

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

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Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geological or Geophysical Work Experience

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:

- Applicants for licensure as a Professional Geophysicist must submit documentation from a minimum of three (3) references who in the opinion of the Board have the training and experience to have responsible charge of geophysical work [Title 16, California Code of Regulations section 3022.1(b)].
- Applicants for a geology specialty certification (Certified Engineering Geologist or Certified Hydrogeologist) must submit three (3) references (Title 16, California Code of Regulations sections 3041 and 3042). See Business and Professions Code section 7842 for a description of the qualification requirements.
- Reference providers must personally complete Part B and *sign and seal/stamp each page* of the reference and any attachments. Photocopies, scanned copies, and electronic signatures are not acceptable (Title 16, California Code of Regulations section 3022.2). The reference provider should return the form to the applicant in a sealed envelope with a signature across the flap/seal, to submit with their application to the Board.
- 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.

- 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.

Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geological or Geophysical Work Experience

Part A- To be completed by the applicant

License applying for: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Certified Hydrogeologist (CHG) Certified Engineering Geologist (CEG) </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Professional Geophysicist (PGP) </div>		
Applicant's Information: Applicant's Name: _____ Address: _____ Phone Number: _____ Alternate Phone Number: _____ Email Address: _____		
Evaluation #	Employment Dates (MM/DD/YYYY) From: _____ To: _____	Total Months of Qualifying Experience for this Evaluation*
<small>*Qualifying experience claimed for this evaluation includes only qualifying, responsible position level work. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-geological/geophysical work, or summer work while a student. Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience. Qualifying experience means geological/geophysical work that requires the applicant to use sound judgement in making geological/geophysical decisions and contributes to progress towards becoming licensed/certified.</small>		
Employer's Information: Employer's Name: _____ Employer's Address: _____		
Reference Information: Reference's Name: _____ Reference's License Type/License Number/State: _____ Phone Number: _____ Alternate Phone Number: _____ Email Address: _____ Applicant's Professional Relationship with the reference: _____		
Signature of Applicant _____ Date: _____		

I, the reference, confirm that I have reviewed the information contained on Part A of this form.

Signature of Reference: _____ Seal/Stamp: _____ Date: _____

Note: In accordance with Title 16, California Code of Regulations section 3022.2(a)(2) each page of the reference documentation must contain an original signature and a stamp/seal (if licensed).

Part B- To be completed by the reference

This section of the form must be completed by the reference provider only, *not the applicant*. Print clearly and complete the entire form. Incomplete forms may cause the applicant to be deemed ineligible and/or delay application processing.

1. I have been in **Responsible Charge** of the applicant's qualifying work related to geology or geophysics in a "responsible position":

Note: The definition of a "responsible position" is provided in Title 16, California Code of Regulations section 3003(c).

☐ Yes

☐ No

If **Yes**, I have been in responsible charge of the applicant's qualifying work related to geology or geophysics in a "responsible position" for _____ months from the dates of _____ to _____.
(MM/DD/YYYY) (MM/DD/YYYY)

2. I have **not been in Responsible Charge** of the applicant's qualifying work, but I have personal knowledge of the applicant's qualifying experience in a "responsible position". My relationship to the applicant is (check one box):

Note: If you answered "YES" to question #1, skip this question. The definition of a "responsible position" is provided in Title 16, California Code of Regulations section 3003(c).

☐ Employer/Administrative Supervisor

☐ Peer/Colleague

☐ Regulator

I can qualify the applicant for _____ months from the dates of _____ to _____.
(MM/DD/YYYY) (MM/DD/YYYY)

Have you personally seen and reviewed the applicant's geological/geophysical work?

☐ Yes

☐ No

3. The applicant was compensated:

Note: The definition of full time work is provided in Title 16, California Code of Regulations sections 3022(b)(2) and 3022.1(b)(1).

☐ Full Time

☐ Part Time

4. Are you related to the applicant by blood, marriage, registered domestic partnership or adoption?

Note: Reference providers cannot be related to the applicant by blood, marriage, registered domestic partnership or adoption in accordance with Title 16, California Code of Regulations section 3022.2(a)(1).

☐ Yes

☐ No

Signature of

Reference: _____ Seal/Stamp: _____ Date: _____

Note: In accordance with Title 16, California Code of Regulations section 3022.2(a)(2) each page of the reference documentation must contain an original signature and a stamp/seal (if licensed).

Part B- To be completed by the reference (continued)

5. Using appropriate scientific terms, provide a detailed, complete, and accurate description of the qualifying professional geological work experience or professional geophysical work experience completed by the applicant during the time-period of qualifying experience being claimed. All of the following sections must be completed. Please note that this is intended to be a technical reference, not an employment reference or character reference. Attach additional sheets if needed; however, each sheet submitted must be signed, and stamped/sealed.

Description of professional level geological/geophysical task and duties:

Level of responsibility:

Description of geological/geophysical decisions made:

Signature of

Reference: _____ Seal/Stamp: _____ Date: _____

Note: In accordance with Title 16, California Code of Regulations section 3022.2(a)(2) each page of the reference documentation must contain an original signature and a stamp/seal (if licensed).

Reference Provider Background Information

Name: _____

Present Employer: _____

Title/Position: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

I am a Professional/Certified:

☐ Geologist ☐ Geophysicist ☐ Engineering Geologist ☐ Hydrogeologist

☐ Civil Engineer* ☐ Other: _____

*see Title 16, California Code of Regulations section 3022(b)(1)(C)

License Number(s): _____ State(s): _____

Initial License Date(s): _____ Expiration Date(s): _____

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: _____ Seal/Stamp: _____ Date: _____

Note: In accordance with Title 16, California Code of Regulations section 3022.2(a)(2) each page of the reference documentation must contain an original signature and a stamp/seal (if licensed).