

APPLICATION CHECKLIST FOR TENNESSEE QUALIFIED HYDROLOGIC PROFESSIONAL (TN-QHP)

Please use the following checklist to assemble your TN-QHP application package. If you have any questions, please contact our office at **(865) 974-2151**. We will be happy to assist you.

If you have questions regarding qualifications for becoming certified as a TN-QHP please visit the Frequently Asked Questions on the Hydrologic Determination Training website at <http://tnhdt.org/page.asp?Title=FAQs>.

REQUIRED MATERIALS*

- Completed Application for Tennessee Qualified Hydrologic Professional
- Background Information, Education, Training, and Accreditations
- College transcripts (student copies are OK) or copies of diplomas
- Professional Experience Profile for each job (employment position) that you wish to report field work and hydrologic assessment experiences.
- Wet weather conveyance/Hydrologic determination documentation: please include copies of the field score sheets and/or letters of confirmation.
- Contact information for three (3) references, only 1 can be from immediate workgroup.
- Application fee (company/personal check or credit card); credit card payments should use the payment form on the following page.

*Application cannot be processed until all required materials are provided.

OPTIONAL MATERIALS**

- Resume/vitae
- Additional documentation

**Optional materials should provide information that amplifies or clarifies the work experience documented on the Professional Experience Profile. Please avoid sending vague or unrelated information.

Submit the application by fax or email. It is the applicant's responsibility to verify that we have received the electronically transmitted application.

**APPLICATION PAYMENT FORM FOR
TENNESSEE QUALIFIED HYDROLOGIC PROFESSIONAL**

NAME OF APPLICANT: _____

Application submission fee: **\$50.00** per applicant

The TN-QHP application cannot be processed until all required materials are provided (see Application Checklist on previous page).

Paying by check---send check and form to:
TN Water Resources Research Center (TNWRRC)
UT Conference Center Building, Suite 311
600 Henley Street
Knoxville, TN 37996-4134

Make payable to: **The University of Tennessee**

CREDIT CARD TYPE: () Visa () MasterCard

CREDIT CARD NUMBER: _____ - _____ - _____ - _____

EXPIRATION DATE: _____ / _____ CVV CODE: _____

NAME ON CARD (*please print legibly*): _____

EMAIL ADDRESS FOR RECEIPT: _____

For **Visa/MasterCard** payment return this form to Kellie Caughorn at TNWRRC:
Fax to **865-946-1198** or call in number at **865-974-2151**.