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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 - ~~Nebraska~~ Board of Geologists

ALPHABETICAL TABLE OF CONTENTS

<u>SUBJECT OR TITLE</u>	<u>STATUTORY AUTHORITY</u>	<u>CODE SECTION</u>	<u>PAGE NUMBER</u>
Code of Practice	§ 81-3526	Ch. 4	13
Enforcement of Act Disciplinary Action	§§ 81-3533 to 81-3537, 81-3539 to 81-3541	Ch. 5	17
General Provisions	§§ 81-3501, 81-3503 to 81-3519, 81-3522	Ch. 1	1
Information Practices	§ 84-712.05	Ch. 6	19
Licensure Provisions	§§ 81-3527 to 81-3531, 81-3539, 81-3540	Ch. 3	7
Promulgation, Amendment, or Repeal of Rules		Ch. 7	20
Organization, Responsibilities, and Duties of the Board	§§ 81-3520 to 81-3523, 84-1407 to 84-1414, and 84-712.05	Ch. 2	5

NUMERICAL TABLE OF CONTENTS

<u>SUBJECT OR TITLE</u>	<u>STATUTORY AUTHORITY</u>	<u>CODE SECTION</u>	<u>PAGE NUMBER</u>
General Provisions	§§ 81-3501, 81-3503 to 81-3519, 81-3522	Ch. 1	1
Organization, Responsibilities, and Duties of the Board	§§ 81-3520 to 81-3523, 84-1407 to 84-1414, and 84-712.05	Ch. 2	5
Licensure Provisions	§§ 81-3527 to 81-3531, 81-3539, 81-3540	Ch. 3	7
Code of Practice	§ 81-3526	Ch. 4	13
Enforcement of Act Disciplinary Action	§§ 81-3533 to 81-3537, 81-3539 to 81-3541	Ch. 5	17
Information Practices	§ 84-712.05	Ch. 6	19
Promulgation, Amendment, or Repeal of Rules		Ch. 7	20

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

APPENDICES

Application for ASBOG [®] Examinations	Appendix A
Application for Licensure as a Professional Geologist	Appendix B
Verification of Licensure/Examination of a Geologist	Appendix C
Reference Form	Appendix D
Application for Temporary Permit to Practice in Nebraska	Appendix E
United States Citizenship Attestation Form	Appendix F
Licensee Seal & Seal Letter	Appendix G
Application for License Renewal	Appendix H
Application for Certificate of Authorization	Appendix I
Application for Changes to Certificate of Authorization	Appendix J

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

CHAPTER 1 - GENERAL PROVISIONS

001-1.1 Authority

~~001-01~~ 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 ~~performance of its duties~~ 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.

002-1.3 Definitions

~~002-01~~ 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:

~~002-01A~~ ~~Board means the Nebraska Board of Geologists.~~

1.3.1 ASBOG® means the National Association of State Boards of Geology.

~~002-01B~~ **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.

~~002-01C~~ ~~Consulting geologist means a professional geologist whose principal occupation is the independent practice of geology; whose livelihood is obtained by offering geologic services to the public; who serves clients as an independent fiduciary; who is devoid of public, commercial, and product affiliation that might tend to imply to conflict of interest; and who is cognizant of his or her public and legal responsibilities and is capable of discharging them.~~

~~002-01D~~ **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.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~002.01E~~ — ~~**Continuing education** means the process of training and developing knowledge related to a profession after licensure is attained.~~

~~002.01F~~ — ~~**Direct supervision** means the degree of supervision by a person overseeing the work of another person by which the supervisor has control over and detailed professional knowledge of the work done.~~

~~002.01G~~ — ~~**Emeritus**, referring to a geologist, means a professional who relinquishes or does not renew his or her licensure and who is approved by the Board to receive publications and use the honorary title emeritus.~~

~~002.01H~~ 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:

~~002.01H1~~ 1.3.4.1 Communications which do not pertain to the merits of a contested case;

~~002.01H2~~ 1.3.4.2 Communications required for the disposition of ex parte matters as authorized by law;

~~002.01H3~~ 1.3.4.3 Communications in a ratemaking or rulemaking proceeding;

~~002.01H4~~ 1.3.4.4 Communications to which all parties have given consent.

~~002.01I~~ — ~~**Geologist** means a person who is qualified to practice geology by reason of special knowledge and use of the earth sciences and the principles of geology and geologic data collection and analysis acquired by geologic education and geologic experience.~~

~~002.01J~~ — ~~**Geologist intern (GI)** means a person who has passed an examination in the fundamentals of geology as provided in Neb. Rev. Stat. § 81-3540.~~

1.3.5 **FG Examination** means the ASBOG® Fundamentals of Geology examination.

~~002.01K~~ — ~~**Geology** means the science which includes treatment of the earth and its origin and history, in general; investigation of the earth's solids, including rocks, soils, minerals, fluids, including underground waters, gases, and other materials; and the study of the natural agents, forces, and processes which cause changes in the earth or on its surface; and the application of this knowledge.~~

~~002.01L~~ — ~~**Geology specialty** means a branch of geology which has been recognized for the purposes of licensure, including, but not limited to, environmental geology, engineering geology, geophysics, hydrogeology, petroleum geology, mining geology, and structural geology.~~

~~002.01M~~ — ~~**Good character** means such character as will enable a person to discharge the fiduciary duties of a geologist to his or her client and to the public for the protection of the public health, safety, and welfare. Evidence of inability to discharge such duties includes the commission of an offense justifying discipline.~~

~~002.01N~~ 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.

~~002.01O~~ — ~~**Occasional, part time, or consulting services** means services not provided by a full-time member of an organization engaged in geology.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

1.3.7 **Officers** mean the chairperson, vice-chairperson, and secretary of the Board.

~~002.01P—**Organization** includes a partnership, limited liability company, corporation, or other form of business entity.~~

~~002.01Q~~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.

~~002.01R~~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.

~~002.01S—**Practice of geology** means any service or creative work if the adequate performance of the service or work requires geologic education, training, and experience including such services or creative work as geological consulting, investigation, planning, surveying, mapping, and inspection of geological work, and the responsible supervision thereof, the performance of which is related to public welfare or the safeguarding of life, health, property, and the environment; and teaching, including research and service, of advanced geological subjects. A person shall be construed to practice or offer to practice geology if he or she: (1) Practices any branch of the profession of geology; (2) by verbal claim, sign, advertisement, letterhead, or card or in any other way, represents himself or herself to be a professional geologist; (3) through the use of some other title, implies that he or she is licensed under the Geologists Regulation Act; or (4) holds himself or herself out as able to perform or does perform any geologic service or work recognized by the Board as the practice of geology.~~

~~002.01T—**Professional geologist (PG)** means a geologist who has a current certificate of licensure issued by the Board.~~

~~002.01U—**Registration (or licensure)** means a certificate of registration (or licensure) issued by the Board. For the purposes of the Geologists Regulation Act, license and registration have the same meaning.~~

~~002.01V—**Responsible charge** means direct control, direction, and personal supervision by use of initiative and independent judgment for geological work.~~

~~002.01W—**Technical submissions** mean designs, drawings, specifications, studies, and other technical reports.~~

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.**

003-1.4 Fees, Renewals, Late Payment Penalties

~~003.011.4.1~~ 1.4.1 The fee schedule and methods of payment shall be set by the Board. ~~All fees are non-refundable. Fees and~~ are as follows:

Application Fees:

<u>Licensure and Exam</u> Application Fee (Licensure, Reciprocity, Exam)	\$50
Certificate of Authorization for Organization <u>Application Fee</u>	\$100

Licensing/Enrollment Fees:

PG -Licensing Fee	\$240
Temporary Permit Fee	\$175
Geologist-intern Enrollment Fee	None ; Included in <u>exam</u> application fee

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

Renewal Fees:

PG-Licensee License Renewal Fee (Due yearly on or before December 31)	\$75
<u>Late Renewal Fee</u>	<u>\$7.50 for any month or any part of a month, up to \$75</u>
Geologist intern Renewal Fee	None
Certificate of Authorization Renewal Fee	\$100
Emeritus Fee (Lifetime fee)	\$25
Late Renewal Penalty	\$7.50 for any month or any part of a month, up to \$75

Miscellaneous Fees:

Duplicate Certificate	\$15
Licensee Roster <u>Requests</u>	\$25
<u>Exam Reservation Fee</u>	<u>\$35</u>
<u>Exam Registration Fees</u>	<u>Set by ASBOG</u>

~~003-021.4.2~~ 1.4.2 The licensing fees for each approved professional geologist ~~apply~~ applies to the calendar year in which ~~they are~~ it was approved by the Board. The renewal fee applies to the next calendar year.

~~003-031.4.3~~ 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 penalty~~ a late fee. The late fee to be paid for the renewal of a certificate after December 31 shall be increased ten percent of the renewal fee for each month or fraction of a month that the payment is delinquent. The maximum renewal fee and ~~penalty~~ 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 ~~that~~ 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.

~~003-041.4.5~~ 1.4.5 The fees shall be adjusted as needed to generate the revenue needed to administer the Nebraska Geologists Regulation Act.

~~003-051.4.6~~ 1.4.6 Submittal of an application authorizes the Board to investigate the information provided on or appended to the application.

~~003-061.4.7~~ 1.4.7 In addition to fees submitted to the Board, applicants shall be required to pay fees associated with examinations as established by ~~the National Association of State Boards of Geology (ASBOG®; see Chapter 3, Section 006)~~ when such examinations are required.

1.4.8 All fees are non-refundable.

1.5 Application Closure

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

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 Mailing Lists and Rosters

A roster of licensed professional geologists will be listed on the Board's website for public use. Any additional request for mailing lists which may include, but is not limited to addresses, may be issued by the Board. The cost of such lists will be actual costs for researching and/or copying. Lists requested by government agencies, political subdivisions in Nebraska, or geological professional societies will be issued at no cost to the requesting organization.

1.8 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 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.

1.9 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.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

CHAPTER 2 - ~~ORGANIZATION,~~ RESPONSIBILITIES, AND DUTIES OF THE BOARD

~~001-2.1~~ Election of Officers

~~001.01~~ The Board shall annually elect from its own membership at the first meeting after March 1, a chairperson, a vice-chairperson, and a secretary (~~Officers~~) 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.

~~002-2.2~~ Duties of Officers

~~002.01-2.2.1~~ ~~The chairperson shall set the time and place of all meetings.~~ 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 ~~hearing.~~ ~~The chairperson shall sign all original licenses issued, and perform all other duties ordinarily pertaining to the office of chairperson.~~ 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.

~~002.02-2.2.2~~ 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.

~~002.03-2.2.3~~ The secretary shall, ~~with the assistance of such staff as may be required, prepare the annual report of the Board, cause the same to be distributed as the Board may direct, conduct and care for all the correspondence of the Board, sign and keep the minutes of all meetings, keep all books and records as herein provided, sign fiscal documents, and assure that meetings are properly noticed. The secretary shall publish a complete roster showing the names and last known addresses of all professional geologists annually. This roster shall be filed with the Secretary of State and a copy filed with the Conservation and Survey Division of the University of Nebraska-Lincoln. The secretary shall receive all monies due to the Board, and ensure they are deposited with the State Treasurer.~~ and perform all duties prescribed for the chairperson and/or vice-chairperson in their absence.

~~003-2.3~~ Meetings of the Board

~~003.01-2.3.1~~ ~~The Board shall hold at least one regular business meeting each year.~~ 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

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

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.

~~003.022.3.2~~ 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.

~~004 Quorum~~~~004.01~~ 2.3.4 Five members shall constitute a quorum, but a if a quorum is present, a simple majority of the Board members present is needed to take action.
~~-In the event of an emergency meeting, presence for quorum or majority purposes includes attendance via conference call.~~

005 2.4 Responsibilities and Duties of the Board

~~005.01~~ 2.4.1 The Board shall determine if an applicant for ~~certification~~ 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.

~~005.02~~ 2.4.2 The Board may name a member of ~~the office~~ staff and/or other individuals as its designee(s).

~~005.03~~ ~~The Board or its designee(s) shall maintain a current list of all states, territories, or possessions of the United States, the District of Columbia, and foreign countries in which the requirements and qualifications for certification and licensure are comparable to those established in the State of Nebraska and where reciprocity or comity may apply.~~

~~005.04~~ ~~The Board or its designee(s) shall prepare or have prepared information suitable to inform the public as to the regulatory functions of the Board and the procedures by which complaints are filed and resolved.~~

~~005.05~~ ~~The Board or its designee(s) shall prepare and maintain an up-to-date roster showing the names and last known addresses of all professional geologists in Nebraska. This information shall be placed on file with the Secretary of State.~~

~~005.06~~ ~~Mailing labels or lists of licensees or prospective licensees may be issued at the discretion of the Board for a fee set by the Board.~~

~~005.07~~ 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.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~005.08~~ 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.

~~005.08A~~ 2.4.4.1 "Certified Professional Geologist" or "C.P.G." as used by the American Institute of Professional Geologists; ~~or~~

~~005.08B~~ 2.4.4.2 "Certified Petroleum Geologist" or "C.P.G." as used by the American Association of Petroleum Geologists-Division of Professional Affairs; ~~or~~

~~005.08C~~ 2.4.4.3 "Certified Ground Water Professional" or "C.G.W.P." as used by the National Groundwater Association.

~~005.08D~~ ~~Provided that the full name of the organizations granting the certifications in (a), (b), and (c) are stated following the use of these terms, and that these 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 by 002.01T of Chapter 1 of these rules.~~

~~005.09~~ ~~The Board or its designee(s) shall maintain a file of all applications for certification as a professional geologist or enrollment as a geologist intern. The files shall include: 1) Original application; 2) Educational transcripts; 3) Professional or character references; 4) Examination results; 5) Other such information as may be deemed necessary by the Board.~~

~~005.10~~ ~~Files related to non-approved applicants may be held separate from files of approved licensees or enrollees.~~

~~005.11~~ ~~Records denoted in Neb. Rev. Stat. § 84-712.05 shall be considered confidential.~~

~~005.12~~ ~~The Board shall have an official seal which shall be used on all licensure documents issued by the Board, and on other official business documents of the Board. The official seal of the Board shall be of a design approved by the Board.~~

~~005.13~~ 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) Type(s) of degree(s) and date(s) awarded; and 6) Basis of licensure (i.e. grandfather clause, examination(s) date(s) and minimum passing score(s), or comity or reciprocity); 6 examination results.

006 Qualifications and Replacement of Board Members

~~006.01~~ ~~Each member of the board shall be a citizen of the United States and a resident of the State of Nebraska for at least one year immediately preceding his or her appointment. Each professional member shall have been engaged in the active practice of geology for at least ten years, and shall have had responsible charge of work for at least five years at the time of his or~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~her appointment. Each professional member of the board shall be licensed in geology in the State of Nebraska. The membership of the Board shall include one public member appointed by the Governor.~~

~~006.02 The qualifications of the Education Member are the same as for other professional members, except that he or she must also be a member of the faculty of one of the geology departments of the University of Nebraska, including the Conservation and Survey Division, and must be recommended to the Governor by the president of the University.~~

~~006.03 A Board Member serves until, after expiration of his/her term, a successor is duly appointed and qualified. The Governor may remove any member of the Board for misconduct, incompetence, or neglect of duty. In case of a resignation, the resigning Board Member must write a formal letter of resignation to the Governor, with a copy going to the chairperson.~~

~~006.04 Nominations to fill any vacant seat may be solicited through a process which invites comments from the concerned public and from the geologic profession. Nominations should be sought from representative groups including, but not restricted to, the Nebraska Geological Society and other professional organizations, private industry, and state and federal agencies.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

CHAPTER 3 - LICENSURE PROVISIONS

~~001-3.1 Application Requirements for Licensure as a Professional Geologist~~ Required Documents

~~001.01-3.1.1~~ 3.1.1 Applicants for licensure as a professional geologist shall ~~complete-submit a~~ completed application forms ~~prescribed by the Board, which shall contain notarized statements that demonstrate the applicant has met all the general requirements for licensure. In addition, the applicants shall:~~ accompanied by the application fee established by the Board.

~~001.01A3.1.2~~ 3.1.2 ~~Include the appropriate fee(s) along with the application; and~~ ~~001.01 B~~ 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; ~~and~~.

3.2 Education

~~001.01C-3.2.1~~ 3.2.1 ~~Arrange to have the registrars of colleges, universities, or other educational institutions send official or certified transcripts of course work, grades, and degrees directly or provide original transcripts, with certification or seal attached, to the Board. The applicant shall provide official verification of his or her college record(s) documenting completion of the following education requirements:~~

3.2.1.1 ~~The applicant must have successfully~~ Successful completed completion of at least thirty semester or forty-five quarter hours of course work in geology and ~~received~~ conferred a baccalaureate or advanced degree in geology or a geologic specialty from ~~an accredited~~ 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; ~~and~~.

3.3 Experience

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~001.01D~~ 3.3.1 The application shall ~~Document~~ document a minimum of five years progressive experience obtained ~~subsequent to~~ 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.

~~001.023~~ 3.3.2 Criteria for ~~the Board to consider in~~ determining geologic work experience ~~to be for~~ credited toward the required professional practice in geologic work shall include, but not be limited to:

~~001.02A~~ 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 character in a related field, shall count as one month of professional practice of geologic work.

~~001.02B~~ 3.3.2.2 Part-time work may be converted to its full-time equivalent, ~~e.g., two months of half-time work equal one month of full-time experience.~~

3.3.2.3 Successful completion of graduate study leading to a Masters 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

~~001.03~~ ~~The Board shall evaluate applications that are filled out in their entirety, signed by the applicant, properly notarized, and appended with official or certified transcripts, professional references, and the required fee(s).~~

~~001.04~~ ~~When the Board is satisfied that an application is complete, the Board shall certify the applicant as eligible to take the National Association of State Boards of Geology (ASBOG[®]) Fundamentals of Geology (FG) and the Practice of Geology (PG) examinations, or, if exempt from examination, as eligible for licensure.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~001.05 If the Board finds that an application does not meet the requirements of the licensing statutes with regard to education, experience, and/or professional character, the application may be denied or additional information required concerning these items. If such additional 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 with fee(s) will be required. The Board may reject a request for a time extension. Fees paid are non-refundable.~~

~~001.06 The Board shall require an applicant for licensure as a professional geologist to have passed both the ASBOG[®] -FG and PG examinations or their equivalent, unless the applicant is exempt from examination.~~

~~001.07 Any applicant who has been denied examination or licensure by the Board may request a hearing according to the procedures detailed in Chapter 5, Section 004 of these regulations.~~

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.

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

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

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 examination 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.

002-3.6 Licensure as a Professional Geologist ~~through Reciprocity~~

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.

~~002-01~~ 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 following criteria is met~~ the applicant:

~~002-01A~~ 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.

~~002-01B~~ Submits a completed application form with the appropriate application fee.

3.6.2.1.2 ~~Transcripts or~~ Letters of reference may not be required ~~at this time~~ if the license is in good standing.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~002-01C~~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 ~~licensure~~ in good standing since December 31, 1991. Such applicants may be ~~asked~~ required to submit additional ~~material~~ information with their application, including transcripts or letters of reference.

~~002-01D~~3.6.2.4 Meets the ~~Nebraska statutory~~ education requirement as described in Rule 3.2: 1) A minimum of thirty semester hours or forty five quarter hours of course work in geology including the required core courses listed in ~~001.01C~~ of this chapter and 2) ~~Received a baccalaureate or advanced degree in geology or a geologic specialty;~~ and

~~002-01E~~3.6.2.5 ~~Meets~~ Satisfies the ~~Nebraska statutory~~ requirements for experience, ~~as described in Rule 3.3; or consisting of a documented record of a minimum of five years of progressive experience, obtained subsequent to completion of the education requirements, in geologic work of a grade and character which indicates to the Board that the applicant is qualified to assume responsible charge of such work upon licensure as a professional geologist.~~

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.

003-3.7 Temporary Permit

~~003-01~~3.7.1 ~~The application form for a temporary permit will contain the following information: Licensee's name, requested duration of license, state of current licensure, license number, and project name.~~ 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.

~~003-02~~3.7.2 Verification of good standing must be provided by the state of current licensure, ~~including examination information.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

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.~~

~~003.03~~3.7.4 The permit will consist of labels containing the pertinent information, which may be applied to documents or ~~may be~~ copied onto clear media for application to sealed transparencies.

~~003.04~~3.7.5 The holder of a temporary permit shall use his or her seal from the ~~state licensing authority~~ of verified licensure when sealing documents pertaining to the ~~State of~~ 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.~~

~~004~~ 3.8 Organizational Practice

~~004.01~~3.8.1 ~~Application for Certificate of Authorization~~ Organizations practicing or offering to practice geology in Nebraska shall apply to the Board for a certificate of authorization. ~~The organization shall also pay appropriate application fees. The Board will review the organization's application and issue a Certificate of Authorization if the minimum requirements are satisfied. The term of the certificate is for a period of two years. The certificate is for use only by the organization to indicate that it has satisfied the minimum requirements of the Board to practice or offer to practice the profession of geology in the State of Nebraska.~~ 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.

~~004.02~~3.8.2 ~~Minimum Organizational Requirements.~~ 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 ~~corporation, limited liability company, or partnership~~ 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 ~~licensed to practice in the State of Nebraska,~~ ~~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.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

3.8.2.4 Should ~~any the~~ licensed professional geologist who ~~has~~ signed the application leave the organization, become deceased, or lose signatory authority, the organization shall notify the Board within ~~thirty~~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.

~~005—Application Requirements for Enrollment as a Geologist-Intern~~

~~005.01—Applicants for enrollment as a geologist intern shall complete application forms prescribed by the Board, which shall contain notarized statements that demonstrate the applicant has met all the general requirements for enrollment. In addition, the applicants shall:~~

~~005.01A—Include the appropriate fee(s) along with the application; and~~

~~005.01B—Provide the names and addresses of two character references. No member(s) of the Board will be accepted as references. Individuals providing references must return the completed forms directly to the Board; and~~

~~005.01C—Arrange to have the registrars of colleges, universities, or other educational institutions send official or certified transcripts of course work, grades, and degrees directly or provide original transcripts, with certification or seal attached, to the Board. The applicant must have successfully completed at least thirty semester or forty five quarter hours of course work in geology and received a baccalaureate or advanced degree in geology or a geologic specialty from an accredited program recognized by the Board. 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. 005.02 The Board shall evaluate applications that are filled out in their entirety, signed by the applicant, properly notarized, and appended with official or certified transcripts, character references, and the required fee(s).~~

~~005.03—When the Board is satisfied that an application is complete, the Board shall certify the applicant as eligible to take the National Association of State Boards of Geology (ASBOG®) Fundamentals of Geology (FG) examination.~~

~~005.04—If the Board finds that an application does not meet the requirements of the enrollment statutes with regard to education, and/or character, the application may be denied or additional information required concerning these items. If such additional 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 with fee(s) will be required. The Board may reject a request for a time extension. Fees paid are non-refundable.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~005.05 Any applicant who has been denied examination or enrollment by the Board may request a hearing according to the procedures detailed in Chapter 5, Section 004 of these regulations.~~

006—Examinations

~~006.01 The examinations shall be given in two sections, the Association of State Boards of Geology (ASBOG[®]) Fundamentals of Geology (FG) examination, and the Practice of Geology (PG) examination. The FG examination may be taken six months prior to graduation with the baccalaureate degree, or at any time following completion of the baccalaureate degree. The PG examination may be taken only after the applicant has acquired the experience required for licensure as a professional geologist. Examinations will be given at times and places determined by the Board. Completed application forms for the FG or PG examinations must be filed with the Board according to dates established by the Board.~~

~~006.02 If the Board has not approved an application for licensure as a professional geologist by the cutoff date for an examination, the application will be processed for the next Board examination.~~

~~006.03 When an applicant has paid the proper fee, but is unable to take the scheduled examination, all fees paid will be forfeited.~~

~~006.04 The Board may deny admittance to an examination for any of the following reasons: 1) The fee is not received on or before the date specified by the Board; 2) An applicant fails to provide a completed application form; or 3) The applicant does not present an acceptable form of photo identification such as a current state-issued driver's license, passport, or other type of governmental identification.~~

~~006.05 Within seventy five calendar days after the day on which an examination is administered, the Board or its designee(s) shall notify each examinee of the results of the examination. However, if an examination is graded or reviewed by a national testing service, the Board or its designee(s) shall notify examinees of the results of the examination within fifteen working days after the day that the Board or its designee(s) receives the results from the testing service. If notice of the examination results will be delayed for longer than one hundred and twenty calendar days after the examination date, the Board or its designee(s) shall notify the examinee of the reason for the delay.~~

~~006.06 An applicant who fails to achieve a passing score on an examination may apply for reexamination by paying the appropriate reexamination fees. An applicant who fails either the FG or PG examination will retake only the failed examination. If requested in writing by the applicant, the Board or its designee(s) may furnish the applicant with an analysis of the applicant's performance on the failed examination. The applicant shall pay costs associated with appealing examination results. Applicants who fail examinations may withdraw their application for licensure by written request to the Board.~~

007—Renewal Procedures

~~007.01 The Board or its designee(s) shall notify each licensee or organization of the date of license or certificate expiration. Certificates of licensure as a professional geologist shall expire at midnight on December 31 of each year. Such notice shall also: 1) State the fee required for license or certificate renewal; 2) Be mailed at least one month in advance of the date of expiration of said license or certificate; and 3) Be mailed to the last address that the licensee or organization provided.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~007.02 A licensee or organization may renew an unexpired license or certificate by prepaying the renewal fee.~~

~~007.03 Failure to receive the notice described shall not relieve a licensee or organization of the responsibility for renewing the license or certificate before expiration.~~

~~007.04 It is a licensee's or organization's responsibility to promptly notify the Board in writing of any change of preferred mailing address.~~

008-3.9 Licensee Seal

~~008.013.9.1~~ 3.9.1 Upon notification of licensure from the Board, the applicant shall obtain and purchase a seal ~~of the design prescribed by the Board~~ which bears the licensee's name, his or her license number, the words "State of Nebraska," and "Professional Geologist." ~~The Board or its designee(s) may provide a list of vendors who can manufacture and provide seals.~~

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.

~~008.023.9.3~~ 3.3 ~~The seal authorized for licensees may be of the embossing type, a rubber stamp facsimile, or electronic. The seal shall be of the design provided by the Board. The information on the seal shall be State of Nebraska, licensee's name, licensee's license number, and the words Professional Geologist. 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. Documents placed on the internet shall not include a seal unless they also contain an electronic signature protected with an electronic revision approval system.~~

~~008.03~~ 008.03 ~~Within ninety calendar days from the date of notification of licensure, the applicant must submit to the Board an impression, stamp or electronic facsimile form of the seal superimposed over an original signature.~~

~~008.043.9.4~~ 3.4 ~~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.~~

~~008.053.9.5~~ 3.5 ~~Any work sealed and signed by a licensee must have been prepared by that the licensee or by someone under the responsible charge or 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.~~

~~008.063.9.6~~ 3.6 ~~A licensee whose license is expired shall not use his or her seal on any work until the license is reinstated.~~

3.7 The licensee shall take reasonable steps to ensure the security of their physical and computer-generated seals at all times.

~~008.07~~ 008.07 ~~If a licensee changes his or her name, the licensee shall notify the Board in writing. This notification should be made within thirty calendar days of the name change and should~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~include a statement explaining the reason for the name change. Within ninety calendar days after the licensee's name change, the licensee shall obtain and submit a new seal to the Board.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

Chapter 4 - CODE OF PRACTICE

~~001.01~~4.1 All licensees shall be guided by the highest standards of personal integrity and professional conduct:

~~001.01~~4.1.1 They shall pursue honesty, integrity, loyalty, fairness, impartiality, candor, fidelity to trust, inviolability of confidence, and honorable conduct.

~~001.02~~4.1.2 By applying for or by continuing licensure or certification, they agree to comply with and uphold this Code of Practice.

~~001.03~~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.

~~002.01~~4.2 Licensees shall uphold public health, safety, and welfare in the performance of professional services, and avoid even the appearance of impropriety.

~~002.01~~4.2.1 They shall observe and comply with the requirements and intent of all applicable laws, codes, and regulations.

~~002.02~~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.

~~002.03~~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.

~~002.04~~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.

~~002.05~~4.2.5 They shall be accurate, truthful, and candid in all communications with the public.

~~002.06~~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.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~002-074~~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.

~~002-084~~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.

~~002-094~~4.2.9 They should participate as citizens and as professionals in public affairs.

~~002-104~~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.

~~002-114~~4.2.11 They shall promote public awareness of the effects of geology and geological processes on the quality of life.

~~003-4~~3 Licensees shall serve their employers and clients faithfully and competently within their overall professional obligations.

~~003-014~~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.

~~003-024~~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.

~~003-034~~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.

~~003-044~~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.

~~003-054~~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.

~~003-064~~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.

~~003-074~~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.

~~003-084~~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.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~003.094.3.9~~ 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.

~~003.104.3.10~~ 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.

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

~~004.014.4.1~~ 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.

~~004.024.4.2~~ 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.

~~004.034.4.3~~ 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.

~~004.044.4.4~~ 4.4.4 They shall serve their employers and clients diligently and perform their services in a timely manner.

~~004.054.4.5~~ 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.

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

~~005.014.5.1~~ 4.5.1 They shall respect and acknowledge the professional status and contributions of their colleagues.

~~005.024.5.2~~ 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.

~~005.034.5.3~~ 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.

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

~~006.014.6.1~~ 4.6.1 They shall strive to improve their professional knowledge and skills.

~~006.024.6.2~~ 4.6.2 They shall cooperate with others in the profession and encourage the dissemination of geological knowledge.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~006-03~~4.6.3 They shall work toward the improvement of standards of geological education, research, training, and practice.

~~006-04~~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.

~~006-05~~4.6.5 Licensees having knowledge of another licensee violating the Act, the rules of the Board, or ~~this~~the Code of Practice should bring substantial evidence of such violation to the attention of the Board.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

CHAPTER 5 - ENFORCEMENT OF ACT DISCIPLINARY ACTION

001 Authority of Board

~~001.01 The Board shall enforce the Geologists Regulation Act, including enforcement against any unlicensed person. If any person refuses to obey any decision or order of the Board, upon the request of the Board, the Attorney General or the appropriate county attorney shall file an action for the enforcement of the decision or order, including injunctive relief, in the district court. After a hearing, the court shall order enforcement of the decision or order or any part thereof, if legally and properly made by the Board and, if appropriate, injunctive relief.~~

002 Practice of Geology Restrictions

~~002.01 Except as provided in Neb. Rev. Stat. §§ 81-3539 to 81-3541, an individual shall not directly or indirectly engage in the practice of geology in the State or use the title Professional Geologist or display or use any works, letters, figures, titles, sign, card, advertisement, or other symbol or device indicating or tending to indicate that he or she is a geologist or is practicing geology unless he or she is licensed under the Geologists Regulation Act. A licensed geologist shall not aid or abet any person not licensed under the Act in the practice of geology.~~

003 Prohibited Acts; Penalties

~~003.01 A person who performs any of the following actions is guilty of a Class II misdemeanor for the first offense and a Class I misdemeanor for the second or any subsequent offense:~~

~~003.01A Practices or offers to practice geology in this State without being licensed in accordance with the Geologists Regulation Act and is not exempted by Neb. Rev. Stat. §§ 81-3539 to 81-3541.~~

~~003.01B Knowingly and willfully employs or retains a person to practice geology in this State who is not licensed in accordance with the Act and who is not exempted by Neb. Rev. Stat. §§ 81-3539 to 81-3541.~~

~~003.01C Uses the word Geologist, or any modification or derivative of such word, in its name or form of business activity except as authorized in the Act.~~

~~003.01D Presents or attempts to use the certificate of licensure or the seal of another person.~~

~~003.01E Gives any false or forged evidence of any kind to the Board or to any member of the Board in obtaining or attempting to obtain a certificate of authorization.~~

~~003.01F Falsely impersonates any other licensee of like or different name.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~003.01G Attempts to use an expired, suspended, revoked, or nonexistent certificate of licensure; or practices, or offers to practice, when not qualified.~~

~~003.01H Falsely claims that he or she is licensed or authorized under the Act.~~

~~003.01I Violates any of the provisions of the Act.~~ **004.01**

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 ~~and shall be filed~~ with the Board, ~~and contain~~ the name, and address, and license number of the licensee; name, address and telephone number of the complainant; nature of alleged violation(s); and ~~signature of~~ be signed by the complainant ~~must be included~~.

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.

004.5.3 Violation of Act; Charges; Board; Duties; Hearing; Informal Process

~~004.01A Whether the charge should be pursued.~~

~~004.01B If an informal process or mediation should be used.~~

~~004.01C If further investigation is required.~~

~~004.01D If probable cause exists for taking further action or for issuing a summons and complaint to initiate the formal process.—~~

~~004.01E Action against the person may be brought in the name of the Board or brought before the Board in the name of the complainant vs. the respondent.~~

~~004.02~~ The Board may select an informal ~~legal~~ process in lieu of or as a prerequisite to entering into a formal ~~legal~~ process. Under this option, the Board would generally ~~follow these~~ proceed with the following

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

steps after receiving a written complaint that an individual or organization has violated the Geologists Regulation Act or these rules and regulations:-

~~004.02A~~ 5.3.1 The Board ~~will~~may appoint a designee to oversee the implementation of the informal ~~legal~~ process.

~~General qualifications for a designee are that he or she be:~~

~~004.02A1~~ ~~A professional geologist licensed to practice in Nebraska;~~

~~004.02A2~~ ~~Familiar with the Geologists Regulation Act and its provisions; and~~

~~004.02A3~~ ~~Not currently serving on the Board.~~

~~004.02B~~ 5.3.2 ~~The designee will notify any or all of the parties involved in the complaint, requesting that they attend a meeting to informally discuss matters related to the complaint. 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.~~

~~004.02C~~ ~~At the scheduled meeting, the designee shall clearly state to the parties that the meeting is informal and that no individuals or organizations will be giving up their due process rights by participating in the informal process. The designee may request that parties bring materials, documents, or exhibits that might be useful in facilitating the informal discussion.~~

~~004.02D~~ 5.3.3 If the Board or designee and the parties can reach a mutual understanding that ~~any~~ 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, ~~then~~ 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 corrective actions to establish compliance with the Geologists Regulation Act and the rules and regulations.

~~004.02E~~ ~~Upon completion of the process, the designee shall make recommendations in writing to the Board. The Board may accept, reject, or modify the designee's recommendations.~~ 004.02F 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 ~~legal~~ process.

~~004.02G~~ 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.

~~004.03~~ 5.4 **Mediation**.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

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.

~~004.04~~ 5.5 Formal Legal 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.

~~004.04A Prohibitions against ex parte communications.~~

~~004.04A1 Prohibitions; when applicable. The prohibitions found in this section shall apply beginning at the time notice for hearing is given. The Board may designate an earlier time, but such earlier time shall be required to be set forth in the Board's rules of procedure.~~

~~004.04A2 Prohibitions; to whom applicable.~~

~~004.04A2(a) Parties and public. No party in a contested case or other person outside the Board having an interest in the contested case shall make or knowingly cause to be made an ex parte communication to the hearing officer or to a Board member who is or may reasonably be expected to be involved in the decisionmaking process of the contested case.~~

~~004.04A2(b) Persons in decision making roles. No hearing officer or Board member who is or may reasonably be expected to be involved in the decision making process of the contested case shall make or knowingly cause to be made an ex parte communication to any party in a contested case or other person outside the Board having an interest in the contested case.~~

~~004.04A2(c) Investigators. No Board member engaged in the investigation or enforcement of a contested case shall make or knowingly cause to be made an ex parte communication to a hearing officer or Board member who is or may reasonably be expected to be involved in the decision making process of the contested case.~~

~~004.04A3 Disclosure of contacts. The hearing officer or Board member who is or may reasonably be expected to be involved in the decision making process of the contested case who receives or who makes or knowingly causes to be made an ex parte communication set forth in subsections 004.04A2(a) through 004.04A2(c) shall file in the record of the contested case:~~

~~004.04A3(a) All such written communications;~~

~~004.04A3(b) Memoranda stating the substance of all such oral communications; and~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~004.04A3(c) All written responses and memoranda stating the substance of all oral responses to all the ex parte communications.~~

~~004.04A3(d) The filing shall be made within two working days of the receipt or making of the ex parte communication. Notice of the filing, with an opportunity to respond, shall be given to all parties of record.~~

~~004.04A3(e) Filing and notice of filing provided under subsection 004.04A3(d) shall not be considered on the record and reasonable notice for purposes of the definition of ex parte communication.~~

~~004.04B Intervention in a contested case. 004.04B1 Intervention in a contested case shall be allowed when the following requirements are met:~~

~~004.04B1(a) A petition for intervention must be submitted in writing to the hearing officer or designee at least five days before the hearing. Copies must be mailed by the petitioner for intervention to all parties named in the hearing officer's notice of the hearing;~~

~~004.04B1(b) The petition must state facts demonstrating that the petitioner's legal rights, duties, privileges, immunities, or other legal interests may be substantially affected by the proceeding or that the petitioner qualifies as an intervenor under any provision of law; and~~

~~004.04B1(c) The hearing officer or designee must determine that the interests of justice and the orderly and prompt conduct of the proceedings will not be impaired by allowing the intervention.~~

~~004.04B2 The hearing officer or designee may grant a petition for intervention at any time upon determining that the intervention sought is in the interests of justice and will not impair the orderly and prompt conduct of the proceedings.~~

~~004.04B3 If a petitioner qualifies for intervention, the hearing officer or designee may impose conditions upon the intervenor's participation in the proceedings, either at the time that intervention is granted or at any subsequent time. Those conditions may include:~~

~~004.04B3(a) Limiting the intervenor's participation to designated issues in which the intervenor has a particular interest demonstrated by the petition;~~

~~004.04B3(b) Limiting the intervenor's use of discovery, cross examination, and other procedures so as to promote the orderly and prompt conduct of the proceedings; and~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~004.04B3(c) Requiring two or more intervenors to combine their presentation of evidence and argument, cross examination, discovery, and other participation in the proceedings.~~

~~004.04B4 The hearing officer or designee, at least 24 hours before the hearing, shall issue an order granting or denying each pending petition for intervention, specifying any conditions and briefly stating the reasons for the order.~~

~~004.04B4(a) The hearing officer or designee may modify the order at any time, stating the reasons for the modification.~~

~~004.04B4(b) The hearing officer or designee shall promptly give notice of an order granting, denying, or modifying intervention to the petitioner for intervention and to all parties.~~

~~004.04C Commencement of a contested case.~~

~~004.04C1 The contested case begins with the filing of a petition and request for hearing, if applicable, with the Board. The petition is the initial document filed by or with the Board that sets forth a claim and request for Board action.~~

~~004.04C2 The parties to a contested case shall be the petitioner or person by whom a contested case is brought and the respondent or person against whom a contested case is brought.~~

~~004.04C3 A party may appear on his or her own behalf in a contested case proceeding or may be represented by an attorney or other representative as permitted by law.~~

~~004.04C4 The pleadings in a contested case may include a petition, answer, reply, notice, motion, stipulation, objection or order or other formal written document filed in a proceeding before the Board. Any pleading filed in a contested case shall meet the following requirements:~~

~~004.04C4 (a) — The pleading shall contain a heading specifying the name of the Board and the title or nature of the pleading, shall state material factual allegations and state concisely the action the Board is being requested to take, shall contain the name and address of the petitioner, and shall be signed by the party filing the pleading, or when represented by an attorney, the signature of that attorney.~~

~~004.04C4(a)1 Attorneys shall also include their address, telephone number and bar number.~~

~~004.04C4(a)2 The initial petition shall also contain the name and address of the respondent.~~

~~004.04C4(b) All pleadings shall be made on white, lettersized (8½ x 11) paper and shall be legibly typewritten, photostatically reproduced, printed or handwritten. If handwritten, a pleading must be written in ink.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~004.04C5~~ All pleadings shall be filed with the Board at its office. Filing may be accomplished by personal delivery or mail and will be received during regular office hours of the Board.

~~004.04C6~~ The Board shall serve a copy of the petition on each respondent listed in the petition personally or by first class or certified mail. Written proof of such service shall be filed with the Board. Each respondent who chooses to file a responsive pleading must do so within 20 days from the date of personal service or the date of Board mailing of the petition.

~~004.04C7~~ All pleadings subsequent to the initial petition shall be served by the party filing such pleading upon all attorneys of record or other representatives of record and upon all unrepresented parties. Service shall be made personally or by first class or certified mail. Written proof of such service shall be filed with the Board.

~~004.04C8~~ Unless state law provides that a hearing is not required, a hearing date shall be set by the Board in accordance with statutory requirements. A written notice of the time and place of hearing and the name of the hearing officer, if known, shall be served by the Board upon all attorneys of record or other representatives of record and upon all unrepresented parties. The notice must include a proof of such service and will be filed with the Board.

~~004.04C9~~ In computing time prescribed or allowed by Chapter 4 of these rules and regulations or by any applicable statute in which the method of computing time is not specifically provided, days will be computed by excluding the day of the act or event and including the last day of the period. If the last day of the period falls on a Saturday, Sunday, or state holiday, the period shall include the next working day.

~~004.04D~~ Hearing officer; criteria:

~~004.04D1~~ The Board may delegate to a hearing officer other than the members of the Board the functions of conducting a prehearing conference and/or a hearing and submitting a recommended decision to the Board.

~~004.04D2~~ A person who has served as investigator, prosecutor, or advocate in a contested case or in its prehearing stage may not serve as hearing officer or assist or advise a hearing officer in the same proceeding except as provided in subsection 004.04D(4).

~~004.04D3~~ A person who is subject to the authority, direction, or discretion of one who has served as investigator, prosecutor, or advocate in a contested case or in its prehearing stage may not serve as hearing officer or advise a hearing officer in the same proceeding except as provided in subsection 004.04D(4).

~~004.04D4~~ If all parties consent, a person who has served as, or who is subject to the authority, direction, or discretion of one who has served as investigator, prosecutor, or advocate in a contested case or in its prehearing stage may assist a hearing officer in the preparation of orders.

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~004.04D5~~ A person who has participated in a determination of probable cause or other equivalent preliminary determination in a contested case may serve as hearing officer or assist or advise a hearing officer in the same proceeding.

~~004.04D6~~ A person may serve as hearing officer at successive stages of the same contested case.

~~004.04E~~ Prehearing Procedures.

~~004.04E1~~ Prehearing conferences and orders. A hearing officer designated to conduct a hearing may determine, subject to the Board's rules and regulations, whether a prehearing conference will be conducted. If a prehearing conference is not held, a hearing officer for the hearing may issue a prehearing order, based on the pleadings, to regulate the conduct of the proceedings.

~~004.04E1(a)~~ If a prehearing conference is conducted:

~~004.04E1(a)1~~ The hearing officer shall promptly notify the Board of the determination that a prehearing conference will be conducted. The Board may assign another hearing officer for the prehearing conference; and

~~004.04E1(a)2~~ The hearing officer for the prehearing conference shall set the time and place of the conference and give reasonable written notice to all parties and to all persons who have filed written petitions to intervene in the matter. The Board shall give notice to other persons entitled to notice.

~~004.04E1(a)3~~ The notice referred to in subsection 004.04E2(b) shall include the following:

~~004.04E1(a)3A~~ The names and mailing addresses of all parties and other persons to whom notice is being given by the hearing officer;

~~004.04E1(a)3B~~ The name, official title, mailing address, and telephone number of any counsel or employee who has been designated to appear for the Board;

~~004.04E1(a)3C~~ The official file or other reference number, the name of the proceeding, and a general description of the subject matter;

~~004.04E1(a)3D~~ A statement of the time, place, and nature of the prehearing conference;

~~004.04E1(a)3E~~ A statement of the legal authority and jurisdiction under which the prehearing conference and the hearing are to be held;

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~004.04E1(a)3F~~ The name, official title, mailing address, and telephone number of the hearing officer for the prehearing conference;

~~004.04E1(a)3G~~ A statement that a party who fails to attend or participate in a prehearing conference, hearing, or other stage of a contested case or who fails to make a good faith effort to comply with a prehearing order may be held in default under the Administrative Procedure Act; and

~~004.04E1(a)3H~~ Any other matters that the hearing officer considers desirable to expedite the proceedings.

~~004.04E1(b)~~ The hearing officer shall conduct a prehearing conference, as may be appropriate, to deal with such matter as exploration of settlement possibilities, preparation of stipulations, clarification of issues, rulings on identity and limitation of the number of witnesses, objections to proffers of evidence, determination of the extent to which direct evidence, rebuttal evidence, or cross examination will be presented in written form and the extent to which telephone, television, or other electronic means will be used as a substitute for proceedings in person, order of presentation of evidence and cross examination, rulings regarding issuance of subpoenas, discovery orders, and protective orders, and such other matters as will promote the orderly and prompt conduct of the hearing. The hearing officer shall issue a prehearing order incorporating the matters determined at the prehearing conference.

~~004.04E1(c)~~ The hearing officer may conduct all or part of the prehearing conference by telephone, television, or other electronic means if each participant in the conference has an opportunity to participate in, to hear, and, if technically feasible, to see the entire proceeding while it is taking place.

~~004.04E2~~ Discovery in contested cases.

~~004.04E2(a)~~ The hearing officer or a designee, at the request of any party or upon the hearing officer's own motion, may issue subpoenas, discovery orders, and protective orders in accordance with the rules of civil procedure except as may otherwise be prescribed by law. Subpoenas and orders issued under this subsection may be enforced by the district court.

~~004.04E2(b)~~ Any prehearing motion to compel discovery, motion to quash, motion for protective order or other discovery-related motion shall:

~~004.04E2(b)1~~ Quote the interrogatory, request, question, or subpoena at issue, or be accompanied by a copy of the interrogatory, request, subpoena or excerpt of a deposition;

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~004.04E2(b)2 - State the reasons supporting the motion;~~

~~004.04E2(b)3 - Be accompanied by a statement setting forth the steps or efforts made by the moving party or his or her counsel to resolve by agreement the issues raised and that agreement has not been achieved; and~~

~~004.04E2(b)4 - Be filed with the Board. The moving party must serve copies of all such motions to all parties to the contested case.~~

~~004.04E2(c) - Other than is provided in subsection 004.04E2(b)4 above, discovery materials need not be filed with the Board.~~

~~004.04E3 - Continuances. The hearing officer may, at his or her discretion, grant extensions of time or continuances of hearings upon the hearing officer's own motion or at the timely request of any party for good cause shown. A party must file a written motion for continuance which states in detail the reasons why a continuance is necessary and serve a copy of the motion on all other parties.~~

~~004.04E3(a) - Good cause. Good cause for an extension of time or continuance may include, but is not limited to, the following:~~

~~004.04E3(a)1 - Illness of the party, legal counsel or witness;~~

~~004.04E3(a)2 - A change in legal representation; or~~

~~004.04E3(a)3 - Settlement negotiations are underway.~~

~~004.04E4 - Amendments.~~

~~004.04E4(a) - A petition may be amended at any time before an answer is filed or is due if notice is given to the respondent or his or her attorney. In all other cases, a petitioner must request permission to amend from the hearing officer.~~

~~004.04E4(b) - A hearing officer may also allow, at his or her discretion, the filing of supplemental pleadings alleging facts material to the case occurring after the original pleadings were filed. A hearing officer may also permit amendment of pleadings where a mistake appears or where amendment does not materially change a claim or defense.~~

~~004.04E5 - Informal Disposition. Unless otherwise precluded by law, informal disposition may be made of any contested case by stipulation, agreed settlement, consent order, or default.~~

~~004.04F - Conducting a contested case hearing.~~

~~004.04F1 - Order. At the discretion of the hearing officer, the hearing may be conducted in the following order:~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~004.04F1(a) The hearing is called to order by the hearing officer. Any preliminary motions, stipulations or agreed orders are entertained.~~

~~004.04F1(b) Each party may be permitted to make an opening statement. Opening statements take place in the same order as the presentation of evidence.~~

~~004.04F1(c) Presentation of evidence.~~

~~004.04F1(c)1 Evidence will be received in the following order:~~

~~004.04F1(c)1A Evidence is presented by the petitioner;~~

~~004.04F1(c)1B Evidence is presented by the respondent;~~

~~004.04F1(c)1C Rebuttal evidence is presented by the petitioner; and~~

~~004.04F1(c)1D Surrebuttal evidence is presented by the respondent.~~

~~004.04F1(c)2 With regard to each witness who testifies, the following examination may be conducted:~~

~~004.04F1(c)2A Direct examination conducted by the party who calls the witness;~~

~~004.04F1(c)2B Cross examination by the opposing party;~~

~~004.04F1(c)2C Redirect examination by the party who called the witness; and~~

~~004.04F1(c)2D Recross examination by the opposing party.~~

~~004.04F1(d) After the evidence is presented, each party may have opportunity to make a closing argument. Closing arguments shall be made in the same order as the presentation of evidence. The hearing officer may request that the parties submit briefs in lieu of closing arguments.~~

~~004.04F2 Evidence.~~

~~004.04F2(a) In contested cases the Board or hearing officer may admit and give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs and may exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.~~

~~004.04F2(b) Any party to a formal hearing before the Board, from which a decision may be appealed to the courts of this state, may request that the Board be bound by the rules of evidence applicable in district court by delivering to the Board at least three days prior to the holding of the hearing a written request therefore. Such request shall include the requesting party's agreement to be liable for the payment of costs incurred thereby and upon any appeal or review thereof, including the~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~cost of court reporting services which the requesting party shall procure for the hearing.~~

~~004.04F2(c) Documentary evidence may be received in the form of copies or excerpts or incorporated by reference.~~

~~004.04F2(d) All evidence including records and documents in the possession of the Board of which it desires to avail itself shall be offered and made a part of the record in the case. No factual information or evidence other than the record shall be considered in the determination of the case.~~

~~004.04F2(e) A hearing officer or designee may administer oaths and issue subpoenas in accordance with the rules of civil procedure except as may otherwise be prescribed by law. Subpoenas and orders issued under this subsection may be enforced by the district court.~~

~~004.04F2(f) The Board shall give effect to the rules of privilege recognized by law.~~

~~004.04F2(g) The Board may take official notice of cognizable facts and in addition may take official notice of general, technical, or scientific facts within its specialized knowledge and the rules and regulations adopted and promulgated by the Board.~~

~~004.04F2(g)1 Parties shall be notified either before or during the hearing or by reference in preliminary reports or otherwise of materials so noticed.~~

~~004.04F2(g)2 Parties shall be afforded an opportunity to contest facts so noticed.~~

~~004.04F2(g)3 The record shall contain a written record of everything officially noticed.~~

~~004.04F2(g) The Board may utilize its experience, technical competence and specialized knowledge in the evaluation of the evidence presented to it.~~

~~004.04F3 Conducting the hearing by electronic means. The hearing officer may conduct all or part of the hearing by telephone, television, or other electronic means if each participant in the hearing has an opportunity to participate in, to hear, and, if technically feasible, to see the entire proceeding while it is taking place.~~

~~004.04F4 Official record.~~

~~004.04F4(a) The Board shall prepare an official record, which shall include testimony and exhibits, in each contested case, but it shall not be necessary to transcribe the record of the proceedings unless requested for purpose of rehearing or appeal, in which event the transcript and record shall be furnished by the Board upon request and tender of the cost of preparation.~~

~~004.04F4(b) The Board shall maintain an official record of each contested case under the Administrative Procedure Act for at least four years following the date of the final order.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~004.04F4(c) The Board record shall consist only of the following:~~

~~004.04F4(c)1 Notices of all proceedings;~~

~~004.04F4(c)2 Any pleadings, motions, requests, preliminary or intermediate rulings and orders, and similar correspondence to or from the Board pertaining to the contested case;~~

~~004.04F4(c)3 The record of the hearing before the Board, including all exhibits and evidence introduced during such hearing, a statement of matters officially noticed by the Board during the proceeding, and all proffers of proof and objections and rulings thereon; and~~

~~004.04F4(c)4 The final order.~~

~~004.04F4(d) As provided in 53 NAC 4 Section 002.03, the hearing officer, Board member, or employee who is or may reasonably be expected to be involved in the decision making process of the contested case who receives or who makes or knowingly causes to be made an ex parte communication as set forth in that subsection shall make the appropriate filings which shall be included in the official record of the contested case.~~

~~004.04F4(e) Except to the extent that the Administrative Procedure Act or another statute provides otherwise, the Board record shall constitute the exclusive basis for Board action in contested cases under the act and for judicial review thereof.~~

~~004.04F5 Costs. All costs of a formal hearing shall be paid by the party or parties against whom a final decision is rendered.~~

~~004.04G Decision and order in a contested case.~~

~~004.04G1 Every decision and order adverse to a party to the proceeding, rendered by the Board in a contested case, shall be in writing or stated in the record and shall be accompanied by findings of fact and conclusions of law.~~

~~004.04G2 The decision and order should include:~~

~~004.04G2(a) The name of the Board and name of the proceeding;~~

~~004.04G2(b) The time and place of the hearing;~~

~~004.04G2(c) The names of all parties or their attorneys who entered an appearance at the hearing;~~

~~004.04G2(d) The findings of fact consisting of a concise statement of the conclusions upon each contested issue of fact;~~

~~004.04G2(e) The conclusions of law consisting of the applications of the controlling law to the facts found and the legal results arising therefrom; and~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~-Board of Geologists

~~004.04G2(f) The order consisting of the action taken by the Board as a result of the facts found and the legal conclusions arising therefrom.~~

~~004.04G3 Parties to the proceeding shall be notified of the decision and order in person or by mail. A copy of the decision and order and accompanying findings and conclusions shall be delivered or mailed upon request to each party or his or her attorney of record.~~

~~004.04H Appeals.~~

~~004.04H1 Any person aggrieved by a final decision in a contested case is entitled to judicial review under the Administrative Procedure Act or to resort to such other means of review as may be provided by law.~~

~~004.04H2 Parties desiring to appeal a Board decision must file a petition for review in the district court of the county where the Board action is taken within thirty days after the service of the final decision by the Board. The thirty day period for appeal commences to run from the date of mailing of the notice of order and decision to the parties or their attorneys of record. Service of the petition and summons must be made in accordance with Nebraska law.~~

~~004.04H3 Unless otherwise provided by statute, the procedures of Neb. Rev. Stat. § 84-917 govern the procedure for taking an appeal.~~

005 Violation of Act; Disciplinary Action; Penalties

~~005.01 The Board may by majority vote, after the hearing, take any or all of the following actions, upon proof satisfactory to the Board that any person or organization has violated the Geologists Regulation Act or any rules or regulations adopted and promulgated pursuant to the Act:~~

~~005.01A Issuance of censure or reprimand.~~

~~005.01B Suspension of judgment.~~

~~005.01C Placement of the offender on probation with the Board.~~

~~005.01D Placement of a limitation or limitations on the holder of a license and upon the right of the holder of a license to practice the profession to such extent, scope or type of practice for such time and under such conditions as are found necessary and proper.~~

~~005.01E Imposition of a civil penalty not to exceed \$10,000 (ten thousand dollars) based on the severity of the violation.~~

~~005.01F Entrance of an order of revocation, suspension, or cancellation of the certificate of licensure.~~

~~005.01G Issuance of a cease and desist order.~~

~~005.01H Imposition of costs as in an ordinary civil action in the district court, which may include attorney(s) fees; hearing officer fees incurred by the Board; and investigation expenses incurred by the Board.~~

NEBRASKA ADMINISTRATIVE CODE
Title 171 - ~~Nebraska~~ Board of Geologists

~~005.011 Dismissal of the action.~~

~~In hearings under this section, the Board may take into account suitable evidence of reform.~~

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
Title 171 - ~~Nebraska~~ Board of Geologists

CHAPTER 6 - INFORMATION PRACTICES

~~001~~ 6.1 Introduction

~~001.01~~ 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.

~~002~~ 6.2 Disclosure and Access

~~002.01~~ With the exceptions of information required in for the Board's roster, ~~and information listed in 002.03 of Chapter 2 of these rules~~, the personal information compiled by the Board concerning those individuals in the application process is 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).

~~003~~ Access

~~003.01~~ 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:

~~003.01A~~ 6.2.1.1 Examination materials and individual grade sheets; and

~~003.01B~~ 6.2.1.2 Professional references.

~~003.02~~ 6.2.2 Original documents must remain with the Board but may be copied at the Board's office for a reasonable fee.

~~004~~ 6.3 Correction and Amendment

~~004.01~~ 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 - ~~Nebraska~~ 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 ASBOG EXAMINATIONS



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.ne.gov

APPLICATION FOR ASBOG® EXAMINATIONS

Application Fee: \$50.00 – 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. **PG exam applicants who have taken and passed the FG exam in Nebraska are not required to submit an additional application fee.**

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. Exam applying for: Fundamentals of Geology (FG) Practice of Geology (PG) Both

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

3. _____
Last 4 digits of your Social Security Number

5. Preferred Address for Exam Results: Business Residence

_____ ext _____
Firm Name (if business) Telephone

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

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

SECTION III: GEOLOGIST INTERN STATUS (for PG applicants only)

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

FG: 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.

PG: 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 engineering experience. If you have taken and passed your 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.ne.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-engineering 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 engineering 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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Fax: 402-471-0787

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

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.ne.gov

APPLICATION FOR LICENSURE AS A PROFESSIONAL GEOLOGIST

Application Fee: \$50.00 - 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. You will be required to submit a licensing fee if your request is approved.

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)

_____ Alternate Telephone _____ ext _____
Mailing Address

_____ 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.			



Nebraska Board of Geologists

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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.ne.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. No member of the Nebraska Board will be accepted as a reference.

<p>1. _____ Name _____ _____ Address _____ _____ Telephone _____ E-mail _____ _____ License number and State of Licensure, if PG</p>	<p>3. _____ Name _____ _____ Address _____ _____ Telephone _____ Email _____ _____ License number and State of Licensure, if PG</p>
<p>2. _____ Name _____ _____ Address _____ _____ Telephone _____ Email _____ _____ License number and State of Licensure, if PG</p>	<p>4. _____ Name _____ _____ Address _____ _____ Telephone _____ Email _____ _____ License number and State of Licensure, if PE</p>



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

Questions? Contact us at nebog.board@nebraska.gov or www.nebog.ne.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-engineering 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 resumes, vitas, or other synopsis** for your work experience. Refer to Documenting Your Geologic Experience in this packet 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 engineering 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	EXAMPLE <i>John Doe</i> 2309 Coley Forest Pl Raleigh, NC 27614 919-555-3746 <i>jdoe@smithwhite.org</i>
To 10/2000	<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>	
From		
To		
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To		



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

SECTION VI: AFFIDAVIT

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 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 responses 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.

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

VERIFICATION OF LICENSURE/EXAMINATION OF A 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.ne.gov

VERIFICATION OF LICENSURE/EXAMINATION OF A GEOLOGIST

Applicant is to complete Section I only. Forward this form to the appropriate state registration/licensing board to be completed and returned to the Nebraska Board.

FROM (STATE BOARD NAME)		DATE	
ADDRESS			
SECTION I: APPLICANT INFORMATION			
NAME		LAST 4 DIGITS OF SSN	
ADDRESS (STREET, CITY, STATE, ZIP)			
SECTION II: VERIFICATION OF LICENSURE OR EXAMINATION			
1. THE ABOVE-NAMED PERSON IS OR WAS REGISTERED/LICENCED AS A:		Certificate or License Number	Date Issued
<input type="checkbox"/> GEOLOGIST INTERN (GIT)			
<input type="checkbox"/> PROFESSIONAL GEOLOGIST (PG)			
2. BASIS OF LICENSURE/REGISTRATION			
A. <input type="checkbox"/> WRITTEN EXAMINATION		Score	ASBOG Exam? (Yes / No)
F.G.			
P.G.			
B. <input type="checkbox"/> GEOLOGIST INTERN ACCEPTED FROM:			
C. <input type="checkbox"/> PROFESSIONAL GEOLOGIST ACCEPTED FROM:			
D. <input type="checkbox"/> OTHER:			
3. DENIAL, INVESTIGATIONS AND/OR COMPLAINTS:			
A. Has the above-named individual ever been denied registration in your state? (if yes, please give details in REMARKS or on reverse)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Has a complaint been filed or has formal disciplinary action ever been taken against the above-named individual? (If yes, please give details in REMARKS or on reverse)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. Is there currently an investigation in progress on the above named individual? (If yes, please give details in REMARKS or on reverse)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. REMARKS:			
6. VERIFIED BY:			
NAME		BOARD SEAL	
TITLE	DATE		

APPENDIX D

REFERENCE FORM



Nebraska Board of Geologists

Mail to: PO Box 94844
Lincoln, NE 68509-4844
Delivery: 215 Centennial Mall S, Suite 400
Lincoln, NE 68508
Questions? Contact us at nebog.board@nebraska.gov or www.nebog.ne.gov

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

REFERENCE FORM

APPLICANT: Complete Section I and forward this form to each of the individuals listed on your application.

RESPONDENT: Sections II and III must be completed for all exam applicants. Section IV must be completed for PG exam applicants. Provide first-hand knowledge of the applicant only. You may attach additional information as needed. Please sign and send the completed form directly to the Board office at the address listed above.

SECTION I: APPLICANT INFORMATION (To be completed by the Applicant)

1. Applicant: _____ for Fundamentals of Geology (FG)
Practice of Geology (PG)
2. Address: _____
PO Box/Street Address

City/State/Zip Code

Phone _____
3. Respondent's Name: _____

SECTION II: RESPONENT INFORMATION (To be completed by Respondent for all applicants)

I am a: Geologist Geophysicist Engineering Geologist Hydrogeologist Civil Engineer
 Petroleum Engineer Soil Scientist Other, please specify _____

Company or Agency Name

Position

PO Box/Street Address

City/State/Zip

Phone Number

Geologist License/s (State and License Number):

Other Licenses Held:

SECTION III: CHARACTER REFERENCE (To be completed by the Respondent for all applicants)

1. My relationship with the applicant is:
 Employer Supervisor Co-worker Client Professor Other, please specify _____
2. In your opinion, does the applicant possess good moral character? Yes No
Please explain and give any reservations or qualifying remarks that you feel will assist the Board in evaluating the applicant's character.

3. Are you willing to provide further information to the Board if requested? Yes No



Nebraska Board of Geologists

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Lincoln, NE 68509-4844 Lincoln, NE 68508
Questions? Contact us at nebog.board@nebraska.gov or www.nebog.ne.gov

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

SECTION IV: PROFESSIONAL REFERENCE (To be completed by Respondent for PG applicants only)

1. I am personally familiar with the applicant's geological work from _____ to _____
(Please list month and year if available)
2. Do you have the knowledge of the applicant's reputation in the practice of the profession of geology? Yes No
If answering "Yes", what is the applicant's perceived reputation? *(If you answer "No", you should advise the applicant that you cannot complete this form and another professional reference should be sought.)*

3. Do you agree with this reputation? Yes No
4. Approximate percentage of time applicant has been in a responsible position:
Geologist _____% Hydrogeologist _____% Engineering Geologist _____% Other _____%

5. How many years has the applicant been engaged in geologist work? _____ In responsible charge? _____

6. Do you believe the applicant is competent to be placed in responsible charge of geologic work? Yes No
Please explain:

7. Are you aware of any business or professional activities by the applicant that you would consider to be questionable?

Respondent's Signature _____

APPENDIX E

APPLICATION FOR TEMPORARY PERMIT TO PRACTICE IN NEBRASKA



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.ne.gov

APPLICATION FOR TEMPORARY PERMIT TO PRACTICE IN NEBRASKA

Application Fee: \$175.00 – The application fee shall accompany this application. Payment shall be in the form of a check or money order payable to the Nebraska Board of Geologist or NEBOG.

All applicants must complete this application. Read instructions, print all information, 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.

Temporary permits cannot be used to authorize organizations to practice or solicit to practice geology. They are issued for individual use on a maximum of one project for one year. Multiple temporary permits will not be issued.

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

2. Address:

_____ ext _____
Mailing Address Telephone

_____ ext _____
City, State, Zip Code Alternate Telephone

_____ Fax _____
Email Address

3. _____
Current State of Licensure License Number

Your state seal from your current state of licensure will be expected on documents, along with the temporary permit labels issued to you. A temporary permit will not be issued unless verification of good standing is sent from your current state of licensure. Please contact these organizations for transmittal and pay any fee applicable. The verification may be faxed or mailed to the Nebraska Board of Geologists at the contact information above directly from these organizations. Your application cannot be processed until verification has been received at the Nebraska Board office.

4. I have previously been issued a temporary permit in Nebraska. No Yes If you marked 'yes' stop here. Multiple temporary permits will not and cannot be issued.

5. Project Name and Location:

6. _____
Project Duration (not to exceed one year)

7. 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 temporary permit 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

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 F

**UNITED STATES CITIZENSHIP
ATTESTATION FORM**



United States Citizenship Attestation Form

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 as follows: _____

and I 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.

PRINT NAME: _____
(First, Middle, Last)

SIGNATURE: _____

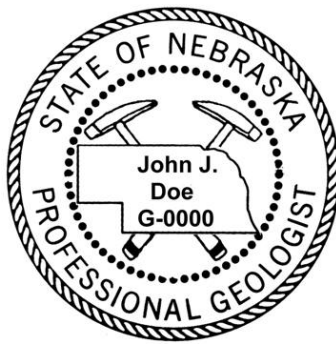
DATE: _____

APPENDIX G

LICENSEE SEAL & SEAL LETTER



LICENSE SEAL



DATE: Friday, September 6, 2013

NAME: John J Doe

LICENSE NUMBER: G-0111

DISCIPLINE: Geology

This document certifies that Steven Dale Jorgensen 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. The size of the seal should be 1 1/2" minimum and 1 3/4" maximum in diameter. Licensees who are licensed in two or more engineering disciplines should secure a separate seal for each discipline.

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 H

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

September 9, 2013

John J. Doe:

This is your annual Geologist license renewal notice for the 2014 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 G-0111 to practice Geology expires on December 31, 2013.

YEARLY RENEWAL FEE (Due December 31, 2013).\$ 75.00
IF paid during 2014, add \$7.50 for any part of each month past due, up to \$75. If the
fee is not paid by 12/31/2014, 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: 499 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.

CONTACT INFORMATION

Phone: (303)915-5392

Fax:

Email: didyjorg@comcast.net

Select TYPE OF MAILING ADDRESS: WORK HOME (If WORK address, please add Business Name)

STEVEN D JORGENSEN
315 BRENTFORD CIR
HIGHLANDS RANCH CO 80126-3565

APPENDIX I

APPLICATION FOR CERTIFICATE OF AUTHORIZATION



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.ne.gov

APPLICATION FOR CERTIFICATE OF AUTHORIZATION

Application Fee: \$100.00 - Read instructions carefully and check all items. Provide all information requested. Your attention to these details will make it possible for Board staff to process your application without undue delay. Please print all information.

Note: Sole proprietors do not require a Certificate of Authorization. (See the attached chart to determine if your company is required to have a certificate). If it is determined that your company does require a certificate, please insure there is not a certificate already in place before applying by going to our website at <http://www.nebog.ne.gov/pdf/cert.pdf>. If it is determined your company does not require a certificate, please return the attached chart with the reason marked as to why a certificate is not required.

SECTION I: GENERAL INFORMATION

Full Legal Name of the Organization _____

Mailing Address _____

City, State, Zip Code _____

Email Address _____

Telephone _____ ext _____

Fax _____

Website _____

SECTION II: GEOLOGIC AUTHORITY

I, _____, am authorized by _____
Name of Geologist *Name of Organization*

as the individual in responsible charge for the organization in their practice of geology within the State of Nebraska. I certify that I do not render occasional, part-time, or consulting services to this organization; that the information presented on this application and its attachments is true and complete as of this date; and that any change in my status will be filed with the Nebraska Board of Geologists within thirty (30) days of the effective date of the change.

Signature _____

G- _____
Nebraska License *Date*

SECTION III: ORGANIZATIONAL AUTHORITY

I, _____, Chief Executive of _____
Chief Executive Officer *Name of Organization*

certify that the information presented on this application and its attachments is true and complete as of this date, and that the licensed individual above is authorized to represent this organization as the individual in responsible charge for professional services performed in the State of Nebraska.

Signature _____

Title _____

Date _____



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.ne.gov

SECTION IV: ORGANIZATIONAL INFORMATION

(use additional sheets if needed)

ALTERNATE NAMES

List any alternate names of the organization, including DBA's, AKA's, etc.

NAMES AND ADDRESSES OF ALL OFFICERS OF THE ORGANIZATION

List all officers of the organization, his/her address, telephone, and, if applicable, their Nebraska geologist license number.

Name and Title/Position	Address	Telephone	License Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MEMBERS OF THE ORGANIZATION'S GOVERNING BODY

List all members of the organization's governing body, his/her address, telephone, and whether he/she is a professional geologist.

Name and Title/Position	Address	Telephone	PG? (Y/N)
_____	_____	_____	_____
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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 J

APPLICATION FOR CHANGES TO CERTIFICATE OF AUTHORIZATION



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APPLICATION FOR CHANGES TO CERTIFICATE OF AUTHORIZATION

There is no fee to make changes to a certificate. Read instructions carefully providing all information requested. Check all items. Your attention to these details will make it possible for the Board's staff to process your application without undue delay. Please print all information.

Note: If you are changing the responsible geologist in charge, both the new geologist and the chief executive officer must sign this form.

SECTION I: GENERAL INFORMATION

Full Legal Name of Organization _____ **CAG** _____
Original Cert. of Auth. Num

Mailing Address _____

City, State, Zip Code _____ Email Address _____

Telephone _____ ext _____ Fax _____

Website _____

This is a change in: Legal name Contact Information Responsible Charge Other

SECTION II: GEOLOGIC AUTHORITY

I, _____, am authorized by _____
Name of Geologist Name of Organization

as the individual in responsible charge for the organization in their practice of geology within the State of Nebraska. I certify that I do not render occasional, part-time, or consulting services to this organization; that the information presented on this application and its attachments is true and complete as of this date; and that any change in my status will be filed with the Nebraska Board of Geologists within thirty (30) days of the effective date of the change.

Signature _____ G- _____
Nebraska License Date

SECTION III: ORGANIZATIONAL AUTHORITY

I, _____, Chief Executive of _____
Chief Executive Officer Name of Organization

certify that the information presented on this application and its attachments is true and complete as of this date, and that the licensed individual(s) above are authorized to represent this organization as the individual in responsible charge for professional services performed in the State of Nebraska.

Signature _____ Title _____ Date _____



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Name and Title/Position	Address	Telephone	PG? (Y/N)
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