

## CANDIDATE INFORMATION BULLETIN

The Pennsylvania State Registration Board for Professional Engineers, Land Surveyors & Geologists has engaged Professional Credential Services (PCS) for examination administration and grade reporting. Please read the following information carefully before completing the Board Application. All inquiries regarding the examination must be directed to the Pennsylvania Geologist Coordinator at PCS.

### UPCOMING EXAMINATION DATES

March 1 and October 4, 2013

### DEADLINES

Board Applications must be postmarked by the dates below. Scheduling Forms must be received by the dates below.

EXAM DATE	DEADLINE FOR Board Application	DEADLINE FOR PCS Scheduling Form
Spring exam	November 15th	January 6th
Fall exam	June 15th	August 15th

### INFORMATION FOR FIRST-TIME CANDIDATES

A completed Board Application and \$50.00 fee must be postmarked and mailed to the address listed on the application by November 15th for the spring exam and June 15<sup>th</sup> for the fall exam. These deadlines are strictly enforced. **This step must be completed by all first-time candidates in order to determine your eligibility to take the examination.** Please visit the Board's website [www.dos.state.pa.us](http://www.dos.state.pa.us) to obtain the application for approval to sit for the ASBOG Fundamentals of Geology examination. You may obtain the application for approval to sit for the Practice of Geology examination by visiting [www.pcshq.com](http://www.pcshq.com) or you may send an email to [paeng@pcshq.com](mailto:paeng@pcshq.com) to request a *First-time Geologist Application Packet*.

**Once you have been deemed eligible to take the examination(s), the Board will send a Scheduling Form to you.** Mail a completed *Scheduling Form* and fees to PCS.

### INFORMATION FOR RE-EXAMINATION CANDIDATES

If you have already been deemed eligible to take the examination(s), complete the *Re-examination Scheduling Form* available at ([www.pcshq.com](http://www.pcshq.com)) and mail it to PCS along with the scheduling fees. *Scheduling Forms* must be received by the PCS Scheduling Form deadlines listed above.

If you have not been deemed eligible for the exam(s) you wish to take, please read the Information for First-Time Candidates above.

### SCHEDULING FEES

Fundamentals of Geology (FG)	\$250
Practice of Geology (PG)	\$350
If taking both FG and PG at the same time	\$600

Payment must be made by certified check or U.S. money order made payable to Professional Credential Services/PA GEO. The applicant's Social Security number must be posted on the certified check or money order.

### EXAMINATION SCHEDULE

Fundamentals of Geology (FG) Examination  
8:00 a.m. - 12:00 p.m. (4-hour, closed book examination)

Practice of Geology (PG) Examination  
1:30 p.m. - 5:30 p.m. (4-hour, closed book examination)

### NOTIFICATION OF EXAMINATION ADMISSION

Approximately two weeks prior to the examination, an admission notice will be mailed to eligible candidates and will include dates, times, and location of the examination. If the admission notice has not been received within seven days prior to the examination date, the candidate must contact PCS. Study guides are not available thru PCS; however, information concerning examination content may be found at [www.asbog.org](http://www.asbog.org).

### ELIGIBILITY REQUIREMENTS FOR FG CANDIDATES

#### Educational Requirements:

An individual submitting an application for approval to sit for the Fundamentals of Geology (FG) exam shall be of good moral character **and** meet ONE (1) of the following education requirements:

(1) Graduation from an approved geology curriculum of four or more years earned at an accredited institution with a major in geology, geophysics, geochemistry or engineering geology, (with a minimum of 30 semester or 45 quarter hours in geology, geophysics, geochemistry, engineering geology or their subdivisions); OR completion of 30 semester or 45 quarter hours or an equivalent amount of geological education from institutions which do not grant semester or quarter hours in geological science courses leading to a major in geology, of which at least 24 semester hours or an equivalent amount are in third or fourth year undergraduate courses or graduate courses.

OR

(2) A geology student that has completed two or more years of an approved program in geology may sit for the fundamentals of geology examination if approved by the board but may not be certified until proof of graduation is submitted to the board. **A Report of Student Status form must be completed by the student's registrar and submitted directly to the Board office.**

Upon receipt of official final transcripts documenting the conferral of an acceptable degree earned by an applicant that satisfactorily

completed the fundamentals of geology examination as a student, the Board will review the applicant's completed coursework to determine if their education meets the educational requirements established for certification as a geologist-in-training.

#### **ELIGIBILITY REQUIREMENTS FOR PG CANDIDATES:**

Candidates applying for approval to sit for the Practice of Geology (PG) examination must meet both Educational **and** Experience requirements as described in Section 4.4 of Act 367 (amended May 12, 2010).

#### **Educational Requirements:**

- A. Must have graduated from an accredited institution of higher learning with a **major** in: Geology; Geophysics; Geochemistry; or Engineering Geology with minimum of 30 semester or 45 quarter hours in geology, geophysics, geochemistry, engineering geology or their subdivision.

-- OR --

- B. Completion of 30 semester or 45 quarter hours or an equivalent amount of geological education from institutions which do not grant semester or quarter hours, of which at least 24 semester hours or an equivalent amount are in third or fourth year undergraduate courses or graduate courses. Institution must submit certification that at the time the applicant attended the institution, the institution did not offer semester or quarter hours in geological science courses leading to a major in geology.

--OR--

- C. Graduates of a **foreign college or university** shall have their educational credentials reviewed by World Education Services, P.O. Box 745, Old Chelsea Station, New York, NY 10011 **OR** Educational Credential Services, P.O. Box 92970, Milwaukee, WI 53202. **Acceptability of foreign education evaluation results will only be determined by the Board.**

**NOTE:** Competency in the practical application of geology requires three-dimensional conceptualization skills and field techniques, which must be learned in order for geologic features to be recognized and quantified in the field. The Board, therefore, requires that each applicant for the ASBOG examination demonstrate education in both Structural Geology and Field Geology. These two courses are considered essential to qualify an applicant to sit for the Fundamentals of Geology portion of the ASBOG examination.

Applicants should be aware that over the last decade many colleges and universities have modified their curricula and invented new names for the Structural Geology and Field Geology courses.

*It is an applicant's responsibility to submit, with his application, documentation from the college or university registrar regarding the content of such "new-name" courses in the geological sciences. The Board will review the documentation in determining whether the applicant has acquired the minimum education required for admittance to the ASBOG examination.*

#### **Experience Requirements:**

In addition to meeting one of the education requirements noted above, candidates applying for approval to sit for the Practice of Geology examination must submit documentation of having satisfactorily Completed at least 5 years of professional geological work, which shall include either a minimum of 3 years if professional geological work under the supervision of a licensed professional geologist, or a minimum of 5 years in a responsible position in professional geological work. Professional geological work performed prior to February 16, 1993 will be considered if it was performed under the supervision of either a licensed professional geologist or a qualified geologist who was not licensed.

**NOTE:** "Professional geological work" is defined as the performance of geological service of work, including technical completeness reviews or inspections of un-finalized work product that requires utilization, application and interpretation of fundamental and practical principles of the geological sciences in the practice of geology. The term does not include routine sampling, laboratory work or geological drafting.

**Acceptable experience does NOT include work as a graduate teaching/research assistant or employment as a professor.**

A graduate degree (in proper field) MAY be credited by the Board as professional geological work at 1 year for a master's degree and 1 year for a doctor's degree, not exceeding 2 years.

Experience credit is not given if no graduate degree has been received or if the graduate degree is not preceded by a bachelor's degree with a "major" as described in #1 above.

#### **MATERIALS TO BE SUBMITTED:**

The following information is a general overview of the application and scheduling process. Please follow the specific instructions contained in the application and scheduling form.

#### **FIRST-TIME CANDIDATES**

1. **Mail to Board office:** First-time candidates should submit the completed *Application for Examination - Professional Geologist (47-PGX700)* and the proper application fee to the Pennsylvania State Board Office. See the Board's application for complete information.
2. **Mail to PCS:** Approved candidates will receive a *Scheduling Form* from the Board with their letter of approval. Once you receive notice of approval, you must send your completed and signed *Scheduling Form* and a certified check or U.S. money order (made payable to Professional Credential Services/PA GEO) to PCS.

*It is recommended that you mail your Scheduling Form to PCS via certified mail in order to confirm receipt, as the forms will not be keyed into the system until near the first-time application deadline.*

#### **RE-EXAMINATION CANDIDATES**

1. **Mail to PCS:** Mail a completed and signed *Re-examination Scheduling Form* and a certified check or U.S. money order (made payable to Professional Credential Services/PA GEO) to PCS. Please record the social security number on the certified check or money order.

*It is recommended that you mail your Scheduling Form to PCS via certified mail in order to confirm receipt, as the forms will not*

be keyed into the system until near the first-time application deadline.

## RESULTS

Your results will be mailed to you approximately 10 to 12 weeks after the exam. **NO** results will be given over the telephone. Please do not call the Board or PCS for test results. If you do not pass all parts of the examination, your score notice will explain how to re-apply.

Duplicate results may be sent to the address on file free of charge until 30 days after the results release date. Candidates making requests after that date or to a new address will be charged \$20.00 for each duplicate result requested. Candidates may request duplicate results by sending an email to [pageo@pcshq.com](mailto:pageo@pcshq.com).

If a discrepancy is suspected with your score, ASBOG will perform a manual re-grade for a fee of \$50 made payable to ASBOG and mailed to PCS within 30 days of the grade release date. However, ASBOG does not allow challenges to individual examination questions.

## REFUND POLICY

Candidates who wish to cancel an examination and receive a partial refund must notify PCS, in writing, no later than 45 days prior to the examination. Candidates determined to be ineligible for the examination will receive a full refund. A \$65 processing fee will apply to candidates who cancel the examination. All refunds will be issued 30 days after the examination. **FEES WILL NOT BE TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON.**

## NAME OR ADDRESS CHANGE

Any name or address change must be reported in writing to both the Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists (Board) **and** Professional Credential Services (PCS). Be sure to include your name as it appears on your application.

For a name change, you must submit a photocopy of a legal document verifying the name change (i.e. marriage certificate, divorce decree or legal document indicating retaking of a maiden name, etc.) to both the Board and Professional Credential Services (PCS). All name change documents must be submitted on an 8-1/2" X 11" sheet of paper. This information may be submitted via fax (PCS fax: 615-846-0153).

## EXAMINATION RULES AND CONDUCT

Candidates are expected to exhibit proper examination decorum throughout the examination. Candidates will be required to arrive at least thirty minutes prior to the scheduled time for each examination. Candidates will not be admitted to the examination after the announcements have begun. During the examination, only a #2 pencil, a protractor, straight edge, engineer's scale, colored pencils and **a silent, non-printing calculator without word processing capabilities** will be permitted in the examination room. No notes shall be taken, and candidates should NOT write in the test booklet. Cell phones, PDAs, beepers and other electronic devices are strictly prohibited and may not be on the examination desktop.

## CANDIDATES WITH DISABILITIES

In accordance with the provisions of the Americans with Disabilities Act, examination administration modifications are available for candidates who qualify. Such candidates must obtain a form from PCS on which to request special accommodations. The completed form must be returned to PCS with all required documentation by the deadline date stated above. Download the form from [www.pcshq.com](http://www.pcshq.com) or call PCS at 1-877-887-9727 to ask for the *ADA Accommodations Request Form*.

## CONTACT INFORMATION

PCS staff is available by telephone Monday through Friday, between 8:00a.m. and 4:30p.m., Central Time.

### STANDARD MAIL

PCS/PA GEO  
PO Box 198728  
Nashville, TN 37219-8689

### OVERNIGHT DELIVERIES

PCS/PA GEO  
150 Fourth Ave N, Ste 800  
Nashville, TN 37219

*Toll-free:* (877) 887-9727

*Web site:* <http://www.pcshq.com>

*Fax:* (615) 846-0153

*E-mail:* [pageo@pcshq.com](mailto:pageo@pcshq.com)