



PSI
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

*Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.*

COMMONWEALTH OF VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

CERTIFIED PROFESSIONAL GEOLOGIST EXAMINATIONS CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination process for Professional Geologist Certification in the State of Virginia.

The Commonwealth of Virginia Department of Professional and Occupational Regulation (DPOR) has contracted with PSI to assist with the examination process.

Following are licensing examinations offered for the National Association of State Boards of Geology (ASBOG®):

- Fundamentals of Geology Examination (FG)
- Practice of Geology Examination (PG)

GUIDELINES FOR CERTIFICATION APPLICATION/QUALIFICATION

HOW TO OBTAIN CERTIFICATION

1. Submit a certification application to:

Virginia Board for Professional Soil Scientists, Wetland Professionals, and Geologists
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-2176

Applications for certification are available on the Internet at www.dpor.virginia.gov.

2. Once DPOR has approved you for testing, your testing eligibility will automatically be submitted to PSI, and you will receive a confirmation postcard with instructions for registering and scheduling the examination.

All questions and requests for information about examinations should be directed to PSI.

PSI
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

Upon receipt of your confirmation postcard, you will be responsible for contacting PSI to schedule an appointment to take the approved examination(s) and make examination payment arrangements. PSI will make every effort to schedule the examination site and time that is most convenient for you.

- Candidates must take only approved parts by the VA Board. If you fail one or both parts, you may schedule to retest one or both parts per examination administration.
- Your eligibility does not expire and there are no restrictions on the number of times you can retest.

Exam Date	Registration Deadline
October 6, 2017	August 22, 2018
March 16, 2018	January 30, 2018
October 5, 2018	August 21, 2018

The following fee table lists the applicable fee for each examination. The fee is for each examination, whether you are taking the examination for the first time or repeating.

Examination Title	Exam Fee
Fundamentals of Geology Examination (FG) and Practice of Geology Examination (PG)	\$480
Fundamentals of Geology Examination (FG)	\$190*
Practice of Geology Examination (PG)	\$290

*FG fee increases to \$200 effective with March 16, 2018 test date.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

1. Complete the registration form online and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date.

FAX REGISTRATION

For fax registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. Make your money order or check must be made payable to PSI and print your social security number on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.**



TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. PSI registrars are available at (800) 733-9267 Monday through Friday between 7:30 am and 10:00 pm, and Saturday and Sunday, between 9:00 am and 5:30 pm, Eastern Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

CANCELING APPOINTMENTS

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 30 days before the scheduled examination date*. You may call PSI at (800) 733-9267.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666. This form also includes out-of-state testing requests.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees/certificate holders of the professions licensed/certified by the state.

EXAMINATION SITE LOCATIONS

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

FALLS CHURCH LEESBURG PIKE

MCILVAINE BUILDING 6201 Leesburg Pike, Suite 404 Falls Church, VA 22044

From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.

RICHMOND Moorefield VI Building 620 Moorefield Park Drive Suite 205 Richmond, VA 23236

From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippenham Pkwy. Merge onto VA-76 S/Powhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of VALID (not expired) identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the legal name that you registered under to take the examination. If the name in the PSI system does not match the name on your government-issued ID and 2nd form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.

Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

All candidates sitting for the ASBOG National Geology examination(s) should obtain their individual college or university "Institution Code" prior to arriving at the examination site. The *Institution Codes List* is available on the public section of the ASBOG website at www.asbog.org under the heading "Examination". Candidates will be asked to provide their code on the examination answer sheet. As examination scores are considered confidential information, this information will not be provided to the colleges and universities. The information will be used only to provide institutions with aggregate data on how their students - on average - performed on the examination.



SECURITY PROCEDURES

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.

- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

SCORE REPORTING

To assure national uniformity, ASBOG® provides DPOR with a nationally recommended passing score. A scaled score of 70 has been established as a standard of minimum competency and 100 is the highest score possible. However, the legal authority for making registration/certification decisions rests solely with DPOR and not with ASBOG®.

Examination scores will be mailed approximately 60 days following the examination.

TIPS FOR PREPARING FOR YOUR CERTIFICATION EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

The examinations are CLOSED book. A non-programmable calculator that is silent, battery-operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet will be allowed in the examination site.

A protractor, straight edge, engineer's scale, and colored pencils should be brought to the examination, as they may be useful for some questions.

Examination	# of Questions	Time Allowed
Fundamentals of Geology Examination (FG)	110	4 Hours
Practice of Geology Examination (PG)	80	4 Hours

Note: a break will be given between examinations.



CONTENT OUTLINE

A study guide is available from ASBOG®'s Web site at www.asbog.org.

The outline below lists the content domains covered in each examination. While the subject matter is the same for both examinations, the percentage weights for each area differ per examination.

Fundamentals of Geology and Practice of Geology Examination Content Domains

- A. General Geology: Field Geology, Geophysics, Imagery, Modeling, & Graphical Methods
- B. Mineralogy, Petrology, & Petrography
- C. Sedimentology, Stratigraphy, & Paleontology
- D. Quaternary Geology, Geomorphology, & Surficial Processes
- E. Structure, Tectonics, & Seismology
- F. Hydrogeology & Environmental Geochemistry
- G. Engineering Geology
- H. Economic Geology & Energy Resources



Before you begin. . . Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name: [grid] Last Name [grid] First Name [grid] M.I. [grid]

2. Social Security: [grid] - [grid] - [grid] (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address: [grid] Number, Street [grid] Apt/Ste [grid] [grid] City [grid] State [grid] Zip Code [grid]

4. Telephone: Home [grid] - [grid] Office [grid] - [grid]

5. Email: _____@_____

6. Date of Birth: ____-____-____ MM DD YY

7. Examination: Please check the appropriate boxes of the examination(s) you are registering for and the examination date.

Table with 2 columns: Examination Title, Exam Fee. Rows include Fundamentals of Geology Examination (FG) and Practice of Geology Examination (PG) with fees of \$480, \$190*, and \$290.

Table with 2 columns: Exam Date, Registration Deadline. Rows include dates like October 6, 2017, March 16, 2018, and October 5, 2018.

8. Total fee included: \$_____ You may pay by credit card, money order, company check or cashier's check only. Cash and personal checks are not accepted.

If you are paying by credit card, check one: Visa MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Bill Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

Please continue on the next page.

9. *I am submitting the Exam Accommodations Request (at the end of this bulletin) and required documentation.* Yes No

10. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of certification. I have read and understand the examination information bulletin.

Signature: _____ **Date:** _____

Complete and forward this registration form with the applicable examination fee to:

PSI * ATTN: Examination Registration VA GEOL
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com



EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ Social Security or ID#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- | | |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time (Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Service Animals (other than those required for guidance or mobility assistance due to physical disability):
_____ |
| <input type="checkbox"/> *Out-of-State Testing Request (this request does not required additional documentation) | <input type="checkbox"/> Other _____ |

Site requested: _____

*You may email your out-of-state request to OutOfStateRequest@psionline.com

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.

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