

**STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING**

APPLICATION FOR LICENSURE

PROFESSIONAL GEOLOGIST

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. **Please read all instructions carefully.**

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and may be denied.

SUPPORTING DOCUMENTS AND FEES:

If you are applying to take the ASBOG FG or PG Examination in Utah, complete the following in addition to submitting a completed application:

1. Submit official transcripts documenting an earned bachelor's, master's or doctorate degree in the geosciences from an accredited university.

OR

Submit official transcripts documenting an earned bachelors, master's, or doctorate degree in the geosciences from an accredited university including the completion of a minimum of 24-semester or 36-quarter hours in upper level or graduate geology courses in one or more of the subject areas listed in the Professional Geologist Licensing Act Rules, R156-76-302b(1)(b).

NOTE: If your education was obtained in a foreign country, please refer to Additional Important Information #4.

2. Submit a “Verification of Experience” form (*attached to this application*) documenting your qualifying experience.
3. Submit a “Request for Verification of License” form (*attached to this application*) documenting your passing score on the ASBOG FG Examination, if you passed the ASBOG FG Examination in a state other than Utah.

Request that the verifying state(s) complete the form(s) and mail or fax them directly to DOPL or return them to you for submission with your application.

4. Submit a **\$165.00** non-refundable application-processing fee, made payable to “DOPL.” This fee includes a \$150.00 application fee for a professional geologist license and a \$15.00 surcharge as required in 58-76-103 of the Professional Geologist Licensing Act.

If you are applying for licensure as a professional geologist, complete each of the following requirements in addition to submitting a completed application:

1. Submit official transcript(s) or other appropriate records documenting completion of an approved geosciences education program.

NOTE: If your education was obtained in a foreign country, please refer to Additional Important Information #4.

2. Submit a “Verification of Experience” form (*attached to this application*) documenting your qualifying experience.
3. Submit a “Request for Verification of License” form (*attached to this application*) documenting your passing score(s) on the ASBOG FG and PG examinations, if you passed the ASBOG FG and/or PG examinations in a state other than Utah.

Request that the verifying state(s) complete the form(s) and mail or fax them directly to DOPL or return them to you for submission with your application.

4. Submit an original letter from DOPL’s approved examination provider verifying your passing score(s) on the ASBOG FG and PG examinations, if you passed the ASBOG FG and/or PG examinations in Utah. For examinations taken prior to January 1, 2008 the approved provider was Thompson Prometric, for examinations take after that date the provider is PSI Examination Services.
5. Submit a **\$165.00** non-refundable application-processing fee, made payable to “DOPL.” This fee includes a \$150.00 application fee for a professional geologist license and a \$15.00 surcharge as required in 58-76-103 of the Professional Geologist Licensing Act.

ADDITIONAL IMPORTANT INFORMATION:

1. **Application Period for Examinees:** This application will be valid for 18 months after the date of your approval to take the examination. After 18 months, this application will be denied as incomplete. Another complete application and fee must be submitted for authorization to take the examination after a denial.
2. **Laws and Rules:** You are required to understand all Utah laws and rules pertaining to your practice as a professional geologist. The following applicable laws and rules are available on the Internet at www.dopl.utah.gov:
 - ❑ Division of Occupational & Professional Licensing Act
 - ❑ General Rules of the Division of Occupational & Professional Licensing
 - ❑ Professional Geologist Licensing Act
 - ❑ Professional Geologist Licensing Act Rules
3. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
4. **Foreign Educated Geologists:** If your education program was obtained in a foreign country, contact the International Credentialing Associates (ICA), at (727) 549-8555 or info@icaworld.com to have your foreign geology or geoscience education program evaluated to determine equivalency to an accredited geology or geosciences education program. Submit the original copy of the foreign geology or geosciences education evaluation program report with your application.
5. **Qualifying Experience:** A licensed professional geologist or qualified individual who supervised your work, or who has personal knowledge of your knowledge, ability, and competence to practice professional geology must verify your experience. Request that the person(s) providing the verification experience return the “Verification of Experience” form (*attached to this application*) to you for submission with your application.

If your qualifying degree is a bachelor’s degree, you must document 10,000 hours of qualifying work experience. If your qualifying degree is a master’s degree, you must document 6,000 hours of qualifying work experience. If your qualifying degree is a doctorate degree, you must document 2,000 hours of qualifying work experience. (*See 58-76-302(5) and R156-76-302(c)*).
6. **License Number:** For official records, correspondence, and use of the seal, you may use the first six or seven digits of the license number located on your license.
7. **License Issuance:** License numbers **will not** be given out over the telephone.
8. **Continuing Education:** There is no CE requirement for Professional Geologists.
9. **License Renewal:** All professional geologist licenses expire March 31 of every odd-numbered year.

Unlike many other states, Utah's license renewal schedule **is not** based on the licensee's date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Approximately two months prior to the expiration date shown on the license, renewal information is disseminated to each licensee's last address of record, as provided to DOPL.

10. **Seal Design:** The specifications for the seal are found in the Professional Geologist Licensing Act Rules (R156-76-601).
11. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.
12. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).
13. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.
14. **Mail Complete Application to:**
 - By U.S. Mail**
Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741
 - By Delivery or Express Mail**
Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111
15. **Telephone Numbers:** (801) 530-6628
(866) 275-3675 – Toll-free in Utah
16. **Fax Number:** (801) 530-6511

AFFIDAVIT and RELEASE AUTHORIZATION

1. I certify under penalty of perjury that I am a United States citizen, a qualified alien as defined in 8 U.S.C. Sec. 1641, or I am lawfully present in the United States.
2. I certify that am qualified in all respects for the license for which I am applying in this application.
3. I certify that to the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, forgery, misrepresentation, omission of material fact; is truthful, correct, and complete; discloses all material facts regarding the applicant; and that I will update or correct the application as necessary, prior to any action on my application.
4. I authorize all persons, institutions, organization, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
5. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which you are applying, and that failure to do so may result in civil, administrative, or criminal sanctions.

Signature of Applicant: _____ Date of Signature: ___/___/_____

PROFESSIONAL EDUCATION REQUIREMENT:

Answer “yes” or “no.”

_____ I have included an original transcript.

_____ I have graduated from a geology program from an accredited institution.

OR

_____ I have graduated with a bachelor’s, master’s, or doctorate degree from an accredited university with a degree in the geosciences including the completion of a minimum of 24-semester or 36-quarter hours in upper-level or graduate geology courses in one or more of the subject areas: structural geology, geophysics, sedimentology, stratigraphy, paleontology, mineralogy, petrology, geochemistry, engineering geology, environmental geology, hydrogeology, hydrology, geomorphology, remote sensing, economic geology, petroleum geology, and field geology.

If using a degree in the geosciences to qualify for licensure, complete the following table documenting the 24-semester hours or 36-quarter hours of required course work. Attach additional pages as needed.

Course Number and Title	Subject Area <i>(from list on previous page)</i>	Brief Course Description	Semester/Quarter Hours Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

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PROFESSIONAL GEOLOGIST QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your patients or clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you been terminated from a position because of drug use or abuse within the past five (5) years?
10. _____ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?
11. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?

(Continued on the next page.)

12. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
13. _____ Do you currently have any criminal action pending?
14. _____ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?



If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.



If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

Utah Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
FAX: 801 530-6511

VERIFICATION OF EXPERIENCE

Applicant's Name: _____

Applicant's Address: _____

PART 1 - In the space provided, list the duties you performed during each work engagement or period of employment. One year of active practice shall consist of a minimum of 2,000 hours of geological work experience under the supervision of a qualified individual or in responsible charge as permitted by law. Copy and complete this form for each work period or work engagement.

Dates: from ___/___/___ to ___/___/___

Total Hours of Professional Practice Verified: _____

Company Name: _____ Job Title: _____

Name of Person Verifying the Experience: _____

Summary and Description: The applicant should make explicit statements, listing geologic work performed, listing and defining projects for which he/she had full or partial responsibility, including statements of extent and complexity of work performed.

(Continued on the next page.)

PART 2 - To be completed by the licensed professional geologist or qualified individual (R156-76-102(3)) who is verifying the applicant's experience.

Review the description of the applicant's duties as provided by the applicant. Complete the information requested and return the completed form to the applicant for submission with his/her license application.

1. Is the applicant's description of his/her experience correct? Yes No

2. Would you recommend the applicant be licensed as a professional geologist?
 Yes No If "no," please explain. Attach additional pages if necessary.

3. Did you supervise the applicant? Yes No If "yes," in what capacity?

4. If you did not supervise the applicant, what is the basis of your knowledge of the applicant's knowledge, ability, and competence to practice?

Verifying Person's Name: _____

Address of Professional Geologist or Qualifying Individual:

Telephone Number: _____ License Number (if applicable): _____

State: _____ Issue Date: ____/____/____ Expiration Date: ____/____/____

I certify that the information contained in this document is true, complete, and accurate. I further certify that I understand that to falsify or withhold information may be unprofessional conduct and would subject my license to disciplinary action.

Signature of Licensed Professional Geologist
or Qualifying Individual Verifying the Information: _____

Date of Signature: ____/____/____

(Seal Imprint of Stamp If Applicable)

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741

REQUEST FOR VERIFICATION OF LICENSE

(Use this form to verify licensure from another state, if applicable.)

PART 1 - TO BE COMPLETED BY THE APPLICANT:

Complete the first section of the form and submit it to the state that is verifying information for you. Request that the verifying state complete the form and return it to you for submission with your application. If a verifying state insists on submitting the verification directly to DOPL, indicate that fact in the appropriate section of the application.

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

I am requesting licensure in the state of Utah as a **PROFESSIONAL GEOLOGIST**

I am/have been licensed in your state under the name _____

My social security number is _____

My date of birth is ___ / ___ / _____

My license number in your state is/was _____

I have enclosed the necessary license verification fee in the amount of \$ _____

Signature of Applicant: _____

(Continued on the next page.)

PART 2 - TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and provide it to the applicant in person or by mail. The applicant will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State/Agency: _____

Name of Licensee: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: ___/___/___ Expiration Date ___/___/___

Continuously Licensed:

Yes No, please explain: _____

Examination Pass Record:

ASBOG - FG examination: Date Passed ___/___/___ Exam Score _____

ASBOG- PG examination: Date Passed ___/___/___ Exam Score _____

Disciplinary Action: No Yes, please provide copies of all Petitions, Orders, etc.

Signature of State/Board Official: _____

Title: _____ Date: ___/___/___

(Seal Imprint of Stamp)