

Standard Operating Procedures for Evaluating Applications for Geologist-in-Training (GIT) Certification and Professional Geoscientist (PG) Licensure in Louisiana

*To be eligible for licensing by the Louisiana Board of Professional Geoscientists (LBOPG), an applicant shall meet the following minimum qualifications for a **PG license**:*

- 1. The applicant must be of good moral and ethical character as attested to by letters of reference submitted on behalf of the applicant.*
- 2. The applicant shall have either:*
 - a. Graduated from a course of study in a discipline of geoscience satisfactory to the board that consists of at least four years of study and includes at least thirty semester hours or forty-five quarter hours of credit in geoscience, of which at least twenty semester hours or thirty quarter hours of credit must be in upper-level college courses in that discipline; or*
 - b. Satisfactorily completed other equivalent educational requirements as determined by the board.*
- 3. The applicant shall have a documented record of at least five years of qualifying work experience that demonstrates that the applicant is qualified to assume responsible charge of geoscientific work.*
- 4.a. The applicant must pass an examination required by the board covering the fundamentals and practice of the appropriate discipline of geoscience.*

*To be eligible for a **GIT** certification, an applicant must submit the following to the board:*

- 1. A completed application;*
- 2. Documentation of having passed an examination of the fundamentals of geology administered by the National Association of State Boards of Geology (ASBOG);*
- 3. One reference of support attesting to the individual's ethical character;*
- 4. Official academic transcript as confirmation of meeting the educational requirements as follows:*

Graduated from, or in the senior year of, a course of study in a discipline of geoscience satisfactory to the board that consists of at least four years of study and includes at least thirty semester hours or forty-five quarter hours of credit in geoscience, of which at least twenty semester hours or thirty quarter hours of credit must be in upper-level college courses.

The following Standard Operating Procedure outlines the steps that the Application Review Committee shall use to verify that a person is qualified to earn a PG license or GIT certification according to the Louisiana statute.

1. A list of candidates will be sent to Application Review Committee members by the Board office staff. This list will contain the names of the applicants and the names of the Board members who should review each applicant.

2. Go to www.lbopg.org. Login through the Board Members portal. This will bring you to the Dashboard. Select the first letter of the last name of the applicant. Select “Geoscientists” for PG applicants. Select “GIT” for GIT applicants. Click “Search”.
3. Find the name of the applicant on the alphabetized list that will appear. To the right of the applicant’s name, select “View Details”. Click through the tabs and evaluate the applicant. For missing information, do not contact the applicant directly. Inform the board office staff and they will contact the applicant.
 - a. For PGs:
 - i. View transcript(s) to verify educational qualifications. For a degree earned outside of the United States, it is the applicant’s responsibility to translate their degree hours. Concerns regarding the equivalency evaluation of a degree from a foreign institute of higher education should be sent to the Board office staff. The applicant should provide, at their expense, documentation to verify their degree from the foreign educational institution. The documentation should be provided from an independent credential validation or evaluation service acceptable to the Board, e.g. the National Association of Credential Evaluation Services or the Association of International Credentials Evaluators.
 - ii. Either passed both Fundamentals of Geology (FG) and Professional Geoscientist (PG) ASBOG exams, OR has reciprocity with Texas, Mississippi, Alabama, or Arkansas. If applicant claims reciprocity, there must be a form from the other state board providing information on whether the applicant is a member in good standing. A copy of their reciprocal state license is not an acceptable substitute.
 - iii. A minimum of 5 years of qualified work experience. Note, up to two years of full-time graduate study in a discipline of geoscience counts as qualifying work experience.
 - iv. At least 3 acceptable references. All references must be either licensed geoscientists or eligible for PG licensing but are exempt (university faculty, oil and gas exploration...see §711.12 for exemptions). At least one of the references should be from outside of the company where he/she is currently employed. Family members cannot serve as references.
 - b. For GITs:
 - i. View transcript(s) to verify educational qualifications.
 - ii. Passed the FG exam.
 - iii. At least 1 acceptable reference.
4. Once the application has been evaluated, go back to the Dashboard. Select “Review”. Click on the “Your Recommendation” tab to enter the appropriate information. Select “Submit”.
5. Once all applicants have been reviewed send a summary of your recommendations to the office staff.