



North Carolina Board for Licensing of Geologists

PO Box 41225 Raleigh, NC 27629

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Geologist Licensing Examination Order Form • Registration Deadline January 25, 2019

Please Print

Name: _____

Mailing Address: _____

City/State/Zip: _____

Cell Phone: _____ Work Phone: _____

E-mail Address: _____

If you wish to sit for the examination March 15, 2019, **check the sections* you wish to take and enclose the appropriate fee. Please make checks payable to NCBLG.**

____ I will take the March 15, 2019 exam.

____ I will not take the March 15, 2019 exam but wish to take it at a later date.

PART 1. Fundamentals of Geology \$230.00 _____

PART 2. Principles & Practice of Geology \$280.00 _____

TOTAL ENCLOSED \$ _____

This form along with all fees must be received in the Board Office **no later than January 25, 2019**. ***The individual application for licensure by examination must be approved by the board prior to placing an exam order.** NEW APPLICANTS ONLY: If your application does not meet the required criteria, your exam fee will be returned.

Return this form to the board to indicate your intentions concerning the upcoming examination. **You must return this form with payment to be registered for the exam.** You will be issued a seating pass two to four weeks prior to the exam. If not taking the exam during this administration, you may email the form.

IMPORTANT Board Policy: Those not responding to this notice by the registration deadline will be placed on inactive status. The file can be reactivated by notification, in writing, to the Board, of a renewed interest in becoming licensed. **Applicants whose files become inactive will no longer receive correspondence from the Board until the file is reactivated.** If your application has been on file for some time please check with this office to be sure it is complete and current.

See reverse side for cancellation policy and qualifications.

DATE

SIGNATURE

Board Use Only	
Date:	_____
Check Number:	_____
Amount:	_____

The next exam is scheduled for October 4, 2019.

Cancellation Policy:

- There will be a \$25 administration cost per exam part, for cancellation up to 30 calendar days prior to examination date.
- Examination fees will be forfeited when canceling within 30 calendar days of examination except as noted below.
- Examination fees, less a \$25 administration cost, **per part** of the exam, can be carried over to the next scheduled exam (one time only) per the applicant's request before a deadline of 30 days prior to a pending examination. No refunds will be made.
- Refunds for examination fees, less a \$25 administration cost **per part** of the exam (FG and PG), will be made upon applicant's furnishing satisfactory proof of extenuating circumstances within the 30 day period prior to a pending exam.
- Application fees will not be refunded

Applications to be considered must contain the following:

- 1. Signed and notarized application form and \$55 nonrefundable application fee.**
- 2. Candidates for Part 1, Fundamentals of Geology will be qualified solely on the basis of meeting the necessary educational requirements (30 semester hours of undergraduate or graduate level courses).**
 - Examination fee - due with the exam order form.
 - Original Copy of Transcripts
- 3. Candidates for Part 2 Principals & Practice of Geology**
 - Examination fee - due with the exam order form.
 - (5) Professional reference forms. It is your responsibility to check with your references to verify that they have mailed them to us in time to meet the deadline. All references must be from licensed or qualified geologists or engineers. At least two of these references must be familiar with your work.
 - Equivalent of (5) years education and experience:
 - Undergraduate degree in Geology and (3) years experience
 - Graduate degree in Geology and (1) year experience.
 - Original copy of Transcripts.
 - Verification of experience.

The North Carolina Board for licensing of Geologists does not condone nor does it sponsor any of the Examination Study Sessions being offered to the public by individuals who are not associated with ASBOG or the North Carolina Board.

Incomplete Applications

- Applications which are not completed within one (1) calendar year of the initial date will be returned to the applicant, marked as "Incomplete". Prepaid examination fees will be refunded at that time, less a \$25 administration cost **per part**, and contents of the file on hand (references, etc.), will be placed on inactive status. No further contact by the Board will be made with the applicant, unless the applicant initiates a move to reactivate the file. Application fees will not be refunded.