



APPLICATION FOR FUNDAMENTALS OF GEOLOGY (FG) EXAM INSTRUCTIONS

1. Read the qualifications for admission to the Fundamentals of Geology Examination ([MN Rule 1800.3910, Subp. 2](#) and [Subp.5A](#)) on the Board’s website mn.gov/aelslagid/rules.html.
2. Complete the FG Application Form (pages 1-3) and submit the application fee of **\$25** (make check payable to the **MN Board of AELSLAGID**) to the address above. Do not send cash.
3. Include all required transcript(s) with your application.

<p>If you are currently enrolled in a US baccalaureate degree program from an accredited institution</p>	<p>Submit an unofficial transcript with your application. Your unofficial transcript MUST show your name, the name of the college/university and total credits. Note: Student audit reports, student progress reports, grade sheets and student course listings are NOT “unofficial transcripts.”</p> <p>You must have a minimum of 20 semester credits or 30 quarter credits in some combination of the geology areas of study listed in MN Rule 1800.3910, Subp. 5A(2).*</p> <p>*After passing the exam, to meet the education requirements for Geologist-in-Training designation or licensure, you must submit final, official transcript(s) as described below.</p>
<p>If you have graduated from a US baccalaureate or higher degree program from an accredited institution</p>	<p>Submit official transcript(s) of all credits from all colleges, universities and/or technical schools attended, including non-degree coursework. The transcript(s) may be mailed directly to the Board office by your college/university or you may send it along with your application in the original sealed envelope. Do not open the transcript as it will then no longer be considered “official.” Transcripts may also be emailed from the institution to aelslagid@state.mn.us.</p> <p>You must have a minimum of 30 semester credits or 45 quarter credits divided among at least 5 of the geology areas of study listed in MN Rule 1800.3910, Subp. 5A(2). A maximum of 9 semester or 12 quarter credits may be applied to any one area.</p>
<p>If you have graduated from a foreign baccalaureate or higher degree program</p>	<p>In addition to submitting official transcripts as described above, you must obtain an education evaluation or have an official copy of an existing evaluation sent to the Board. Contact: Educational Credential Evaluators (ECE), 101 W. Pleasant St., STE 200, Milwaukee, WI 53212 Phone: (414) 289-3400 www.ece.org</p> <p>Request a COURSE-BY-COURSE EVALUATION. This is the evaluation type required to determine if the degree meets the minimum requirements. The evaluation must be sent directly from the evaluation service to the Board either by US mail or electronically (aelslagid@state.mn.us).</p>

4. Should you need special testing accommodation, please see the information on [Instr-2](#) and include the [Request for Accommodation](#) form with your application.
5. **Sign and date the form at the bottom of page 3.**
6. If your application is approved, Board will contact you by mail with instructions to register online through ASBOG/Prometric, the exam administrators. **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.

March 15, 2024, FG Exam Application Deadline: January 16, 2024

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

NOTICE REGARDING SPECIAL ACCOMMODATIONS

To request special accommodation for the **Fundamentals of Geology Exam**, send the [Accommodation Request Form](#) with your application.

A BRIEF SUMMARY OF YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

INTRODUCTION

The Americans with Disabilities Act (“ADA”) covers “public entities.” The Board is a “public entity” covered by the ADA. The Board may not refuse to allow a person with a disability to take the examination simply because the person has a disability. It must permit persons with disabilities to take the examination in an integrated setting unless separate or different measures are necessary to ensure equal opportunity. It must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to take the examination.

WHO IS COVERED?

The ADA provides comprehensive civil rights protection for “qualified individuals with disabilities.” An “individual with a disability” is a person who: 1) has a physical or mental impairment that substantially limits a “major life activity,” 2) has a record of such an impairment, or 3) is regarded as having such an impairment. “Major life activities” include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action

is taken on the basis of their current illegal use of drugs.

A “qualified” individual with a disability is one who meets the essential eligibility requirements for the examination. The Board is not required to take any action that would result in a fundamental alteration in the nature of the examination or an undue financial and administrative burden. However, the Board must take any other action, if available, that would not result in a fundamental alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

WHAT IS REQUIRED?

The Board is required to make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the examination would result. To do so, it must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. The Board may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such

as making modifications required to provide program accessibility or providing qualified interpreters. Finally, it must operate the examination so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the ADA. The Board may not provide the examination to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. The Board cannot require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

QUESTIONS?

If you have any questions about the ADA we encourage you to call the United States Department of Justice, which has an ADA information line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (Minnesota Statutes §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for licensure. The data you furnish on the application will be used by the Board to assess your qualifications for licensure. The collection of your social security number by the Board is required by both federal and state laws. If you fail to provide this data, the Board may be unable to approve your application or issue your license.

Federal law (42 U.S.C. 666(a)(13)) requires each state to collect social security numbers at the time of application for a professional or occupational license in order to improve effectiveness of child support enforcement.

Additionally, pursuant to Minnesota Statutes §270C.72, Subd. 4 (2022) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, Subd. 2 (2022), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number, become public record.

The Board will not share your private data with other persons or agencies unless it is required by law.



REQUEST FOR SPECIAL ACCOMMODATION (FG EXAM)

Complete this form **only if you are requesting special accommodation** (see information on [page Instr-2](#) and below).

The ADA requires this agency to make “reasonable accommodation” for applicants with disabilities in giving this examination. If you are a person with a disability which may affect your ability to enter the examination facility or to take any portion of the examination, the ADA may require us to provide alternative examination arrangements. We are not required to do so if we are unaware of your need for accommodations. We ask that you inform us of any alternative arrangement you may require to take this examination.

AUTHORIZATION STATEMENT:

“If the accommodations I request are approved, I understand and agree that the Board may provide such information as is necessary for the exam administrator to provide the requested accommodations.”

▶ _____
Applicant Signature _____ Date _____

Legal Name _____
(First) _____ (Middle) _____ (Last) _____ (Suffix) _____

Street Address _____ Phone # _____
(No PO boxes)

City _____ State/Province _____ ZIP/Postal Code _____

REQUIRED! ▶ I have attached supporting documentation from a qualified professional that describes the disability and the resulting functional limitations and explains the need for the requested accommodations.

Examples of reasonable accommodations include (but are not limited to) readers, oral interpreter or enlarged print.
Describe in detail your accommodation request (use additional pages, if necessary):

THIS SECTION FOR BOARD USE ONLY

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED*
Signature	
Printed Name	
Date	

Type of accommodation (reader, hearing impaired, etc.):

*If denied, include copy of denial letter in applicant file.



FOR BOARD USE ONLY
Application #

FOR BOARD USE ONLY
Date In-Training
Status Recorded

APPLICATION FOR FUNDAMENTALS OF GEOLOGY (FG) EXAM

Application Fee: \$25
(Must accompany application.)

Application Deadline for January 16, 2024
FG Exam: **March 15, 2024**

Part A: Applicant Information (All fields are required.)

- Are you or your spouse an active duty military member? Or have you left service in the last two years with an honorable or general discharge? No Yes (Priority processing)
- The address below is my (check one): Home Business. If **business**, list name: _____
- General/contact information:

Legal Name _____
(First) (Middle) (Last) (Suffix)

Former Name _____
(If applicable)

Street Address _____
(No PO boxes)

City _____ State/Province _____

ZIP/Postal Code _____ Country _____

Gender: Male Female

Birth Date _____
(MM) (DD) (YYYY)

Phone # _____
- Have you ever had a license/certificate in any jurisdiction as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer disciplined, denied, surrendered, suspended or revoked? Yes No
 If **yes**, attach a statement of explanation.

Part B: Education

- List all undergraduate and graduate institutions. If you have not yet graduated, list the **anticipated** degree and date of graduation. (Note: You must submit education documentation to complete your application, as detailed in the [Instructions](#).)

College/University Attended	City, State, Country	Actual/Anticipated Graduation Date (mm/yyyy)	Degree Received/Anticipated

Part C: Coursework

Applicant Name: _____

List the geology courses and credits you have taken to fulfill the areas of study credit requirements specified in MN Rule 1800.3910, Subp. 2.

Note that how many credits you need and in how many geology subject areas depends upon whether you have completed your degree or are sitting early for the exam (see rule referenced above and [Instr-1](#)).

Geology study areas are: physical geology; historical geology; stratigraphy; sedimentology or sedimentary petrology; mineralogy; igneous and/or metamorphic petrology; structural geology; hydrogeology; geochemistry; geophysics; glacial/quaternary geology; geomorphology; field geology/geologic field methods; medical geology; geostastical database; and any combination of two or more of the preceding, as long as they comprise 100% of the course content.

If completing this form electronically, use the drop-down menus to select the course credit type (semester [S] or quarter [Q]*) and to specify subject area. If completing by hand, write in this information in the appropriate field. Attach additional pages as necessary.

Course Title	Credits		Institution	Geology Areas of study
	Amt	S or Q*		

Part D: Examination Application Information

Have you previously applied to the Minnesota Board to sit the FG exam? No Yes

If **yes**, under what name? _____

Part E: Certification Statements to Be Affirmed by the Applicant

Read the statements, **select the appropriate true/false response**, then **sign** and **date** below.

If you answer “False” to any of the statements, you **must** enclose a statement of explanation for each checked statement. Your application is not considered complete until you provide the required explanation(s).

[MN Rules 1800.0400 Subp. 5 \(2023\)](#)

- | | |
|---|--|
| 1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2022) and the Rules and Regulations adopted thereunder; | <input type="checkbox"/> True <input type="checkbox"/> False |
| 2. I am not under any disciplinary proceeding or action nor had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction up to the date of my application to the Board; | <input type="checkbox"/> True <input type="checkbox"/> False |
| 3. I have never been convicted of a felony; | <input type="checkbox"/> True <input type="checkbox"/> False |
| 4. I have not and will not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and | <input type="checkbox"/> True <input type="checkbox"/> False |
| 5. I have not performed or offered to perform any services reserved in statute to an individual who is properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the State of Minnesota until my license has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design. | <input type="checkbox"/> True <input type="checkbox"/> False |

I declare that everything I have stated in this document is true and correct. If signing electronically, I agree that my electronic signature shall constitute the execution of this document in exactly the same manner as if I had signed by hand.

Applicant Signature

Date

THIS SECTION FOR BOARD USE ONLY

Approved

Denied

Board Member Signature

Board Member Name

Date