

# **BOARD OF PROFESSIONAL GEOLOGISTS** **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

## **BOARD INFORMATION**

### **1. What are the functions of the Board of Professional Geologists?**

The Board of Professional Geologists regulates Professional Geologists in the State of Florida.

### **2. Does the board have a website?**

Yes: [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business With Us > Geologists.

### **3. What are the statutes and rules that govern the Board of Professional Geologists?**

Chapter 492 of the Florida Statutes and Rule 61G16 of the Florida Administrative Code.

### **4. Where can I obtain the laws and rules of the Board?**

The laws and rules may be obtained on the Board's website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business With Us > Geologists > Statutes and Rules.

If you need further assistance, you may call the Customer Contact Center at 850.487.1395.

### **5. When and where is the next board meeting?**

The dates and locations of the board meetings are available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business With Us > Geologists > Board Meeting Information.

### **6. Where can I obtain a copy of the board meeting agenda or past minutes?**

Agendas and minutes are available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business With Us > Geologists > Board Meeting Information.

## **LICENSE INFORMATION**

### **1. What are the requirements to take the professional geologist examination in the State of Florida?**

You must fulfill the following educational requirements at a college or university where the geological curricula meet the criteria established by an accrediting agency which is recognized by the United States Department of Education:

- Graduation from such college or university with a major in geology or other related science acceptable to the board and satisfactory completion of at least 30 semester

hours of geological courses, 24 of which must be at the third or fourth year or graduate level.

You must also meet the following experience requirements:

- Seven years of professional geological work experience, which shall include a minimum of three years of professional geological work under the supervision of a licensed or qualified geologist or professional engineer registered under Chapter 471, Florida Statutes, as qualified in the field or discipline of professional engineering involved; or
- A minimum of five accumulative years experience in responsible charge of geological work.
- The following criteria of education and experience qualify, as specified, toward accumulation of the required seven years of professional geological work:
- Each year of undergraduate study in the geological sciences shall count as half a year of the experience requirement, up to a maximum of two years, and each year of graduate study shall count as one year of the experience requirement.
- Credit for undergraduate study, graduate study, and graduate courses, individually or in any combination thereof, shall in no case exceed a total of two years toward meeting the experience requirement.
- Full-time teaching or research in the geological sciences at the college level shall be credited year for year toward the experience requirement in this category.
- The ability of the applicant shall have been demonstrated by his or her having performed the work in a responsible position as determined by the board.

## **2. What information is needed to apply for the professional geologist examination?**

You must submit a completed application and submit the appropriate fees to the department. The application is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License.

## **3. What methods of licensure are offered for professional geologists?**

Florida offers licensure by examination and by endorsement. Florida does not offer licensure through reciprocity.

## **4. Do all applications for professional geologist licensure by examination or endorsement have to be approved by the board?**

Yes. The board reviews all applications for examination and endorsement.

## **5. When will I know if I am approved to take the examination?**

Once the department receives the application, an initial review is conducted. If your application is missing supporting documentation, the department will notify you by mail. Once the application is complete, it will be forwarded to the board for review. The board will either approve or deny the application. If approved, a letter will be mailed to you stating that you have been approved to take the examination. Prior to the examination date, you will receive an admissions card confirming the date, time and location. Examination dates are subject to change; please check your card for the actual date and time.

If the board denies your application, a notice of intent to deny will be mailed to you by certified mail. You will have 21 days to respond to the notice.

## **6. What examination is given?**

The National Association of State Boards of Geology (ASBOG) national examination consists of two parts: Fundamentals of Geology and the Practice of Geology.

## **7. Does the board provide study guides for the examination? Do you recommend prep courses for the examination?**

Information regarding the ASBOG examination is available online at [www.asbog.org](http://www.asbog.org). No study guides or prep courses are offered by the board or department.

## **8. When is the next professional geologist examination? What are the deadlines?**

Examinations are scheduled twice a year, in March and October. The application deadline is 90 days prior to the examination. Information regarding dates and locations of the examinations is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business With Us > Geologists.

## **9. What happens after I pass the examination?**

Following the receipt of your passing scores, a letter will be mailed providing your new license number. The official license will be mailed within six weeks.

## **10. What happens if I fail the examination?**

A re-examination application for the failed part(s) of the examination and letter with instructions will be mailed to you with your scores. Complete the re-examination application and submit it along with the fees by the deadline provided.

If you fail only one portion of the examination, you are only required to retake the portion that you failed.

## **11. What happens if I am scheduled for the examination and I am unable to attend?**

A re-examination application and a letter with instructions will be mailed to you. Please complete the re-examination application and submit to the department, with the fees by the given deadline. If an examination was missed due to extreme circumstances, please contact the department at 850.487.1395.

## **12. What information is needed to apply for licensure by endorsement?**

An application must be completed and the appropriate fees submitted to the department. The application is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License.

## **13. Who is required to have a geology business license (certificate of authorization)?**

A certificate of authorization is required of any firm, corporation, partnership, association or person practicing under a fictitious name and offering geological services to the public. An individual practicing in his or her name is not required to obtain a certificate of authorization.

#### **14. What information is required for a geology business license?**

The application must be completed and submitted with the fees and supporting documents which include: proof of a current registration with the Secretary of State as a foreign or domestic corporation (certificate of status) and a copy of your partnership agreement if your business is a partnership. The name, license number, address and social security number of each professional geologist licensed in Florida that will be in responsible charge must also be included.

#### **15. The board denied my application. Are any of the fees refundable?**

The \$150.00 application fee is non-refundable. The initial license fee and the examination fee are refundable. Denied candidates must make a written request for a refund to the board's Executive Director at: Department of Business and Professional Regulation, Board of Professional Geologists, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.

#### **16. The geologist of record has changed for my geology business. What do I do?**

Please complete the PG-4706 form and submit it to the Department of Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, Tallahassee, FL 32399-0783. The form is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License.

#### **17. I lost my license. How may I obtain a duplicate?**

You must submit a request in writing with a \$25.00 duplicate license fee to the Department of Business and Professional Regulation, License Maintenance, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.

#### **18. Can I change my address online?**

Yes. Visit our website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Renew/Maintain A License. You can also change your telephone number and email address here.

#### **19. Your website provides for "main", "mailing", and "location" addresses. What are the differences?**

Three types of addresses have been established to support your needs: main, license mailing, and license location.

*Main Address* - This address is the primary address on file.

*License Mailing Address* - This is the address where the mail associated with a particular license will be sent (if different from the main or license location addresses).

*License Location Address* - This is the address where the place of business is physically located.

An example of the use of different addresses:

If Jane Doe is a contractor that works for ACME Builders, she may have 3 different addresses listed in her profile. Her main address would be the address of ACME Builders' corporate headquarters. Her license mailing may be her home so she doesn't have to visit the office to pick up her mail. Finally, her License Location would be the address of the ACME Builders' local office where she works. If Jane Doe worked independently, she might have only one address on file (Main Address) as her office is the same place she wishes to receive her mail.

## **20. Can I change all license addresses online?**

The main address and license mailing address can be changed online for all license types. License location addresses can also be changed online, except for Barbershops, Cosmetology Salons, Veterinary Establishments, and Talent Agencies. The location for these license types is tied to the license, so a location change will require submission of a new application.

## **21. How can I change my address if I do not have a computer?**

You may submit the change in writing or by fax to:  
Department of Business and Professional Regulation  
Central Intake Unit – License Maintenance  
1940 North Monroe Street  
Tallahassee, FL 32399-0783  
Fax: 850.922.2918

## **APPLICATION ASSISTANCE**

### **1. How may I obtain assistance on completing my application?**

If you have any questions or need assistance completing the application, please contact the department's Customer Contact Center at 850.487.1395.

### **2. Where do I mail my application?**

Department of Business and Professional Regulation  
Central Intake Unit  
1940 North Monroe Street  
Tallahassee, Florida 32399-0783

### **3. What are the fees for professional geologist's applications?**

- Examination: \$500.00
- Re-examination: \$250.00, whether for one or both portions of the examination
- Endorsement: \$250.00
- Business license (certificate of authorization): \$350.00

## **RENEWAL INFORMATION**

### **1. How often do I need to renew my professional geologist license and certificate of authorization?**

You must renew every other even year prior to July 31<sup>st</sup>.

### **2. How do I renew my professional geologist license and business license (certificate of authorization)?**

A renewal notice will be mailed to your address of record on file with our office 90 days prior to renewal. Renewal fees may be mailed to the department or you may renew your license online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) or with a Customer Contact Center agent at 850.487.1395.

**3. I did not renew my professional geologist (PG) license or business (GB) license on time. What do I do?**

In addition to the renewal fee (\$125.00 PG, \$350.00 GB) you are required to pay a delinquent fee. The delinquent fee is \$100.00. Please submit your renewal and delinquent fees to: the Department of Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, Tallahassee, FL 32399-0783; online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com); or with a Customer Contact Center agent at 850.487.1395.

**CONTINUING EDUCATION REQUIREMENTS**

**1. How many continuing education credits are required to renew my professional geology license?**

Professional geologists are not required to complete continuing education credits for renewal.

**COMPLAINTS**

**1. I have a complaint about a licensed professional geologist. Whom do I contact?**

Contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > For Consumers > File a Complaint against a Business or Professional.

**2. I have a complaint about an unlicensed geologist. Whom do I contact?**

Contact the department's toll-free unlicensed activity complaint line at 1.866.532.1440 or file a complaint online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > For Consumers > File a Complaint against a Business or Professional.

**SPECIAL BOARD ISSUES**

**1. Do professional geologists need to purchase their own seals?**

As mandated by Section 492.107, Florida Statutes, licensees must secure a metal-type impression or stamped ink seal. Rule 61G16-2.001, Florida Administrative Code, illustrates the type of acceptable seal. It is your responsibility to purchase a seal from a supplier of your choice.

**2. Can I electronically sign and seal documents?**

Geological papers, reports, and documents prepared or issued by the licensee may be transmitted electronically provided they have been signed by the licensee, dated, and

electronically sealed. It is unlawful for any person to sign or seal any document as a professional geologist unless that person holds a current, active license as a professional geologist which has not expired or been revoked or suspended, unless reinstated or reissued.

No licensee shall affix, or permit to be affixed, her or his seal or name to any geologic reports, papers, or other documents which depict work which the licensee is not licensed to perform or which was not performed by or under the responsible supervision, direction, or control of the licensee.

### **3. Will I receive a wall certificate?**

Yes. Wall certificates are mailed to the licensed professional geologist within six months after becoming licensed. No fee is required.

### **4. What is the interested party's agenda list? Whom do I contact to have my name placed on the interested party agenda list?**

A list of individuals and organizations that wish to be included in mailings related to upcoming board meetings. Please contact the Customer Contact Center at 850.487.1395, if you wish to have your name added to the interested party agenda list.