

EXAM APPLICATION INSTRUCTIONS FOR PETROLEUM RELEASE

PETROLEUM RELEASE EXAM REQUIREMENTS: All applicants must have education and/or experience. Qualifying education and experience must be pertinent or related to site assessments, remedial investigations and corrective actions necessary to remediate water or soil contaminated with petroleum. The decision of this office on qualification is final.

	Education	Experience	Total
Petroleum Remediator			
Master or doctoral level degree in engineering or related sciences	5	2	7
BS level degree in engineering or related sciences	4	3	7
Petroleum Assessor			
BS level degree in engineering or related sciences	4	1	5
High school diploma	0	5	5

**APPLICATION OPTIONS
 (Scroll to bottom of this page.)**

1. Download a printable application. Please print or type. Pay by check or credit card authorization.
- OR**
2. Complete the interactive online application. You will need a user ID and a password. Pay by credit card online, mail a check, or fax/mail a credit card authorization.

INSTRUCTIONS

1. Complete the application on-line and mail or fax with check or **credit card authorization** to this office. Or complete application on-line with your credit card. Application fee is \$150.
2. On page 3, list your experience up to 10 job experiences. Work not related to petroleum release must be listed such as “McDonalds,” but the name of your supervisor is **not** necessary.
3. Complete the open-book **take home exam** over South Dakota laws online, you should receive a score on submission. You will need to print the Blue Book “Statutes & Rules” from our website.
4. Make 5 copies of the **Confidential Exam Reference Form**. Complete your portion and mail to all persons who **supervised** your work. Include a stamped envelope addressed to this office for the references to mail their comments back to this office.
5. Request an official transcript from the school where you received your degree. Mail the transcript to the Board office.

EXAM SCHEDULE: Upon completion and approval of your application, you will be sent an open-book take home **Petroleum Release examination**. You will be informed as to where information on South Dakota procedures and regulations regarding petroleum releases can be found. The exam is to be completed and returned to this office within thirty days. If you need more time than this, please notify this office.

All changes in addresses should be mailed or faxed to this office or emailed to sdbtp@state.sd.us

APPLICATION FOR PETROLEUM RELEASE EXAMINATION

Date _____

Male

Name _____
First Middle Last

Female

Date of Birth _____ Social Security Number _____

Indicate mailing address: Home Business

Indicate Primary Email: Home Business

Home Address _____ *Street* Home Phone _____
_____ *City State 9-digit Zip* Cell Phone _____
Home Email _____

Business Name _____ Business Phone _____

Business Address _____ *Street or PO Box* Fax _____
_____ *City State 9-digit Zip* Email _____

I am applying for Petroleum Release Assessor
 Petroleum Release Remediator

Have you been reprimanded or cautioned regarding workmanship, professionalism or ethical conduct? Yes No

Other than traffic violations, have you ever been convicted of a felony or misdemeanor? Yes No

If the answer is "yes" to the above questions, please provide details including results of any appeal on a separate sheet of paper.

AFFIDAVIT I declare and affirm under the penalties of perjury that this applications, and credit card transaction, if applicable, have been examined by me, and to the best of my knowledge and belief, is in all things true and correct. Submittal of this application serves as my signature.

LIST OF REFERENCES

List the names and addresses of three (3) references who supervised your work as listed in the last column on the next page. If you have not worked under the supervision of three licensed petroleum remediators or assessors, list other petroleum references with whom you have associated and are familiar with your work. The other two references can be character references. Send Confidential Exam Reference Forms to all five (5) references. Relatives, business associates supervised by you and current South Dakota Board members are not acceptable as references.

Name of Reference	Profession, State, And License #	Mailing Address Street, City, State, Zip	Business Relationship

EDUCATION

State in chronological order the name and location of each college, university or technical school attended and the year of graduation, if applicable.

Name and Location Of Institution	Years From - To	Degree, Year and Major

PROFESSIONAL EXPERIENCE

Employment Dates		EXPERIENCE: Record your complete work history, beginning after college graduation and concluding with your present employment. You must account for the entire time period from graduation until now, including periods of unemployment, volunteer work, non-engineering work, and military experience. If you have an NCEES record, provide your current position and any work history not included in your record. Do not substitute a resume or other synopsis.	Length of Time		Name, telephone number, address, profession and license # of person who supervised your work.
From	To		Years	Months	