



NC Board for Licensing of Geologists

Guidelines for Continuing Education (CE)

WHAT IS REQUIRED: The North Carolina Board for Licensing of Geologists (the Board) requires each licensee to earn 12 hours of Professional Development (PDH) credit each fiscal year (July 1 to June 30). Each activity must focus on geology at a level commensurate with the professional standing and activities of the licensee. In order to count towards CE credit, the content of the course or activity must be technical in nature and focus on geology or geologically related activities. Receptions, social events, and practice building activities (such as business courses, computer training, etc.) are unacceptable for CE credit.

WHO MAY PROVIDE CE: All CE must be approved by the Board. The Board has posted a List of Approved Sponsors for Continuing Education Credit on its website. If you attend a CE event put on by an approved sponsor, you may claim CE credit without seeking preapproval from the Board as long as the content of the course or activity is focused on geology and technical in nature. Courses offered by professional societies that have not been pre-approved by the Board may be submitted for review and approval to the Board office from up to 90 days before to 180 days after the course is offered.

HOW TO CALCULATE CE CREDIT: For the purpose of determining CE credit, each PDH is defined as 60 contact minutes in duration. If a course provider issues a certificate or provides CE credit using a continuing education unit (CEU) measure, it is the licensee's responsibility to convert CE credit earned to PDHs. Each CEU earned equals 10 PDHs.

HOW TO DOCUMENT CE CREDIT: Each licensee is required to maintain a CE Activity Log using the form provided on the Board's website. The form requires the licensee to list the date of activity, type of activity, title or subject of the activity, location, instructor or speaker, approval code, and the amount of PDHs claims for each activity. If the activity is organized by an approved sponsor, the approval code entered on the Activity Log will be the acronym for the sponsor included parenthetically after the sponsor's name on the list posted on the Board's website. For example, if the course or activity was sponsored by the American Association of Petroleum Geologists, the approval code would be AAPG. In the case of sponsors who are not on the pre-approved list, the Board, upon approving an activity, will generate and provide a numeric approval code for the activity which *must* be included on the Activity Log. The sponsor (or licensee requesting CE credit for the activity) should alert attendees to the existence of an approval code for each specific activity. The Board plans to maintain a separate list of approval codes on its website. To document participation in CE activities, licensees should retain annual Activity Logs, registration receipts, brochures, attendance verification records such as certificates of completion, confirmation of hours, and other documentation confirming attendance. When reporting CE credit earned for attending conferences, list the conference as one activity on the Activity Log. If you attend multiple activities at the conference, please enter "various" for Title or Subject, and Instructor or Speaker. If the number of PDHs is not provided by the sponsoring organization, estimate the total number of PDHs you attended focused on geology. **Licensees should retain CE records for three years in case of an audit.**

ANNUAL REPORT OF CE CREDIT EARNED: Licensees will report information about CE credit earned each year during the license renewal process. You will not be able to renew your license if you fail to provide information about CE credit earned. Do not send documentation of CE credit earned UNTIL you have been requested to do so by Board Staff.

AUDIT: The Board will perform an audit of 10 to 15 percent of licensees each year. Those who are audited will be required to electronically submit documentation of their attendance at CE. Acceptable forms of documentation include registration forms, the attendance certificate provided by the sponsoring organization, confirmation of hours, a letter of acknowledgement, or email confirmation of attendance. Other documentation may be approved by Board staff. Licensees who are not audited are not required to submit documents to the Board but should retain documentation for three years. Submission of incomplete information regarding CE earned will result in automatic audits of CE.

Exemptions. New licensees by way of examination are required to report 12 hours of Board approved CE the second time they renew their license - after two years.

Geologists who obtained their licenses by comity will be required to report 12 hours of Board approved CE the first time their license is renewed.

Licensed geologists serving in the armed forces eligible to an extension of the federal tax return deadline may request an extension of time to complete the CE requirements. Please see Internal Revenue Code 26 U.S.C. 7508 and NC NCAC 21 .0407 for more details.

Geologists experiencing illness, disability, or other extenuating circumstances may submit a written request with supporting documents to the Board requesting an exemption from the CE requirement and/or an extension of the CE deadline.

Geologists on inactive status are not required to obtain or report CE hours. However, a geologist returning to active status is required to show he or she earned 12 hours of Board approved CE in the fiscal year prior to reinstatement.

For complete information about the Board's CE requirements, please refer to NCGS 89E-5 (i) and 21 NCAC 21.0400. The Board has provided the following documents relating to CE on its website:

- *List of Pre-Approved Sponsors for CE Credit;*
- *CE Approval Form;*
- *Instructions for completing CE Approval Form;*
- *CE Activity Log.*