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 (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 (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.

☐ 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 that 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 Refile Application and include payment of $350, postmarked by the final refile application date for the desired examination cycle.

Address all communications regarding your application to:
Board for Professional Engineers, Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300
Sacramento, CA 95833