



NC Board for Licensing of Geologists Instructions for Completing Continuing Education Approval Form

The NC Board for Licensing of Geologists (Board) encourages sponsors of meetings and activities potentially eligible for geologic continuing education (CE) credit to seek approval from the Board. The benefits of pre-approving an activity for CE credit include:

1. Providing assurance to activity attendees that their work will be accepted for CE credit,
2. Allowing the sponsor to market an activity as approved by the Board for CE credit, thus increasing the attractiveness of the activity to prospective attendees, and
3. Increasing the Board's responsiveness to the needs of licensed geologists in North Carolina.

Per the Rules of the Board (Section .0400), the approval form including a description of the activity may be submitted to the Board's office by the course provider for review and approval during the period of time beginning 90 days before and ending 180 days after date the course is provided. If the activity includes subjects other than geology, course description(s) specific to geology should be clearly marked for Board review. The approval form may be used by prospective attendees to seek approval for an activity that has not been pre-approved by the activity's sponsor. Following is the process for requesting approval of a CE activity:

1. The activity sponsor submits a completed approval form along with a description of the activity to Board. If a formal printed description of the activity is not available from the sponsor, a description may be entered in the space provided on the form.
2. Board reviews submitted approval form and description. If approved, the Board will assign an approval code. All applicants will receive written communication of approval or denial of the request for CE credit for the activity and any request for additional information about the activity. If not approved, the applicant will have the opportunity to provide further information.
3. The sponsor of the activity should provide the attendees with the approval code. If approval is sought and received by an attendee, he or she may share the approval code with the sponsor of the activity for dissemination to other attendees in the class.
4. Attendees of an activity which has received approval for CE credit from the Board should include the approval code on the *Continuing Education Activity Log*. (This is the form used to record information regarding CE credits earned each year.)
5. Information regarding CE credit earned each year will be submitted during the license renewal process. If an activity attendee received approval for an activity, he or she will be required to provide the approval code received for the CE submission when renewing his or her license.
6. The approval code will be cross-referenced with the approved activity in a database maintained by the Board. The Board will match the approval code provided when reviewing the final CE submittal by a licensee for credit.

The Board has posted a list of pre-approved course providers on its website. If the licensee wants to earn continuing education credit for activities, courses, and classes which are not provided by one of these pre-approved course providers, he or she shall use this form to request review by the Board and a determination of whether the continuing education conforms with the requirements set forth in 21 NCAC 21 .0404.