



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

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### Application Checklist and Instructions Professional Geophysicist (PGp) Examination

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

- Qualifying Education (Business and Professions Code § 7841.1):** Graduation with a major in geophysical sciences from a college or university; or completion of at least 30 semester hours, in courses which in the opinion of the Board are relevant to geophysics. At least 24 semester hours, or the equivalent, shall be in the third or fourth year, or graduate courses. Applicants must request and submit sealed, certified transcripts for all relevant degrees and course work with their application (including community college transcripts). **Unsealed transcripts will not be accepted.** Each year of undergraduate study in geophysical sciences shall count as one-half year of experience, up to a maximum of two years; additionally, each year of graduate study or research counts as one year of experience. Teaching in the geophysical sciences at a college level shall be credited year-for-year toward meeting the requirement in this category, provided that total teaching experience includes a minimum of six semester units per semester, or equivalent if on the quarter system, of upper division or graduate courses. Credit for undergraduate study, graduate study, and teaching, individually, or in any combination thereof, shall in no case exceed a total of four years towards meeting the requirement of at least seven years of professional geophysical education and work experience.
- Qualifying Experience (Business and Professions Code § 7841.1):** An applicant for licensure as a PGp must have at least seven years of combined geophysical education and professional geophysical work experience. Additionally, the seven years of work experience must include one of the following:
  - A minimum of three years of professional geophysical work under the supervision of a PGp;

-OR-

- A minimum of five years of experience in responsible charge of professional geophysical work. This experience shall be gained under the supervision of a PGp in this or any other state, or under the supervision of others who, in the opinion of the Board, have the training and experience to be in *responsible charge* of geophysical work.

Professional geophysical work does not include the routine maintenance or operation of geophysical instruments, or, even if carried out under the responsible supervision of a professional geophysicist, the routine reduction or plotting of geophysical observations. Credit will not be given for professional geophysical work performed under the supervision of a PGp until the applicant has completed the educational requirements. Credit will not be given for professional geophysical work experience performed during the same time period when full-time graduate study or research is being done for which educational experience credit is allowed. Part-time graduate study or research and part-time professional geophysical work experience will be prorated and combined on a 12 calendar month basis.

- **Request** [“Independent Evaluation of Scope, Character and Duration of Applicant’s Qualifying Geological Work Experience”](#) form(s) (Business and Professions Code § 7841.1) from qualified reference providers. The Board encourages applicants to review this form with reference providers prior to submission with the application, to ensure that they have enough experience to qualify to take the examination.

Only those references necessary to adequately document an applicant’s qualifying experience are required (at least one reference must be submitted, or more if necessary to fully document the required experience). Please give a copy of the Geology [“Definitions of Critical Concepts”](#) to each reference provider. *If the reference provider is not a licensed PGp, they must provide their résumé with the reference for verification of their ability to provide a reference.* The completed “Independent Evaluation of Scope” form(s) must accompany the application.

- 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); 3) all transcript(s), and 4) “Independent Evaluation of Scope” 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 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 PGp Examination Applicants:** Applicants that have taken but did not pass the PGp examination ***within the past two years*** need not provide new transcripts or 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  
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***Tracking or delivery confirmation is recommended so you know the Board has received your application***

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