted or terminated as provided in the By-Laws.

- Section 2. There shall be classes of membership as follows:

- a. Full Member
- b. Student Member
- c. Affiliate Member
- d. Honorary Member
- e. Out-of-State Member
- f. Retired Member

- Section 3. Membership Qualifications

- a. Full Member shall be one who meets the minimum Federal civil Service requirement for Soil Scientist (Classification and Mapping). A Bachelor's degree and at least 15 semester credit hours in soil courses or closely related courses are required. Related courses can account for only 20% of the required 15 credit hours.
- b. Student Member shall be any undergraduate or graduate student pursuing a Soil Science curriculum approved by the Executive Council.
- c. Affiliate Member shall be one who does not qualify under a or b but who desires to participate in the advancement of the profession.

## **ARTICLE IV - MEMBERSHIP (continued)**

- d. Honorary Member shall be one whom the Association desires to honor because of outstanding contributions to the profession, state, or nation.
  - 1. Honorary Full Member shall be an Honorary Member who meets the qualifications of a Full Member and to whom is granted all the rights and privileges of a Full Member.
  - 2. Honorary Affiliate Member shall be an Honorary Member who is not a soil classifier as defined in Article II, Section 1.
- e. Out-of-State Member is any member who resides in a state other than Illinois, who qualifies under a, and who does not practice soil classifying in Illinois.
- f. Retired Member is any member who has retired from the occupation and practice of soil classifying and has been a Full Member of the Illinois Soil Classifiers Association for the last five years prior to retirement.

### Section 4. Membership Privileges

- a. All classes of membership shall be permitted to attend meetings of the Association and to take part in the discussion of all business matters.
- b. Voting privileges are limited to Full Members and Honorary Full Members.
- c. Only a Full Member or Honorary Full Member shall hold the office of President, President-Elect, Vice-President, Secretary, and Treasurer.
- d. Only a Full Member, Honorary Full Member or Retired Member shall serve as a committee chairperson.

## **ARTICLE V - DUES**

- Section 1. Dues of the Association shall be determined by the Executive Council and approved by the members of the Association as provided in the By-Laws.

## **ARTICLE VI - ADMINISTRATION**

- Section 1. The membership is responsible for the management of the Association. However, the Executive Council, hereinafter referred to as the Council, is established to manage the Association between the Annual Meetings as provided in the Constitution and By-Laws.
- Section 2. The Council shall consist of the immediate Past-President, the President, the President-Elect, the Vice-President, the Secretary, and the Treasurer.
- Section 3. A majority of the Council shall constitute a quorum. An affirmative vote of the majority of the Council present at any regular or duly called council meeting shall be required to pass any motion consistent with the Constitution and By-Laws of the Association.
- Section 4. The Council shall direct the investment and care of the funds of the Association and shall make appropriations for specific purposes.
- Section 5. The Council shall at all times constitute the trustees of the Association.
- Section 6. No member of the Council shall receive a salary or compensation, except for expenses as incurred in behalf of the Association as approved by the Council.

## **ARTICLE VII - OFFICERS**

- Section 1. The officers of the Association shall be the President, President-Elect, Vice-President, Secretary, and Treasurer.
- a. The President attains office by advancing from the office of President-Elect at the beginning of the administrative year and serves for one year.
  - b. The President-Elect is elected annually for a two-year term and advances to the position of President at the beginning of the second administrative year.
  - c. The Vice-President is elected annually and serves for one year.
  - d. The Secretary is elected and serves a three year term.
  - e. The Treasurer is elected and serves a three year term.

**ARTICLE VII – OFFICERS** (continued)

- Section 2. Only Full Members and Honorary Full Members in good standing shall be eligible to hold the office of President, President-Elect, Vice-President, Secretary, and Treasurer.
  
- Section 3. Eligibility for retention of an elective office to the Association shall be contingent upon practicing soil classification in the state.
  
- Section 4. The procedures for election and duties of the officers shall be defined in the By-Laws.
  
- Section 5. The fiscal duties of the Association shall be performed by the Treasurer. The Treasurer shall be bonded, at the expense of the Association, for such amount as determined by the Council.
  
- Section 6. The officers shall assume their offices at the close of the Annual Meeting at which they are elected and each shall hold office until a successor has been duly elected or appointed.
  
- Section 7. Should a vacancy occur in the office of President, the Vice-President shall assume the office of President. In the absence or disability of the President, and the Vice-President, the President-Elect shall serve the unexpired term of the President. In the absence or disability of the President, Vice-President, and President-Elect, the Council shall elect a President pro tempore who may or may not be a member of the Council and who may vote on matters before the Council. Other vacancies among the elected officers occurring during the year, except the office of President-Elect, shall be filled for the unexpired term by appointment by the Council. The office of President-Elect shall be filled by a special General Election.

**ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS**

- Section 1. Nominations for elective offices shall be made by the Nominations Committee which shall consist of the immediate Past-President as chairperson and two other Full Members or Honorary Full Members in good standing.
  
- Section 2. The Chair of the Nominations Committee shall present proposed nominations for elective offices to the Executive Council for review and approval. Approval of the nominations presented shall be indicated by a majority vote of the Executive Council.

**ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS**  
(continued)

Section 3. Election of officers shall be completed at the Annual Meeting by a plurality vote of a secret ballot. In the event of a tie vote, the names of the candidates with the tied votes shall be written on separate slips of paper and placed in a container. The candidate whose name is drawn from the container by the presiding officer shall be declared the winner of the election.

**ARTICLE IX - MEETINGS**

Section 1. The Association shall hold an annual meeting after January 1 but before March 31 of each year at such time and place as may be selected by the Council.

Section 2. Special meetings of the Association shall be called by the President on request of the majority of the Council or upon petition by twenty percent (20%) of the membership.

Section 3. The Council shall hold at least two meetings each year. All meetings of the Council shall be called by the President or upon petition of the majority of the Council.

**ARTICLE X - HEADQUARTERS**

Section 1. The location of the headquarters of the Association shall be determined by the Council.

**ARTICLE XI - COMMITTEES**

Section 1. All committee chairpersons, except the Nominations Committee chairperson and the Finance Committee chairperson, shall be appointed by the President, subject to the concurrence of the Council.

Section 2. The chairperson of each standing committee shall be selected by the President-Elect prior to the Annual Meeting at which he/she becomes President. The committee chairpersons shall be announced at the Annual Meeting after the officers for the coming year have been elected. The remaining members of the standing committees shall be appointed within thirty days following the Annual Meeting.

Section 3. The duties of the standing committees shall be as provided in the By-Laws.

Section 4. The duties of special committees shall be defined by the Council.

## **ARTICLE XII - CERTIFICATION**

- Section 1. In order to safeguard life, health, and property; to foster wise use of the land and maintain quality in the environment; to foster maintenance of professional competency; and provide credentials to practicing soil classifiers, a Certification Board is created within the ISCA to conduct an examining program to provide for Certified Professional Soil Classifiers. The composition and duties of the Certification Board shall be defined in the "Standards for Certification of Professional Soil Classifiers."
- Section 2. The Ethics, Certification, and Membership Committee shall receive, study, and initiate proposed amendments to the "Standards for Certification of Professional Soil Classifiers."
- Section 3. The "Standards for Certification of Professional Soil Classifiers" may be amended by a two-thirds affirmative vote of eligible voters present at the Annual Meeting or any duly called special meeting of the Association, providing the proposed amendment shall have been submitted to the membership at least two weeks before the meeting at which it is to be voted upon.

## **ARTICLE XIII - AMENDMENTS**

- Section 1. This Constitution may be amended by a two-thirds affirmative vote of eligible voters present at any Annual Meeting or any duly called special meeting of the Association, providing the proposed amendment shall have been submitted to the membership at least two weeks before the meeting at which it is to be voted upon.
- Section 2. Any amendment to this Constitution, adopted according to the procedure specified herein, shall become effective upon its adoption.

## **ARTICLE XIV - BY-LAWS**

- Section 1. The Constitution and By-Laws Committee shall prepare a series of By-Laws for adoption by the Association. These By-Laws shall cover all procedures under this Constitution including those of the Council and of the committees.
- Section 2. By-Laws may be introduced or amended without prior notice at the Annual Meeting or any duly called special meeting of the Association by an affirmative vote of the majority of the eligible voters present.

## **ARTICLE XV - EFFECTIVE DATE**

Section 1. This Constitution shall become effective upon its adoption by an affirmative vote of the majority of the eligible voters present.



**BY-LAWS  
OF THE  
ILLINOIS SOIL CLASSIFIERS ASSOCIATION**

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AUGUST 1, 1975

AMENDED FEBRUARY 26, 1977

AMENDED MARCH 19, 1983

AMENDED MARCH 17, 1984

AMENDED MARCH 16, 1985

AMENDED JUNE 24, 1994

AMENDED MARCH 22, 1997

AMENDED MARCH 8, 2008

AMENDED MARCH 17, 2012



## BY-LAWS

### ARTICLE I - FISCAL AND ADMINISTRATIVE YEAR

- Section 1. The fiscal year of the Association shall be from January 1 through December 31.
- Section 2. The administrative year of the Association shall be from annual meeting to annual meeting (to be held after January 1 but before March 31 of each year).

### ARTICLE II - MEMBERSHIP

- Section 1. Election to membership.
- a. Candidates for membership in the Association shall submit an application to the Association. This application shall be processed at a Council meeting. Following processing, the chairperson of the Ethics, Certification, and Membership Committee shall notify the candidate of his/her status.
  - b. A candidate for Honorary membership shall be nominated by any Full Member of the Association in good standing at a regular or special meeting of the Association. If the nominee is approved by a majority vote of a legal quorum, the Secretary shall complete the processing and notification. An Honorary Member shall be elected for life, or until such time as the membership is revoked for just and sufficient cause by a majority vote at a regular meeting of a legal quorum.
  - c. All candidates for membership shall, upon application for membership, read and fully subscribe to the Code of Ethics. All Members shall, upon annual renewal of membership, read and fully subscribe to the Code of Ethics.
- Section 2. Severance of membership.
- a. Voluntary
    - 1. A Member in good standing may resign his membership without prejudice at any time.
  - b. Involuntary

## **ARTICLE II - MEMBERSHIP** (continued)

1. A person shall automatically cease to be a Member of the Association when membership has been permitted to lapse or membership has been revoked or suspended for any reason by the Association.
2. Any member shall be listed as "delinquent" if dues remain unpaid for sixty (60) days after the due date, he/she shall be dropped from the membership rolls of the Association if dues remain unpaid for ninety (90) days after the due date. The request of such person for readmission must be accompanied by the dues for the current year plus any reinstatement fee which the Council shall prescribe.
3. Members may be expelled from the Association, have their membership suspended, or be censured by a two-thirds vote of the eligible voters of the Association, and then only when the matter has been reviewed by the Ethics, Certification, and Membership Committee and presented to the Association by formal action of the Council and approved by a quorum of the Council. Grounds for expulsion, suspension, or censure may include any of the following: fraud or deceit in obtaining membership, professional misconduct, any violation of the Code of Ethics, or incompetency in the practice of soil classifying.
4. Any applicant or Member who has been refused membership or suspended, censured, or expelled shall have the right of appeal to the Council.

### Section 3. Reinstatement of Membership.

- a. Suspension of membership shall not exceed twelve (12) months. During the period of suspension, the suspended soil classifier shall not represent himself or herself as a Member of the Association. At the end of the suspension period, the suspended soil classifier may have his or her membership reinstated by making application to the Association, payment of dues for the current year and any reinstatement fee prescribed by the Council, and agreement to fully subscribe to the Code of Ethics.

## **ARTICLE II - MEMBERSHIP (continued)**

- b. Any soil classifier whose membership has been revoked, or who has been expelled from the Association may be eligible for reinstatement after a period of no less than one year from the date of revocation or expulsion. Reinstatement may be granted upon following the procedures described in Article II, Section 3a.

## **ARTICLE III - DUTIES OF THE EXECUTIVE COUNCIL**

- Section 1. The Council is charged with the general welfare of the Association, shall carry on the work of the Association between Annual Meetings, and shall make arrangement for the Annual Meeting and other necessary and desirable activities in accord with the purposes of the Association not provided for otherwise.
- Section 2. The Council shall consider all questions before it involving the rights and standing of Members. The Council shall hear and decide all questions affecting the conduct of Members and its decision in all matters shall be in accordance with Article II, Section 2b3.

## **ARTICLE IV - DUES**

- Section 1. Annual dues shall be as follows:
  - a. Annual dues for Full Members shall be \$25.00 payable by January 1 to the Treasurer upon receipt of dues notice. These dues may be changed by the Council (Article V of the Constitution).
  - b. Annual dues of Affiliate Members shall be \$5.00 payable by January 1 to the Treasurer upon receipt of dues notice. These dues may be changed by the Council (Article V of the Constitution).
  - c. Annual dues of Out-of-State Members shall be \$5.00 payable by January 1 to the Treasurer upon receipt of dues notice. These dues may be changed by the Council (Article V of the Constitution).
  - d. Annual dues of Retired Members shall be \$5.00 payable by January 1 to the Treasurer upon receipt of dues notice. These dues may be changed by the Council (Article V of the Constitution).

**ARTICLE IV – DUES (continued)**

- e. Annual dues of Student Members shall be \$5.00 payable by January 1 to the Treasurer upon receipt of dues notice. These dues may be changed by the Council (Article V of the Constitution).
- f. Annual dues for Honorary Members are waived.

**ARTICLE V - MEETINGS**

- Section 1. The Annual Meeting of the Association shall be held after January 1 but before March 31 of each year at a time and a place to be designated by the Council.
- Section 2. At least twenty percent (20%) of the voting membership of the Association shall constitute a quorum.

**ARTICLE VI - NOMINATIONS AND ELECTIONS**

- Section 1. The Nominations Committee shall notify the general membership of the opportunity to submit nominations of eligible candidates for each office of the Association no later than sixty (60) days before the Annual Meeting. The names of potential candidates must be received by the Nominations Committee no later than forty-five (45) days prior to the Annual Meeting.
- Section 2. One or more nominations shall be made for each office of the Association, but no Member of the Nominations Committee shall be eligible for the nomination by the Committee. The Nominations Committee shall secure the consent of the nominee before placing his/her name in nomination for a given office.
- Section 3. The Nominations Committee shall report the names of the nominees for each office of the Association to the Secretary no later than thirty (30) days before the Annual Meeting. The names of the nominees and ballots shall be circulated to the eligible voters of the membership no later than twenty-one (21) days prior to the Annual Meeting. Space will be provided for write-in candidates other than those selected by the Nominations Committee.
- Section 4. The ballots must be returned to the Secretary in a sealed envelope marked "ballot" prior to or at the Annual Meeting. Ballots will be opened and counted at the Annual Meeting by the Nominations Committee.

## **ARTICLE VII - DUTIES OF OFFICERS**

### Section 1. President

- a. The President shall preside at all meetings of the Association and the Council. The President shall be an ex-officio member of all committees except the Nominations Committee. He/she shall conduct the business of the Association under the direction of the Council.
- b. In the absence of the President, the order of succession as presiding officer at meetings of the Association or the Council shall be the Vice-President, the President-Elect and the Full Member or Honorary Full Member of the Association selected by the Council.

### Section 2. President-Elect

- a. The President-Elect shall be a member of the Council, shall serve on the Ethics, Certification, and Membership Committee and shall appoint chairpersons of all standing committees, except the Nomination Committee and Finance Committee, as specified in Article XI of the Constitution. In the absence or disability of the President and Vice-President, the President-Elect shall perform all the duties of the President.

### Section 3. Vice-President

- a. The Vice-President shall be a member of the Council, shall be Chairperson of the Finance Committee and, in the absence or disability of the President, shall perform all the duties of the President.

### Section 4. Secretary

- a. The Secretary shall keep an accurate record of Association membership and proceedings of Association and Council meetings. He/she shall inform the President and the Council, from time to time, of duties to be performed at stated times or stated intervals. He/she shall conduct the correspondence of the Association and shall have custody of all papers, records, documents, and books except for the Treasurer's books. He/she shall maintain a complete record of past members of the Council and officers for the purpose of establishing information for appointment or election.

**ARTICLE VII - DUTIES OF OFFICERS (continued)**

Section 5. Treasurer

- a. He/she shall maintain a set of Treasurer's books showing receipts and disbursements of the Association and the account of each member. He/she shall submit a complete financial report at each Annual Meeting, which shall be audited as directed by the Council. He/she shall have custody of all the funds of the Association and shall deposit same as directed by the Council. He/she shall pay out all monies of the Association as authorized and as directed by the Council.

**ARTICLE VIII - COMMITTEES**

Section 1. The standing committees of the Association shall be:

- a. Constitution, By-Laws, and Legislative
- b. Ethics, Certification, and Membership
- c. Nominations
- d. Public Relations and Education
- e. Finance
- f. Newsletter

Section 2. All committee members, other than chairpersons, shall be appointed by the chairperson of the committee concerned, subject to approval by the President.

Section 3. The Council will provide, as required, for the formation of joint committees with other groups for the promotion of measures in harmony with the declared objectives of the Association.

Section 4. Constitution, By-Laws, and Legislative Committee

- a. The Constitution, By-Laws, and Legislative Committee shall consist of not less than three Full Members or Honorary Full Members.

**ARTICLE VIII – COMMITTEES (continued)**

b. The duties of the Committee in relation to the Constitution and By-Laws shall consist of the following:

1. To maintain a continuing study of the Constitution and By-Laws of the Association and the application of the provisions thereof.
2. To receive and initiate proposed amendments to the Constitution and By-Laws of the Association.
3. To study carefully all suggestions for revisions to the Constitution and By-Laws of the Association.
4. To initiate appropriate resolutions at the request of the Council.
5. To receive and study resolutions submitted to the Association and refer them to the proper committee for consideration.

c. The duties of the Committee in relation to legislation shall consist of the following:

To keep the Association informed of pending legislation or changes in laws pertaining to soil classification.

To technically review and analyze proposed legislation impacting soil classification and/or the Association.

To serve as liaison to legislators, lobbying groups, government agencies, and affiliated professional groups relative to existing or proposed legislation impacting soil classification and/or the Association.

**Section 5. Ethics, Certification, and Membership Committee**

a. The Ethics, Certification, and Membership Committee shall consist of not less than three Full members or Honorary Full Members.

b. The duties of the Ethics, Certification, and Membership Committee shall be as follows:

**ARTICLE VIII – COMMITTEES (continued)**

1. To maintain a liaison with other professional organizations for the Soil Classifiers on matters pertaining to ethics and certification.
2. To investigate any charges of unprofessional conduct and report the same to the Council for action.
3. To determine the qualifications of applicants for class of membership and notify applicants of their membership status following the council vote.
4. To receive and initiate proposed amendments to the "Standards for Certification of Professional Soil Classifiers."

Section 6. Nominations Committee

The structure and duties of the Nominations Committee shall be as specified in Article VIII of the Constitution.

Section 7. Public Relations and Education Committee.

- a. The Public Relations and Education Committee shall consist of at least three members.
- b. The duties of the Public Relations and Education Committee shall be as follows:
  1. To conduct a planned publicity campaign through newspapers, brochures, and other recognized media on behalf of the Association.
  2. To inform people of the opportunities in the field of soil classification.
  3. To encourage promising people to study soil classification in our educational institutions and to follow soil classification as a career.
  4. Consult with universities and colleges to promote high standards of education in soil science.

**ARTICLE VIII - COMMITTEES** (continued)

5. Serve as liaison for nominations of persons for special awards, and maintain the Burton W. Ray memorial award.

Section 8. Finance Committee

- a. The Finance Committee shall consist of not less than three members. The Vice-President shall serve as Chairperson.
- b. The duties of the Finance Committee shall be as follows:
  1. To prepare and present to the Council for its approval a budget for the control of the expenditures of the Association.
  2. To make an annual audit of the books of the Association at the close of the year and make a report thereof to the Association.
  3. To study the financial structure of the Association and recommend to the Council ways and means of improving the financial condition of the Association.

Section 9. Newsletter Committee

- a. The Newsletter Committee shall consist of not less than three members.
- b. The duties of the Newsletter Committee shall be as follows:
  1. Distribute a newsletter to the membership.
    - (a) Frequency - A minimum of three times per year. Additional issues are at the discretion of the Newsletter Committee.
    - (b) Timing - Equally spaced throughout the year, and appropriately timed for announcing upcoming events and reporting news from previous meetings.
    - (c) Specific content - The first newsletter shall contain highlights of the Annual Meeting.

**ARTICLE VIII - COMMITTEES** (continued)

- (d) General Content -
  - (1) Important items related to the goals and objectives of the Association.
  - (2) Membership activities.
  - (3) Brief biographical sketch of any new members.
  - (4) Other items of interest.
- 2. Distribute within one month of the Annual Meeting, minutes of the Annual Meeting and a list of the following:
  - (a) Names, addresses, and telephone number of members.
  - (b) Names and offices of the Executive Council.
  - (c) Names and members of the Certification Board.
  - (d) Names of Committee Chairpersons.

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

- Section 1. This Association shall operate under the newly revised "Robert's Rules of Order" in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws.

**STANDARDS FOR CERTIFICATION OF  
PROFESSIONAL SOIL CLASSIFIERS**

BY THE

ILLINOIS SOIL CLASSIFIERS ASSOCIATION

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MARCH 1, 1980

AMENDED MARCH 27, 1982

AMENDED OCTOBER 3, 1987

AMENDED MARCH 18, 1989

AMENDED MARCH 28, 1991

AMENDED MARCH 20, 1992

AMENDED MARCH 22, 1997

AMENDED MARCH 6, 1999

AMENDED MARCH 18, 2006

AMENDED MARCH 17, 2012

AMENDED MARCH 19, 2016



**STANDARDS FOR CERTIFICATION OF PROFESSIONAL  
SOIL CLASSIFIERS**

**BY**

**ILLINOIS SOIL CLASSIFIERS ASSOCIATION (ISCA)**

A program to provide standards for the practice of professional soil classifying in Illinois; define terms; create a Certification Board, setting forth the terms, compensation, powers, and responsibilities of such board; establish procedures for application; establish fees; and to provide penalties for violations thereof.

Be it adopted by the membership of the Illinois Soil Classifiers Association:

**SECTION 1.**

**DECLARATION OF POLICY**

In order to safeguard life, health, and property; to foster wise use of the land and maintain quality in the environment; to foster maintenance of professional competency and provide credentials to practicing soil classifiers, the ISCA shall create an examining program to provide for Certified Professional Soil Classifiers.

**SECTION 2.**

**DEFINITIONS**

As used in these standards, unless the context otherwise requires, the terms specified in Section 2.01 through 2.06 have the meanings ascribed them in those Sections.

Section 2.01 "Board" means the Certification Board created by these standards.

Section 2.02 "Council" means the Executive Council of the Illinois Soil Classifiers Association.

Section 2.03 "Professional Soil Classifier" means a certified professional soil classifier as defined in subsection 2.04 of this section.

Section 2.04 "Certified Professional Soil Classifier" shall mean a person who by reason of special knowledge of the physical, biological, and chemical sciences applicable to soils and the methods and principles of soil classification as acquired by soils education and by soil classification experience in the formation, morphology, description, and mapping of soils is qualified to practice soil classifying and is certified to do so under these standards.

Section 2.05 "Practice of soil classifying" shall mean any service or work the adequate performance of which requires education in the physical, chemical, biological, and soil sciences and training and experience in the application of the knowledge of these sciences to soil classification. It includes the classification of soil by accepted principles and methods; investigation, evaluation, and consultation on the effect of measured, observed, and inferred soil properties on various uses; the preparation of soil descriptions, maps, reports, and interpretive drawings; or other such service or work, either public or private, requiring the education or training referred to above. A person shall be construed to practice or offer to practice soil classifying within the meaning and intent of these certification standards who by verbal claim, sign advertisement, letterhead, card or use of some other title represents himself/herself to be a soil classifier, but shall not mean or include the work ordinarily performed by persons who sample and test soil for fertility status or construction materials and engineering surveys and soundings to determine soil properties influencing the design and construction of engineering and architectural projects. Notwithstanding the foregoing provisions, he/she offers soil classifying services to or performs such soil classifying for the public. The practice of soil classifying shall not restrict other disciplines such as architects, structural engineers, professional engineers, geologists, and/or surveyors from classifying soils in the context of their respective disciplines.

Section 2.06 "Soil" shall mean the natural occurring accumulation of mineral and organic matter occupying the upper part of the unconsolidated portion of the earth's surface, in places re-worked by people, and capable of supporting plant life. Soil has morphological and compositional properties developed during its formation by the combined effect of climate and living organisms, as modified by topography, acting over time upon soil parent materials.

### SECTION 3.

#### **APPOINTMENT AND COMPOSITION OF THE CERTIFICATION BOARD**

- a. A Certification Board is hereby created within the Illinois Soil Classifiers Association. The Board shall consist of six (6) members nominated by the President and approved by the Council to serve staggered three (3) year terms.
- b. Eligible nominees must be citizens of the United States, and must perform the practice of professional soil classifying primarily in Illinois. Nominees

must be ISCA Certified Professional Soil Classifiers. Any member of the Board who ceases to perform the practice of professional soil classifying primarily in Illinois shall be deemed to have resigned from membership on the Board as of the last date of their professional practice in Illinois.

- c. Members of the Board shall be Certified Professional Soil Classifiers and shall serve a term of three (3) years and until a successor has been appointed. Unfilled terms on the Board shall be filled within thirty (30) days by nomination by the President and approval by the Council at their next scheduled meeting. New members of the Board shall assume duties after being approved by the Council.
- d. The membership of the Board should represent governmental agencies, private sector and academic interests in approximately the same proportions as the certified membership of ISCA.
- e. The Board members shall receive reimbursement for necessary and reasonable expenses incurred in the performance of their duties to the Board, but shall not receive other compensation.

#### SECTION 4.

#### **PROCEDURES AND RESPONSIBILITIES OF THE CERTIFICATION BOARD**

- a. The Board shall elect from its membership, at its first meeting, officers for the coming year. The officers shall be chair, vice-chair, and secretary-treasurer. The duties of the chair shall be to preside at all meetings of the Board. The vice-chair shall preside in the absence of the chair. The secretary-treasurer shall keep all records and files of the Board.
- b. The Board shall hold an organizational meeting annually within thirty (30) days after the annual meeting of ISCA, and as many other meetings as may be necessary to conduct the business of the Board. It shall process applications and examine candidates seeking certification. Applications shall be processed within reasonable time and no later than six (6) months after they are received. Notice of all meetings of the Board shall be given by the chair, at least thirty (30) days in advance, to each member of the Board.
- c. The Board shall maintain a current roster of the names and addresses of Certified Professional Soil Classifiers, and a confidential file for each one that contains (1) the application and supporting documentation that qualifies him or her for certification, and (2) date of certification and current status such as good standing, revoked, or suspended.

- d. The Board shall issue a certificate suitable for framing to each Professional Soil Classifier that it certifies, and annually, upon renewal, shall issue membership cards to each.

## SECTION 5.

### **STANDARDS AND REQUIREMENTS FOR CERTIFICATION**

In order to be eligible for certification as a professional soil classifier in Illinois, applicants must subscribe to the Code of Ethics of the Illinois Soil Classifiers Association and meet the following.

- a. Education Requirements

Possess a minimum of a bachelor's degree from an accredited institution and at least 15 semester credit hours in soil courses or closely related courses. Related courses can account for only 20% (3 hours) of the required 15 credit hours.

- b. Professional Experience

- 1. Must be or have been engaged in the practice of Soil Classifying set forth in Section 2.05.

- A. Professional experience will be evaluated by the Board.

- B. Work experience will be summarized on the ISCA application for certification form. The applicant will provide examples of soil classification work to the board for evaluation upon request.

- C. Professional experience should enable the applicant to practice soil classification competently without supervision.

- 2. Applicants are required to demonstrate soil classifying experience over a 4 year period, or:

- 3. Possess a master's degree from an accredited institution and at least 15 semester credit hours in soil courses or closely related courses. Related courses can account for only 20% (3 hours) of the required 15 credit hours. Have 3 years of professional experience working in soil classification, or:

- 4. Possess a doctoral degree from an accredited institution and at least 15 semester credit hours in soil courses or closely related courses. Related courses can account for only 20% (3 hours) of

the required 15 credit hours. Have 2 years of professional experience working in soil classification, or:

5. Be certified or licensed by a state, regional, or national association as a soil classifier or pedologist, or:
6. Have 2 years of professional experience working in soil classification and accumulate 250 experience points or 3 years of professional experience and accumulate 125 experience points. Experience activities and associated points are determined by the Ethics, Certification, and Membership Committee in conjunction with the Certification Board, and are subject to approval by the Council. See the Application for Certification of Professional Soil Classifiers for the list of activities and associated points.

c. References

Applicant must submit three references that are familiar with their professional experience in soil classifying.

d. Core Requirements

Applicants must meet the minimum education and experience requirements set forth to be eligible to take the Illinois Soil Classifier's written exam.

e. Exam Requirements

1. Applicants are required to pass:

A. The Illinois Soil Classifiers written exam.

1. Applicants shall have one year from the date of determination by the board that the requirements for education and experience have been met to take the examination. Applicants that do not take the examination within one (1) year must reapply following the procedures described in Section 6, and pay the application fee as described in Section 7.
2. Applicants shall receive ten (10) sample questions at least two (2) weeks prior to examination. A Board member shall monitor written examinations. A passing grade on an examination shall be a score of seventy (70)

percent or higher. Applicants failing the written exam may be re-examined once within two years without submitting an additional fee.

B. The ISCA Field Practicum

1. Applicants passing the written exam are eligible to take the ISCA field practicum.
2. Applicants shall have one year from the date of passing the written examination to take the field practicum. This deadline will be extended in the event that the field practicum is not administered within the deadline period to the next date the practicum is administered. Applicants that do not take the field practicum within one year or at the earliest date after must reapply following the procedures described in Section 6, and pay the application fee as described in Section 7.

SECTION 6.

**PROCEDURES FOR APPLICATION**

Applications for certification may be submitted at any time and shall be of a format prescribed and furnished by the Board. Such application shall contain a statement of the applicant's formal education, a copy of all transcripts of formal academic studies, a detailed summary of his or her work experience, the names and addresses of three (3) references who have personal knowledge of the applicant's classifying experience and shall provide a written statement of the technical skill level of the applicant. The application shall also include a narrative summary of soil classifying experience showing the type, dates and amounts of experience, i.e. soil mapping, soil descriptions, on-site investigations or other related work as defined under the practice of soil classifying, and the proper fee as prescribed in Section 7.

## SECTION 7.

### **FEES**

To pay the expenses of the operation of the certification process, the Board shall, at the time an application for certification is submitted, collect from the applicant a fee of forty dollars (\$40.00). If the applicant fails to qualify, such fee shall not be returned. Such applicant is eligible to re-apply after one (1) year of failing the written exam twice or failing the field practicum.

The fee for annual renewal of the certificate shall be twenty-five dollars (\$25.00).

The fee for restoration of a certificate which has lapsed shall be fifteen dollars (\$15.00).

The fee to be paid for a duplicate certificate shall be five dollars (\$5.00).

These fees may be adjusted as necessary by action of the Council of the Illinois Soil Classifiers Association.

## SECTION 8.

### **RENEWAL, EXPIRATION, AND RESTORATION OF CERTIFICATION**

#### a. Introduction

Each Professional Soil Classifier who continues in active practice shall renew certification annually for five (5) years by the payment of the required renewal fee on or before January 1. At the end of five (5) years, renewal requires the payment of the required fee, and meeting the specified requirements for re-certification, including submission of documentation of continuing professional education meeting the requirements of this Section.

#### b. Definition of Terms

1. Professional Development Hour (PDH) – Contact hour consisting of not less than 50 minutes each of instruction, presentation, composition, participation, or service.
2. College/Unit Semester/Quarter Hour – Credit assigned by a college or university for a completed course.
3. Activity – Any activity or course with a clear purpose and objective that maintains, improves, or expands the skills, knowledge, and abilities of the Professional Soil Classifier.

4. Sponsor – An organization or individual that has supplied a course or activity.
5. Certification Renewal Period – The period for accumulating the required PDHs shall be five (5) years.
6. Activity Category – A generalized classification of the type of activity satisfying the PDH requirement.

c. Requirements

Every Professional Soil Classifier shall meet both of the following requirements:

1. Participate in an ISCA-sponsored field exercise or practicum at least once during each of their respective 5-year certification renewal periods.
2. Obtain sixty (60) PDHs during each 5-year certification renewal period. Selection of courses and activities which meet the requirements of this Section shall be the responsibility of the Professional Soil Classifier. PDHs shall be earned in at least three (3) different categories with a maximum of 30 PDHs being earned in any individual category. Continuing education activities for which PDHs may be earned include, but are not limited to, the following activity categories:
  - A. Completing or auditing college or college-sponsored courses. One (1) college or unit semester hour shall be equivalent to fifteen (15) PDHs. One (1) college or unit quarter hour shall be equivalent to ten (10) PDHs.
  - B. Completing self-study college or professional society sponsored courses, seminars, or symposia presented by correspondence, internet, television, video, or audio, and ending with examination or other verification processes. PDHs shall be earned for the actual time of each program with a maximum of fifteen (15) PDHs for a given activity.
  - C. Attendance or participation in seminars, tutorials, clinics, workshops, symposia, in-house courses, field tours/exercises, or technical presentations made at meetings, conventions, or conferences. PDHs shall be earned for the actual time of each program with a maximum of fifteen (15) PDHs for a given meeting.

- D. Teaching of or providing instruction in Items (A) through (C), above. PDHs shall be doubled for this activity, and shall be applied for the initial presentation only.
- E. Technical field mapping, onsite investigations, formal reports of investigations, soil correlation and interpretation of properties, legal depositions, and expert witness testimony. A maximum of thirty (30) PDHs shall be applied for this activity.
- F. Authoring published papers, articles, blogs, books, or book chapters. PDHs earned may equal preparation time spent and shall be claimed only following publication. A maximum of twelve (12) PDHs shall be applied per paper, article, blog, book, or book chapter for this activity.
- G. Active participation in professional or technical societies as an officer, committee chair, or committee member. A maximum of four (4) PDHs per year in each office or committee shall be applied for this activity, and PDHs shall not be earned until the end of each year.
- H. Participation in professional examination grading or writing. A maximum of twelve (12) PDHs shall be applied for this activity.
- I. Providing professional service to the public on boards, commissions, committees, school programs or non-work related volunteer service which draws upon their professional expertise. A maximum of twenty-four (24) PDHs shall be applied for this activity.
- J. Self-training such as book or journal reading. A maximum of six (6) PDHs shall be earned for this activity.
- K. Patents, after they are granted. A maximum of twenty (20) PDHs per patent shall be applied for this activity.

d. Criteria

Continuing education activities shall meet the following criteria:

- 1. There must be a clear purpose and objective for each activity which will maintain, improve, or expand skills, knowledge, and abilities prior to the initial certification or develop new and relevant skills, knowledge, and abilities.

2. The content of each presentation must be well organized and presented in a sequential manner.
3. There must be evidence of pre-planning which must include the opportunity for input by the target group to be served.
4. The activity must be led by persons who are well qualified by education or experience.
5. There must be provision for documentation of the participation of the CPSC in the activity.

e. Determination of Credit

The Board shall have the final authority with respect to approval of activities, sponsors, credit, PDH value for courses, and other methods of earning credit. PDH credit shall not be considered earned until the activity is completed or until the end of each year of service is completed.

f. Record Keeping

Each Professional Soil Classifier shall maintain records to be used to support credits claimed. Records shall include, but are not limited to:

1. A log showing the type of activity claimed, date or duration, sponsoring organization, name of speaker or instructor, location, and PDHs earned.
2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

g. Reporting

Each Professional Soil Classifier shall submit a written record or log of continuing education activities to the Secretary-Treasurer of the Board prior to the end of their certification renewal period. The Board may request supplemental documentation such as registration receipts, meeting agendas, participation rosters, or certificates of completion in order to verify proper classification of an activity or compliance with these standards.

h. Noncompliance and Reinstatement

Any Professional Soil Classifier shall be listed as “delinquent” if fees remain unpaid after the due date of January 1 of the current year. His/her certificate shall expire if fees remain unpaid for sixty (60) days after the due date. A Professional Soil Classifier whose certificate has expired may have his or her

certificate restored only by making application to the Board and upon payment of all lapsed renewal fees and payment of the required restoration fee provided that he or she has engaged in the practice of soil classifying three (3) of the preceding four (4) years, or have more than six (6) years of total soil classifying experience and have actively practiced soil classifying during the preceding year. If certification has lapsed for more than four (4) years, the applicant shall again be required to pass examinations as described in Section 5.

i. Exemptions

Any Professional Soil Classifier whose certificate expires while he or she is engaged in active duty with the armed forces of the United States may have his or her certificate restored without paying any lapsed renewal fees or restoration fee or taking any examination if, within one (1) year after termination of such service, he or she furnishes the Board with an affidavit to the effect that he or she was so engaged, and if the Board finds that he or she is of good character and reputation, and if not more than four (4) years has lapsed since he or she last engaged in the practice of soil classifying. If more than four (4) years has lapsed, the Professional Soil Classifier shall be required to successfully pass examinations to determine his or her proficiency as described in section 5.

j. Notification

At least thirty (30) days in advance of the expiration of the certificate, the Board shall notify every Certified Professional Soil Classifier of the date of expiration and the amount of the fee required for renewal. The notice will also include the ending date of the five (5) year certification period and a listing by category, of the PDHs accepted to date.

## SECTION 9

### **SUSPENSION, REVOCATION, AND REINSTATEMENT OF CERTIFICATION**

- a. The Board may, upon its own motion, and may, upon receipt of written complaint, investigate the actions of any Professional Soil Classifier certified by it. It shall have the power to suspend or revoke certification when the Board has determined that the Professional Soil Classifier has engaged in any of the following: fraud or deceit in obtaining certification, any violation of the Code of Ethics, or negligence, professional misconduct, or incompetency in the practice of soil classifying.
- b. Before the Board shall suspend or revoke the certification of any Professional Soil Classifier it shall give that individual a hearing on the matter and shall, at least twenty (20) days prior to the date set for such hearing, notify the individual in writing. Such notice shall contain the exact

statement of charges against him or her and the date and place of the hearing. Such individual shall be heard in person or by counsel before the Certification Board.

- c. If, after such hearing, the Board has determined that the charges have been substantiated and the Board votes in unanimous favor of suspension or revocation, the soil classifier shall be notified and shall, on such notice, immediately return his or her certificate of certification.
- d. Suspension of certification shall not exceed twelve (12) months. During the period of suspension, the suspended soil classifier shall not represent himself or herself as an ISCA Certified Professional Soil Classifier. At the end of the suspension period, a Professional Soil Classifier may have his or her certificate reinstated by making a written request to the Board, upon payment of all lapsed renewal fees, and agreement to adhere to the Code of Ethics.
- e. Any Professional Soil Classifier whose certification has been revoked may be eligible for recertification after a period of no less than one (1) year from the date of revocation. He or she must be eligible for certification as described in Section 5 of these Standards and shall follow the procedures for application as described in Section 6.

#### SECTION 10.

#### **EFFECTIVE DATE**

These standards shall go into effect upon approval by a majority of the eligible voters present at the Annual Meeting of ISCA.

Approved at the annual meeting, March 1, 1980.  
J. Wiley Scott, Chairman  
Ethics, Registration and Membership Committee  
Linus M. Kiefer, President, ISCA

Amended March 1982  
Amended October 1987  
Amended March 1989  
Amended March 1991  
Amended March 1992  
Amended March 1997  
Amended March 1999  
Amended March 2006  
Amended March 2012  
Amended March 2016

**ILLINOIS SOIL CLASSIFIERS ASSOCIATION  
APPLICATION FOR MEMBERSHIP**

Please print or type

I. NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_      \_\_\_\_\_ Home \_\_\_\_\_ Work  
(Please check one)

E-Mail \_\_\_\_\_

II. MEMBERSHIP CLASS (Check membership class you believe you qualify for. Final status will be determined by the Ethics, Certification, and Membership Committee and Executive Council.)

\_\_\_\_\_ Full Member

\_\_\_\_\_ Student Member

\_\_\_\_\_ Affiliate Member\*

\_\_\_\_\_ Out-of-State Member      Legal residence (State) \_\_\_\_\_

\_\_\_\_\_ Retired Member      Date retired \_\_\_\_\_

TYPE OF ACTION (Please check one)

\_\_\_\_\_ New membership

\_\_\_\_\_ Change in membership class

\* If applying for affiliate membership, complete sections I, II, and VI only.

III. EDUCATION (Year of degree, curriculum, name and location of College or University)

BS \_\_\_\_\_

MS \_\_\_\_\_

PhD \_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

Please attach transcript(s) that list soils courses and number of credits earned.



**APPLICATION FOR CERTIFICATION OF PROFESSIONAL SOIL CLASSIFIERS BY THE  
ILLINOIS SOIL CLASSIFIERS ASSOCIATION**

Please Print or Type

Name of Applicant \_\_\_\_\_  
(Name to be printed on certificate)

Residence Address \_\_\_\_\_

Name of Employer or Business \_\_\_\_\_

Office phone \_\_\_\_\_ Home phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Are you a Full or Honorary Full Member of the Illinois Soil Classifiers Association?

Yes \_\_\_\_\_ No \_\_\_\_\_

Certification applied for:

\_\_\_\_\_ Professional Soil Classifier in Illinois

\_\_\_\_\_ Restoration of certificate which has lapsed

\_\_\_\_\_ Duplicate certificate

STATEMENT OF FORMAL EDUCATION [Sec. 6 (a)]: year degree conferred, name and location of institution

BS \_\_\_\_\_

MS \_\_\_\_\_

PhD \_\_\_\_\_

Other \_\_\_\_\_

Education beyond listed degrees \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TRANSCRIPTS OF FORMAL ACADEMIC STUDY [Sec. 6 (b)]. Attach transcripts that list soils courses, number of credits (differentiate semester and quarter credits), and grades earned.

**ISCA - Application for Certification - Page 2**

SUMMARY OF WORK EXPERIENCE [Sec. 6 (c)]. Describe your capacity and activities as defined in Section 2.05 of the Standards for Certification. (Attach additional sheets if necessary.)

Job Title	Name and address of employer:
_____	_____
_____	_____
Dates of employment:	
_____ to _____	Hours per week: _____
Experience: _____	
_____	
_____	
_____	
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_____	

Job Title	Name and address of employer:
_____	_____
_____	_____
Dates of employment:	
_____ to _____	Hours per week: _____
Experience: _____	
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Job Title	Name and address of employer:
_____	_____
_____	_____
Dates of employment:	
_____ to _____	Hours per week: _____
Experience: _____	
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**ISCA - Application for Certification - Page 3**

NARRATIVE SUMMARY OF SOIL CLASSIFYING EXPERIENCE [Sec. 6 (e)]. Attach narrative describing soil classifying experience.

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REFERENCES [Sec. 6 (d)]. List three (3) individuals that will supply reference information on the applicant's current soil classifying abilities upon request. Check box when applicable.

1. Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail: (opt) \_\_\_\_\_ Supervisor/collaborator [  ]
  
2. Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail: (opt) \_\_\_\_\_ Supervisor/collaborator [  ]
  
3. Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail: (opt) \_\_\_\_\_ Supervisor/collaborator [  ]

Application fee enclosed: \$ \_\_\_\_\_

I, \_\_\_\_\_, understand that the application fee will not be returned regardless of the action of the Certification Board.

I understand that I have the right to review the contents of my confidential file.

I certify that the information stated above is true to the best of my knowledge, and I request to be considered promptly for certification in the category indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ISCA Application for Certification Page 4**

<b>Category</b>	<b>Maximum Points</b>
<b>ISCA Member</b> .....	10 points

**Education**

A. BS degree, unrelated field .....	10 points
B. MS degree, unrelated field .....	10 points
C. PhD, unrelated field.....	20 points

**Soil Classification Experience** <sup>1</sup>

A. Soil profile descriptions -1 point per description <sup>2</sup> .....	100 points
B. Wetland Soil Determinations – 1 point per description <sup>2</sup> .....	100 points
C. Judge of Collegiate Soil Judging Contest – 5 points per contest .....	50 points
D. Soil Reports for Waste Water treatment systems – 3 points per report <sup>2</sup> .....	50 points
E. Classify soils per Keys to Soil Taxonomy – 1 point per description <sup>2</sup> .....	50 points
F. Order 1 Soil Survey Map (1) – 1 point per acre mapped <sup>2</sup> .....	25 points
G. Order 2 Soil Survey Map (1) – 1 point per acre mapped <sup>2</sup> .....	25 points
H. Soil interpretations provided – 1 point per instance <sup>2</sup> .....	25 points
I. Judge of High School Soil Judging Contest – 1 point per contest.....	10 points
J. Soil Reports for Stormwater Management – 3 points per report <sup>2</sup> .....	50 points

At least 50 points must be derived from items A or B in the Experience section. Fifty percent of the total points must have occurred within 4 years of the application date for certification.

<sup>1</sup> Soil Classification must meet applicable standards

<sup>2</sup> Double points apply if work was under the supervision of an ISCA certified Soil Classifier

**PROFESSIONAL MAINTENANCE & RECERTIFICATION PROGRAM WORKSHEET**

For activities from \_\_\_\_\_ to \_\_\_\_\_ (dates)

Name \_\_\_\_\_ Certificate No. \_\_\_\_\_

Record the activities accomplished in each category being as specific as possible. List each activity separately using multiple lines and pages as needed. Only 30 hours in each category are credited toward the 60 PDHs required in a 5 year period. See Section 8(c).(2.) of the “Standards for Certification of Professional Soil Classifiers” for category descriptions.

Category	Activity Description	Date(s)	Sponsor How/Where	PDHs Earned
A				
	Total PDHs in Category A = _____			
B				
	Total PDHs in Category B (15 Max/Activity) = _____			

**PROFESSIONAL MAINTENANCE & RECERTIFICATION PROGRAM WORKSHEET (cont)**

Category	Activity Description	Date(s)	Sponsor How/Where	PDHs Earned	
C					
	Total PDHs in Category C (15 Max/Activity) = _____				
	D				
Total PDHs in Category D = _____					

**PROFESSIONAL MAINTENANCE & RECERTIFICATION PROGRAM WORKSHEET (cont)**

Category	Activity Description	Date(s)	Sponsor How/Where	PDHs Earned	
E					
	Total PDHs in Category E (Max 30 Total) = _____				
	F				
Total PDHs in Category F (12 Max/Activity) = _____					

**PROFESSIONAL MAINTENANCE & RECERTIFICATION PROGRAM WORKSHEET (cont)**

Category	Activity Description	Date(s)	Sponsor How/Where	PDHs Earned
G				
	Total PDHs in Category G (4/Office/Year Max.) = _____			
H				
Total PDHs in Category H (12 Max) = _____				

**PROFESSIONAL MAINTENANCE & RECERTIFICATION PROGRAM WORKSHEET (cont)**

Category	Activity Description	Date(s)	Sponsor How/Where	PDHs Earned
I				
	Total PDHs in Category I (24 Max.) = _____			
J				
Total PDHs in Category J (6 Max) = _____				

**PROFESSIONAL MAINTENANCE & RECERTIFICATION PROGRAM WORKSHEET (cont)**

Category	Activity Description	Date(s)	Sponsor How/Where	PDHs Earned
K				
	Total PDHs in Category K (20 Max/Patent) = _____			

PDHs earned from \_\_\_\_\_ to \_\_\_\_\_ (dates).TOTAL PDHs = \_\_\_\_\_

I hereby certify that the above information is correct and that I have earned these PDHs in the year(s) noted above.

Date \_\_\_\_\_ Signature \_\_\_\_\_

This form may be submitted with the annual renewal fee or forwarded anytime during the 5-year recertification period.

CEUs Established June 30, 1991  
 Amended September 1, 1991  
 Amended July 23, 1993  
 Amended August 30, 1994  
 Amended to PDHs March 19, 2016