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?


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 > Our Businesses & Professions > 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 > Our Businesses & Professions > 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 > Our Businesses & Professions > 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 or 45 quarter hours of geological courses.
You must also meet the following experience requirements:

- Five 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 years work experience as 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 > Apply For/Update Licenses.

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

Florida offers licensure by examination, endorsement and a provisional license. In addition, Florida offers a Geologist-in-Training Registration. Florida does not offer licensure through reciprocity.

4. What information is needed to apply for the Geologist-in-Training Registration?

You must submit a completed application and submit the appropriate fees to the department. Additionally, the following requirements must be met:

- The applicant must not have committed an act or offense in any jurisdiction which constitutes grounds for disciplining a professional geologist licensed under Chapter 492, Florida Statutes; and
- The applicant has successfully completed at least 30 semester hours or 45 quarter hours of geological coursework at a college or university, the geological curricula of which meet the criteria established by an accrediting agency recognized by the United States Department of Education and, if still enrolled, has provided a letter of good academic standing from the college or university.
- The applicant has passed the fundamentals of geology portion of the licensure examination.

The application is available online at www.MyFloridaLicense.com > Apply For/Update Licenses.

5. Do all applications for professional geologist licensure by examination, endorsement or provisional have to be approved by the board?

Yes. The board reviews all applications for examination, endorsement, provisional, and geologist-in-training.

6. 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. You will be notified via mail of the date and time your
application will be reviewed by the board, and you are encouraged to attend. If your application is approved, approximately six weeks 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.

7. **What examination is given?**

Florida is a member of the National Association of State Boards of Geology (ASBOG) and uses their exam. The ASBOG examination consists of two parts: Fundamentals of Geology and the Practice of Geology.

8. **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.

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

Examinations are scheduled twice a year, in the spring and the fall. 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 > Our Businesses & Professions > Geologists](http://www.MyFloridaLicense.com/OurBusinessesProfessions/Geologists).

10. **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. For geologist-in-training applicants, once the Department is notified that you have passed the fundamentals portion of the exam, you will be mailed a letter with your geologist-in-training registration number.

11. **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.

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

If you inform the Department prior to receiving your admission card, you will be rescheduled at no cost. If you have already received your admission card, you will be required to submit a re-examination application. 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 board office at 850.717.1984.
13. **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/Update Licenses.

14. **What is a provisional license?**

This license has the same requirements as an endorsement application and is only good for one year one project.

The department may provide a provisional license to any person who is not a resident of and has not established a place of business in this state, and who is duly licensed in another state, territory, or possession of the United States, or in the District of Columbia, and who has qualifications which the board, upon advice of a committee of the board, deems comparable to those required of professional geologists in this state, upon written application accompanied by the proper application fee, offered prior to the practice of professional geology in this state, under the following restrictions:

1. Satisfactory proof of licensure as required above shall include the name, residence address, business address, and certification of the license of the applicant from the issuing state, together with the name and address of the authority issuing such license.
2. The practice of professional geology under a provisional license shall not exceed 1 year.
3. The practice of professional geology under a provisional license shall be confined to one specific project. Such license may not be renewed or reissued for 5 years from the date of original issuance.
4. A written statement shall be furnished to the department within 60 days of completion of the work, indicating the time engaged and the nature of the work. A person holding a provisional license shall exhibit such provisional license each time and on each occasion that an indication of licensure is required.

15. **What information is needed to apply for a provisional license?**

This license has the same requirements as an endorsement application and is only good for one year one project.

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/Update Licenses.

16. **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.

17. **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.

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

Please complete the PG4704 form and submit it to the Department of Business and Professional Regulation, Central Intake Unit, 2601 Blair Stone Road, Tallahassee, FL 32399-0783. The form is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply For/Update Licenses.

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

Please complete the PG-4704 form and submit it to the Department of Business and Professional Regulation, License Maintenance, 2601 Blair Stone Road, Tallahassee, Florida 32399-0783. A $25 fee is required for all duplicate licenses.

20. **Can I change my address online?**

Yes. Visit our website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply For/Update Licenses. You can also change your telephone number and email address here.

21. **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.

22. **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.

23. **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
2601 Blair Stone Road
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
2601 Blair Stone Road
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
- Provisional: $250.00
- Geologist-in-training: $190.00
- Geologist-in-training re-examination: $165.00
- Geologist-in-training endorsement from another state: $40.00
- Licensure by exam - upgrade from GIT in Florida to Professional Geologist: $350.00
- Licensure by exam - upgrade from GIT in another state to Professional Geologist: $500.00
- Re-examination for GIT in Florida to Professional Geologist: $115.00
- Re-examination for GIT in another state to Professional Geologist: $250.00
- Business license (certificate of authorization): $350.00
- Set license to Inactive from Active: $100.00
- Set license to Active from Inactive: $125.00
- Duplicate license fee: $25.00
- Name change or address change with issuance of an updated license: $25.00
- Reinstatement of Null & Void license: $475.00

4. The Board denied my application. Are any of the fees refundable?

In most situations a portion of the total fee is refundable. For more specific information please contact the board office at 850.717.1984.

RENEWAL INFORMATION

1. How often do I need to renew my professional geologist license and certificate of authorization?
You must renew (individual and business license) every other even year prior to July 31st. 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 or with a Customer Contact Center agent at 850.487.1395.

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 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 $25.00. Please submit your renewal and delinquent fees to: the Department of Business and Professional Regulation, Central Intake Unit, 2601 Blair Stone Road, Tallahassee, FL 32399-0783; online at www.MyFloridaLicense.com; or with a Customer Contact Center agent at 850.487.1395.

4. How often do I need to renew my geologist-in-training registration?

The geologist-in-training registration is non-renewable.

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 > File a Complaint.

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 > File a Complaint.

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?

A wall certificate will be mailed only by request. A written request will need to be mailed to: Board of Professional Geologists, 2601 Blair Stone Road, Tallahassee, FL 32399-0764. Please note that the wall certificates are signed by the Board Chair at scheduled board meetings. There is no fee required. Geologist-in-training registrants may also request a wall certificate at no fee.

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 Board Office at 850.717.1984 if you wish to have your name added to the interested party agenda list.