Once the Exam Begins

• You will not be allowed to leave the room.

• Please make sure that you take care of any personal business before the exam begins.

• You must have a photo ID to take the exam.

• If you leave the room before completing the exam, it will not be scored.
During the Exam

• The use of cell phones, pagers and all electronic devices is **strictly prohibited** during the exam.

• Cell phones, pagers and electronic devices must be cleared from your desk **before, during and after the exam**.

If you use any of these items during the exam, your exam will not be scored.
For the Exam

• Make sure you have a #2 pencil and a blue/black pen. Extra pens and pencils are available.

• Have a photo ID ready. **If you do not have photo ID you cannot take the exam.**

• An application /answer sheet.
APPLICATION AND EXAM PROCEDURES
The Application

Plan Reviewer App

Certified Plan Reviewer Application for Exam Only Sessions
Certification of Person Involved in Land Disturbing Activity in Georgia

General Information

Name: Last, First, Jr., Sr.
Home Address:
Street, City, State, Zip:
Home Phone:
Employer:
Work Address:
Street, City, State, Zip:
Work Phone:
Preferred mailing address for certification correspondence:
Home Address
Work Address

Level II Introduction to Design Proof of attendance

Date of Birth:
Last four digits of Social Security Number:
Home Address:
Street, City, State, Zip:
Home Phone:
Email:
Employer:
Work Address:
Street, City, State, Zip:
Work Phone:
Fax:
Preferred mailing address for certification correspondence:
Home Address
Work Address

Proof of Attendance for Level II Introduction to Design

Date of Attendance:
Location:
Instructor:

Professional License

License Type:
License Number:

Eligibility Requirements for Design Professionals

Course and Exam: Introduction to Design Seminar Level II certification will take place upon registering for and attending a Conservation Commission approved and posted "Introduction to Design Seminar Level II," submitting the appropriate application to the renewal and approval of the Conservation Commission, including proper professional license by the State of Georgia. In the field of engineering, architecture, surveying, and land surveyors use C.P.E.C., and achieving a passing score of 70% on the Level II certification examination. Exam Only.

Certification Statement

I hereby certify that I fully understand the eligibility requirements for Introduction to Design Seminar Level II certification. The information submitted on this application is to the best of my knowledge and belief true, accurate and complete. I understand that submitting false information may result in denial of certification.

Signature:
Date:

GSWCC

Design Professional App

Certified Design Professional Application for Exam Only Sessions
Certification of Person Involved in Land Disturbing Activity in Georgia

General Information

Name: Last, First, Jr., Sr.
Home Address:
Street, City, State, Zip:
Home Phone:
Email:
Employer:
Work Address:
Street, City, State, Zip:
Work Phone:
Fax:
Preferred mailing address for certification correspondence:
Home Address
Work Address

Level III Certification (Applicable)

Certification Number:
Date Issued:

Eligibility Requirements for Plan Reviewers

Course and Exam: Land Disturbing Activity Involvement Reviewer Certification will take place upon registering for and attending a Conservation Commission approved and posted "Land Disturbing Activity Certification Reviewer Seminar," submitting the appropriate application to the renewal and approval of the Conservation Commission, including proper professional license by the State of Georgia. In the field of engineering, architecture, surveying, and land surveyors use C.P.E.C., and achieving a passing score of 70% on the Level III certification examination. Exam Only.

Certification Statement

I hereby certify that I fully understand the eligibility requirements for Land Disturbing Activity Certification Reviewer certification. The information submitted on this application is to the best of my knowledge and belief true, accurate and complete. I understand that submitting false information may result in denial of certification.

Signature:
Date:

GSWCC
The Application

- Please print all information in blue or black ink.
- **Name** – Last Name, First Name, Middle Initial
- **Date of Birth**
- **Last 4 digits of Social Security Number**
- **Home and work address**
- **Preferred mailing address** – Please mark which address you prefer to have the certification card and all future correspondence sent to.
• Proof of Attendance for Level II Introduction to Design
  » Date of the Design Course you attended
  » The location of the course
  » The course sponsor / instructor

Design Professionals - Please enter the type of license you hold and the license number.

Plan Reviewers - must have 6 months work experience. Please enter the employer, job title, start and end date reflecting 6 months experience. Start with the most recent position.
The Application cont.

• For Plan Reviewers a Level IB certification may be used in lieu of experience, please fill in your certification number and the date it was issued.

• Please read the Eligibility Requirements.

• Please read the Certification Statement.

• SIGN YOUR APPLICATION
The Answer Sheet
The Answer Sheet

• You must use a #2 pencil on the answer sheet.

• If you do not use a #2 pencil, your answer sheet will not be scored.

• All exam answers must be entered on answer sheet.
Completing the Answer Sheet

Using a #2 pencil

Make sure all bubbles are completely filled in

• Example: ● Correct

Incorrect
Completing the Answer Sheet

• **DO NOT** make any stray marks on the answer sheet.

• If you make a mistake you **MUST COMPLETELY ERASE** the incorrect response.
In box #1
Enter Your Last Name
Print 1 letter per box

Below the written letters, darken the circle that has the same letter you printed.
In box #2
Enter Your First Name
Print 1 letter per box

Below the written letters, darken the circle that has the same letter you printed.
In box #3

Enter Your Middle Initial

Print letter in box

Darken the circle that has the same letter you printed
ID NUMBER

- Your ID number is your Date of Birth and the last 4 digits of your Social Security number.

- Locate box #4 labeled ID Number.
Darken the circle next to the month you were born.

Darken circle for the day you were born.
Enter the last 4 digits of your Social Security Number

Print the last 2 digits for the year you were born.

Darken the circle that has the same number you printed.
Checking Your Exam Score

• If you receive a score of 70% or higher you will receive your certification card in the mail within 60 days.

• You may check your score on the Georgia Soil and Water Conservation Commission website: www.gaswcc.org. Please allow time for exams to be scored.

• Scores will be posted according to the ID number you created, your Date of Birth and last 4 digits of your Social Security number. Posted in the MMDDYY#### format (0808781234).

If you do not receive communication regarding your certification in 60 days, contact the Education and Certification Program.

certification@gaswcc.org
706.542.1840
Once you are done

Please make sure that:

• Your application is completed and signed.
• You printed and signed your name on the front of your exam booklet.
• Your answer sheet has your name, ID number and the exam version boxes bubbled in.

Bring your photo ID, application/answer sheet and exam to the proctor.

Please bring all personal belongings with you when you turn in your exam.
The exam will be distributed momentarily.

Please ask any application or answer sheet questions now.

Make sure all phones, pagers and electronic devices are turned off and cleared from desk- or your exam will not be scored.
Please DO NOT start the exam until instructed to do so.
There are multiple versions of this exam. If you do not mark the Exam Version box or mark it incorrectly your exam will not be scored correctly.
Exam Instructions

Please follow along as the exam instructions are read.
Exam Instructions

• You must receive 70% or higher to receive certification.

• Each question has only 1 right answer.

• You will have 1 hour to complete the exam.

• The exam is open course notebook.

• You must use a #2 pencil on answer sheet. If a #2 pencil is not used, your answer sheet will not be scored.
Completing the Answer Sheet

Using a #2 pencil

Make sure all bubbles are completely filled in

• Example: ⬜ Correct

Incorrect
<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Last 4 Digits of SS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>1 13 25</td>
<td>19</td>
<td>781234</td>
</tr>
<tr>
<td>Feb</td>
<td>2 14 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>3 15 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>4 16 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>5 17 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>6 18 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>7 19 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>8 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>9 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>10 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>11 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>12 24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exam Version

In Box # 5  Exam Version

- Located on the top right hand corner of exam booklet.

EXAMPLE: Exam Version A

There are multiple versions of this exam.

If you do not mark the Exam Version Box or mark it incorrectly your exam will be not be scored correctly.
Exam Instructions cont.

- Your desk must be cleared of everything except the course notebook and exam materials.
- I have read and fully understand the above instructions.
- Please print and sign your name.
Once you are done

Please make sure that:

• Your application is completed and signed.
• You printed and signed your name on the front of your exam booklet.
• Your answer sheet has your name, ID number and the exam version boxes bubbled in.

Bring your photo ID, application/answer sheet and exam to the proctor.

Please bring all personal belongings with you when you turn in your exam.