



APPL# _____
For Office Use Only

STATE OF NEW HAMPSHIRE
APPLICATION FOR LICENSURE AS A
PROFESSIONAL GEOLOGIST

\$225.00 Application Fee

The application must be filled out completely and typewritten
Check Payable to "Treasurer, State of NH" or complete the enclosed credit card form **(Non-Refundable Fee)**

1. General Information

Name _____
Last First Middle

Names Previously Used (if applicable) _____ SS# _____

Residence Address _____
zip code

Business Name _____

Business Address _____
Indicate mailing address by check box zip code

Business Phone _____ Home Phone _____

Email _____ Citizenship: Birth _____ Naturalized _____

Place of Birth _____ Date of Birth _____

2. Registration/Licensure Information

Have you taken and passed the Fundamentals of Geology Exam? _____

If yes indicate: State _____ Certificate # _____ Date: _____

Licensed by **ASBOG** Exam? _____ If not how? _____

Location of exam _____ Date _____ Grade Awarded _____

State in which first registered or licensed as a Professional Geologist _____

Date of Licensure _____ License Number _____ Is License now in force? _____

If not in force, indicate why _____

Have you **ever** applied for Geologist licensure in New Hampshire? _____ Status _____

Professional Licenses: List all states where you hold or have held a Professional Geologist license. Use a separate sheet if necessary. Verification of one current license as well as verification from the state(s) where examination(s) was administered is required.

License #	State	Year Licensed	#Hours Written Examination	Reciprocity or Grandfather	Active or Lapsed	If Lapsed why?

3. General Information Questions

CHECK ONE:

YES NO

- Have you ever been convicted of any felony or any misdemeanor, or a violation involving geology or the practice of professional geology. If so, name the court, the details of the offense and the date of conviction and the sentence imposed. YES NO
- Have you ever lost or been denied registration/licensure as a professional geologist or disciplined by another licensing board in any other state and if so, an explanation of the circumstances? YES NO

If the answer is yes to any of the above questions, submit a written explanation with your application

4. Membership in Professional or Scientific Associations

Name of Organization	Location	Grade or Membership	Date

5. Education

1. Official transcripts are required and must be sent directly to the board office from all the colleges or universities, in a sealed envelope.

INSTITUTION AND LOCATION	FROM	TO	MAJOR	DEGREE AWARDED/DATE
Secondary School				
1.				
Colleges and Universities:				
1.				
2.				
3.				
4.				

6. Professional Experience

This information described below is a summary of your employment, and should start with your first employer. Use this page as a summary and place detailed information pertaining to experience on the enclosed supplemental experience record sheet. **Please key all sheets.**

Key	Date	1. Name of Employer- Title of Position	Name and present address of someone familiar with each position, preferably person to whom applicant reported or with whom he/she was associated.
	Indicate years	2. Location and Character of Each Position	
	From to	3. Degree of Responsibility	

7. References of Character and Qualifications

Applicant shall provide the board with the names and addresses of at least 5 individuals, who shall provide references, and are not related to the applicant. At least 3 of the references shall be individuals having personal or professional knowledge of the applicant’s professional geology experience. At least 3 of the references shall be licensed professional geologists as defined by RSA 310-A:118, IV, having detailed knowledge of the applicant’s geology experience. No member of the board will be accepted as reference. Name of persons listed under item 6, “Experience,” may also be used as references.

Name	Address including zip code	Occupation/License	Business Relationship to Applicant

8. Affidavits

I certify to the best of my understanding, knowledge and belief that I have adhered to and agree to abide by the ethical and professional standards of New Hampshire Code of Administrative Rules Geo 500; and

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

Signature of Applicant

Date

ADDRESS ALL COMMUNICATIONS TO:

NH OPLC - TECHNICAL DIVISION
121 SOUTH FRUIT ST, SUITE 201
CONCORD, N.H. 03301

Find us on the on-line at www.oplc.nh.gov/geologists/index.htm

SUPPLEMENTARY EXPERIENCE RECORD IN DETAIL

- ✓ **Read instructions carefully.** The Supplementary Experience Record is vital to the Board’s evaluation of your geology experience.
- ✓ **Affix** your signature and date to this and each additional sheet. Add additional sheets as required. Use plain white pages and number consecutively. Number each Geology project and/or assignment to correspond with the key of Section 6 of your application.
- ✓ **List and identify** your projects and/or assignments in chronological order, starting with your **first geology projects and/or assignments**. Be specific in identifying the portion of the work you personally completed. Note the calculations you performed, identify the project by job title, name of client, location of project, total cost and cost of the portion you completed. In describing the projects when applicable list such things as capacities, sizes, ratings, list of equipment size and/or specified, or other suitable identifying means, note success or failure of each project
- ✓ **After you have prepared your first draft, read it critically.** Does it show a reviewer, who is not familiar with you or your job the degree of geology expertise you applied and verify time-wise the geology experience claimed in your application.

Signature _____ **Date** _____
(ALSO SIGN AND DATE EACH ADDITIONAL SHEET)

**STATE OF NEW HAMPSHIRE
BOARD OF LICENSURE
FOR PROFESSIONAL GEOLOGISTS**

CANDIDATE REQUIREMENTS

Geo 302.01 Candidate Requirements.

(a) Candidates for licensure shall meet the requirements established by RSA 310-A:125 before a license shall be granted. Applicants shall appear for a personal audience with the board if their records of education or experience are unclear, contradictory or incomplete. The candidate shall provide documentation of his or her work products to help determine competency.

(b) The candidate shall have performed no misconduct as set forth in RSA 310-A:133. The board shall consider all available evidence for all candidates for licensure, prior to granting any license. Substantiated evidence of failure to adhere to the ethical standards of the profession or misconduct as set forth in RSA 310-A:133 shall result in denial of licensure to any candidate.

(c) Qualifications shall be determined as follows:

(1) The candidate shall have either of the following:

- a. A bachelor's degree in geology or a bachelor's degree in a related field and shall have 30 credit hours or 45 quarter hours in geology from an accredited 4-year college; or
- b. A master's or doctoral degree from a graduate program from an accredited institution in geology or a related field including, but not limited to, degrees or credit hours in geochemistry, geohydrology, geomorphology, geophysics, groundwater geology, engineering geology, environmental geology, hydrogeology, hydrology, marine geology, mineralogy, mining geology, paleontology, petrography/petrology, sedimentology/stratigraphy/historical geology, or water resources studies.

(2) The applicant shall present evidence satisfactory to the board of at least 5 years of experience in the practice of geology, of which at least 3 years must have been under the supervision of a licensed professional geologist or a geologist who otherwise meets the requirements of a licensed professional geologist as determined by the board; and

(3) The applicant shall take the fundamentals and practice of geology examinations distributed by the National Association of State Boards of Geology (ASBOG) and achieve a passing score.

Geo 302.02 Experience Requirements.

(a) Experience in the practice of geology shall be determined pursuant to RSA 310-A:125 as follows:

- (1) Experience in the practice of geology shall not include routine sampling, laboratory work or geological drafting;
- (2) A completed academic year of graduate study in geology may be applied either toward a year of the experience requirement up to a total maximum of 2 years, or to the education requirement of Geo 302.01 (c), but not to both; and
- (3) Each completed academic year of college or graduate level teaching in geology may be applied toward one year of the experience requirement.

(b) Whenever information presented in an application for licensure or renewal is determined by the board to be incomplete, the board shall require additional information as necessary to determine if the application requirements have been met.



APPLICATION INSTRUCTIONS AND CHECKLIST FOR LICENSURE AS A PROFESSIONAL GEOLOGIST

General- Provide all the information requested on the application form. **Do Not** substitute a resume or other synopsis of your experience and/or education for any part of the application form. If additional space is needed, please photocopy that portion.

References- Make a sufficient number of copies of our **Reference Form** to send one to each of your references. Keep a blank one for your future use, in the event a reference does not respond. In addition to the reference form, you should send each of your references a **stamped** envelope on which you have placed the Board address label. Reference forms received from applicants are **not** acceptable; forms must come directly from the reference.

Transcripts- Transcript Request Forms are included as a part of this application packet. Complete the form/s and send it/them (and any required fee) to all colleges or universities you attended including Undergraduate and Masters transcripts if applicable. Transcripts received from the applicant are not accepted. Transcripts must come directly from the college/university to our office.

Verifications- Enclosed you will find a copy of a blank verification of registration form. If you have taken the GIT and/or PG examination or have been grandfathered in another jurisdiction/s, complete Part A and send the verification form to each jurisdiction along with any fee they may charge. Make copies if needed. For each verification form mailed, you should include a **stamped** envelope on which you have placed the New Hampshire Board address label.

Notice to all applicants- Be sure you submit your application to the Board before you send out your reference forms. We must receive your application prior to receiving forms from your references. If we receive responses from your references and do not have your application on file, they may be misplaced, causing a delay in the processing of your application.

Foreign Degree Candidates- Foreign degree evaluations are required and must be sent directly from World Education Services or a similar translation and authentication service. Candidates who possess Canadian degrees are exempt from this requirement.

Reciprocity – New Hampshire does not have a written reciprocity agreement with any other State or Country. Applicants, who are licensed/registered in other States, must meet New Hampshire requirements in order to become licensed.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

APPLICATION CHECKLIST

Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- Marked the box on the application form indicating which address you want us to use?
- Requested all your colleges/universities to send us your transcript(s) directly?
- Completed the "References" portion of the application, sent reference forms and Board addressed and stamped envelopes to each of your references, and kept a blank copy of the form for yourself?
- Filled in the detailed experience summary sheets? (copy if needed)
- Signed and dated the application?
- Included the correct fee with the check made payable to "**Treasurer, State of NH**" or completed the attached credit card sheet?
- Foreign Degree Candidates - Foreign degree evaluations are required and must be sent directly from World Education Services or a similar translation and authentication service
- Completed Part A of the verification form, sent to the appropriate state board/s along with a stamped envelope on which you have placed one of the New Hampshire Board address labels?
- Included this Checklist with your application?

Date _____

College or University Registrar

Dear Registrar:

Enclosed please find my fee in the amount of \$_____ in payment for a certified transcript of my scholastic record. I attended college during the years _____ to _____. I received my degree on _____. My Social Security number is _____ and my date of birth is _____.

My student identification number was _____.

Please send the transcript ***directly*** to the following address:

NH OPLC – TECHNICAL DIVISION
121 SOUTH FRUIT ST, SUITE 201
CONCORD, N.H. 03301

The Board of Professional Geologists have informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

(Signature)

(Printed Name and Address)

REQUEST FOR VERIFICATION OF LICENSURE OR EXAMINATION

PART A. Candidate Information – To be completed by the Candidate

Applicant Name:	Date of Birth:
Address:	
City	State
Zip	

PART B. To be completed by verifying Board and returned directly to:

NH OPLC – Technical Division, 121 South Fruit Street, Suite 201, Concord, NH 03301 Phone: (603-271-2219)

I. THE ABOVE NAMED PERSON WAS LICENSED AS:	Certificate Number	Date Issued	Valid Until
<input type="checkbox"/> PROFESSIONAL GEOLOGIST			
<input type="checkbox"/> APPRENTICE GEOLOGIST			

II. MINIMUM REQUIREMENTS WERE:

1. Written Exam

	Hours	Results	ASBOG (yes/no)	Exam Date
Principles and Practice of Geology				
Fundamentals of Geology				

2. Fundamentals of Geology Accepted from:

3. Practice of Geology Accepted from:

4. Oral Examination: Hours FG Hours PG

5. Comity with:

6. Education and Experience

7. Other:

III. QUESTIONS

1. Has any disciplinary action ever been taken against the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If so, has the disciplinary case been satisfied to the Board's requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Was the ASBOG Cut-Score Used? If no please explain below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

State:	Mandatory Board Seal
By:	
Title:	
Date:	

NH OPLC – Technical Division
121 SOUTH FRUIT ST, SUITE 201
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Note: This page may be printed or copied on a 3 by 10 label sheet to create mailing labels for use with reference letter envelopes, etc. This setup is for Avery label 5960.

THE STATE OF NEW HAMPSHIRE
BOARD OF LICENSURE
FOR PROFESSIONAL GEOLOGISTS
121 SOUTH FRUIT STREET, SUITE 201
CONCORD, NEW HAMPSHIRE 03301

Dear Sir/Madam:

An individual has applied to this Board for licensure in the State of New Hampshire as a Professional Geologist and either has given your name as a reference or has stated that he/she has worked for you or with you. The Board will appreciate your sending the information requested on the reverse hereof, and assures you that such information as you give will be treated in the strictest confidence.

The Board is required by law to obtain evidence of the good character of the applicant and his/her qualifications as a Professional Geologist before issuing a certificate of licensure. Statements made on this form by responsible persons with actual knowledge of the applicant's character and qualifications will be considered by the Board as evidence and filed with the application.

The Board urges that evidence submitted on this form not be perfunctory, but be considered carefully. The Board, in making decisions, must rely to a great extent on the evidence submitted by references. Since these decisions may affect the life, health, property and welfare of the public, you have a grave responsibility to provide the Board with a fair and honest appraisal of the applicant.

Since the Board cannot license the applicant until the references are returned, a prompt reply will expedite consideration of the applicant's request for licensure. Please make certain that you enter the applicant's name on the reference form.

Very truly yours,

A handwritten signature in cursive script that reads "Dawn Couture".

Dawn Couture
Supervisor II

Re: Application of _____

(NAME IS REQUIRED)

THIS IS CONFIDENTIAL INFORMATION - FOR USE OF BOARD MEMBERS ONLY

1. What is your full name _____
(to be typewritten or printed)
2. What is your address _____
(street and number) (city or town)
3. What is your present business or profession? _____
4. Are you a licensed Geologist? _____ In what State? _____ License # _____
- 4a. If not, do you qualify for licensure as a Professional Geologist in accordance with RSA 31-A:125 I?
Yes No
5. How long have you known the applicant? From _____ To _____
6. Are you in any way related to the applicant? _____
7. What has been your business connection with the applicant? _____

8. Do you know anything reflecting adversely on the integrity or general good character of the applicant?

9. Please give a brief estimate of the applicant as an geologist. _____

10. Would you employ the applicant in a position of trust? _____
11. If the applicant is connected with a firm, please provide its name and address.

12. Is the applicant qualified to be placed in responsible charge or supervision of work? _____
13. If the applicant is in individual practice, please indicate the nature of such practice _____
14. Do you recommend the applicant for licensure as a Professional Geologist? _____
15. In my opinion the applicant has _____ years of geologist experience.
16. Remarks concerning the applicant _____

I make the above statements with full knowledge that the person referred to is making application for licensure to the State of New Hampshire as a Professional Geologist.

Date _____

Written Signature _____

Reference Form Attachment B

310-A:125 Requirements for Licensure as a Professional Geologist.

I.(a) Applicants for licensure as a professional geologist shall meet the ethical standards set forth in this subdivision and shall have committed no misconduct as set forth in RSA 310-A:133, II. In addition, each applicant shall have a bachelor's degree in geology or a bachelor's degree in a related field which included 30 credit hours or 45 quarter hours in geology from an accredited 4-year college, or a master's or doctoral degree from an accredited graduate program in geology, including but not limited to degrees or credit hours in geochemistry, geohydrology, geomorphology, geophysics, groundwater geology, hydrogeology, hydrology, marine geology, mineralogy, mining geology, paleontology, petrography/petrology, sedimentology/stratigraphy/historical geology, or water resources studies; and shall present evidence suitable to the board of at least 5 years of experience in the practice of geology, of which at least 3 years must have been under the supervision of a licensed professional geologist or a geologist who otherwise meets the requirements of a licensed professional geologist as determined by the board. Applicants meeting these ethics, education and experience requirements shall be eligible to sit for an examination to be administered by the board. Unless otherwise provided, applicants shall take the examination and receive a passing score.

(b) Experience in the practice of geology, obtained before the expiration of the period described in paragraph II of this section, may count towards the experience in the practice of geology under the supervision of a professional geologist required in subparagraph I(a) of this section if the supervising geologist met the education and experience qualifications of paragraph II at the time of the relevant experience. For purposes of this section, experience in the practice of geology does not include routine sampling, laboratory work or geological drafting.

(c) A completed academic year of graduate study in geology may be applied either towards a year of the experience requirement of this section up to a total maximum of 2 years, or to the education requirement of this section, but not both.

(d) A completed academic year of college or graduate level teaching in geology may be applied towards a year of the experience requirement of this section.

Credit Card Sheets are not accepted via e-mail.

You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.

Fax: 603-271-7928

This page will be destroyed after the transaction has taken place.

Transaction Type:		Amount Due:	
Card Type: (please select one) <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard (required)			
Card Number			(required)
Expiration Date:	Month:	Year:	(required)
Billing Name and Address (your billing address must match the address associated with the credit card you are using.)			
Name on Card:			
Billing Address:			
City:			
State/Province:			
Zip/Postal Code:			
Country:			
Authorization Signature :			

**OPTIONAL INFORMATIONAL QUESTION
REGARDING MILITARY EXPERIENCE AND/OR RELATIONSHIP
TO MILITARY PERSONNEL TRANSFERRED TO NEW HAMPSHIRE**

Dear Applicant,

Pursuant to New Hampshire RSA 332-G:7, each board supported by the New Hampshire Office of Professional Licensure and Certification (OPLC) shall:

1. "upon presentation of satisfactory evidence with an application for licensure, certification, or registration, accept education, training, or service completed by an individual as a member of the armed forces, as defined in RSA 21:50, II, toward the qualifications required to receive the license, certificate, or registration in question."

RSA 21:50, II - "Armed forces" means the United States Army, Army Reserve, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Coast Guard, Coast Guard Reserve, Army National Guard, and the Air National Guard. "Armed forces" also includes other components, but is limited to those components and active duty periods described in 38 C.F.R. 3.7.

OR

2. "Notwithstanding any general or special law to the contrary, each of the boards or commissions under this title authorized to conduct licensure, certification, or registration, and examinations therefor, shall upon the presentation of satisfactory evidence by an applicant before the board or commission, facilitate the issuance of a license or certification for a person: (i) who is certified or licensed in a state other than New Hampshire; (ii) whose spouse is a member of the armed forces in the United States; (iii) whose spouse is the subject of a military transfer to New Hampshire; and (iv) who left employment to accompany a spouse to New Hampshire. The procedure shall include, but not be limited to, facilitating the issuance of a license, certificate, or registration if, in the opinion of the board or commission, the requirements for licensure, certification, or registration of such other state are substantially equivalent to the requirements for licensure, certification, or registration in New Hampshire."

Please place a check mark in all that apply below:

- I **am** eligible for consideration as defined in paragraph #1 above.
- I **am not** eligible for consideration as defined in paragraph #1 above.
- I **am** eligible for consideration as defined in paragraph #2 above.
- I **am not** eligible for consideration as defined in paragraph #2 above