



APPLICATION FOR FUNDAMENTALS OF GEOLOGY (FG) EXAM INSTRUCTIONS

Key Information

- **Please read all instructions.**
- See [Minnesota Rules 1800.3910-3930](#) for qualifying education requirements.
- It is **your** responsibility to complete forms and have third parties forward any documents noted in the instructions. **All** required forms and documents must be received **prior to Board consideration of your application**. Applications are only for the first **open** exam administration (see exam application deadlines on the Board's website). They cannot be transferred to future exam administrations. **Incomplete applications expire within 6 months of receipt or as of the application deadline (whichever comes first).**
- If any of your records are under a different name, include with your application a copy of your marriage license (IF it shows the name change), the pertinent section of divorce decree, or legal name change document.
- If your application to sit for the FG exam is approved, the Board will inform you by letter.

Application Steps

1. Read the qualifications for admission to the Fundamentals of Geology Examination ([Minnesota Rules 1800.3910](#), Subp. 2 and Subp.5A).
2. Complete your [online application](#) thoroughly, and 'sign'. You can start and return to an application later (prior to paying), if you cannot complete all items at one time.
3. Have all required transcript(s) sent to the Board by mail (see address above) or emailed to aelslagid@state.mn.us. Download the [FG Exam Required Education Evidence](#) document for more information.
4. Should you need special testing accommodation, answer accordingly in the online application, and then download and complete the accommodation request form and upload with your supporting documentation within the application system (follow the instructions provided there). **NOTE: You must submit all documents, including the request form, as a single file, under 5MB (JPG, DOC, DOCX or PDF format).**
5. **Submit the online application, the \$25 application fee and any required supporting documents.** Go to the "Documents" section of the application, where you will see what additional documents are required, can check the status of the items you have submitted and your application through Board review.
6. If your application is approved, Board will contact you by mail with instructions to register through ASBOG/Prometric, the exam administrators, for your exam seat. **It is your responsibility to register after obtaining Board approval.** Do not register with ASBOG/Prometric **before** receiving approval by the Board or you may forfeit fees associated with your registration.

When the Board has received **all** required education documentation, (see item 3 above) **and** notification from ASBOG that you passed the FG exam, you will be mailed your GIT certificate. Be sure to update the Board if you have a change of address.

If you have questions regarding your application, please call the Board office at (651) 296-2388.