

CANDIDATE INFORMATION BULLETIN

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

FUTURE EXAMINATION DATES

March 2 and October 5, 2012

FIRST-TIME CANDIDATES & BOARD APPLICATION DEADLINE

A completed Board Application must be postmarked and mailed, to the address listed on the application, by the application deadline. First-time deadlines are November 15th for the spring exam and June 15th for the fall exam. These deadlines are strictly enforced. This step must be done by all first-time candidates in order to establish eligibility to take the examination. Please visit the website www.pcshq.com to obtain a Board Application or call 1-877-887-9727 to request a *First Time Geologist Application Packet* by phone. **NOTE:** *Completing the Board Application does not mean you have scheduled for the examination. To schedule for the examination, complete a Scheduling Form and mail it, along with the scheduling fee, to PCS by the postmark deadline.*

SCHEDULING FEES

Fundamentals of Geology (FG)	\$245
Principles and Practice of Geology (PPG)	\$295
If taking both FG and PPG at the same time	\$540

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.

DEADLINES

Completed scheduling form and proper exam fees must be mailed and postmarked by the deadline for the respective examination date.

EXAM DATE	DEADLINE DATE FOR FIRST-TIME CANDIDATES	DEADLINE DATE FOR REPEAT CANDIDATES
Spring exam	November 15th	February 1st
Fall exam	June 15th	August 1st

REMINDER TO FIRST TIME APPLICANTS: Board Application (47-PGX700) and \$50 fee must be mailed to the Pennsylvania Board Office by the same deadline dates for first-time applicants.

EXAMINATION SCHEDULE

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

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

PROCTORING

Candidates who request to be tested in Pennsylvania will be assigned to one site in Pennsylvania. Pennsylvania candidates who request to be tested in another state must meet the deadline and fee requirements for proctoring in that state as well as Pennsylvania's examination deadline.

NOTIFICATION OF EXAMINATION ADMISSION

Applicants must allow four weeks for full processing of their examination application. 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.

ELIGIBILITY REQUIREMENTS FOR FG CANDIDATES

Educational Requirements:

- A. Must provide satisfactory evidence of graduation from an approved geology curriculum of four or more years.
--OR--
- B. A geology student that has completed two or more years of an approved program in geology may sit for the FG exam if approved by the Board but will not be eligible to be certified as a Geologist-In-Training until proof of graduation (final transcript) is submitted to the Board. These candidates must have their university submit a completed Report of Student Status form that has been signed & sealed by their university.

ELIGIBILITY REQUIREMENTS FOR PG CANDIDATES

Candidates 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. To be acceptable, the applicant's educational credentials shall be equivalent to a Bachelor Degree in geology, geophysics, geochemistry, engineering geology or their subdivisions from an accredited United States college or university.

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:

Completion of 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.

Graduate study (in proper field) MAY be credited 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

All applicants must submit the following materials postmarked by the application deadline:

1. **Mail to PCS:** Completed and signed *Scheduling Form* and a Certified check or U.S. money order made payable to Professional Credential Services/PA GEO for examination fees. Please record the social security number on the certified check or money order.
2. **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 payment information and mailing address.

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 are available to candidates who receive their results within seven (7) days of the release date noted on the recording. Request a duplicate by writing to PCS. Duplicate results are sent to the address on file free of charge until 30 days after the release date. Candidates making requests after that date or to a new address will be charged \$20.00 for each duplicate result requested.

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 partial refund. A \$65 processing fee will apply to candidates who cancel the examination or are ineligible for 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 Board and Professional Credential Services (PCS). Be sure to include your name as it appears on your application and your Social Security Number. 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.). 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. Detailed instructions concerning arrival will be included with the admission notice. 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.

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 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 198689
Nashville, TN 37219-8689

Toll-free: (877) 887-9727
Fax: (615) 846-0153

OVERNIGHT DELIVERIES

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

Web site: <http://www.pcshq.com>
E-mail: pageo@pcshq.com