

1800.3930 PROCEDURES.

Subpart 1. **Request for admission to the Fundamentals of Soil Sciences (FSS) examination.** For admission to the FSS examination, an applicant must apply directly to CSSE and follow the procedures required by CSSE.

Subp. 1a. **Request for certification as a soil scientist-in-training.** An applicant for certification as a soil scientist-in-training must submit an application for certification following passage of the FSS examination as a Minnesota exam candidate and completion of the education requirement under part 1800.3910, subpart 5, item B. Payment of the application fee in Minnesota Statutes, section 326.105, must accompany the application. An applicant must submit an official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs and verification of passing the FSS examination before the applicant may be certified as a soil scientist-in-training.

Subp. 1b. **Request for admission to the Fundamentals of Geology (FG) examination.** An applicant must submit an application for admission to the FG examination as described in part 1800.3920, subpart 2. The application must be postmarked not later than 60 days prior to the date set for the FG examination and accompanied by payment of the fee in Minnesota Statutes, section 326.105. For applicants who have not yet graduated, an unofficial transcript of grades from all institutions attended showing the applicant's name, the name of the college or university, and the number of credits completed must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs must be submitted before the applicant may be certified as a geologist-in-training. For applicants who have graduated, an official transcript of grades showing the degree awarded and date of graduation must accompany the application.

Subp. 2. **Request for admission to professional examination.** An applicant must submit an application for admission to the professional geoscience examination in the geoscience discipline in which the applicant is seeking licensure as explained in part 1800.3920, subpart 3. The application must be accompanied by payment of the fee in Minnesota Statutes, section 326.105. The application must be made on a form provided by the board and must include a detailed listing of geoscience experience gained. The experience listing must include the name and current mailing address of the applicant's direct supervisor for each period of employment. The applicant must complete the experience reference form provided by the board. The form must be verified, signed, and submitted to the board by the applicant's supervisor at the time that the applicant gained qualifying experience. The applicant must request from the educational institution an official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs, unless within the last year the applicant previously submitted official transcripts to the board. The applicant must submit one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5.

Subp. 2a. Professional examination administration and application deadline.

A. An applicant must not take the professional examination until the applicant has submitted an application, the board has determined that the applicant has met the qualifications to take the examination, and the board notifies the applicant of the applicant's eligibility.

B. The professional examination must be administered at a time and place determined by the examination delivery vendor to those applicants determined by the board to meet the requirements for admission to the examination.

C. The deadline for application for an examination that is administered on a specific date and time must be 60 days before the date set for the examination. Applications and supporting documentation must be postmarked on or before the deadline to be considered on time.

D. For an examination that is administered on multiple dates and times within an examination window, an applicant may submit an application at any time.

E. The board, if required by the examination delivery vendor, must forward notification of the applicant's eligibility to the examination delivery vendor. Following the board's determination that an applicant is eligible to take an examination, the applicant must independently contact the examination delivery vendor to schedule the time and place for the examination at an approved test site.

F. The board or examination delivery vendor must report to the applicant the results of each examination. To pass the examination, the applicant must attain the uniform passing grade established by the board through a psychometrically acceptable standard-setting procedure.

Subp. 2b. Examination windows. The examination windows and the frequency with which an applicant may take the examination are determined by the applicable national testing agency.

Subp. 3. Validity of application.

A. An applicant may take one examination for each application approved by the board.

B. An applicant who is approved by the board for an examination administered on a specific date and who fails to register, cancels, or fails to appear for the examination must submit a new application to take the examination on another date.

C. An applicant who is approved by the board for an examination administered continuously throughout the year and who does not take the examination within three years of the date of the application must submit a new application to take the examination.

D. If an applicant fails an examination, the applicant must submit a new application to take the examination on another date.

Statutory Authority: *MS s 326.06*

History: *22 SR 90; 38 SR 59; 43 SR 89; 48 SR 505*

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