



BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS  
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## Instructions and Information for Professional Geologist Reference Providers

### Instructions and Information:

For detailed instructions and information, applicants and reference providers should review the applicable laws and regulations and the [Frequently Asked Questions Regarding Geology and Geophysics Licensure Requirements, Section 5.0 – Documenting Experience](#).

However a summary of important information is listed below:

- Reference providers must personally complete Part B of the CABPELSG Experience Verification Form email they received from [Connect.No.Reply@dca.ca.gov](mailto:Connect.No.Reply@dca.ca.gov).
- References must be from professionals 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)]
- Types of Reference Providers:
  - Responsible Charge: A reference provided by the appropriately licensed professional (or person practicing under a legally authorized exemption) in responsible charge of the applicants work, as defined in Business and Professions Code section 7805.
  - Non-responsible Charge: An Employer/Administrative Supervisor, Peer/Colleague, or Regulator reference. The reference must have sufficient knowledge of the applicant's geological or geophysical work to be able to make knowledgeable comments about the applicant's performance on the job.

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Reference Providers**  
(continued)

- Qualifying experience is counted from the date when the applicant first began working at a professional level and was performing geological or geophysical tasks.
- Professional geological or geophysical work experience is based on actual time worked, not to exceed 40 hours per week. Additional credit for “overtime” is not allowed.
- Reference providers must estimate the amount of time that qualifies as geology or geophysics. Tasks that do not meet the definition of geology, engineering geology, hydrogeology, or geophysics do not count toward the experience requirement.
- Qualifying experience includes only responsible position level geologic or geophysical work.
- Qualifying experience is performed at the professional level and requires the application of scientific knowledge, principles and methods to geological or geophysical problems in investigating, measuring, interpreting and reporting on the physical phenomenon of the earth.
- 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 or geophysics
  - Only the geological or geophysical part of the work should be counted for multidisciplinary projects
- The reference provider should provide a good faith estimate of the amount of time that an applicant spent on qualifying professional geological or professional geophysical work. For example, if the applicant spent part of their time doing administrative tasks, and part of the time doing professional geological or professional geophysical work, only the professional geological or professional geophysical work should be counted.
- Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience.