

# **Oregon State Board of Geologist Examiners**



## **Guidance on Continuing Education Requirements for Oregon Registered Geologists and Certified Engineering Geologists**

**Edition 1  
October 2021**

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## I. INTRODUCTION

The Oregon State Board of Geologist Examiners (Board) implemented continuing education requirements as part of Oregon geologist registration, effective January 1, 2021. These requirements are specified in Oregon Administrative Rules Chapter 809 Division 25. The Board developed this guidance document to address questions Oregon Registered Geologists and Certified Engineering Geologists (registrants) might have about continuing education requirements. The questions and answers provided within this guidance document are intended to be comprehensive with respect to various aspects of the Board's continuing education requirements. The Board anticipates that this guidance document will answer the most common registrant questions. In the event that a registrant has a question that is not addressed herein, the Board encourages sending the question to the Board care of the Board office. See the Board contact information at the beginning of this document.

## II. GENERAL REQUIREMENTS FOR CONTINUING EDUCATION

### **What is the Board's continuing education requirement?**

Each registrant holding an active registration shall complete eight (8) hours of qualifying continuing education activities during his or her annual renewal period as a condition of registration, unless otherwise exempted. See Section VI, page 9 for information on exemptions.

### **What qualifies as a continuing education activity?**

The overarching definition of "Continuing Education Activity" is:

- a course or educational endeavor with a clear purpose and objective that maintains, improves or expands the professional knowledge or skill of the registrant or develops new and relevant knowledge or skills in relation to the public practice of geology

Registrants must pursue continuing education activities with the objective to inform or improve their geologic knowledge as it relates to the practice of geology. Continuing education activities may include scientific, technical, ethical, legal, regulatory, or managerial content relevant to the registrant's public practice of geology. Registrants can choose from a variety of continuing education activities based on their needs, location, practice area, and budget. The Board has identified both "structured" and "self-directed" activities that can qualify as continuing education. See Section III, pages 4 and 5 for details about these two activity types. Registrants must complete continuing education activities that are distinct from typical, day-to-day work duties. However, activities may be completed during typical working hours, such as trainings or other educational events provided by an employer or other sponsor.

### **Is a continuing education credit the same as a continuing education unit?**

No. Registrants may run into organizations that sponsor continuing education offerings and define those in terms of continuing education units (CEUs). Registrants may wonder what

exactly a CEU is and how that relates to the Board's continuing education activity requirements. A CEU is a unit of credit, usually equivalent to ten (10) hours (with no less than fifty (50) minutes of direct involvement, commonly referred to as a contact hour) of participation in an organized educational program, although the exact unit value can vary by organization. Registrants are NOT required to complete 8 CEUs per year. Registrants are required to complete eight (8) hours, where the Board defines continuing education hour as one (1) contact hour (with no less than fifty (50) minutes of direct involvement) of an activity that meets the requirements of the Board's rules.

### **Does the Board need to pre-approve my continuing education activities?**

No. The Board does not pre-approve continuing education activities. The Board feels it is best to allow for a broad range of opportunities to earn credits instead of trying to limit registrants to opportunities approved in advance by the Board. The Board believes that registrants can readily determine when an activity is relevant to professional practice, using this guidance document and the Board's continuing education activities rules as references. Activities which are not relevant to professional practice should not be claimed for credit.

### **Should I believe an advertisement stating that an activity has been pre-approved?**

No, not with respect to the Board requirements. The Board does not pre-approve continuing education activities. Pre-approval claims made by organizations may be related to requirements set by other boards or organizations.

### **Where can I find continuing education activities?**

The Board does not maintain an ongoing listing of continuing education opportunities. However, links to various professional societies and national councils are included in this guidance document (See Attachment A). These links may be a good place to begin a search for available options. Registrants can also contact local colleges and universities. In addition, there are for-profit vendors that offer continuing education activities. See also Section III, page 4 to learn about self-directed options.

### **Do I need to complete continuing education activities in Oregon?**

No. The location of the activity does not determine whether the activity qualifies as a continuing education activity under the Board rules. Registrants who live outside of Oregon may complete continuing education activities in their home states. Registrants may also complete continuing education activities while travelling nationally or internationally. The key is that the activities completed meet the Board's requirements as to activity type, content, and credit limits.

### **What does the Board mean by audit and renewal periods?**

The audit period is the renewal period that the audit covers. Audits look back at a completed renewal year. The renewal period is the one (1) year period immediately preceding a registrant's annual renewal date. A Board notice of audit will indicate the renewal year that is covered. Registrants unsure of their renewal dates can use the Board online license search tool (<https://www.oregon.gov/osbge/Resgistration/Pages/Lookup.aspx>) or contact the Board office if needed.

Following are two examples showing renewal dates and the associated renewal periods:

<u>Renewal Date</u>	<u>Renewal Period</u>
11/30/2022	12/01/2021 – 11/30/2022
05/31/2023	06/01/2022 – 05/31/2023

### **Can I carryover credits between renewal years?**

Yes. The Board allows for carryover of credits subject to the following limitations: (a) no more than eight (8) hours can be carried over from one renewal year to the next and (b) credits cannot be carried over more than one renewal year after completion. This means that a registrant could complete all hours for a biennium in the first year of a two-year period if that schedule works best. The Board’s requirement is stated as an annual requirement since Board statute refers to annual renewals.

The Board suggests that any registrant with concerns about the acceptability or proper documentation of continuing education activities consider completing more than 8 hours in a renewal year. Additional hours could provide the registrant with cushion in case an activity is not accepted by the Board, the registrant misplaces documentation for a completed activity, documentation for an activity is deemed inadequate by the Board, or the registrant ends up needing carryover hours for the next renewal year.

Following are three sample scenarios for the calculation of carryover credits.

Requirement met = 👍 Insufficient = 👎

#### Carryover Credit Scenario A

👍 Year 1: Registrant completes 16 hours of continuing education activities. Since 8 hours are required, the registrant has 8 hours available for carry over to year 2.

👍 Year 2: Registrant completes 6 hours of activities. Since 8 hours are required, registrants uses 2 hours carried over from year 1. Registrants “loses” 6 hours from year 1 as cannot carry credits over to a third year.

👎 Year 3: Registrant completed 5 hours of activities. Since 8 hours are required and no hours can be carried over, the registrant does not meet the 8 hours requirement.

#### Carryover Credit Scenario B

👍 Year 1: Registrant completes 11 hours of activities. Since 8 hours are required, the registrant has 3 hours available for carry over to year 2.

👍 Year 2: Registrant completes 5 hours of activities. Since 8 hours are required, the registrant uses 3 hours carried over from year 1 and meets the requirement.

👎 Year 3: Registrant completes 5 hours of activities. Since 8 hours are required and no carryover to use, the registrant does not meet the 8 hours requirement.

### Carryover Credit Scenario C

👍 Year 1: Registrant completes 24 hours of activities. Since 8 hours are required, the registrant can carry over 8 of the remaining hours to year 2.

👍 Year 2: Registrant does not complete any activities. The registrant uses 8 hours carried over from year 1.

👍 Year 3: Registrant completes 10 hours of activities. Since 8 hours are required, the registrant meets the 8 hours requirement and has 2 hours to carry over to the next renewal year.

## **III. TYPES OF CONTINUING EDUCATION ACTIVITIES**

### **What is a structured continuing educational activity?**

A structured activity is any continuing education activity that has a sponsor and for which documentation is provided by that sponsor, such as a certificate of completion or other verification document. Structured educational activities may be completed in-person, through written correspondence, via televised or video recorded format, or through the internet.

### **What does the Board mean by a sponsor of a continuing educational activity?**

A sponsor is an entity, including but not limited to, an employer, professional organization, non-profit organization, university, or for-profit business, which provides a continuing education activity.

### **How are structured continuing education activities credited?**

The Board will generally award one (1) hour of credit for one (1) hour completed and documented. “Continuing Education Hour” is defined in Board rule as one (1) hour (with no less than fifty (50) minutes of direct involvement, commonly referred to as a contact hour) of an activity.

### **What are examples of sponsors that offer structured continuing education activities?**

A list of potential sources for structured continuing education activities is included in Attachment A.

### **What is a self-directed continuing educational activity?**

A self-directed continuing education activity is an activity which does not have a sponsor and where, generally speaking, the registrant documents the completion of the continuing education activities. The registrant needs to ensure there is a connection to the public practice of geology in terms of the content of the activity completed. The registrant also needs to be mindful of which self-directed activities are limited in terms of the number of hours that can be counted per renewal year as described in Appendix B.

### **What types of self-directed continuing education activities does the Board accept?**

The Board has included within its continuing education rules the allowance for registrants to obtain credit from numerous types of self-directed activities. In some cases, these activities may

also be sponsored with documentation of attendance provided to the registrant by the sponsor. A registrant is not limited to activities which involve a formal sponsor. A list of self-directed activities recognized by the Board is included in Attachment B.

## IV. RECORD KEEPING REQUIREMENTS

### What records do I need to keep?

A registrant needs to keep at least the following continuing education activity records:

A **log** of continuing education activities completed showing:

- type of activities claimed;
- sponsors, as applicable;
- contact information for the sponsor(s) (as applicable);
- location and date of the activities;
- instructor or speaker names and titles (as applicable); and
- number of hours spent completing the activities and the continuing education hours earned.

The Board provides a log in both Word and Excel form that registrants can use. The log forms are available for download at the Board's website; see the Continuing Education page at <https://www.oregon.gov/osbge/Resgistration/Pages/Continuing-Education.aspx> or the Forms page at <https://www.oregon.gov/osbge/Pages/Forms.aspx>. A copy of the log is also included in Appendix C. A registrant may use a different form for the log provided the log contains all of the required information.

**Supporting documentation** to demonstrate completion of the activities claimed on the log, specifically as follows:

- For **structured activities**, attendance verification records provided by the sponsor and supporting evidence of attendance such as:
  - certificates of completion;
  - signed attendance receipts;
  - paid receipts; or
  - a copy of a final attendee list.

- If none of the above documentation is available from the sponsor, then a copy of the sign-in sheet, which includes the date, title, and presenter, along with the agenda may be submitted to verify participation for purposes of documenting continuing education activity credit.
- In the absence of all the above listed forms of documentation from the sponsor, the registrant can prepare and retain a written summary that contains the information listed below for self-directed activities.

NOTE: Things like event announcements, emails confirming event registrations, “accepted” calendar invites, and other similar documentation showing intent to participate but not actually confirming participation will NOT generally be considered acceptable documentation by the Board.

➤ For **self-directed activities**, the registrant needs to prepare and retain a written summary of the continuing education activity including, at a minimum, the following information:

- description of the activity;
- date(s) and hours of the activity;
- location of the activity;
- continuing education activity hours claimed; and
- summary of how the activity related to the public practice of geology, as defined in ORS 672.505(7), and maintained, improved, expanded, or developed the professional knowledge or skills of the registrant.

### **Do I need to turn my continuing education activities records into the Board with my renewal?**

No. The registrant does not need to submit this documentation at the time of registration renewal. Registrants shall provide documentation of completion of qualifying continuing education requirements upon receiving notification of audit or upon other written request from the Board. This documentation shall be provided to the Board within twenty-one (21) calendar days of the date the Board notification is sent unless a longer deadline has been set by the Board in writing.

### **What do I need to do with my continuing education activities documentation?**

A registrant needs to retain continuing education activity documentation for a period of at least three (3) years.

### **How do I verify completion of continuing educational activities to the Board?**

Every registrant will be required to sign or electronically verify a certification at the time of renewal attesting to the completion of the required continuing education activities. Registrants will only be required to submit documentation of completion to the Board upon notice of selection for audit or upon other written request from the Board.

## **V. AUDITS**

### **How does the audit process work?**

The Board will audit between two (2) and five (5) percent of active registrants per year. Registrants will be randomly selected for audit. When a registrant has been selected, the Board will send an audit notice letter. The registrant will then have twenty-one (21) calendar days (counted from the date the Board audit notice was sent) to respond, unless a later date is specified in the audit notice letter. The registrant will need to provide an activities log and supporting documentation for the renewal period covered by the audit. Note: If a registrant plans to use carryover credits from the previous renewal period, a log of activities and supporting documentation for that previous renewal period will also need to be submitted.

### **What if I cannot respond by the date in the audit notice letter?**

Registrants unable to respond by the provided date should contact the Board office as soon as possible to see if alternative arrangements can be made for submittal of their log and documentation. Registrants should not simply ignore the audit notice, as then they then may become subject to Board compliance action as a result of the non-response.

### **How will the Board review audits?**

Once documentation is received, Board staff will review the materials for completeness. Board staff will consult with the Board's Continuing Education Coordinator as necessary during this review stage. Note: the Continuing Education Coordinator is a Board member appointed to this role by the Board Chair. Once the submittal is deemed complete, then the materials will be reviewed by the Continuing Education Coordinator. The registrant will be contacted at this stage only if the Continuing Education Coordinator has questions about the submittal. The Continuing Education Coordinator will then make a recommendation for the audit finding for Board consideration. The Board may request additional information from a registrant if there are questions about particular activities. The Board will make the final decision on the audit at a public meeting. Once a Board decision is made, the registrant will be notified in writing of the decision.

### **What are the typical types of audit decisions?**

- passed;
- passed with carryover hours confirmed;
- passed subject to conditions;
- failed, with warning; or
- failed, with notice of intent to deny registration renewal, impose other disciplinary action, or impose civil penalties.

Note: If the Board determines that a registrant has failed an audit and issues a notice of intent, then the registrant has the right to request a contested case hearing under the Oregon Administrative Procedures Act (see Oregon Revised Statutes Chapter 183). Information on hearing rights would be included in the notice of intent document.

### **What if I am audited but failed to complete required continuing education activities?**

Failure to complete the required continuing education activities is considered a violation of the Board's continuing education rules and qualifies as professional misconduct. Additionally, indicating through signature or electronic certification at the time of renewal or request for restoration of registration that continuing education requirements were met when the registrant knew or could have known that this certification was not true is also considered a violation and professional misconduct. By committing such violations, the registrant is subject to potential disciplinary action and/or imposition of civil penalties by the Board.

### **What could happen if I fail to respond to a Board audit notice?**

Failure to respond to a Board audit notice is considered a violation of the Board's continuing education rule and qualifies as professional misconduct. By committing such a violation, the registrant is subject to potential disciplinary action and/or imposition of civil penalties by the Board.

### **What if my audit submittal to the Board is deemed inadequate by the Board?**

The Board strives to work with registrants to ensure all can be successful at complying with continuing education requirements. To this end, the Board will have Board staff and the Board's Continuing Education Coordinator work with registrants to see if inadequacies in audit submittals can be addressed. Of course, this will only be possible where a registrant is responsive to and cooperative in communications aimed at resolving inadequacies in a submittal. Also note that the Board may, at its sole discretion, allow the registrant up to ninety (90) calendar days after written notification has been issued by the Board to substantiate the original claim or to complete other continuing education activities sufficient to meet the minimum requirements for the audit period. The Board also may, at its sole discretion, require the registrant to complete additional hours in the subsequent renewal period to make up for having insufficient hours completed in the audit period.

The Board suggests that any registrant with concerns about the acceptability or proper documentation of continuing education activities consider completing more than 8 hours of continuing education activities in a renewal year. Additional education hours could provide the registrant with cushion in case an activity is not accepted by the Board, the registrant misplaces documentation for a completed activity, documentation for an activity is deemed inadequate, or the registrant ends up needing carryover hours for the next year.

## VI. EXCEPTIONS AND EXEMPTIONS

### **I am not practicing in Oregon; do I need to complete continuing education activities?**

Yes. A registrant not practicing in Oregon but maintaining an active registration with the Board needs to complete continuing education activities. The continuing education activity requirements still apply since the active registration gives the registrant the right to engage in the public practice of geology in Oregon and to use the title of Registered Geologist or Certified Engineering Geologist in Oregon. An individual not practicing in Oregon who has let Oregon registration lapse is not subject to the Board's continuing education requirements until or unless requesting to restore registration. A lapsed registration is one which can still potentially be restored to active status. A registration can be in a lapsed status for up to five (5) years past the last renewal due date. After five (5) years without action to restore active status, the registration expires and can no longer be restored. Note: Registrants should be aware that restoration of registration requires payment of all back renewal fees plus a late fee. See the next question/answer for information about the continuing education requirements that apply to restoration of registration.

### **My registration lapsed; do I need to provide documentation of continuing education requirements to restore my registration?**

Maybe. The answer to this question depends on how late the request to restore registration will be submitted. If a request is received in the Board office within one hundred seventy nine (179) days of the missed renewal date, then the restoration request does not need to include continuing education documentation. If a request is received more than one hundred seventy nine (179) days after the missed renewal date, then continuing education activities documentation must accompany the request to restore registration. Specifically, the individual will need to provide proof of completion of eight (8) continuing education activity hours during the two (2) year period immediately preceding the request for the restoration. Note that hours submitted for restoration of registration cannot be carried over into the registrant's subsequent renewal period even if more than eight (8) hours were completed.

### **I am not practicing in Oregon; can I be moved to “inactive” or “retired” status?**

No. The Board is not authorized under its statutes to move registrants to an “inactive” or “retired” status. Board registrations can be active, lapsed, or expired. Note: Individuals can only use the professional titles of Registered Geologist and Certified Engineering Geologist and can only engage in the public practice of geology in Oregon if holding active registration.

### **Are there any exemptions to the continuing education activity requirements?**

Yes. The following registrants are **automatically exempted**, i.e., do not need Board approval for the exemption.

- Registrants holding a Geologist-in-Training (GIT) registration are exempt.
- Registered Geologists (RGs) are exempt for the first year holding an active OSBGE registration.

Other registrants can **request an exemption** from the Board in the following situations.

- A registrant serving on active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a year may request a full exemption from or a reduction in the continuing education activity hours required for the renewal period;
- A registrant experiencing disability, illness, or other extenuating circumstance which prevents the registrant from practicing or otherwise prevents the registrant from completing the required continuing education activity hours may request a full exemption from or a reduction in the continuing education activity hours required for the renewal period; and
- A registrant working or travelling outside of the United States for an extended period of time during a renewal period as part of employment, humanitarian service, or another similar purpose in areas where continuing education activities cannot readily be accessed or completed may request a full exemption from or a reduction in the required continuing education hours for the renewal period.

Note that the three exemptions described here are NOT automatic. A registrant must submit a written request, and the Board must approve the exemption based on the request and supporting documentation submitted.

## **VII. MORE INFORMATION**

### **Where can I find the Board rules that address continuing education?**

You can access the rule via the Board's website. See the Laws and Rules page at <https://www.oregon.gov/osbge/Pages/LawsRules.aspx> or the Continuing Education page at <https://www.oregon.gov/osbge/Resgistration/Pages/Continuing-Education.aspx>. The rule citation is Oregon Administrative Rule Chapter 809 Division 25. If you have trouble finding the rules on the Board website or have a question about how to interpret rule provisions, please contact the Board office for assistance.

### **Where can I find the continuing education activities log?**

An example continuing education activities log is provided in Appendix C. The log can also be accessed in Word and Excel formats via the Board's website. See the Forms page at <https://www.oregon.gov/osbge/Pages/Forms.aspx> or the Continuing Education page at <https://www.oregon.gov/osbge/Resgistration/Pages/Continuing-Education.aspx>. If you have trouble finding the form on the website, please contact the Board office for assistance.

## **Where is Board's authority to require continuing education for its registrants?**

Oregon Revised Statute 672.588 provides the authority for continuing education requirements. This statute authorizes the Board to establish continuing education requirements as a condition for the renewal, restoration, or reissuance of registration.

## **APPENDICES**

Appendix A: Potential Sources for Structured Continuing Education Activities

Appendix B: Self-Directed Continuing Education Activities

Appendix C: Example Continuing Education Activities Log

## Appendix A: Potential Sources for Structured Continuing Education Activities

The Board does not maintain an ongoing listing of continuing education opportunities. However, links to various professional societies, national councils, and agencies are provided here as a starting point to assist any RG/CEG who is uncertain about where to find continuing education opportunities. This list is not intended to be all inclusive. Registrants may find other structured activities available from sponsors not listed here.

- American Institute of Hydrology certification - <https://www.aihydrology.org/hydrology-certification>
- American Society of Civil Engineers programs and courses - <https://www.asce.org/continuing-education/>
- Association of Environmental and Engineering Geologist (AEG) short course, webinar, or training completed at national meeting <https://www.aegweb.org/>
- Association of State Dam Safety Officials online trainings - <https://www.damsafety.org/>
- Association of Women Geoscientists field trips and online training - <https://www.awg.org/>
- Geo-Institute Conference or Specialty conference <https://www.aegweb.org/?page=EducWebinar>
- Geological Society of America (GSA) short course or training [https://www.geosociety.org/GSA/Education\\_Careers/GSA/edu-career/ceu.aspx](https://www.geosociety.org/GSA/Education_Careers/GSA/edu-career/ceu.aspx)
- Geological Society of the Oregon Country (GSOC) lectures, field trips, and other events <https://www.gsoc.org/>
- Geoscience Online Learning Initiative (GOLI) webinar or on-demand online course <https://www.americangeosciences.org/workforce/goli> GOLI is a program of the American Geosciences Institute (AGI) developed in partnership with the American Institute of Professional Geologists (AIPG), Society for Sedimentary Geology (SEPM) and National State Boards of Geology (ASBOG)
- Groundwater Foundation webinars - <https://www.groundwater.org/get-informed/opportunities/webinars.html>
- Hazardous Waste Operations and Emergency Response (HAZWOPER) training (at least portions related to the practice of geology) – various sources
- International Association of Engineering Geologists (IAEG) webinars - <https://www.iaeg.info/webinars/>

- Incorporated Research Institutions for Seismology (IRIS) webinars - <https://www.iris.edu/hq/>
- National Groundwater Association (NGA) conferences, short courses, other training <https://www.ngwa.org/events-and-education/ngwa's-event-calendar>
- Northwest Environmental Training Center (NWETC) courses in various states <https://nwetc.org/courses-and-subjects>
- Society of Independent Professional Earth Scientists meetings - <https://sipes.org/organization/>
- Soil Science Society of America (SSSA) – self-paced courses and educational programs. <https://www.soils.org/education/classroom/classes/by-category>
- U.S. Army Corps of Engineers courses through the USACE Learning Center or district offices - <https://www.usace.army.mil/>
- U.S. Environmental Protection Agency (EPA) courses and conferences <https://clu-in.org/courses/>
- US EPA archived seminars and podcasts <https://clu-in.org/live/archive/>
- U.S. Federal Highway Administration (FHWA) professional development - <https://www.fhwa.dot.gov/resources/training.cfm>
- U.S. Geological Survey (USGS) Climate Adaption Science Centers webinars - <https://www.usgs.gov/land-resources/climate-adaptation-science-centers/science/webinars>
- Various academic courses taken in person or online. While Oregon universities and colleges are listed below, you may find activities offered through institutions in other states.
  - Oregon State University <https://oregonstate.edu/>
  - Portland State University <https://www.pdx.edu/>
  - Southern Oregon University <https://sou.edu/>
  - University of Oregon <https://www.uoregon.edu/>
  - Western Oregon University <https://wou.edu/>
  - Oregon’s Community Colleges <https://www.oregon.gov/highered/institutions-programs/ccwd/Pages/community-colleges.aspx>
- Various state agency-sponsored trainings. While examples of Oregon state agencies are listed below, you may find activities offered through agencies for other states.

- Oregon Department of Environmental Quality  
<https://www.oregon.gov/deq/Pages/index.aspx>
  - Oregon Department of Geology and Mineral Industries  
<https://www.oregon.gov/dogami/Pages/index.aspx>
  - Oregon Department of Transportation  
<https://www.oregon.gov/odot/Pages/index.aspx>
  - Oregon Health Authority – Drinking Water Services Program  
<https://www.oregon.gov/oha/PH/HealthyEnvironments/DrinkingWater/Pages/index.aspx>
- Various other business sponsored trainings, including tech-related trainings for specific products or services.

Registrants may also want to explore courses offered through private sector vendors, a few examples of which are listed below. Registrants need to self-assess the cost, value, and quality of the courses offered through these vendors.

- Discount PDH.com – <https://www.discountpdh.com/pdh-courses-for-geologists>
- HalfMoon Education Inc. – <https://www.halfmoonseminars.org/seminars/>
- PDH Express – [https://www.pdhexpress.com/continuing\\_education\\_geologists.php](https://www.pdhexpress.com/continuing_education_geologists.php)
- Training Professionals (connects to various private sector companies offering online trainings) - <https://online-training-courses.info/index.php/geology>

*Notice: The links provided herein were current as of the date this guidance document was prepared. These links are provided for informational purposes only. Providing these links does not imply Board endorsement or approval of the content, viewpoint, accuracy, opinions, policies, products, services, or accessibility of content of the web pages or the continuing education activities offered. The Board disclaims any and all liability and responsibility for third-party website content or other services provided.*

## Appendix B: Self-Directed Continuing Education Activities

The Board currently recognizes the following types of self-directed activities, with limitations by type highlighted. If a self-directed activity type is not listed here, then it is not allowed under current Board rules.

- **Professional Seminars, Meetings, and Panels: One (1) hour of credit for one (1) hour** of attendance at a professional seminar, meeting, or similar event or spent preparing for and as a participant in a panel at a professional seminar, meeting, or similar event. The topic(s) covered must be related to the professional practice of geology, as defined at ORS 672.505(7).
- **Field Trips: One (1) hour of credit for one (1) hour** completed as a participant in a field trip involving geologic content, where the trip was organized and led by a professional or technical society or in conjunction with a seminar, meeting, or similar event. **Limited to four (4) hours per field trip.**
- **Teaching and Professional Presentations: Two (2) hours of credit for one (1) hour** preparing for and teaching/giving a course, class or presentation where the topic covered is related to the professional practice of geology. **Limited to registrants that do not teach as a primary duty of employment. Also credit will not be given for teaching/giving the same course, class, or presentation more than once.** A registrant may be able to make the case that a course, class or presentation with the same title and outline but taught in a different field location or setting was not a repetitive activity.
- **Professional or Technical Societies: One (1) hour of credit for one (1) hour** of service as an officer, or a committee, taskforce, or work group member of a professional or technical society with a focus related to the professional practice of geology, as defined at ORS 672.505(7). **Hours shall not be earned until a year of service is completed.**
- **Authoring: Up to eight (8) hours of credit** for authoring (publishing) an original professional paper, article, book, or geological map where hours claimed must be justified based on the type, length, and complexity of the publication. The Board may also consider whether the publication was adequately peer reviewed in determining hours credited. **Credit may be available for either authorship or presentation of the publication in its initial version but not both. Credit cannot be requested until the paper, article, book, or geologic map has been published or presented.**
- **Professional Examination Review and Writing: Two (2) hours of credit for one (1) hour** spent preparing to serve or serving as an examination reviewer or on a committee writing examination materials for an examination used for purposes of assessing minimum competency to publicly practice geology or a geologic specialty.
- **Pro Bono Service: One (1) hour of credit for one (1) hour** of pro bono service that maintains, improves, or expands the professional knowledge or skill of the registrant. Pro

bono service is service provided to the public or an organization without fee or other compensation. Services must draw upon the knowledge and skills of the registrant while also helping to maintain, improve, or enhance the registrant's practice. Unbilled hours from a project done for compensation do not qualify as pro bono service.

▪ **State Registration Board Participation:**

- **Eight (8) hours of credit for one (1) year of active membership** on a state geologist registration board.
  - **One (1) hour of credit for one (1) hour of attendance** at a meeting as documented in official meeting minutes of a state geologist registration board. **Limited to two (2) hours per renewal year.**
  - **One (1) hour of credit for one (1) hour of participation** in a state geologist registration board committee, taskforce, or work group. **Limited to two (2) hours per renewal year.**
- **Self-Study: One (1) hour of credit for two (2) hours** of reading professional, peer-reviewed papers or similar documents on a topic related to the professional practice of geology, as defined at ORS 672.505(7). **Limited to two (2) hours per renewal year.**

## **Appendix C: Example Continuing Education Activities Log**

A RG/CEG may use one of the tracking logs created by OSBGE. OSBGE currently has logs available in Microsoft Word and Microsoft Excel formats. Alternatively, a RG/CEG may use another form of tracking log provided it contains the information that must be provided to OSBGE if selected for audit.

The electronic versions of these tracking logs can be found at the OSBGE website or by contacting the Board office.

# Oregon State Board of Geologist Examiners

## Continuing Education Activities Reporting Form

Name: \_\_\_\_\_

OSBGE Registration #: \_\_\_\_\_ (e.g. G0000, E0000)

Renewal Date (mm/dd/year): \_\_\_\_\_

Renewal Period (e.g. mm/dd/year– mm/dd/year): \_\_\_\_\_

Supporting documentation is required for all CE activities credit (hours) claimed on this log. You need to be prepared to submit the log and the supporting documentation for Board review upon request. You do not need to submit the log and supporting documentation with your annual renewal request. Refer to the Board’s rules for continuing education (CE) activities in OAR Chapter 809 Division 25 and the Board’s Guidelines for Continuing Education Activities for details. These are available @: <https://www.oregon.gov/osbge/>

This form can be modified as needed to document your particular CE activities. Please list activities in chronological order.

Activity Date (mm/dd/year)	Sponsored or Self- Directed	Activity (Title/Type)	Activity Sponsor/Address/Instructor Name or Other Pertinent Details	Activity Location (Place/Online/Etc.)	Activity Time (Duration)	Credits Claimed (Hours)
<b>Credits (hours) claimed for this renewal period</b>						
Track on separate log or submit Board audit letter.			<b>Any credits (hours) carried over from previous renewal period</b>			
8 hr. required per renewal period						<b>Total credits (hours)</b>
<b>Credits (hours) to be carried over to next renewal period</b>						

