

## WYOMING BOARD OF PROFESSIONAL GEOLOGISTS APPLICATION INSTRUCTIONS

### PLEASE READ THIS PRIOR TO FILLING OUT THE APPLICATION FOR LICENSING

It is your responsibility to assure that the enclosed application form is filled out properly prior to forwarding it to the Board. **Improperly completed or incomplete application forms may be returned** causing a delay in processing.

Prior to forwarding your application to the Board, please be sure: 1) *All* required sections have been completed (typed or legibly printed in **BLACK INK**) with supplementary information attached and the appropriate boxes marked; 2) The **Personal Affidavit** has been signed before a notary public; and, 3) The *appropriate application fee* has been enclosed (see attached Schedule of Fees).

An application for geologist-in-training certification or licensure as a professional geologist will not be accepted until it is properly filled out, signed by the applicant, and correctly notarized. The appropriate fee is also required in advance [see Chapter III, Sections 5(d) and 6(a)(I) of the Rules and Regulation of the Board]. The Board's actual review of a completed application will not begin until an applicant's official transcripts and professional references (when applicable) are received.

Where possible, please copy and use the enclosed **SUPPLEMENTARY INFORMATION** sheets for supplemental information. Legible reproductions of all of the attached forms are acceptable.

- A. DO NOT FILL IN THE GREY-SHADED AREAS. These are for Board use only.
- B. Familiarize yourself with the differences between the requirements for licensure as a professional geologist (see Wyoming Statute §33-41-111 and Chapter III, Section 5 of the Rules and Regulations of the Board) and certification as a geologist-in-training (see Wyoming Statute §33-41-112 and Chapter III, Section 6 of the Rules and Regulations). Indicate at the top of the form if you are applying for licensure as a professional geologist or for certification as a geologist-in-training. In the former case, please check the appropriate box if you also want to be considered for certification as a geologist-in-training should you not meet the minimum requirements for licensure as a professional geologist. *Also, please note which sections of the form must be completed.*
- C. Please consult the **Schedule of Fees** to assure that you enclose the appropriate amount when submitting your application. *Your application will not be processed and may be returned if you do not include the proper fee. You should not remit any examination fees until requested by the Board.*
- D. **SECTION 1.0 GENERAL INFORMATION.** Fill this section out completely. Type or print your name here as you want it to appear on your license. Indicate your desired mailing address by marking the appropriate box. If your mailing address and phone are the same for both home and office, please indicate this with the words "same as above" **or** "same as below".
- E. **SECTION 2.0 FORMAL EDUCATION.** List all your degrees and other postgraduate work (related to geology) to assist the Board in determining if you have the minimum educational requirements for licensing. If you know them, list the number of semester or quarter hours of **course work in geology** for each degree and/or your postgraduate work. Use the enclosed forms to request transcripts and verification of your degree(s) directly from the institution(s) that you attended. It is your responsibility to send these forms to the institutions that you attended. The Board will not send these forms for you. Some institutions require a fee for this service; please check before you mail the form to avoid delays in processing your request. *The institutions must send your transcripts and verification of degrees directly to the Board.* The Board will not accept transcripts sent directly by an applicant. If you have a degree(s) granted from an institution in a foreign country, the Board may require that your degree and courseware be verified by a transcript evaluation service acceptable to the Board. The Board will advise you if this evaluation is needed, but the evaluation will be at your cost, not the Board's.

## WYOMING BOARD OF PROFESSIONAL GEOLOGISTS

Page Two

- F. **SECTION 3.0 PROFESSIONAL LICENSURE OR REGISTRATION.** This section must be completed. Answer Sections 3.1, 3.2a, and 3.2b and attach any supplementary information which applies to them. If applicable, fill out Section 3.3 and attach copies of license certificates or other proof of licensure. *Please check the appropriate box(es) if supplementary information is attached.*
- G. **SECTION 4.0 PROFESSIONAL EXPERIENCE.** This section must be completed. A resume or vita is not acceptable. List all your geological and related professional work experience **beginning with your most recent employer, job, or engagement.** Also, provide the names and addresses of supervisors or, in the case of consulting work, clients. **Pursuant to Chapter III, Section 5(a)(iv) of the Rules and Regulations of the Board, if you cannot provide the name and address of at least one supervisor or client, you must provide a written and signed explanation and the name and address of one (1) more professional reference than required in Section 5.0 of the application form. This additional fourth reference shall not be a relative or a subordinate employee of the applicant.**
- For each employer, job, or engagement that you list, include both the month and year of service, if possible, and indicate whether it was full-time or part-time work. For part-time work, indicate if it was quarter-time, half-time, or three-quarter-time. Convert the total time in each job into full-time months (i.e., 12 months at half-time equals a total of six full-time months). In the case of consulting or contract work, indicate the total number of full-time months of geologic work in each job or engagement that you list (i.e., if you have done geologic consulting for eight months out of each of the last three years, you would show 24 total months of work experience). *Describe your geologic work and the extent of your responsibility as clearly as possible.*
- H. **SECTION 5.0 PROFESSIONAL REFERENCES.** Thoroughly read the instructions to this section; not everyone will qualify as a professional reference as defined by Chapter I, Section 2(m) of the Rules and Regulations of the Board. Also, read Chapter III, Section 5(a)(ii) of the Rules and Regulations. *List the names and addresses of three individuals (respondents) who are not relatives or subordinate employees and who can attest to your professional competency, character, and repute; forward a Professional Reference Form to each of them. Two or more of these individuals must be professional geologists or qualified geologists having personal knowledge of your geologic work experience. No more than one professional reference can be from the same company or the same division of an agency and no more than one reference can be from a co-worker. At least one reference must be from a supervisor or client.* The supervisors and other individuals that you included in Section 4.0 Professional Experience may be used as professional references if they satisfy the criteria of this section. Replies from respondents are confidential and will only be reviewed by the Board. They remain the Board's property. A respondent must mail the Professional Reference Form directly to the Board. The Board will not accept Professional Reference Forms sent directly by an applicant.
- I. **SECTION 6.0 PROFESSIONAL AFFILIATIONS.** Show the inclusive dates that you belonged to any affiliations that you list, e.g. 1975-present or 1985-1989. Include committee work you have done or are doing in addition to any offices you have held or hold as a member of your listed affiliations. If you have never been a member of any professional organizations, type or print "NONE".
- J. **SECTION 7.0 AUTHORIZATION AND PERSONAL AFFIDAVIT.** Read this section thoroughly. Signing and filing this application authorizes the Board, at its discretion, to investigate any of the disclosures, statements, and claims contained within the application [see Chapter III, Sections 5(a)(v) and 6(a)(iii) of the Rules and Regulations of the Board]. In addition, **you are attesting to the fact that you have read and understand** your obligations and responsibilities pursuant to both Wyoming Statutes § 33-41-101 through 33-41-121 and the current Rules and Regulations of the Wyoming Board of Professional Geologists. **APPLICATIONS WILL BE RETURNED IF THEY ARE UNSIGNED, NOT NOTARIZED, OR IMPROPERLY NOTARIZED.**