

**OREGON STATE BOARD OF GEOLOGICAL EXAMINERS
CONTINUING EDUCATION REQUIREMENTS**

****Adopted Rules Effective 01/01/2021****

Chapter 809

Division 25

CONTINUING EDUCATION

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Definitions

The following are definitions of terms used in this Division:

- (1) “Audit period” - the period for which the registrant’s continuing education activities are subject to audit by the Board.
- (2) “Continuing Education Activity” - a course or educational endeavor that has a clear purpose and objective and 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, as defined at ORS 672.505(7).
- (3) “Continuing Education Hour” - one (1) hour (with no less than fifty (50) minutes of direct involvement, commonly referred to as a contact hour) of an activity that meets the requirements of these rules.
- (4) “Pro bono service” - refers to professional services related to the public practice of geology, as defined at ORS 672.505(7), 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.
- (5) “Renewal period” – the one (1) year period immediately preceding a registrant’s annual renewal date. For example, the renewal period for a registrant with a renewal date of May 31 begins June 1 of the previous year and runs through the renewal date.
- (6) “Self-directed educational activity” - A continuing education activity that:
 - (a) Does not have a sponsor;
 - (b) Is accounted for in terms of time spent completing the activity by the registrant; and
 - (c) Is documented by the registrant instead of a sponsor.
- (7) “Sponsor” – an entity, such as but not necessarily limited to, an employer, professional organization, non-profit organization, university, or for-profit business, which provides a continuing education activity that the registrant completes to fulfill the continuing education activity requirements of these rules.
- (8) “Structured educational activity” - any continuing education activity that:
 - (a) Has a sponsor;
 - (b) Is documented by the sponsor and verifiable by the Board; and

(c) For academic coursework, the conversion of academic coursework credit to continuing education activity credit shall be as defined in 809-025-0015(2)(b).

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.588

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21

809-025-0010

Continuing Education Requirements

(1) Each registrant shall complete eight (8) hours of qualifying continuing education activities during the annual renewal period as a condition of registration, with the exception of:

(a) A registrant that is a Geologist-in-Training (GIT) is exempt from continuing education activity requirements. The Board encourages GITs to voluntarily complete continuing education activities.

(b) A registrant granted an initial registration as a Registered Geologist under 809-030-0015 is exempt from continuing education activity requirements for the first year of registration with the Board; and

(c) A registrant granted an exemption by the Board under 809-025-0040.

(2) A registrant must certify through signature or electronic means at the time of renewal that the registrant has completed the minimum required number of hours of continuing education activities and maintained documentation of completion as required by these rules.

(3) If a registrant exceeds eight (8) hours of qualifying structured or self-directed educational activities within the renewal period, the registrant may carry over up to eight (8) hours into the next renewal period. Hours in excess of eight (8) hours may not be carried over into the next renewal period.

(4) These continuing education activity requirements are effective as of January 1, 2021. This means that a registrant, unless otherwise exempt under this rule, who applies for a registration renewal after January 1, 2022 must have completed the required continuing education activities in the 2021-2022 renewal year. A registrant must complete the annual continuing education activity hours in each subsequent renewal year after January 1, 2021, unless otherwise exempt under this rule in any given renewal year.

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.585, 672.588

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21

Continuing Education Activities

(1) The following criteria apply to all continuing education activities regardless of type:

(a) Continuing education activities shall be relevant to the public practice of geology, or no credit shall be awarded. Such continuing education activities may also include technical, ethical, legal, regulatory, or managerial content that is relevant to the registrant's public practice of geology.

(b) The Board encourages registrants to seek diversified types of continuing education activities over the course of their geologic careers.

(c) Registrants must pursue their continuing education activities with an objective to inform and improve their geologic knowledge as related to geologic practice and for the benefit of Oregon citizens in relation to the public practice of geology in Oregon.

(d) 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 through trainings or other educational events provided by an employer or sponsor.

(2) The Board does not pre-approve continuing education activities. The Board will generally approve and credit hours for continuing education activities as follows:

(a) For structured activities, the Board will approve and credit continuing education activities for each hour completed and documented in accordance with the requirements of these rules. Structured educational activities may be completed in-person, through written correspondence, via televised or video recorded format, or through the internet.

(b) Academic Coursework: The following conversions shall apply:

(A) Courses or programs awarded one or more semester credit hours by a college or university, with a passing grade received where grades are issued, shall equal fifteen (15) continuing education activity hours per semester credit hour;

(B) Courses or programs awarded one or more college quarter hours by a college or university, with a passing grade received where grades are issued, shall equal ten (10) continuing education activity hours per quarter credit hour.

(c) Continuing Education Units (CEUs): Courses or programs awarded one or more CEUs by the course sponsor, with a passing grade received where grades are issued, shall equal ten (10) continuing education activity hours per CEU.

(d) For self-directed educational activities, the Board may credit the following types of continuing education activities where the activities meet the requirements of these rules:

(A) 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).

(B) 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. The Board will not credit more than four (4) hours per field trip.

(C) Teaching and Professional Presentations: Two (2) hours of credit for one (1) hour preparing for and teaching a course or class or preparing for and giving a presentation to a group where the topic covered must be related to the professional practice of geology, as defined at ORS 672.505(7). A registrant shall not receive credit for teaching the same course or class or giving the same presentation two or more times. This credit is not available to a registrant that teaches as a primary duty of employment.

(D) 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). However, hours shall not be earned until a year of service is completed.

(E) 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.

(F) 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.

(G) Pro Bono Service: One (1) hour of credit for one (1) hour of pro bono service that meets the requirements of 809-25-0000(4) and maintains, improves, or expands the professional knowledge or skill of the registrant.

(H) State Registration Board Participation: Eight (8) hours of credit for one (1) year of active membership on a state geologist registration board. For a registrant not serving as a state geologist registration board member, the Board will credit participation in state geologist registration board activities as follows:

(i) 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;

(ii) One (1) hour of credit for one (1) hour of participation in a state geologist registration board committee, taskforce, or work group; and

(iii) The Board will not credit more than two (2) hours per renewal year for either (i) or (ii).

(I) 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). The registrant is responsible for documenting the self study, such as by preparing a written summary of key points from the papers or documents read. The Board will not credit more than two (2) hours per renewal year for self study.

(3) The Board has the final authority to determine in its sole discretion whether continuing education activities requested by a registrant meet the requirements of these rules.

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.588

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21

809-025-0020

Record Keeping

(1) Each registrant is responsible for maintaining records that document completion of the continuing education activity requirements of these rules. Documentation shall support all continuing education activity hours claimed.

(2) The registrant's continuing education activity records shall contain at least the following documentation:

(a) A log of continuing education activities completed using a Board-provided form and showing:

(A) The type of activities claimed;

(B) The sponsors, as applicable;

(C) Contact information for the sponsors, as applicable;

(D) The location and date of the activities;

(E) The instructor or speaker names and titles, as applicable; and

(F) The number of hours spent completing the activities and the continuing education hours earned.

(b) Attendance verification records in the form of completion certificates or other documents provided by the sponsor and supporting evidence of attendance such as:

(A) Certificates of completion;

(B) Signed attendance receipts;

(C) Paid receipts; or

(D) A copy of a final attendee list.

(c) If proof of attendance, as described in (2)(b) of this rule, is not provided by the sponsor and is not made available upon request made by the registrant to 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.

(d) In the absence of the documentation described in (2)(b) and (2)(c) or for a self-directed educational activity, described in 809-025-0015(2)(d), the registrant is required to prepare and

retain a written summary of the continuing education activity including, at a minimum, the following information:

(A) A brief description of the activity;

(B) The date(s) and hours of the activity;

(C) The location of the activity;

(D) The continuing education activity hours claimed; and

(E) A 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.

(3) The registrant shall retain continuing education activity documentation for a period of at least three (3) years. The registrant does not need to submit this documentation at the time of registration renewal. However, documentation shall be made available to the Board in a timely manner upon notice of selection for audit or upon other written request from the Board.

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.588

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21

809-025-0025

Continuing Education Audit

- (1) Each active registrant is subject to having continuing education activities and associated documentation audited annually.
- (2) The Board shall audit at least two (2) to five (5) percent of active registrants annually. Registrants shall be randomly selected by the Board for audit. The Board shall determine the schedule for audits.
- (3) Registrants receiving an audit notification shall provide documentation of completion of qualifying continuing education activities. This documentation shall be provided to the Board within twenty-one (21) calendar days of the date the Board audit notification is sent to the registrant unless a longer deadline has been set by the Board in writing.
- (4) Documentation submitted for audit shall, at a minimum, include those records required to be maintained under 809-025-0020, with the exception that:
 - (a) The registrant is not required to submit documentation for continuing education activities identified on the log that were completed in excess of the 8 hour per renewal period requirement, unless the registrant is requesting Board confirmation of carryover hours;
 - (b) The registrant may submit a copy of a previous Board audit finding informing the registrant of approved carryover hours for the current audit period without submitting any other documentation for those continuing education activities; and
 - (c) The registrant may submit documentation of approved exemption from continuing education activity requirements per 809-025-0040.
- (5) Continuing education activity documentation received from the registrant is reviewed by the Board's Continuing Education Coordinator (CEC). If the documentation is incomplete, the audited registrant will be given notice and be provided with at least twenty-one (21) calendar days after such notice has been issued by the Board to provide additional documentation.
- (6) The CEC recommendation will be presented for approval to the Board, with the exception of audits completed for restoration of registration purposes, as per 809-025-0035.
- (7) If the Board disallows one or more continuing education activities claimed, the Board may, at its sole discretion:
 - (a) 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; or

(b) Require the registrant to complete additional hours in the subsequent renewal period to make up for having insufficient hours completed in the audit period.

(8) If the Board does not receive the continuing education activity information from the registrant as required by the Board or if the information provided by the registrant does not meet the Board requirements as determined by the Board in its sole discretion, then the registration may not be renewed. Alternatively, or in addition to non-renewal of registration, the Board may take other disciplinary action, impose civil penalties, or both as sanction for non-compliance.

(9) The Board will issue written notification of its audit finding. Possible audit findings include:

(a) Passed;

(b) Passed with carryover hours confirmed;

(c) Passed subject to conditions;

(d) Failed, with warning; or

(e) Failed, with notice of intent to not renew registration, impose other disciplinary action, or impose civil penalties.

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.588

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21

809-025-0030

Special Considerations

Registrants holding geology registrations or licenses in other jurisdictions may use continuing education activities completed in another jurisdiction to meet the continuing education activity requirements of the Board provided those continuing education activities and documentation also meet the Board's requirements under these rules.

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.588

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21

809-025-0035

Restoration of Registration

(1) In addition to Board requirements set forth for renewal and fees, a registrant requesting to restore a registration that is over one-hundred seventy-nine (179) days expired (i.e., beyond the renewal date) shall provide with the request for restoration of registration proof of completion of eight (8) continuing education activity hours as provided under this rule. A request for restoration of registration is incomplete if this proof of completion of continuing education activities is not provided.

(2) Continuing education activities submitted for restoration of registration must have been completed within the two (2) year period immediately preceding the request for the restoration. 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.

(3) The Board may delegate the authority to approve restoration of registration to the Board Continuing Education Coordinator (CEC), Board Administrator, or other designee of the Board.

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.585, 672.588

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21

Exemptions

(1) Upon receipt of a written request, the Board, in its sole discretion, may exempt a registrant from the annual continuing education activity requirements as follows:

(a) 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;

(b) 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

(c) 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.

(2) A registrant requesting an exemption shall provide adequate documentation to support the request. The Board, in its sole discretion, may request additional documentation. A request for exemption is incomplete if the registrant does not provide the requested documentation.

(3) The Board may, in its sole discretion, approve a full or partial exemption from the annual continuing education activity requirements based on the specific circumstances of each request.

(4) The Board may delegate the authority to approve continuing education activity exemptions to the Board Continuing Education Coordinator (CEC), Board Administrator, or other designee of the Board.

(5) Any exemption approved will be documented in writing from the Board to the registrant.

(6) A registrant with need for an exemption must contact the Board as soon as feasible but at a minimum prior to the registrant's renewal date. A request for exemption received after the registrant's renewal date shall not be considered.

(7) The Board may not approve requests for exemptions not submitted timely. A written request for exemption received by the Board after the registrant is notified by the Board of the registrant's selection for a continuing education activity audit is not submitted timely.

(8) A registrant may not be exempted from continuing education activity requirements solely due to not having actively engaged in the public practice of geology in Oregon during the renewal

period.

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.588

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21

809-025-0045

Noncompliance

Any violations of these continuing education activity rules may be misconduct for purposes of 809-020-0030. The following actions are violations of these rules and misconduct:

- (1) Failure to complete the required continuing education activities;
- (2) Failure to maintain the required documentation of completion of continuing education activities;
- (3) Failure to submit, upon written request of the Board, documentation which establishes that the requirements of these rules were met;
- (4) Failure to comply with any requirements of a Board audit finding;
- (5) Indicating through signature or electronic certification at the time of renewal or request for restoration of registration subject to 809-025-0035 that continuing education requirements were met when the registrant knew or could have known that this certification was not true.

Stat. Auth.: ORS 670.310, 672.588

Stats. Implemented: ORS 672.585, 672.588, 672.675, 672.690

Hist.: BGE 3-2020, f. 6-3-20, cert. ef. 1-1-21