

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

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

Telephone: (916) 999-3600 – Toll Free: 1-866-780-5370

www.bpelsg.ca.gov

**Work Experience Engagement/Reference Instructions for Professional Geologist (PG)
Applicants and Professional References**

Professional Geologist (PG) applicants use [BPELSG Connect](#) to submit an application to the Board. During the application process, the applicant will complete Part A of the Work Experience Engagement/Reference within BPELSG Connect, under the Experience Tab. For each Part A of the Work Experience Engagement/Reference submitted by the applicant, contact information for the professional reference will be required (*see page 3 of this document to view all required information*). After the applicant submits their application in BPELSG Connect, each of the applicant's professional references will be emailed a link that will allow them to review Part A of the Work Experience Engagement/Reference and instruct them to complete Part B.

Part B of the Work Experience Engagement/Reference must be personally completed by the professional reference, not the applicant. On Part B, the professional reference is asked to confirm their relationship with the applicant, professional supervision, and confirm the claimed experience within the engagement/reference (*see page 4 of this document to view all required information*).

Applicants will be able to log in to their [BPELSG Connect](#) profile to verify if their professional references have completed Part B, but applicants will not be able to see the professional reference's response. From the dashboard, the applicant may click the link under the "Status" column and select the "Reference" tab. If a professional reference has not responded in a timely manner, the applicant can resend the email with the link to access Part B by clicking "Resend". If the applicant needs to correct/update the professional reference's email address, a box will open where the applicant can edit the email address before resending.

Applicants are responsible for contacting each of their professional references to encourage them to complete Part B in a timely manner. The application will not be reviewed by Board staff until the minimum number of required professional references have completed Part B.

Once an application is submitted, Part A of the Work Experience Engagements/References cannot be deleted or edited. If a correction/edit is needed, the applicant is required to add a new Part A, and Part B must be completed by a professional reference.

Review the following to ensure all requirements are met:

- Applicants must provide a minimum of three (3) Work Experience Engagements/References, with each Part B completed by a professional reference.
- Professional references must be authorized to practice in the discipline in which the applicant is seeking licensure, by virtue of licensure or by exemption. If an applicant has qualifying work outside of California or outside of the United States, the references for that experience must be from persons authorized to practice by virtue of licensure or by exemption, as appropriate for that jurisdiction. Any references who are legally authorized to practice without being licensed must provide information that indicates under what authority they are practicing and provide a résumé or CV to document their qualifications in geology or geophysics, as appropriate. [[Title 16, California Code of Regulations sections 3022\(b\) and 3022.1\(b\)](#)]

- Professional references cannot be related to the applicant by blood, marriage, registration as domestic partners, or adoption [[Title 16, California Code of Regulations section 3022.2\(a\)\(1\)](#)]. If the applicant is in a situation which necessitates the use of a relative to verify qualifying experience (i.e., a family business), in addition to the Work Experience Engagement/Reference completed by the relative the applicant must provide an additional Work Experience Engagement/Reference completed by a professional reference who is not a relative to verify the applicant's employment. The three (3) Work Experience Engagements/References, completed by non-relatives, must be completed by qualified professional references.
- Professional references can be from the following, but are generally considered in the following descending order of significance:
 - Responsible charge professional references (as defined in [Business and Professions Code section 7805](#))
 - Non-responsible charge professional references (must have sufficient knowledge of the applicant's geological work to make knowledgeable comments about the applicant's performance on the job):
 - Immediate supervisor
 - Indirect supervisor
 - Co-worker/peer
 - Other qualified person
- Qualifying experience includes only professional level geologic work as defined in [Title 16, California Code of Regulations section 3003\(d\)](#). It requires the application of scientific knowledge, principles, and methods to geological problems in investigating, measuring, interpreting, and reporting on the physical phenomena of the Earth. Technical level work or work that does not use scientific methods to process and interpret geologic data where scientific judgement and decision making are lacking, does not qualify.
- Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience months. Qualifying experience is counted from the date when the applicant began working at a professional level and is based on actual time worked, not to exceed 40 hours per week.
- Professional references must provide a good faith estimate of the amount of time that the applicant has spent on qualifying professional geological work. Qualifying experience does not overlap with credit claimed for education, and it does not include:
 - Project management
 - Administrative tasks
 - Overtime, training, or orientation
 - Technician level or routine tasks that do not involve scientific judgement
 - Work not meeting the definition of geology
 - For multidisciplinary projects, the non-geological part of the work should not be counted

Below is a preview of what Part A (the portion completed by the applicant) of the Work Experience Engagement/Reference looks like in BPELSG Connect:

Part A - To be Completed by Applicant

Engagement Dates :

From : *
Total Time Worked (Months) :

To : *
Qualifying Experience (Months) :

Employer Information :

Job Title : *

Employer : *

Employer Address :

Street 1 : *

Street 2 :

City : *

Country : *
-Select Country-

State :
-Select State-

Zip : *

Phone Number : *

(XXX)XXX-XXXX

Reference Information :

Name of Reference : *

Is the reference licensed? *
☐ Yes ☐ No

Reference Address :

Street 1 :

Street 2 :

City :

Country :
-Select Country-

State :
-Select State-

Zip :

Phone Number : *

(XXX)XXX-XXXX

Email Address : *

joe@email.com

All of the following items must be completed :

Description of Professional Level Geological Tasks & Duties : (800-character limit) *

0/800

Level of Responsibility : (800-character limit) *

0/800

Description of Geological Decisions Made : (800-character limit) *

0/800

Projects (include project name, location [city/state/country], & type): (800-character limit) *

0/800

Page 3 of 4

Revised 11/2024

Below is a preview of what Part B (the portion completed by the professional reference) of the Work Experience Engagement/Reference looks like in BPELSG Connect:

Complete Part B - For Reference

Reference Information :

First Name : *

Last Name : *

Title :

Company Name :

☐ I am legally exempt from licensure under the [Geologist and Geophysicist Act](#).

License Type : *

License # : *

License Issuance Date (MM/DD/YYYY) : *

MM/DD/YYYY

License Expiration Date (MM/DD/YYYY) : *

MM/DD/YYYY

State licensed?: *

Supplemental Information

Professional references who hold licenses in states other than California, or are legally authorized to practice geology outside the U.S., must provide sufficient documentation of their license information, including jurisdiction, issue date and expiration date. If the license information needs to be translated to English, please include a notarized translation.

References who are not licensed, or are exempt from licensure under the Geologist and Geophysicist Act (i.e., Civil Engineers, Federal employees), must upload sufficient documentation demonstrating they have the training and experience to have responsible charge of geological work.

Uploaded documents must be less than 30MB in size.

Document Type:

Document :

Drop file here to upload or click here to browse and select file(s) to upload.

Address :

Street : *

Street 2:

City: *

Country: *

State:

Zip (XXXXX): *

Phone : *

(XXX)XXX-XXXX

Phone Ext:

Relationship to Applicant and Verification of Work Experience :

My relation with the Applicant has been/is (Choose all that apply) : *

-- None --

Are you related to this Applicant by blood, marriage, or adoption? (If Yes, further explanation is required below) : *

☐ Yes

☐ No

Do you verify the Applicant's experience on Part A, including position title and employment dates? (If No, further explanation is required below) *

☐ Yes

☐ No

Have you personally seen and reviewed the Applicant's geological or geophysical work? (If No, further explanation is required below) *

☐ Yes

☐ No

I have personal knowledge of the Applicant's work experience for the following dates. In the box marked 'Qualifying Experience (Months)', please indicate the number of months you can qualify the applicant as having completed professional geological work as defined in Section 3003(d) of Title 16, California Code of Regulations (CCR).

From (MM/DD/YYYY) : *

MM/DD/YYYY

To (MM/DD/YYYY) : *

MM/DD/YYYY

Total Time Worked (Months): *

Qualifying Experience (Months): *

Please indicate how you computed the number of months of qualifying work experience using the definition of full time work provided in Title 16, CCR, Section 3022(b)(2).

Do you consider the Applicant technically qualified to be licensed as a Professional Geologist? *

☐ Yes

☐ No

☐ DO NOT KNOW

Add any additional information regarding the applicant's qualifications. For any projects listed by the applicant that are not in California, please provide your out-of-state license information. Add any other licenses/certifications you hold with BPELSG.

0/800

From personal knowledge, I verify that the applicant has the appropriate experience in the following areas (Choose all that apply): *

-- None --

I certify under penalty of perjury that these statements are true and correct to the best of my knowledge, and that I have personally reviewed and examined the applicant's geological or geophysical work.

Signature of Reference : *

Date : *

08/14/2024