

## **INSTRUCTIONS FOR MAKING APPLICATION TO THE BOARD FOR COMITY/RECIPROCITY AND EXAM PART 1 AND PART 2**

Please complete the Individual Application Form. If more space is needed for employer information, you may complete the Experience Data Sheet. You are required to have five (5) professional references. These references must be submitted by licensed or qualified geologists or professional engineers. At least two of the five letters of reference must be submitted by licensed or qualified geologists who are familiar with the applicant's work in the field of geology. This form should be sent to each reference. You must also provide verification of employment using the Employer Verification Form. These forms should be sent to your past and present employers. All forms may be returned directly to the Board.

The completed application form and experience data sheet(s) should be sent to the Board and must be accompanied by a check or money order (no cash please) for the application fee. Please make all checks or money orders payable to the N.C. Board for Licensing of Geologists.

Please arrange to have your transcripts from colleges or universities sent directly to the Board. Transcripts sent directly from the applicant will not be accepted unless they are in a sealed envelope from the institution.

Please arrange to have your forms for professional reference sent directly to the Board. References from employees or relatives will not be accepted.

**It is the responsibility of the applicant to see that all transcripts, references and employment verification are received by the board 75 days prior to examination dates.**

### **COMITY**

Each application for comity is reviewed on a case by case basis. If you meet North Carolina's basic requirements for a license and have secured your license by the ASBOG or other acceptable test in another state, you are eligible for a license by comity. The North Carolina Board does not license applicants by comity who have not passed a written test comparable to the ASBOG examination.

We will verify your license with other state(s) of registration. You may wish to contact the state licensing board(s) where you hold other licenses as there may be a charge to verify your license.

### **PART 1 ONLY OF THE ASBOG EXAM**

If you wish to apply for Part 1 of the ASBOG exam, you must submit the individual application, the application fee and your original college transcripts. Your application may be updated with references and employer verifications once you decide to take Part 2 of the ASBOG exam. The application fee is a one-time fee.

### **CORPORATE/PLLC APPLICATION**

Please complete the appropriate application for corporate certification. You must identify the NC licensed geologist in responsible charge. This individual must be an officer and a director of the corporation. In the case of NC corporations, the individual must also be a shareholder. A NC licensee must hold 66.7% of the shares of stock. This shareholder requirement must be stated in a corporate document. The purpose of the corporation (to offer geological services) must also be shown in a corporate document. Please refer to NC General Statute 55B for complete information.