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TITLE 171 - NEBRASKA ADMINISTRATIVE CODE CHAPTERS 1 THROUGH 7



RULES AND REGULATIONS

STATE OF NEBRASKA BOARD OF GEOLOGISTS

NEBRASKA ADMINISTRATIVE CODE

Title 171 - Board of Geologists

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CHAPTER 1 - GENERAL PROVISIONS

1.1 Authority

The Nebraska Board of Geologists, hereinafter called the "Board," is created by the Geologists Regulation Act, Neb. Rev. Stat. §§ 81-3501 to 81-3541, hereinafter called the "Act." Pursuant to Neb. Rev. Stat. § 81-3522, the Board shall from time to time adopt rules and regulations, consistent with the laws of the State of Nebraska, which the Board deems necessary for the purpose of interpreting and implementing the Act.

1.2 Severability

If any provisions of these regulations or the application thereof to any person or circumstance is invalid, such invalidity shall not affect other provisions or application of these regulations which can be given without the invalid provision or application, and to this end the provisions of these regulations are declared to be severable.

1.3 Definitions

The definitions set out in Neb. Rev. Stat. §§ 81-3504 to 81-3519, are hereby incorporated by reference into these rules and regulations. In addition, the following definitions of terms shall apply:

- 1.3.1 **ASBOG®** means the National Association of State Boards of Geology.
- 1.3.2 **Conflict of interest** means a conflict between the private interests and the official or professional responsibilities of a licensee. Such conflict may exist when the conduct of a licensee may have the effect of directly or indirectly conferring a pecuniary benefit at the expense of a client (other than that resulting from services actually performed) on the licensee, a person to whom they are related, or an organization of which they are an officer, director, or member.
- 1.3.3 **Contested case** means a proceeding before the Board in which the legal rights, duties, or privileges of specific parties are required by law or constitutional right to be determined after a Board hearing.
- 1.3.4 **Ex parte communication** means an oral or written communication which is not on the record in a contested case with respect to which reasonable notice to all parties was not given. Ex parte communication shall not include:
 - 1.3.4.1 Communications which do not pertain to the merits of a contested case;
 - 1.3.4.2 Communications required for the disposition of ex parte matters as authorized by law;
 - 1.3.4.3 Communications in a ratemaking or rulemaking proceeding;
 - 1.3.4.4 Communications to which all parties have given consent.
- 1.3.5 **FG Examination** means the ASBOG® Fundamentals of Geology examination.

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- 1.3.6 **Hearing officer** means the person or persons conducting a hearing, contested case, or other proceeding pursuant to the Administrative Procedure Act, whether designated as the presiding officer, administrative law judge, or some other title designation.
- 1.3.7 **Officers** mean the chairperson, vice-chairperson, and secretary of the Board.
- 1.3.8 **Party** means the person by or against whom a contested case is brought or a person allowed to intervene in a contested case.
- 1.3.9 **Petition** means the initial document filed by or with the Board that sets forth a claim and request for Board action.
- 1.3.10 **PG Examination** means the ASBOG® Practice of Geology examination.
- 1.3.11 **Temporary Permit** means a permit issued by the Board for use on a single project, not lasting in duration for more than one year.
- 1.3.12 **Work**, unless otherwise qualified, means the professional services comprising the practice of geology.

1.4 Fees, Renewals, Late Payment Penalties

- 1.4.1 The fee schedule and methods of payment shall be set by the Board and are as follows:

Application Fees:

Fundamentals of Geology (FG) Exam Application Fee	\$50
Practice of Geology (PG) Exam Application Fee	\$100
Reciprocal License Application Fee	\$100
Certificate of Authorization for Organization Application Fee	\$100

Licensing/Enrollment Fees:

Geologist-intern Enrollment Fee	Included in FG exam application fee
Licensing Fee	Included in PG exam and license application fee
Temporary Permit Fee	\$175
Emeritus Fee (Lifetime)	\$25

Renewal Fees:

License Renewal Fee	\$65
Late Renewal Fee	\$6.50 for any month or any part of a month, up to \$65
Certificate of Authorization Renewal Fee	\$100

Miscellaneous Fees:

Duplicate Certificate	\$15
Exam Seat Reservation Fee	\$35

- 1.4.2 The licensing fee for each approved professional geologist applies to the calendar year in which it was approved by the Board. The renewal fee applies to the next calendar year.
- 1.4.3 Certificates of licensure as a professional geologist shall expire at midnight on December 31 of each year, but may be renewed during the following year upon payment of a late fee. The late fee to be paid for the renewal of a certificate after December 31 shall be increased ten

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percent of the renewal fee for each month or fraction of a month that the payment is delinquent. The maximum renewal fee and late fee for a delinquent renewal shall not exceed twice the amount of the regular renewal fee and no renewal shall be made after one year from the original expiration date. A new application will be required after such date.

- 1.4.4 Certificates of authorization are valid for two years and shall expire at midnight on the date of expiration. An expired certificate may be renewed during the following year upon receipt of the renewal fee. No renewal shall be made after one year from the expiration date. A new application will be required after such date.
- 1.4.5 The fees shall be adjusted as needed to generate the revenue needed to administer the Nebraska Geologists Regulation Act.
- 1.4.6 Submittal of an application authorizes the Board to investigate the information provided on or appended to the application.
- 1.4.7 In addition to fees submitted to the Board, applicants shall be required to pay fees associated with examinations as established by ASBOG® when such examinations are required.
- 1.4.8 All fees are non-refundable.
- 1.4.9 Public information requests will be processed in accordance to section 84-712. A roster of licensed professional geologists will be provided on the Board's website for public use.

1.5 Application Closure

- 1.5.1 Applications not completed within one year of receipt by the Board, will be closed. If an applicant wishes to continue the application process after such date, the applicant will be required to submit a new application and application fee.
- 1.5.2 Approved license applicants who have not submitted the licensing fee by December 31st of the year in which they were approved will have their application closed and must submit a new application and fee to begin the application process again.
- 1.5.3 Once an examinee passes the Practice of Geology (PG) exam and is eligible for licensure, the examinee will have six months from the date the exam was passed to submit the licensing fee. After such date, the examinee will be required to submit a new licensure application and fee.

1.6 Professional Assistance

The Board may retain professional assistance in carrying out administrative matters and other general governance of the Board. Such assistance may include financial, technological, legal, and administrative consultation, and shall work under the general direction of the Board.

1.7 Change of Contact Information and/or Name

It is the responsibility of the licensee, examinee, or organization to notify the Board of any changes in their contact information. If a licensee changes his or her name, the person shall notify the Board in

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writing of the name change and include a copy of the legal documents supporting the name change. All notifications should be made in writing within 30 calendar days of the change in information.

1.8 Adoption of the Attorney General's Model Rules

The Board has adopted Title 53, Nebraska Administrative Code, Chapters 1 through 4 of the Nebraska Department of Justice, also known as the Attorney General's Model Rules, and has incorporated them into these regulations.

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CHAPTER 2 - RESPONSIBILITIES AND DUTIES OF THE BOARD

2.1 Election of Officers

The Board shall annually elect from its own membership at the first meeting after March 1, a chairperson, a vice-chairperson, and a secretary who shall assume the duties of their offices at the close of the meeting at which they are elected and serve for a term of one year. If an officer resigns or vacates his or her position prior to the expiration of his or her term, the Board may elect a replacement to serve the remainder of the term of office.

2.2 Duties of Officers

- 2.2.1 When present, the chairperson shall preside at all meetings although at hearings, the chairperson may designate an attorney or another Board officer to serve as the presiding hearing officer. The chairperson shall assist the secretary and/or staff in matters of advice and in preparation of correspondence and reports as agreed upon by the Board.
- 2.2.2 The vice-chairperson shall perform all the duties prescribed for the chairperson in the absence of the chairperson. The vice-chairperson shall assist the secretary and/or staff in matters of advice and in preparation of correspondence and reports as agreed upon by the Board.
- 2.2.3 The secretary shall sign the minutes of all meetings, and perform all duties prescribed for the chairperson and/or vice-chairperson in their absence.

2.3 Meetings of the Board

- 2.3.1 The chairperson, the vice-chairperson, or any four members may call additional meetings to conduct the business of the Board. All meetings shall be conducted under the Open Meetings Act of the State of Nebraska, Neb. Rev. Stat. §§ 84-1407 to 84-1414. All meetings shall be open to the public and shall be advertised in a newspaper in general circulation in Nebraska at least seven calendar days prior to a meeting date. The Board may go into executive session pursuant to Neb. Rev. Stat. § 84-1410.
- 2.3.2 Written meeting minutes recording the actions of the Board are available in the Board office for public inspection during normal business hours in accordance with the Open Meetings Act of the State of Nebraska. The public may examine them and take notes from the minutes free of charge. A certified copy of the minutes will be provided upon request and payment of the legal fee. A non-certified copy of the minutes will be provided upon request and payment of actual copying costs.
- 2.3.3 In the event an emergency meeting is called as provided for in the Open Meetings Act of the State of Nebraska, Neb. Rev. Stat. §§ 84-1407 to 84-1414, presence for quorum or majority purposes includes attendance via conference call.
- 2.3.4 Five members shall constitute a quorum. If a quorum is present, a simple majority of the Board members present is needed to take action.

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2.4 Duties of the Board

- 2.4.1 The Board shall determine if an applicant for licensure as a professional geologist or enrollment as a geologist-intern has satisfied all the requirements required by the Act and these rules. This determination shall require a majority vote of the Board.
- 2.4.2 The Board may name a member of staff and/or other individuals as its designee(s).
- 2.4.3 The Board may establish standards and procedures to evaluate and recognize geologic specialties. Standards and procedures for specialty licensure may be established as deemed prudent to protect public welfare or safeguard life, health, property, and the environment, under the provisions of the Act.
- 2.4.4 The Board may not promulgate rules restricting the use of the terms, provided the full name of the organizations granting the certifications are stated following the use of these terms, and the terms are not used in such a manner that they tend to, or are likely to create any impression with the public or any member thereof, that the individual is a professional geologist as defined in Section § 81-3516 of the Act.
 - 2.4.4.1 "Certified Professional Geologist" or "C.P.G." as used by the American Institute of Professional Geologists
 - 2.4.4.2 "Certified Petroleum Geologist" or "C.P.G." as used by the American Association of Petroleum Geologists-Division of Professional Affairs
 - 2.4.4.3 "Certified Ground Water Professional" or "C.G.W.P." as used by the National Groundwater Association
- 2.4.5 Upon written request from a licensee or examinee, the Board shall provide to another state, jurisdiction, or country, a verification of a licensee's status and/or examination results. This verification may include but is not limited to: 1) license number; 2) date of licensure; 3) current status of license; 4) final disciplinary dispositions; 5) basis of licensure; 6) examination results.

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CHAPTER 3 - LICENSURE PROVISIONS

3.1 Required Documents

- 3.1.1 Applicants for licensure as a professional geologist shall submit a completed application form, accompanied by the application fee established by the Board.
- 3.1.2 Applicants for licensure as a professional geologist shall provide the names and addresses of not less than four references who are not relatives or subordinate employees of the applicant and who can attest to the applicant's professional character, reputation and qualifications. In the case of a geologist-intern, only two character references are required.
 - 3.1.2.1 Two of the references shall be professional geologists or qualified geologists having personal knowledge of the applicant's geologic work experience.
 - 3.1.2.2 No member(s) of the Board will be accepted as references. Individuals providing references must return the completed forms directly to the Board.

3.2 Education

- 3.2.1 The applicant shall provide official verification of his or her college record(s) documenting completion of the following education requirements:
 - 3.2.1.1 Successful completion of at least thirty semester or forty-five quarter hours of course work in geology and conferred a baccalaureate or advanced degree in geology or a geologic specialty from a program recognized by the Board.
 - 3.2.1.2 Course work shall include five of the following courses or their equivalent: 1) field geology, 2) physical geology, 3) mineralogy, 4) petrology/petrography, 5) structural geology, 6) stratigraphy/sedimentology/soils, or 7) hydrogeology.

3.3 Experience

- 3.3.1 The application shall document a minimum of five years progressive experience obtained after completion of the education requirements. The applicant must summarize all geological and related professional work experience and provide the names and addresses of supervisors or, in the case of consulting work, clients.
 - 3.3.1.1 If an applicant cannot provide the name and address of at least one supervisor or client, an applicant shall provide a written and signed explanation and the name and address of one additional professional reference. This additional professional reference shall not be a relative, member of the Board, or subordinate employee of the applicant.
- 3.3.2 Criteria for determining geologic work experience for credit toward the required professional practice in geologic work shall include, but not be limited to:
 - 3.3.2.1 Each full-time month of geologic experience that was carried out for a client, under the direct supervision of a professional geologist or qualified geologist, or under another professional who has similar experience, education, and professional

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character in a related field, shall count as one month of professional practice of geologic work.

3.3.2.2 Part-time work may be converted to its full-time equivalent.

3.3.2.3 Successful completion of graduate study leading to a Master's degree in geology may be used for credit for one year's experience. If a PhD in geology is completed, two years total experience may be credited. If the PhD is obtained without the Master degree, the credit for experience will be two years.

3.3.2.4 Experience may either be gained under the education or the work experience category. The applicant cannot claim the experience for completion of a graduate degree and work experience while working full time during the same time span.

3.3.3 The Board may publish guidelines with respect to documenting an applicant's geological experience.

3.3.4 The required experience must have been attained at the time of the application and cannot be anticipated.

3.4 Examinations

3.4.1 The examinations used by the Board to determine eligibility for licensure shall be the current ASBOG Fundamentals of Geology (FG) and the Practice of Geology (PG).

3.4.2 The Board shall require an applicant for licensure as a professional geologist to have passed the ASBOG® Fundamentals of Geology and Practice of Geology examinations or their equivalent/s, unless the applicant is exempt from examination.

3.4.3 The Board will follow ASBOG®'s schedule for examinations at a place determined by the Board.

3.4.4 Applications to take an examination will go to the Board for review and final determination. If the Board determines that an applicant meets the requirements for taking an examination, the Board will notify the applicant of such and forward the eligibility information to ASBOG.

3.4.4.1 Once the Board determines an applicant is eligible to take either the FG examination or the PG examination, the applicant remains eligible to retake that same examination for five years. The five years shall commence on the date of the first scheduled exam after the applicant has been determined eligible.

3.4.5 The Board will accept the examination results as determined by ASBOG and will report the results to the applicant.

3.4.6 Any alleged improper behavior on the part of the applicant shall be investigated by the Board, after which the Board will take appropriate action.

3.4.7 An applicant must have passed the examination(s) in accordance with the ASBOG pass/fail standards current at the time the applicant took the examination.

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- 3.4.8 After the third and subsequent failure of either geology examination, the candidate shall present to the Board evidence of having successfully completed two of the seven core geology courses as listed in Rule 3.2. It is recommended these courses be in the area(s) of examination deficiency. A new examination application, along with the current application fee must be submitted with a request to retake the examination.
- 3.4.9 The FG examination may be taken upon substantial completion of the education requirements. Substantial completion of education requirements means completion of thirty semester or forty-five quarter hours in geology regardless of whether or not a geology or geological specialty degree has been earned.
- 3.4.10 The PG examination may be taken only after the applicant has met the education and experience requirements as set forth in Rules 3.2 and 3.3.
- 3.4.11 All examination reservation fees are non-refundable and non-transferrable to a future examination.
- 3.4.12 An applicant may take both the FG and PG examinations during the same exam administration, if he or she meets the requirements for taking the PG examination as set forth in Rule 3.4.10.

3.5 Enrollment as a Geologist-Intern

- 3.5.1 A candidate will be enrolled as a Geologist-Intern when the following has been completed:
 - 3.5.1.1 Satisfactory completion of course work, grades, and degrees that indicates to the Board the applicant has met the education requirements as set forth in Rule 3.2. Official or certified transcripts or other documentation of satisfactory completion must be provided to the Board directly from the granting institution.
 - 3.5.1.2 Successful passage of the FG examination.
 - 3.5.1.3 The Board has determined the candidate has met the above requirements.
 - 3.5.1.4 If the Board finds an applicant does not meet the requirements for enrollment as set forth herein, the application may be denied or additional information required. If such information, or a request for a time extension and explanation signed by the applicant, is not received within six months of the date of the Board request, the application will be cancelled, and a new application along with the application fee will be required. A request for a time extension may be rejected by the Board.

3.6 Licensure as a Professional Geologist

- 3.6.1 When the Board has determined that an applicant for licensure has satisfied the licensure standards set forth herein, the Board shall issue a certificate of licensure with the licensed applicant's name and license number.
- 3.6.2 An applicant who holds a valid license to practice geology in another state, jurisdiction, territory, or country, as recognized by the Board, may be granted licensure in Nebraska, if the applicant:

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- 3.6.2.1 Has a current professional geologist license in good standing in another state and provides verification of licensure in a manner deemed acceptable by the Board.
 - 3.6.2.1.2 Letters of reference may not be required if the license is in good standing.
- 3.6.2.3 Has passed the ASBOG® FG and PG examinations, or their equivalent.
 - 3.6.2.3.1 The Board may waive the requirement of passing the ASBOG® examinations if the applicant has continuously held licensure as a geologist in good standing since December 31, 1991. Such applicants may be required to submit additional information with their application, including transcripts or letters of reference.
- 3.6.2.4 Meets the education requirement as described in Rule 3.2; and
- 3.6.2.5 Satisfies the requirement for experience as described in Rule 3.3; or
- 3.6.2.6 Geologists licensed by a licensing authority in another state, jurisdiction, territory, or country, recognized by the Board with 15 years or more of licensed work experience acceptable to the Board, may be granted licensure in Nebraska if he or she submits satisfactory evidence of such experience to the Board and provides four professional references.
 - 3.6.2.6.1 The Board may exempt applicants with 15 years or more of acceptable licensed work experience from the examination and education requirements as set forth in Rules 3.2 and 3.4.
- 3.6.3 All license applications will go to the Board for review and final determination.

3.7 Temporary Permit

- 3.7.1 A geologist who holds a current and valid certification or license issued by a licensing authority recognized by the Board may apply for a temporary permit for the purpose of providing geological services for no more than one project, not to exceed one year, if the applicant:
 - 3.7.1.1 Files an application with the required fee; and
 - 3.7.1.2 Submits satisfactory evidence of such certification or license to the Board.
- 3.7.2 Verification of good standing must be provided by the state of current licensure.
- 3.7.3 The Board or its designee is authorized to review and evaluate the applications of all temporary permit applicants to determine whether they meet the criteria set forth herein and issue the permit if so deemed.
- 3.7.4 The permit will consist of labels containing the pertinent information, which may be applied to documents or copied onto clear media for application to sealed transparencies.

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- 3.7.5 The holder of a temporary permit shall use his or her seal from the licensing authority of verified licensure when sealing documents pertaining to the Nebraska project and shall accompany the seal with the information label issued by the Board.
- 3.7.6 Temporary permits expire one year after the date of issuance or on the date a reciprocal license is issued, whichever occurs first.
- 3.7.7 A listing of all professional geologists issued temporary permits will be placed on the agenda of the next meeting of the Board for formal approval.

3.8 Organizational Practice

- 3.8.1 Organizations practicing or offering to practice geology in Nebraska shall apply to the Board for a certificate of authorization. The certificate of authorization shall be used to file any applications with the Nebraska Secretary of State to fulfill the appropriate statutes or requirements for practicing in Nebraska as a corporation, partnership, limited liability corporation, professional corporation or other such organizational designations appropriate under Nebraska law. Sole proprietorships do not require a certificate.
- 3.8.2 The Board will review the organization's application and issue a certificate of authorization if the minimum requirements are satisfied to practice or offer to practice the profession of geology in the State of Nebraska.
 - 3.8.2.1 The minimum requirement for an organization to practice or offer to practice geology in the State of Nebraska is to have one professional geologist, licensed to practice in the State of Nebraska for the duration of the certificate of authorization.
 - 3.8.2.2 The professional geologist must be a full-time employee of the organization and may or may not have ownership interest in the organization.
 - 3.8.2.3 The signature of a professional geologist licensed in the State of Nebraska must appear on the certificate of authorization application.
 - 3.8.2.4 Should the licensed professional geologist who signed the application leave the organization, become deceased, or lose signatory authority, the organization shall notify the Board within 30 days and file an amendment to its application identifying the new licensed individual with signatory authority.
 - 3.8.2.5 The organization must pay the required application fee.
- 3.8.3 The certificate of authorization is valid for two years and expires on the expiration date.
- 3.8.4 The Board's designee is authorized to review and evaluate the applications for certificates of authorization to determine they meet the criteria set forth herein and issue the certificate if so deemed.
- 3.8.5 A listing of all certificates of authorization issued will be placed on the agenda of the next meeting of the Board for formal approval by the Board.

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3.9 Licensee Seal

- 3.9.1 Upon notification of licensure from the Board, the licensee shall acquire a seal which bears the licensee's name, his or her license number, "State of Nebraska," and "Licensed Professional Geologist."
- 3.9.2 The purpose of requiring each professional geologist to acquire a seal is to assist in identifying the geologist responsible for work performed under the requirements of Neb. Rev. §§ 81-3501 to 81-3541.
- 3.9.3 The seal used by a licensee, whether an embossing, computer generated, or other type shall be legible. In the absence of legibility, the seal is invalid.
- 3.9.4 An imprint of the licensee's valid seal shall appear on the cover page of geologic reports or other geologic documents bound in book form as well as on each and every original sheet of unbound geologic drawings, cross sections, or maps prepared by or under the responsible charge or direct supervision of the licensee whenever these documents are presented to a client or any public or governmental agency. An imprint of the licensee's seal shall be superimposed over his or her signature and the date on which it was signed.
- 3.9.5 Any work sealed and signed by a licensee must have been prepared by the licensee or under the direct supervision or responsible charge of the licensee. After the fact ratification by the sealing of documents, when the underlying work was not performed by or under the responsible charge and supervision of the licensee, is prohibited.
- 3.9.6 A licensee whose license is expired shall not use his or her seal on any work until the license is reinstated.
- 3.9.7 The licensee shall take reasonable steps to ensure the security of their physical and computer-generated seals at all times.

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Chapter 4 - CODE OF PRACTICE

4.1 All licensees shall be guided by the highest standards of personal integrity and professional conduct:

- 4.1.1 They shall pursue honesty, integrity, loyalty, fairness, impartiality, candor, fidelity to trust, inviolability of confidence, and honorable conduct.
- 4.1.2 By applying for or by continuing licensure or certification, they agree to comply with and uphold this Code of Practice.
- 4.1.3 They shall not discriminate against others on the basis of gender, age, disability, race, color, religion, marital status, national or ethnic origin, or sexual orientation.

4.2 Licensees shall uphold public health, safety, and welfare in the performance of professional services, and avoid even the appearance of impropriety.

- 4.2.1 They shall observe and comply with the requirements and intent of all applicable laws, codes, and regulations.
- 4.2.2 They shall not knowingly participate in any illegal activities, or knowingly permit the publication of their reports, maps, or other documents for an illegal purpose.
- 4.2.3 They shall neither offer nor make any illegal payment, gift, or other valuable consideration to a public official for the purpose of influencing a decision by such official; nor shall they accept any payment, gift, or other valuable consideration which would appear to influence a decision made on behalf of the public by them acting in a position of public trust.
- 4.2.4 If they become aware of a decision or action by an employer, client, or colleague which violates any law or regulation, they shall advise against such action, and when such violation appears to adversely affect public welfare or the safeguard of life, health, property and the environment, they shall advise the appropriate public officials responsible for the enforcement of such law or regulation.
- 4.2.5 They shall be accurate, truthful, and candid in all communications with the public.
- 4.2.6 They shall not knowingly engage in false or deceptive advertising, or make false, misleading, or deceptive representations or claims in regard to the profession of geology, their own professional qualifications or abilities, or those of other geologists.
- 4.2.7 They shall not issue statements or information which they know to be false or misleading even though directed to do so by an employer or client.
- 4.2.8 They shall avoid making sensational, exaggerated, and/or unwarranted statements that may mislead or deceive members of the public or any public body.
- 4.2.9 They should participate as citizens and as professionals in public affairs.

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4.2.10 Licensees acting in a position of public trust shall exercise their authority impartially, and shall not seek to use their authority for personal profit or to secure any competitive advantage.

4.2.11 They shall promote public awareness of the effects of geology and geological processes on the quality of life.

4.3 Licensees shall serve their employers and clients faithfully and competently within their overall professional obligations.

4.3.1 They shall disclose any actual or potential conflicts of interest, which may affect their ability to faithfully serve an employer or client.

4.3.2 They shall disclose to a prospective employer or client the existence of any owned or controlled mineral or other interest which may, either directly or indirectly, have a bearing on such employment.

4.3.3 Licensees having or expecting to have beneficial interest in a property on which they report shall state the existence of such interest or expected interest in the report.

4.3.4 Licensees employed or retained by one employer or client shall not accept, without that employer's or client's written consent, an engagement by another if the interests of the two are in any manner conflicting.

4.3.5 They shall not accept referral fees from any person to whom an employer or client is referred; however, nothing herein shall prohibit them from being compensated by the employer or client for consultation, or for other services actually performed.

4.3.6 They shall not offer or pay referral fees to any person who refers an employer or client to them; however, nothing herein shall prohibit them from compensating the person giving the referral for consultation or for other services actually performed.

4.3.7 They shall protect, to the fullest possible extent, the interest of an employer or client in a manner that is consistent with public welfare or the safeguard of life, health, property and the environment and the licensee's legal, professional, and ethical obligations.

4.3.8 They shall not use, directly or indirectly, any confidential information obtained from services for an employer or client which is adverse or detrimental to the interests of the employer or client, except with the prior consent of the employer or client, or when disclosure is required by law.

4.3.9 A licensee who has made an investigation for an employer or client shall not seek to profit economically from the information gained without written permission of the employer or client, unless it is clear that there can no longer be a conflict of interest with the original employer or client.

4.3.10 They shall not use their employer or client's resources for private gain without their employer's or client's prior knowledge and consent.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - Board of Geologists

4.4 Licensees shall provide competent service to their employers and clients.

- 4.4.1 They shall perform only professional services or issue only professional advice which is within the scope of their education and experience, and that of their professional associates, consultants, or employees, and shall advise the employer or client of professional advice outside of their personal expertise.
- 4.4.2 They shall not give a professional opinion, or submit a report, without being as thoroughly informed as might be reasonably expected, considering the purpose for which the opinion or report is requested.
- 4.4.3 They shall engage, or advise an employer or client to engage, and cooperate with other experts and specialists whenever the employer's or client's interest would be best served by such engagement.
- 4.4.4 They shall serve their employers and clients diligently and perform their services in a timely manner.
- 4.4.5 Licensees who find that obligations to an employer or client conflict with professional or ethical standards should have such objectionable conditions corrected or they should resign.

4.5 Licensees shall respect the rights, interests, and contributions of their professional colleagues.

- 4.5.1 They shall respect and acknowledge the professional status and contributions of their colleagues.
- 4.5.2 They shall give due credit for work done by others in the course of a professional assignment, and shall not knowingly accept credit due another.
- 4.5.3 They shall not plagiarize another in oral or written communications; use materials prepared by others without appropriate attribution, or make use of the intellectual property of another without appropriate attribution.

4.6 Licensees shall continually strive to improve the profession of geology.

- 4.6.1 They shall strive to improve their professional knowledge and skills.
- 4.6.2 They shall cooperate with others in the profession and encourage the dissemination of geological knowledge.
- 4.6.3 They shall work toward the improvement of standards of geological education, research, training, and practice.
- 4.6.4 They shall uphold these standards of professional conduct by precept and example, but also encourage by counsel and advice to other licensees their adherence to such standards.
- 4.6.5 Licensees having knowledge of another licensee violating the Act, the rules of the Board, or the Code of Practice should bring substantial evidence of such violation to the attention of the Board.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - Board of Geologists

CHAPTER 5 - DISCIPLINARY ACTION

5.1 Filing of a Complaint

Charges against a person involving any matter coming within the jurisdiction of the Board shall be filed in writing with the Board and contain the name, address, and license number of the licensee; name, address and telephone number of the complainant; nature of alleged violation(s); and be signed by the complainant.

5.2 Probable Cause

When a complaint is received by the Board, the Board may refer the complaint to an investigative panel or investigator, with the exception that no member of the Board may serve on the investigative panel or as an investigator.

- 5.2.1 The panel or the investigator makes a determination and/or a recommendation to the Board as to:
 - 5.2.1.1 Whether the complaint should be pursued;
 - 5.2.1.2 If an informal process should be used;
 - 5.2.1.3 If further investigation is required; or
 - 5.2.1.4 If probable cause exists for taking further action or for issuing a summons and to initiate the formal process.

5.3 Informal Process

The Board may select an informal process in lieu of or as a prerequisite to entering into a formal process. Under this option, the Board would generally proceed with the following steps after receiving a written complaint that an individual or organization has violated the Geologists Regulation Act or these rules and regulations:

- 5.3.1 The Board may appoint a designee to oversee the implementation of the informal process.
- 5.3.2 The Board shall send a letter to any or all parties involved in the complaint, requesting attendance at a Board meeting to informally discuss matters related to the complaint. At the scheduled meeting, the Board shall clearly state to the parties that the meeting is informal and no individuals or organizations will be giving up their "due process rights" by participating in this informal process. The Board may request parties to bring materials, documents, or exhibits that may be useful in facilitating the informal discussion with the Board.
- 5.3.3 If the Board or designee and the parties can reach a mutual understanding that alleged violations of the Geologists Regulation Act and/or the rules and regulations in the complaint can easily be corrected through education and applied properly in future activities of the parties, the Board or designee may consider the complaint to be resolved. Under this process the Board is looking to the party or parties named in the complaint to take their own

NEBRASKA ADMINISTRATIVE CODE
Title 171 - Board of Geologists

corrective actions to establish compliance with the Geologists Regulation Act and the rules and regulations.

- 5.3.4 The Board retains the authority to separate items within a complaint into those that can be resolved with the informal process and those of a more serious nature which must be resolved under the formal process.
- 5.3.5 Matters resolved through the informal process will be so acknowledged in writing to all parties who participated in the process.
- 5.3.6 Participation in the informal process is intended to be voluntary, not mandatory, on the part of the respondent.

5.4 Mediation

At the request of either party, if agreed to by both parties, the complaint shall be referred to a state approved mediation center for resolution pursuant to the Nebraska Dispute Resolution Act.

5.5 Formal Process

- 5.5.1 The procedure for hearings in contested cases shall be in accordance with Title 53, Nebraska Administrative Code, Chapter 4 of the Nebraska Department of Justice.
- 5.5.2 Any person aggrieved by a final decision in a contested case is entitled to judicial review under the Administrative Procedures Act, or resort to such other means of review as may be provided by law.

5.6 Publication

The board, having taken disciplinary action after hearing or by agreed settlement, may publish the respondent's name and place of business.

5.7 Enforcement

If any person refuses to obey any decision or order of the board, enforcement proceedings may be commenced in the appropriated district court in accordance with Neb. Rev. Stat § 81-3533.

NEBRASKA ADMINISTRATIVE CODE
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CHAPTER 6 - INFORMATION PRACTICES

6.1 Introduction

Pursuant to Neb. Rev. Stat. § 84-712.05 or as otherwise provided by law, the Board establishes these rules to ensure the security, confidentiality, and privacy of personal information concerning individuals licensed or certified pursuant to the Act.

6.2 Disclosure and Access

With the exceptions of information required for the Board's roster, the personal information compiled by the Board concerning those individuals in the application process will be considered confidential and shall be released only to the individual to whom the record pertains, to others with his or her written consent, or upon court order. Access to public records will be subject to applicable public records statutes (Neb. Rev. Stat. §§ 84-712 to 84-712.09).

- 6.2.1 A licensee or an individual in the application process may personally inspect the contents of his or her file with the following exceptions:
 - 6.2.1.1 Examination materials and individual grade sheets; and
 - 6.2.1.2 Professional references.
- 6.2.2 Original documents must remain with the Board but may be copied at the Board's office for a reasonable fee.

6.3 Correction and Amendment

A licensee or an individual in the application process may correct erroneous, inaccurate, or misleading information in his or her file by providing the corrections and amendments in writing to the Board.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - Board of Geologists

CHAPTER 7 – PROMULGATION, AMENDMENT, OR REPEAL OF RULES

7.1 Petitioning for Rulemaking

Petitioning for rulemaking shall be in accordance with Title 53, Nebraska Administrative Code, Chapter 2 of the Nebraska Department of Justice. Copies of Title 53 are available from the Secretary of State.

APPENDIX A

APPLICATION FOR EXAMINATION FUNDAMENTALS OF GEOLOGY



Nebraska Board of Geologists

Mail to: PO Box 94844
Lincoln, NE 68509-4844

Delivery: 215 Centennial Mall S, Suite 400
Lincoln, NE 68508

Phone: 402-471-8383
Fax: 402-471-0787

Questions? Contact us at nebog.board@nebraska.gov or www.nebog.nebraska.gov

APPLICATION FOR EXAMINATION: FUNDAMENTALS OF GEOLOGY

Application Fee: \$50 - The application fee shall accompany this application. Payment of fee shall be in the form of a check or money order payable to the Nebraska Board of Geologists or NEBOG.

All applicants must complete this application. Read all section instructions and check all items carefully. Provide all information requested. **Do not substitute a resume or other synopsis for any part of this application.** Your attention to these details will make it possible for the Board's staff to process your application without undue delay. Please print or type all information.

SECTION I: GENERAL INFORMATION

1. _____
Full Legal Name (including full middle name)

2. _____
Last 4 digits of your Social Security Number

3. Preferred Address for Exam Results: Business Residence

_____ Telephone _____ ext _____
Firm Name (if business)

_____ ext _____
Mailing Address Alternate Telephone

_____ Fax _____
City, State, Zip Code

_____ Email Address

SECTION II: EDUCATION

Enter the name and location of each college or university, the time spent, the date of graduation, and the type of degree received for each institution at which geological or related courses were taken. **An original official transcript is required from each institution and must be sent directly to the Board from the institution.**

Name of Institution, Location (City, State)	Enrollment Date		Graduation Date		Semester(S)/ Quarter(Q) Hrs	Degree Received (BS, MS, etc.)	Major
	Mo.	Yr.	Mo.	Yr.			



Nebraska Board of Geologists

Mail to: PO Box 94844 Delivery: 215 Centennial Mall S, Suite 400
Lincoln, NE 68509-4844 Lincoln, NE 68508

Phone: 402-471-8383
Fax: 402-471-0787

Questions? Contact us at nebog.board@nebraska.gov or www.nebog.nebraska.gov

SECTION III: REFERENCES

List the names and address of two people unrelated to you who will attest to your personal character as defined in Neb. Rev. Stat. §§ 81-3501 to 81-3541. No member of the Nebraska Board will be accepted as a reference.

1. _____ Name	2. _____ Name
_____	_____
_____	_____
Address	Address
_____	_____
Telephone	Telephone
_____	_____
E-mail	Email
_____	_____
License number and State of Licensure, if PG	License number and State of Licensure, if PG

Make a sufficient number of copies of the Reference Form and send one to each of the references listed in this section along with a self-addressed, stamped envelope to the Nebraska Board. All references must send their completed forms directly to the Board. Any reference forms received from applicants will not be accepted. It is the applicant's responsibility to ensure that all reference forms are completed and returned to the Board. Keep a blank form for your future use in the event a reference does not respond.

SECTION IV: AFFIDAVIT

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

- I am a citizen of the United States, **OR**
- I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are _____, and I have **enclosed a copy** of my USCIS documentation.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

I will not represent myself as a geologist or offer to perform geological services, unless under the direct supervision of a licensed professional geologists, in the State of Nebraska until I have completed the requirements of licensure and my license has been granted by the Nebraska Board of Geologists.

I have read the Nebraska Geologist's Code of Practice and the Nebraska Geologists Regulation Act.

Signature of Applicant

Date

ELECTRONIC CHECK RE-PRESENTMENT POLICY

In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your statement.

APPENDIX B

APPLICATION FOR EXAMINATION PRACTICE OF GEOLOGY



Nebraska Board of Geologists

Mail to: PO Box 94844
Lincoln, NE 68509-4844

Delivery: 215 Centennial Mall S, Suite 400
Lincoln, NE 68508

Phone: 402-471-8383
Fax: 402-471-0787

Questions? Contact us at nebog.board@nebraska.gov or www.nebog.nebraska.gov

APPLICATION FOR EXAMINATION: PRACTICE OF GEOLOGY

Application Fee: \$100.00 – The application fee shall accompany this application. Payment of fee shall be in the form of a check or money order payable to the Nebraska Board of Geologists or NEBOG.

All applicants must complete this application. Read all section instructions and check all items carefully. Provide all information requested. **Do not substitute a resume or other synopsis for any part of this application.** Your attention to these details will make it possible for the Board's staff to process your application without undue delay. Please print or type all information.

SECTION I: GENERAL INFORMATION

1. _____
Full Legal Name (including full middle name)

2. _____
Last 4 digits of your Social Security Number

3. Preferred Address for Exam Results: Business Residence

_____ Telephone _____ ext _____
Firm Name (if business)

_____ ext _____
Mailing Address Alternate Telephone

_____ Fax _____
City, State, Zip Code

_____ Email Address

SECTION II: EDUCATION

Enter the name and location of each college or university, the time spent, the date of graduation, and the type of degree received for each institution at which geological or related courses were taken. **An original official transcript is required from each institution and must be sent directly to the Board from the institution.**

Name of Institution, Location (City, State)	Enrollment Date		Graduation Date		Semester(S)/ Quarter(Q) Hrs	Degree Received (BS, MS, etc.)	Major
	Mo.	Yr.	Mo.	Yr.			



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Lincoln, NE 68509-4844 Lincoln, NE 68508

Phone: 402-471-8383
Fax: 402-471-0787

Questions? Contact us at nebog.board@nebraska.gov or www.nebog.nebraska.gov

SECTION III: GEOLOGIST INTERN STATUS

If you have taken the FG in another jurisdiction, complete the Verification of Licensure or Examination form (at the end of this application) and send a copy of this form to that jurisdiction along with any fee they may charge. For each verification form mailed, include a stamped envelope addressed to the Nebraska Board of Geologists. It is the applicant's responsibility to ensure that the verification is completed and returned to the Nebraska Board.

1. I passed the FG (Fundamentals of Geology) Exam in:

_____ _____ _____
State Date GIT Number

SECTION IV: REFERENCES

List the names and addresses of four people unrelated to you who will attest to your personal character and/or to whom you reported or with whom you have been professionally associated. No member of the Nebraska Board will be accepted as a reference. Two shall be professional geologists having personal knowledge of your geology experience. If you passed the FG exam in Nebraska, you only need to provide two professional geologist references with this application.

1. _____
Name

Address

Telephone _____ E-mail

License number and State of Licensure, if PG

3. _____
Name

Address

Telephone _____ Email

License number and State of Licensure, if PG

2. _____
Name

Address

Telephone _____ Email

License number and State of Licensure, if PG

4. _____
Name

Address

Telephone _____ Email

License number and State of Licensure, if PG

Make a sufficient number of copies of the Reference Form and send one to each of the references listed in this section along with a self-addressed, stamped envelope to the Nebraska Board. All references must send their completed forms directly to the Board. Any reference forms received from applicants will not be accepted. It is the applicant's responsibility to ensure that all reference forms are completed and returned to the Board. Keep a blank form for your future use in the event a reference does not respond.



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 Fax: 402-471-0787

Questions? Contact us at nebog.board@nebraska.gov or www.nebog.nebraska.gov

SECTION V: PROFESSIONAL EXPERIENCE

Record your complete work history, beginning after college graduation and concluding with your present employment. You must account for the entire time period from graduation until now, including periods of unemployment, volunteer work, non-geology work, and military experience. If a certain period of time involves part-time work, give the actual dates and indicate the number of hours per week you worked. **Do not substitute a personal resume, vitas, or other synopsis** for your work experience. Refer to Documenting Your Geological Experience for additional information. You may attach additional copies of this section if needed.

Employment Dates Month/Year	Title of position held, name and address of employer and a brief summary of the geology work performed. Make statement brief and concise.	Name, telephone number, address, and e-mail of someone familiar with each work period, preferably the person to whom applicant reported.
From 6/2000	<i>Geologist II, NE Dept of Natural Resources</i> EXAMPLE 301 Centennial Mall S Lincoln NE 68509-4676	EXAMPLE John Doe 301 Centennial Mall S Lincoln NE 68509 402-471-0000 john.doe@nebraska.gov
To 10/2006	<i>Lead geologist and geologist of record in all projects involved. Project manager on many jobs. Projects included drilling oil prospects in Nebraska, operating the ABC State Quarry, and mapping of the Platte River basin.</i>	
From		
To		
From		
To		
From		
To		
From		
To		



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Lincoln, NE 68508

Phone: 402-471-8383
Fax: 402-471-0787

Questions? Contact us at nebog.board@nebraska.gov or www.nebog.nebraska.gov

SECTION VI: AFFIDAVIT

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

- I am a citizen of the United States, **OR**
- I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are _____, and I have **enclosed a copy** of my USCIS documentation.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

I will not represent myself as a geologist or offer to perform geological services, unless under the direct supervision of a licensed professional geologists, in the State of Nebraska until I have completed the requirements of licensure and my license has been granted by the Nebraska Board of Geologists.

I have read the Nebraska Geologist's Code of Practice and the Nebraska Geologists Regulation Act.

Signature of Applicant

Date

ELECTRONIC CHECK RE-PRESENTMENT POLICY

In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your statement.

APPENDIX C

APPLICATION FOR LICENSURE AS A PROFESSIONAL GEOLOGIST



Nebraska Board of Geologists

Mail to: PO Box 94844
Lincoln, NE 68509-4844

Delivery: 215 Centennial Mall S, Suite 400
Lincoln, NE 68508

Phone: 402-471-8383
Fax: 402-471-0787

Questions? Contact us at nebog.board@nebraska.gov or www.nebog.nebraska.gov

APPLICATION FOR LICENSURE AS A PROFESSIONAL GEOLOGIST

Application Fee: \$100.00 - The application fee shall accompany this application. Payment of fees shall be in the form of a check or money order, payable to the Nebraska Board of Geologists or NEBOG.

All applicants must complete this application. Read instructions and check all items carefully. Provide all information requested. Do not substitute a resume or other synopsis for any part of this application form. Your attention to these details will make it possible for the Board's staff to process your application without undue delay. Please print or type all information. If you are not licensed in any other U.S. state or territory, and are not applying for reinstatement of a previously active Nebraska Professional Geologist license, call the Board offices at 402-471-8383 before submitting this application, as you may not be eligible for a professional license in Nebraska.

SECTION I: GENERAL INFORMATION

1. _____
Full Legal Name (Including full middle name)

2. _____
Last 4 digits of your Social Security Number

3. Previously licensed in Nebraska? No Yes _____
License Number

4. Preferred Address for all official Board Correspondence: Business Residence

_____ Telephone _____ ext _____
Firm Name (if business)

_____ ext _____
Mailing Address Alternate Telephone

_____ Fax _____
City, State, Zip Code

_____ Email Address

SECTION II: EDUCATION

Enter the name and location of each college or university, the time spent, the date of graduation, and type of degree received for each institution at which geological or related courses were taken. **An original official transcript is required from each institution and must be sent directly to the Board from the institution.**

Name of Institution, Location (City, State)	Enrollment Date		Date Graduated		Semester(S)/ Quarter(Q) Hrs	Degree Received (BS, MS, etc.)	Major
	Mo.	Yr.	Mo.	Yr.			



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Phone: 402-471-8383
Fax: 402-471-0787

Questions? Contact us at neboq.board@nebraska.gov or www.neboq.nebraska.gov

SECTION III: LICENSURE INFORMATION

If you have licenses in other states, you must have your first and/or current state of licensure forward verification of your license to the Nebraska Board directly; use the Verification of Licensure and Examination form (attached at the end of this application).

1. Fundamentals of Geology (FG) Exam

State: _____ Date Passed: _____ Score: _____

GIT#: _____

2. Practice of Geology (PG) Exam

State: _____ Date Passed: _____ Score: _____

3. State of First License

State: _____ Date Issued: _____ License #: _____

4. Current License

State: _____ Expiration Date: _____ License #: _____

5. Other Licenses

SECTION IV: REFERENCES

List below the names and addresses of four people unrelated to you, of whom at least two are Professional Geologists, who will attest to your personal character and qualifications as defined in Neb. Rev. Stat. §§ 81-3501 to 81-3541. **If you are applying by licensed experience, all references must be from Professional Geologists.** No member of the Nebraska Board will be accepted as a reference.

1. _____
Name

Address

Telephone Email
License number and State of Licensure, if PG

3. _____
Name

Address

Telephone Email
License number and State of Licensure, if PG

2. _____
Name

Address

Telephone Email
License number and State of Licensure, if PG

4. _____
Name

Address

Telephone Email
License number and State of Licensure, if PG



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Phone: 402-471-8383
Fax: 402-471-0787

Questions? Contact us at neboq.board@nebraska.gov or www.neboq.nebraska.gov

SECTION V: PROFESSIONAL EXPERIENCE

Record your complete work history, beginning after college graduation and concluding with your present employment. You must account for the entire time period from graduation until now, including periods of unemployment, volunteer work, non-geological work, and military experience. If a certain period of time involves part-time work, give the actual dates and indicate the number of hours per week you worked. If you are applying by licensed experience, you must document at least fifteen years of licensed experience. **Do not substitute personal resumes, vitas, or other synopses** for your work experience. Refer to [Documenting Your Geologic Experience](#) located on our website. You may attach additional copies of this section if needed.

Employment Dates Month/Year	Title of position held, name and address of employer and a brief summary of the geological work performed. Make statement brief and concise.	Name, telephone number, address, and e-mail of someone familiar with each work period, preferably the person to whom applicant reported.
From 6/2000	<i>Geologist Manager, Smith White & Associates</i> EXAMPLE 1620 Midtown Place Raleigh, NC 27609 <i>Lead geologist and geologist of record in all projects involved in. Project manager on many jobs. Projects included drilling oil prospects in Oklahoma, operating the ABC Quarry, and mapping of the Platte River basin.</i>	EXAMPLE <i>John Doe</i> 2309 Coley Forest Pl Raleigh, NC 27614 919-555-3746 jdoe@smithwhite.org
To 10/2000		
From		
To		
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To		
From		
To		



Nebraska Board of Geologists

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Lincoln, NE 68509-4844

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Questions? Contact us at nebog.board@nebraska.gov or www.nebog.nebraska.gov

SECTION VI: AFFIDAVIT

1. Have you solicited geological work or represented yourself as a professional geologist in this State prior to having been licensed? yes no
2. Have you been disciplined by any occupational licensing board? yes no
3. Are you currently under investigation by any occupational licensing board? yes no
4. Has your geologist license been denied, suspended or revoked in any jurisdiction? yes no
5. Have you surrendered or allowed a geologist license to lapse in any jurisdiction due to any action pending or threatened? yes no
6. Have you signed any legal document that settles a dispute or charges against you brought by a Registration Board or a court of law? yes no
7. Have you been found by a court of law or Registration Board to have violated the geologist licensure laws or the professional/occupational laws of any jurisdiction? yes no
8. Have you entered into a negotiated settlement with regard to professional or occupational licensure laws? yes no
9. Have you ever been convicted of any crime involving moral turpitude, fraud, deceit, or misrepresentation or been convicted of any crime other than a minor traffic violation in any jurisdiction? yes no
10. Are there any criminal charges now pending against you? yes no

If the answer to any of these questions is "yes", please attach a detailed explanatory statement.

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

- I am a citizen of the United States, **OR**
- I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are _____, and I **have enclosed a copy** of my USCIS documentation.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

I will not represent myself as a geologist or offer to perform geologic services in the State of Nebraska until this application is approved and a professional geologist's license has been granted by the Nebraska Board of Geologists.

Unless my firm holds a current Certificate of Authorization, no agent of my firm will solicit, offer, or contract to perform geologic services in Nebraska until the application process is completed and a professional geologist's license has been granted by the Board.

Signature of Applicant

Date

ELECTRONIC CHECK RE-PRESENTMENT POLICY

In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your statement.

APPENDIX D

LICENSEE SEAL AND SEAL LETTER



STATE OF NEBRASKA

John J.
Doe
G-0000

LICENSED PROFESSIONAL GEOLOGIST



DATE: Thursday, February 26, 2015

NAME: Dennis James Anderson

LICENSE NUMBER: G-0085

DISCIPLINE: Geology

This document certifies that Dennis James Anderson is licensed as a Geologist in the State of Nebraska and shall, in accordance with the statute shown below, procure a seal of the design shown above and described below.

This document is the seal information for the licensing of Geologists in accordance with the statute shown below, to procure a seal of the size and design shown above and described below.

81-3529

(3) (a) Each licensee authorized to practice geology must obtain a seal. The design of the seal shall be determined by the board. The following information shall be on the seal: State of Nebraska; licensee's name; licensee's license number; and the words Licensed Professional Geologist.

(b) Whenever the seal is applied, the licensee's signature shall be across the seal. The board may adopt and promulgate rules and regulations for application of the seal.

(c) The seal and the date of its placement shall be on all technical submissions and calculations whenever presented to a client or any public or governmental agency. It shall be unlawful for a licensee to affix his or her seal or to permit his or her seal to be affixed to any document after the expiration of the certificate or for the purpose of aiding or abetting any other person to evade or attempt to evade the act.

(d) The seal and date shall be placed on all originals, copies, tracings, or other reproducible documents in such a manner that the seal, signature, and date will be reproduced. The application of the licensee's seal shall constitute certification that the work was done by the licensee or under the licensee's control. In the case of multiple sealings, the first or title page shall be sealed and dated by all involved. In addition, each sheet shall be sealed and dated by the licensee responsible for each sheet. In the case of an organization, each sheet shall be sealed and dated by the licensee involved. The geologist in responsible charge shall seal and date the title or first sheet.

(e) In the case of a temporary permit issued to a licensee of another state, the licensee shall use his or her state of licensure seal and shall affix his or her signature and temporary permit to all his or her work.

(4) The board shall issue to any applicant who, in the opinion of the board, has met the requirements of the act, an enrollment card as geologist-intern which indicates that his or her name has been recorded as such in the board office. The geologist-intern enrollment card does not authorize the holder to practice as a professional geologist.

81-3530 Seal and signature; affixation; restrictions.

(1) A professional geologist shall only affix his or her seal and signature when he or she was in responsible charge of the work.

(2) A professional geologist shall affix his or her seal and signature on geologic reports, documents, maps, plans, logs, and sections, or other public records offered to the public and prepared or issued by or under the direct supervision of the professional geologist.

APPENDIX E

APPLICATION FOR LICENSE RENEWAL

NEBRASKA BOARD OF GEOLOGISTS

PO Box 94844, Lincoln NE 68509

Phone: (402) 471-8383 Fax: (402) 471-0787 E-mail: nebog.board@nebraska.gov

RENEWAL NOTICE

February 20, 2015

This is your annual Geologist license renewal notice for the 2017 calendar year.

Please review your contact information. **If you have an address change**, mark the "Address Change" box on the form below and legibly make the correction on the reverse side of this form. Also, enter or update your phone number, fax number and email address.

If you do not wish to renew, mark the "Do Not Renew" box. **If you are relinquishing your license and wish to have Emeritus status**, mark the "Change to Emeritus Status" box and enclose the \$25 lifetime fee. If your Emeritus status is approved by the Board, you will receive Board publications but will no longer be licensed to practice.

No Change Address Change Do Not Renew Change to Emeritus Status (\$25 Enclosed)

1. Have you been convicted of any felony in any jurisdiction not previously disclosed to the Nebraska Board? Yes
No
2. Has any disciplinary action been taken against you by any licensing authority, or have you entered into a consent agreement or similar document with a licensing Board not previously disclosed to the Nebraska Board? Yes
No

(IF YES, list the date, name of licensing authority, order date(s), description of charges, and action taken. Also, provide the Board documentation regarding the action(s) separately.)

Your license _____ to practice Geology expires on December 31, 2016.

YEARLY RENEWAL FEE (Due December 31, 2016).\$ 65.00
IF paid during 2017, add \$6.50 for any part of each month past due, up to \$65. If the fee is not paid by 12/31/2017, a new application is required.\$ _____
TOTAL AMOUNT ENCLOSED\$ _____

CERTIFICATION: (Mandatory)

I certify that all statements made on this form are true and accurate.

Signature

Date

Control No: 18 GL*1

RETURN THIS FORM WITH PAYMENT to the NEBRASKA BOARD at the address above.

NOTE: In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your statement.