



## BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

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### Application Checklist and Instructions Certified Hydrogeologist (CHG) Examination

The following checklist is intended to help CHG applicants complete all application requirements:

- Qualifying Experience (Business and Professions Code § 7842):** Applicants for certification as a Hydrogeologist (CHG) must already possess a valid California Professional Geologist (PG) license and have a minimum of seven years of qualifying geological work experience in a responsible position prior to submitting the CHG examination application. The seven years includes educational credit. **Submission of transcripts is not required for the CHG application unless additional education has been completed since the last time that transcripts were submitted for the initial PG application.** Additionally, the seven years of experience must include one of the following:
  - A minimum of three years of experience performed under the supervision of a CHG, demonstrating that the applicant is qualified to assume *responsible charge* of this work upon certification as a CHG.
- OR-**
- A minimum of five years of experience in responsible charge of hydrogeological work.
- Request a minimum of three “[Independent Evaluation of Scope, Character and Duration of Applicant’s Qualifying Geological Work Experience](#)” forms** to be completed by **CHG’s, PG’s or licensed civil engineers** with a minimum of five years’ experience in responsible charge of hydrogeological work (Title 16 of the California Code of Regulations § 3042). If a PG or licensed civil engineer is used for a reference they must attach a copy of their résumé to verify that they have a minimum of five years experience in responsible charge of hydrogeological work. The Board encourages applicants to review this form with their reference providers prior to submission with the application to ensure that they have enough experience to qualify to take the examination. Please give a copy of the Geology “[Definitions of Critical Concepts](#)” to each reference provider. The completed “Independent Evaluation of Scope” forms must accompany your application.
- Representative hydrogeological reports may be required (**do not send unless requested by the Board**). The reports must be prepared wholly or in part by the applicant (Title 16 of the California Code of Regulations § 3042). If the applicant’s signature and PG seal are not on the report, a letter from one of the signatories of the report must be included to validate the applicant’s part in preparing the report. Reports must be submitted on a compact disc (CD). Draft submittal reports are not final products and are not representative of qualifying work.
- All applicants are required to provide proof of fingerprinting when submitting

applications. For more information and to download the Board specific [Live Scan Form](#) (in California) or to request Board specific hard copy [fingerprint cards](#), please visit the Board's Frequently Asked Questions ([FAQs](#)).

- Contact the court to obtain **original certified court documentation** for all convictions other than a minor traffic offense (including entering a plea of nolo contendere). Non-certified copies are not accepted.
- **Submit: 1) the “[Application for the Professional Geologist and Geophysicist Examinations](#);** 2) **\$350 payment (\$250 non-refundable application filing fee and \$100 examination fee);** and 3) a minimum of three “Independent Evaluation of Scope, Character and Duration of Applicant’s Qualifying Geological Work Experience” forms postmarked by the final filing date for the desired examination cycle. If additional information is requested, applicants will have until 70 days prior to the examination date to submit the requested information or documents.

Applicants will be contacted, via the e-mail address provided by them on their application, once examination eligibility has been determined.

**Please make checks, money orders, or bank drafts payable to the “Department of Consumer Affairs” (DCA). The applicant’s cancelled check will serve as receipt for fees paid.**

**Previous California CHG Examination Applicants:** Applicants who have taken but did not pass the CHG examination *within the past two years* need not provide new “Independent Evaluations of Scope”; however, it is necessary to complete a [Re-Examination Form](#) and include payment of \$100, postmarked by the final re-exam date for the desired examination cycle.

**Mail the application and all materials to:**

Board for Professional Engineers, Land Surveyors, and Geologists  
2535 Capitol Oaks Drive, Suite 300 • Sacramento, CA 95833-2944

***Tracking or delivery confirmation is recommended so you know the Board has received your application***

**Due to the volume of applications received, the Board cannot confirm receipt of individual applications.**