



**NC BOARD FOR LICENSING OF GEOLOGISTS
CONTINUING EDUCATION ACTIVITY LOG**
(Submit information during annual license renewal)

Name	NC L.G. Number		Date of Annual License Renewal	
	Activity 1	Activity 2	Activity 3	Total
Date(s) of Activity				
Type of Activity				
Title or Subject*				
Sponsoring Organization				
Location				
Instructor or Speaker*				
Approval Code				
Other Information				
Geology Professional Development Hours				
PDH Earned This Period; 12 required for renewal				
PDH carried over from previous period; maximum of 12				
Total PDH applied to this period				
PDH to be carried over to next period; maximum of 12				

Use multiple sheets as needed, and combine total hours on last sheet. *Incomplete forms shall result in CE audit of licensee.*

PDH = Professional Development Hour(s). One PDH = one contact hour (60 minutes) of the activity. *For reporting purposes on the above form, if you attend a conference with multiple activities, please enter "various" for Title or Subject, and Instructor or Speaker.

CONTINUING EDUCATION – DOCUMENTATION GUIDELINES

PDH units may be earned as follows (21 NCAC 21 Section .0400):

- (1) Teaching or completing for-credit courses at any accredited university or college
- (2) Teaching or completing for-credit continuing-education courses, seminars, or workshops sponsored by professional geological societies
- (3) Teaching or completing for-credit of course work sponsored by other professional or educational organizations approved by the Board
- (4) Presenting or attending seminars, workshops, or professional or technical presentations made at conventions or conferences of professional organizations
- (5) Licensee may receive double credits for each hour they teach. *Teaching credit is valid for teaching a course or seminar for the first time only.*

Courses offered by professional societies that have not been pre-approved by the Board may be submitted for review and approval within 90 days before or 180 days after the licensee attends the activity. Sponsors not on the pre-approved list are encouraged to make application for activities, but licensees are able to make application if the sponsor does not.

All in-house training or activities offered by employers or related firms must make application for approval.

To verify your participation in Continuing Education activities, be sure to retain (and submit if audited) copies of yearly logs, registration receipts, brochures that describe the activities, attendance verification records such as completion certificates, and perhaps other documentation that confirms your attendance. CE records should be retained for three years by Licensees in case they are audited.

List conferences as one activity. For reporting purposes on the above form, if you attend a conference with multiple activities, please enter “*various*” for Title or Subject, and Instructor or Speaker. If the PDH’s are not provide by the sponsoring organization, then estimate the total number of contact hours (PDH’s) that are focused on geology.

Submission of incomplete forms will result in automatic audits of CE.

Licensees may carry over a maximum of 12 hours of CE into the next renewal period only.

Licensees who have both geology and engineering licenses in NC must only report hours that are geological in nature for renewal of the geology license. *Only report those engineering activities that have a geological component.*

Do not send proof of attendance with this form. Send proof of attendance *only* if you received notice of a CE audit.