



APPL # _____
For office use only

STATE OF NEW HAMPSHIRE
APPLICATION FOR LICENSURE AS A
PROFESSIONAL GEOLOGIST

\$225.00 Application Fee

Make Check Payable to "Treasurer, State of NH" (Non-Refundable)
The Application must be filled out completely and typewritten

1. General Information

Name _____
Last First Middle
Names Previously Used (if applicable) _____ Citizenship (Country) _____
Residence Address _____ ()
zip code
Present Position (Organization & Title) _____
Business Address _____ ()
zip code
Business Phone _____ Home Phone _____
Place of Birth _____ Date _____ E-mail _____
Social Security # _____

Indicate mailing address by marking X in parenthesis

2. Registration/Licensure Information

Have you ever taken the ASBOG Fundamentals of Geology exam? _____ Result? _____
If so, location, date and grade awarded _____
Have you ever taken the ASBOG Practice of Geology exam? _____ Result? _____
If so, location, date and grade awarded: _____
State in which first registered or licensed as a Professional Geologist _____
Date of Licensure _____ License Number _____ Is License now in force? _____
If not in force, indicate why _____
Have you **ever** applied for geologist licensure in **New Hampshire**? _____ Status _____

Professional Licenses: List all states where you hold or have held licensure. Use a separate sheet if necessary. Verification of current registration is needed from at least one state as well as verification from the state(s) where examination(s) was administered. A form will be provided upon receipt of this application packet.

License #	State	Year Licensed	Licensed by Examination?	Reciprocity or Grandfather	Active or Lapsed
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. General Information Questions

CHECK ONE:

YES NO

- Have you ever been convicted of any felony or any misdemeanor, or a violation involving the practice of professional geology. If so, name the court, the details of the offense and the date of conviction and the sentence imposed. YES NO
- Have you ever lost or been denied registration/licensure as a professional geologist or disciplined by another licensing board in any other state and if so, an explanation of the circumstances? YES NO
- Has any License ever been revoked, if so why? YES NO

If the answer is yes to any of the above questions, submit a written explanation with your application

4. Education

Official transcripts from post secondary are required and must be sent directly to the board office from the college or university. If any of the schools listed are outside of the United States you must obtain a Foreign Degree Evaluation pursuant to 301.02 (19) (d)

INSTITUTION AND LOCATION	FROM	TO	MAJOR	DEGREE AWARDED/DATE
Secondary Schools:				
1. _____				
2. _____				
Colleges and Universities:				
1. _____				
2. _____				
3. _____				

5. Current Membership in Professional or Scientific Associations

Name of Organization Location Grade or Membership Date

6. References of Character and Qualifications

Applicant will give the name and address of not fewer than five reputable citizens, unrelated to the applicant, of whom at least three shall be professional geologists, having personal knowledge of the applicant's experience. No member of the board will be accepted as reference. Name of persons listed under item 7, "Experience," may also be used as references.

Name	PO Address Show Zip Codes	Occupation/ License	Business Relationship to Applicant

7. Professional Experience

This information described below must be in detail, and should start with your first engagement. Use this page as a summary and place detailed information pertaining to Education and Experience on enclosed supplemental experience record sheet. Please key additional sheets.

Key	Date		1. Name of Employer-Title of Position 2. Location and Character of Each Engagement 3. Degree of Responsibility	Name and present address of someone familiar with each engagement, preferably person to whom applicant reported or with whom he/she was associated.
	From Years	To 20		

Attach list of geological publications if any.

8. Certification

RULES OF ETHICAL STANDARDS:

I certify to the best of my understanding, knowledge and belief that I have adhered to and agree to abide by the ethical and professional standards of New Hampshire Code of Administrative Rules Geo 501:

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

(Signature of Applicant)

ADDRESS ALL COMMUNICATIONS TO:

N.H. JOINT BOARD
57 REGIONAL DRIVE
CONCORD, N.H. 03301

Find us online at www.state.nh.us/jtboard/home.htm
rev. 5/22/09

No. _____

SUPPLEMENTARY EXPERIENCE RECORD IN DETAIL

Affix your signature and date to this and each additional sheet. Add additional sheets as required. Use plain white pages and number consecutively. Type on one side only. Number each engagement to correspond with the engagement key of your application.

In a chronological order, starting with your first engagement **as a professional geologist**, list and identify your projects and/or assignments. Be specific in identifying the portion of the work you personally performed. Identify the project by job title, name of client, location of project and total cost. Read instructions carefully. The Supplementary Experience Record is a most important part of your application.

Signature _____ **Date** _____
(ALSO SIGN AND DATE EACH ADDITIONAL SHEET)

PART Geo 302 QUALIFICATIONS OF APPLICANTS

Geo 302.01 Candidate Requirements.

(a) Candidates for licensure shall meet the requirements established by RSA 310-A:125 before a license shall be granted. The board shall require that applicants appear for a personal audience with the board if their records of education or experience are unclear, contradictory or incomplete. The candidate shall provide documentation of his or her work products to help determine competency.

(b) The candidate shall have performed no misconduct as set forth in RSA 310-A:133. The board shall consider all available evidence for all candidates for licensure, prior to granting any license. Substantiated evidence of failure to adhere to the ethical standards of the profession or misconduct as set forth in RSA 310-A:133 shall result in denial of licensure to any candidate.

(c) Qualifications shall be determined as follows:

(1) The applicant shall have a bachelor's degree in geology or a bachelor's degree in a related field which included 30 credit hours or 45 quarter hours in geology from an accredited 4-year college; or

(2) The applicant shall have a master's or doctoral degree from a graduate program from an accredited institution in geology or a related field including, but not limited to, degrees or credit hours in geochemistry, geohydrology, geomorphology, geophysics, groundwater geology, engineering geology, environmental geology, hydrogeology, hydrology, marine geology, mineralogy, mining geology, paleontology, petrography/petrology, sedimentology/stratigraphy/historical geology, or water resources studies;

(3) The applicant shall present evidence satisfactory to the board of at least 5 years of experience in the practice of geology, of which at least 3 years must have been under the supervision of a licensed professional

geologist or a geologist who otherwise meets the requirements of a licensed professional geologist as determined by the board; and

(4) Unless otherwise provided pursuant to Geo 303.03 (a), the applicant shall take the fundamentals and practice of geology examinations distributed by the National Association of State Boards of Geology (ASBOG) and achieve a passing score.

Geo 302.02 Experience Requirements.

(a) Experience in the practice of geology shall be determined pursuant to RSA 310-A:125 as follows:

(1) Experience in the practice of geology obtained per Geo 302.02 (b), shall count towards the experience in the practice of geology under the supervision of a professional geologist required per Geo 302.01 (c) (3), if the supervising geologist met the education and experience qualifications of Geo 302.01 (c) at the time of the relevant experience.

(2) Experience in the practice of geology shall not include routine sampling, laboratory work or geological drafting.

(3) A completed academic year of graduate study in geology may be applied either toward a year of the experience requirement up to a total maximum of two years, or to the education requirement of Geo 302.01 (c), but not to both; and

(4) Each completed academic year of college or graduate level teaching in geology may be applied toward one year of the experience requirement.

(b) The board shall issue licenses without examination to applicants whose applications for licensure have been received during a one-year period following the effective date of the initial adoption of the board's administrative rules adopted pursuant to RSA 541-A, and who either meet the education and experience requirements of Geo 302.01 (c) or who provide evidence satisfactory to the board of knowledge and experience equivalent to such requirements.

(c) Whenever information presented in an application for licensure or renewal is determined by the board to be incomplete, the board shall require additional information as necessary to determine if the application requirements have been met.



APPLICATION INSTRUCTIONS AND CHECKLIST FOR LICENSURE AS A PROFESSIONAL GEOLOGIST

General- Provide all the information requested on the application form. **Do Not** substitute a resume or other synopsis of your experience and/or education for any part of the application form. If additional space is needed, please photocopy that portion.

References- Make a sufficient number of copies of our **Reference Form** to send one to each of your references. Keep a blank one for your future use, in the event a reference does not respond. In addition to the reference form, you should send each of your references a **stamped** envelope on which you have placed the Board address label. Reference forms received from applicants are **not** acceptable; forms must come directly from the reference.

Transcripts- Transcript Request Forms are included as a part of this application packet. Complete the form/s and send it/them (and any required fee) to the college or university you attended including Undergraduate, and Masters if you have a Masters Degree. Transcripts received from the applicant are not accepted. Transcripts must come directly from the college/university to our office.

Verifications- Enclosed you will find a copy of a blank verification of registration form. If you have taken the GIT and/or PG examination or have been grandfathered in another jurisdiction/s, complete the top sections and send the verification form to each jurisdiction along with any fee they may charge. Make copies if needed. For each verification form mailed, you should include a **stamped** envelope on which you have placed the New Hampshire Board address label.

Notice to all applicants- Be sure you submit your application to the Board before you send out your reference forms. We must receive your application prior to receiving forms from your references. If we receive responses from your references and do not have your application on file, they may be misplaced, causing a delay in the processing of your application.

Foreign Degree Candidates- Foreign degree evaluations are required and must be sent directly from World Education Services or a similar translation and authentication service. Candidates who possess Canadian degrees are exempt from this requirement.

Reciprocity – New Hampshire does not have a written reciprocity agreement with any other State or Country. Applicants, who are licensed/registered in other States, must meet New Hampshire requirements in order to become licensed.

Exams – No exams are required for candidates who apply for licensure during the grandfather period, from July 1, 2001 through June 30, 2002.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

APPLICATION CHECKLIST

Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- _____ Marked the box on the application form indicating which address you want us to use?
- _____ Requested your college/university or foreign degree evaluator to send us your transcript directly?
- _____ Completed the "References" portion of the application, sent reference forms and Board addressed and stamped envelopes to each of your references, and kept a blank copy of the form for yourself?
- _____ Filled in the detailed experience summary sheets? (copy if needed)
- _____ Signed the application?
- _____ Included the correct fee with the check made payable to **Treasurer, State of NH**?
- _____ Completed the top section of the verification form, sent to the appropriate state board/s along with a stamped envelope on which you have placed one of the New Hampshire Board address labels?
- _____ Included this Checklist with your application?

Date_____

College or University Registrar

Dear Registrar:

Enclosed please find my fee in the amount of \$_____ in payment for a certified transcript of my scholastic record. I attended college during the years _____ to_____. I received my degree on _____
_____. My Social Security number is _____ and my date of birth is _____.

My student identification number was_____.

Please send the transcript ***directly*** to the following address:

New Hampshire Joint Board of Licensure
57 Regional Drive
Concord, New Hampshire 03301-8518

The Board of Professional Geologists have informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

(Signature)

(Printed Name and Address)

REQUEST FOR VERIFICATION OF LICENSURE OR EXAMINATION

Date _____

File # _____

To:

Name:
Address:

DOB:

From: NH Board of
Professional Geologists
57 Regional Drive
Concord, NH 03301

I. THE ABOVE NAMED PERSON WAS CERTIFIED OR LICENSED AS:

	Certificate Number	Date Issued	Valid Until
<input type="checkbox"/> Apprentice Geologist	_____	_____	_____
<input type="checkbox"/> Professional Geologist	_____	_____	_____

II. BASIS OF LICENSURE

	Hours	Results	ASBOG (yes/no)	Exam Date
<input type="checkbox"/> Written Exam				
FG	_____	_____	_____	_____
PG	_____	_____	_____	_____
<input type="checkbox"/> Oral Exam	_____ hrs FG	_____ Hrs PG		
<input type="checkbox"/> FG accepted from _____		PG accepted from _____		
<input type="checkbox"/> Education & Experience _____				

III. QUESTIONS

- Has any disciplinary action ever been taken against the applicant? Yes No
If so attach explanation on separate sheet/s
- If so, has this disciplinary case been satisfied to the board's requirements? Yes No

By: _____ Title _____ Date _____

NH JOINT BOARD OF LICENSURE &
CERTIFICATION
57 REGIONAL DRIVE
CONCORD NH 03301-8518

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Note: This page may be printed or copied on a 3 by 10 label sheet to create mailing labels for use with reference letter envelopes, etc. This setup is for Avery label 5960.

THE STATE OF NEW HAMPSHIRE
BOARD OF LICENSURE
FOR
PROFESSIONAL GEOLOGISTS
57 REGIONAL DRIVE
CONCORD, NEW HAMPSHIRE 03301

Application No. _____
For Office Use Only

Dear Sir/Madam:

_____ of _____
has applied to this Board for licensure in the State of New Hampshire as a Professional Geologist and either has given your name as a reference or has stated that he/she has worked for you or with you. The Board will appreciate your sending the information requested on the reference form, and assures you that such information as you give will be treated in the strictest confidence.

Pursuant to RSA 310-A:128, II, references relating to the experience in the practice of geology performed prior to the effective date of the adoption of the Board's rules may be provided by either a Licensed Professional Geologist or a person who would qualify for licensure as a Professional Geologist in accordance with NH RSA 310-A:125 I (enclosed). In order to expedite the application, it is vital that you indicate on the reference form whether you are a Professional Geologist or a person practicing the profession of geology.

The Board is required by law to obtain evidence of the good character of the applicant and his/her qualifications as a Professional Geologist before issuing a certificate of licensure. Statements made on this form by responsible persons with actual knowledge of the applicant's character and qualifications will be considered by the Board as evidence and filed with the application.

The Board urges that evidence submitted on this form not be perfunctory, but be considered carefully. The Board, in making decisions, must rely to a great extent on the evidence submitted by references. Since these decisions may affect the life, health, property and welfare of the public, you have a grave responsibility to provide the Board with a fair and honest appraisal of the applicant.

Since the Board cannot license the applicant until the references are returned, a prompt reply will expedite consideration of the applicant's request for licensure.

Very truly yours,

Bobbie Carter
Program Assistant

1. What is your full name _____
(to be typewritten or printed)
2. What is your address _____
(street and number) _____ (city or town)
3. What is your present business or profession? _____
4. Are you a licensed geologist? _____ In what state? _____ License # _____
If not, do you qualify for licensure as a Professional Geologist in accordance with NH RSA 310-A:125 I?
Yes _____ No _____
5. How long have you known the applicant? From _____ to _____ inclusive
6. Are you in any way related to the applicant? _____
7. What has been your business connection with the applicant? _____

8. Do you know anything reflecting adversely on the integrity or general good character of the applicant?

9. Please give in brief your estimate of the applicant as a geologist _____

10. Would you employ the applicant in a position of trust? _____
11. If the applicant is connected with a firm, partnership, or corporation, please give its name and address
_____ Position he/she fills _____
12. Is the applicant qualified to be placed in responsible charge or supervision of work _____
13. If the applicant is in individual practice, please indicate the nature of such practice. _____
14. Do you recommend the applicant for licensure as a professional geologist? _____
15. In my opinion, the applicant has _____ years of experience as a geologist.
16. Remarks concerning the applicant _____

I make the above statements with full knowledge that the person referred to is making application for licensure by the State of New Hampshire as a professional geologist and after reading the information given on attachments A + B.

Date _____ 20____ Written Signature _____

Reference Form Attachment B

310-A:125 Requirements for Licensure as a Professional Geologist.

- I.(a) Applicants for licensure as a professional geologist shall meet the ethical standards set forth in this subdivision and shall have committed no misconduct as set forth in RSA 310-A:133, II. In addition, each applicant shall have a bachelor's degree in geology or a bachelor's degree in a related field which included 30 credit hours or 45 quarter hours in geology from an accredited 4-year college, or a master's or doctoral degree from an accredited graduate program in geology, including but not limited to degrees or credit hours in geochemistry, geohydrology, geomorphology, geophysics, groundwater geology, hydrogeology, hydrology, marine geology, mineralogy, mining geology, paleontology, petrography/petrology, sedimentology/stratigraphy/historical geology, or water resources studies; and shall present evidence suitable to the board of at least 5 years of experience in the practice of geology, of which at least 3 years must have been under the supervision of a licensed professional geologist or a geologist who otherwise meets the requirements of a licensed professional geologist as determined by the board. Applicants meeting these ethics, education and experience requirements shall be eligible to sit for an examination to be administered by the board. Unless otherwise provided, applicants shall take the examination and receive a passing score.
- (b) Experience in the practice of geology, obtained before the expiration of the period described in paragraph II of this section, may count towards the experience in the practice of geology under the supervision of a professional geologist required in subparagraph I(a) of this section if the supervising geologist met the education and experience qualifications of paragraph II at the time of the relevant experience. For purposes of this section, experience in the practice of geology does not include routine sampling, laboratory work or geological drafting.
- (c) A completed academic year of graduate study in geology may be applied either towards a year of the experience requirement of this section up to a total maximum of 2 years, or to the education requirement of this section, but not both.
- (d) A completed academic year of college or graduate level teaching in geology may be applied towards a year of the experience requirement of this section.