

Wisconsin Department of Regulation & Licensing

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 267-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703
E-Mail: web@drl.state.wi.us
Website: <http://drl.wi.gov>

EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS, AND SOIL SCIENTISTS

PROFESSIONAL GEOLOGIST SECTION

REGISTRATION INSTRUCTIONS FOR THE FUNDAMENTALS AND PRINCIPLES AND PRACTICE EXAMINATIONS

I. APPLICATION PROCEDURE FOR NEW CANDIDATES:

To register for the examinations as a new candidate, applicants must submit the following at least 60 days prior to the date of the examination to the Department of Regulation and Licensing to determine eligibility to sit for the exams:

1. An Eligibility Application (Form #2542)
2. An Experience Record (Form #2392)
3. A Supervised Experience Evaluation (Form #2446), if applicable
4. Peer Review Evaluation (Form #2445), a total of three required, if applicable
5. Official transcripts showing courses taken and degrees received. Unofficial transcripts are not acceptable.
6. Fees: Please make your check payable to Department of Regulation and Licensing for \$493 (\$209 Fundamentals Exam; \$209 Principles Exam; \$75 initial credential fee)

Completed Eligibility Applications must be mailed to the Department at the above listed address. Application materials mailed by special courier must be addressed to: Department of Regulation and Licensing, 1400 E. Washington Avenue, Room 175, Madison, WI 53703.

If you have taken the exam in another state, your status would be as a **NEW** candidate.

II. APPLICATION PROCEDURE FOR RETAKE CANDIDATES:

Applicants who have previously taken the examination in Wisconsin need to submit the following information at least 60 days prior to the date of the examination to the Department of Regulation and Licensing:

1. An Eligibility Application (Form #2542)
2. Fees: Please make your check payable to Department of Regulation and Licensing
\$209 Fundamentals Exam
\$209 Principles Exam

Wisconsin Department of Regulation & Licensing

III. EXAMINATION DATES AND FILING DEADLINES

There is a 60 day filing deadline for both eligibility and scheduling application materials. No exceptions to the filing deadline will be accepted. All application materials must be **postmarked** no later than the filing deadline. Candidates are encouraged to apply as early as possible for the desired examination date.

EXAM DATE/FILING DEADLINE:

Examination Date

March 6, 2009
October 2, 2009

Filing Deadline

January 6, 2009
August 2, 2009

IV. REQUIREMENTS

FUNDAMENTALS EXAMINATION:

To apply for the fundamentals examination, an applicant must have completed one of the following requirements:

1. Be not less than second semester senior standing in a bachelor program in geology meeting the requirements of GHSS 2.04;
2. Have completed at least 24 semester hours or 36-quarter hours in geology and be of not less than second semester senior in a bachelor program meeting the requirements of GHSS 2.04;
3. Have completed at least 5 years of experience which has been determined by the section to be equivalent to the requirements of GHSS 2.04.

PRINCIPLES AND PRACTICE EXAMINATION:

To apply for the principles and practice examination, an applicant must have completed one of the following method requirements:

Method 1:

1. Does not have an arrest or conviction record;
2. Have completed a bachelor's degree with at least 30 semester hours or 45 quarter hours in geology meeting the requirements found in GHSS 2.04 or have at least 5 years of professional experience in addition to the qualifying experience which is determined by the section to be equivalent;
3. Have completed at least 4 years of professional experience in geologic work or completed at least 3 years of professional experience in geologic work if the applicant has 1 or more advanced degrees relevant to the practice of professional geology demonstrating that the applicant is qualified to assume responsible charge of geologic work. At least 1 year of the qualifying professional experience must have been performed under a supervisor who is a registered professional geologist either in this state or in another state, or who is deemed qualified by the section to have responsible charge of geologic work.

Wisconsin Department of Regulation & Licensing

Method 2:

1. Does not have an arrest or conviction record;
2. Have completed a bachelor's degree with at least 30 semester hours or 45 quarter hours in geology meeting the requirements found in GHSS 2.04 or have at least 5 years of professional experience in addition to the qualifying experience which is determined by the section to be equivalent;
3. Have completed at least 6 years of professional experience in geologic work or completed at least 5 years of professional experience in geologic work if the applicant has 1 or more advanced degrees relevant to the practice of professional geology demonstrating that the applicant is qualified to assume responsible charge of geologic work. At least 1 year of the qualifying professional experience must have been performed under a peer review system.

Experience Record (Form #2392)

To verify that you have completed the experience requirement, please complete the enclosed experience record form.

Supervised Experience Evaluation Form (#2446)

To verify your experience, please have the enclosed Supervised Experience Evaluation Form completed by your supervisor.

Peer Review Evaluation Form (#2445)

If you acquired your experience under the peer review system, please have the enclosed form completed by the evaluator. You need a total of three peer review evaluations.

Official Transcripts

If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Transcripts for courses and degrees claimed in qualifying to sit for the exam are required. Unofficial copies of transcripts are not acceptable. Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college to you. You must send the transcript in the sealed envelope with your application to the Department of Regulation and Licensing.

V. NAME AND/OR ADDRESS CHANGE

Any applicant scheduled for the examination who changes their name and/or address should notify the Department of Regulation and Licensing within 30 days of the name change.

VI. ADMISSION CARDS

An admission card will be mailed to each candidate approved for the examination about 2 weeks prior to the exam date. The admission card will include the time, date and location of the examination in addition to the section for which the candidate is scheduled. If any information is incorrect call the Department of Regulation and Licensing at (608) 266-2852.

Wisconsin Department of Regulation & Licensing

VII. RECORD RETENTION

Passing examination grades of credentialed candidates are retained indefinitely in an electronic credential file. Failing grades are retained on file until replaced by passing grades. Answer sheets, examination products and examination evaluation documents are retained one year after the examination date. Records of specific examination content (examination file copies) are retained five years.

VIII. EXAMINATION RESULTS

Candidates will be notified of their examination results by mail approximately 12 weeks after the examination date.

The content and process of this examination and candidate performance statistics are regularly evaluated by the Department of Regulation and Licensing and the Professional Geologist Section to assure that this examination fairly and effectively assesses competencies necessary to practice as a Professional Geologist.