



CANDIDATE INFORMATION BULLETIN

The Commonwealth of Puerto Rico Board of Geologists

INTRODUCTION

The Puerto Rico Board of Geologists has engaged Professional Credential Services (PCS) for application processing, examination administration and grade reporting. Please read the following information carefully before completing the enclosed application form. All inquiries regarding the examination must be directed to the Puerto Rico Geologist Coordinator at PCS. Candidate Information Bulletin (CIB) is intended for your use in the preparation for and understanding of the process and procedure pursuant to your license.

EXAMINATION PROCESS

A completed scheduling form must be mailed to the address listed on the application and received by the application deadline. This deadline is strictly enforced (faxed applications are not acceptable). Please visit the website www.pcshq.com to obtain a scheduling form or call 1-877-887-9727 to request a one to be emailed or mailed.

SCHEDULING FEE

The fees for applying and taking the Professional Geologist Examination are as follow: **\$300** for the Fundamental of Geology and **\$400** for the Principles of Geology **\$700** if taking both the FG and PPG on the same day. Payment must be certified check or money order made payable to Professional Credential Services/PRGEO received by the application deadline. The applicant's social security number must be posted on the certified check or money order.

REFUND POLICY

Fees are **not** to be refunded or transferred to future examinations for any reason.

EXAMINATION SCHEDULE

Reporting time is 7:15 a.m. On time arrival is **required**.

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)

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 section. Candidates will not be admitted to the examination after the announcements have been given for that examination section. Detailed instructions concerning arrival will be included with the admission ticket. 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. Cellular phones are strictly prohibited

To download The Professional Geologist Candidate Handbook. Please visit The ASBOG website at www.ASBOG.org

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act, examination administration modifications are available for candidates who qualify. Such candidates must obtain an official form from PCS on which to request special modifications. The completed form must be returned to PCS with all required documentation **45** days prior to month in which you wish to schedule an examination.

NOTIFICATION OF EXAMINATION ADMISSION

Applicants must allow two weeks after the deadline date for full processing of their examination application. Approximately two weeks prior to the examination, an admission ticket will be mailed to eligible candidates and will include dates, times, and location of the examination. If the admission ticket has not been received within **seven days** prior to the examination date, the candidate must contact Professional Credential services.

RESULTS

Examination results are released approximately ten to twelve weeks from the date of the examination. Please do not call or email the State Board offices or PCS to inquire when results will be released. The results are released as soon as they are received, processed and approved by the board. Examinees will only receive a pass/fail status when results are reported. Numeric scores will not be reported to examinees. Failing examinees will receive diagnostic information.

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.

NAME OR ADDRESS CHANGES

Any name or address change must be reported in writing to Professional Credential Services. Be sure to include your name as it appears on your application and your Social Security Number. Name or address changes may be faxed to PCS at 615-846-0153. Candidates must also notify the Board of any name or address change. It is advised that candidates

with address or name changes report that change to PCS no later than three weeks prior to the examination in order to receive their admission ticket at their new address.

CORRESPONDENCE

Professional Credential Services staff is available by telephone Monday through Friday between 8:00 am and 4:30 pm, central time. Scheduling forms must be submitted by regular mail or by express mail of the U.S. Post Office.

Regular Mail:

PCS/ PR GEO
P.O. Box 198728
Nashville, TN 37219

Express/Overnight Delivery:

PCS/PR GEO
150 4th Ave North
Suite 800
Nashville, TN 37219

Toll-free - 877 887-9727
Fax - (615) 846-0153
E-mail - prgeo@pcshq.com
Web site - www.pcshq.com