

**OREGON STATE BOARD OF GEOLOGICAL EXAMINERS  
CONTINUING EDUCATION REQUIREMENTS  
\*\*CONCEPTUAL REVIEW DRAFT\*\***

**809 Division ZZZ**

**CONTINUING EDUCATION**

**809-ZZZ-0000**

**Definitions**

(1) The following are definitions of terms used in this Division:

(a) “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 in relation to the public practice of geology. Activities must be performed outside of the normal performance of one's occupation and contemporaneously documented.

(b) “Audit period” - the biennial period for which the registrant's continuing education activities are subject to audit.

(c) “Continuing Education Hour” - one hour (with no less than 50 minutes of direct involvement, commonly referred to as a contact hour) of an activity that meets the requirements of these regulations.

(d) “Outside the normal performance of occupation” - refers to continuing education activities that are completed separate from professional services provided and that are not customarily associated with or part of the registrant's normal employment duties. Required workplace orientations or training activities are generally considered part of normal employment duties. Training received on a voluntary basis at the workplace may qualify as continuing education.

(e) “Pro-bono service” - refers to professional services provided without fee or anticipation of other compensation to the public or an organization where such services are provided outside the normal performance of occupation. 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.

(f) “Self-directed activity” - Any continuing education activity that:

(A) does not have a third-party sponsor;

(B) is completed outside the normal performance of occupation; and

(C) is accounted for in terms of time spent completing the activity by the registrant.

(g) “Structured educational activity” - any continuing education activity that:

(A) has a third-party sponsor, i.e. sponsor other than the registrant;

(B) is led by persons who are qualified by education or experience and monitored by the third-party sponsor;

(C) is characterized by evidence of pre-planning including a written objective and format;

(D) is documented and verifiable; and.

(E) For academic coursework, the credit conversions in 809-ZZZ-0015(2)(b) apply.

### **809-ZZZ-0010**

#### **Continuing Education Requirements**

(1) Each registrant shall complete 24 hours of qualifying continuing education activities during the biennial period as a condition of registration, except for:

(a) A registrant with 25 consecutive years of geologist registration in Oregon or another jurisdiction only needs to complete 8 hours in this timeframe; and

(b) Other exceptions are only as specified in 809-ZZZ-0040 (exemptions), 809-ZZZ-0045 (waivers) or 809-ZZZ-0030 (special considerations).

(2) The registrant will be required to indicate through signature on a renewal application that the registrant has completed the minimum required hours of continuing education and maintains documentation of completion.

(3) If a registrant exceeds 24 hours of qualifying continuing education activities in the biennial renewal period, the registrant may carry over 12 hours into the next biennial renewal period.

### **809-ZZZ-0015**

#### **Continuing Education Activities**

(1) Continuing education activities shall meet the following criteria:

(a) Continuing education activities shall be relevant to the public practice of geology or no credit shall be awarded. Such continuing education activities may include technical, ethical, legal, or managerial content;

(b) The Board encourages registrants to seek diversified continuing education activities. (??)

(2) The Board will generally award hours to continuing education activities as follows:

(a) For structured activities, one hour (with no less than 50 minutes of direct involvement, commonly referred to as a contact hour) of an activity that meets the requirements of these rules qualifies for one continuing education hour except as otherwise specified in this rule.

(b) College or University Credits: 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 15 continuing education hours per 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 10 continuing education hours per credit hour.

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

(d) For self-directed activities, the Board will review as follows:

(A) Professional Seminars and Presentations: 1 hour of credit may be awarded for 1 hour completed as a participant in a professional panel or for giving a professional presentation at a meeting, convention, or conference. Credit shall not be provided for activities that are repetitive such as giving the same presentation multiple times. A maximum of 8 hours of this type may be accepted per biennial period.

(B) Field Trips: Field trips organized and run by professional or technical societies or in conjunction with meetings, conventions, or conferences shall be awarded 1 hour for each 1 hour of duration, up to 8 hours per day. A maximum of 16 hours of this type may be accepted per biennial period.

(C) Teaching: Teaching a qualified presentation to a group may qualify the registrant for up to 2 hours for each 1 hour spent in the classroom. A registrant shall only be eligible for teaching a course or seminar in its initial presentation. Teaching credit is not available to faculty of any college or university where teaching was part of the normal performance of the registrant's occupation. A maximum of 16 hours of this type may be accepted per biennial period.;

(D) Professional or Technical Societies: Service as an officer or active participation in a committee of a professional or technical society may qualify the registrant for up to 8 hours per year. Hours shall not be earned until each year of service is completed and shall be limited to 8 hours per organization. A maximum of 16 hours of this type may be accepted per biennial period.

(E) Authoring: Authoring (publishing) an original professional paper, article, book, or geological map may qualify the registrant for up to 8 hours per publication in the biennial period. Value will be commensurate with the type, length, and complexity of the publication. The Board

may also consider whether the publication was peer reviewed in determining value. 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, or book has been published or presented.

(F) Professional Examination Review and Writing: Serving as an exam reviewer or on a committee writing exam materials for a professional registration examination may qualify the registrant for up to 2 hours per hour spent. A maximum of 16 hours of this type may be accepted per biennial period.

(G) Pro-Bono Service: Pro-bono service that meets the requirements of 809-ZZZ-0000(1)(e) and maintains, improves, or expands the professional knowledge or skill of the registrant may qualify the registrant for up to 1 hour for every 1 hour of service. A maximum of 16 hours of this type may be accepted per biennial period.

(H) State Registration Board: A registrant serving on a state registration board shall qualify for 8 hours per year of active membership. A registrant not serving as a board member shall be eligible for 1 hour of continuing education credit for attendance at 1 hour of a Board meeting as documented in meeting minutes. A registrant appointed to and participating in a Board committee or work group shall be eligible for 1 hour of continuing education credit for each 1 hour of participation.

(3) The Board has final authority with respect to acceptance of continuing education activities as meeting the requirements of 809 Division ZZZ rules. Board decisions to accept or reject specific activities will be based on these rules and the documentation submitted by the registrant.

## **809-ZZZ-0020**

### **Record Keeping**

(1) Each registrant is responsible for maintaining records to document completion of continuing education requirements. Documentation shall support all continuing education hours claimed.

(2) Continuing education records shall contain at least the following documentation:

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

(A) The type of activity claimed;

(B) The sponsoring organization, as applicable;

(C) Contact information for the sponsoring organization, as applicable;

(D) Location and date of the activity;

(E) Instructor's or speaker's name and title, as applicable; and

(F) Number of hours spent and the anticipated continuing education hours earned.

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

(A) Certificates of completion;

(B) Signed attendance receipts;

(C) Paid receipts; or

(D) A copy of an attendee list provided by the third-party provider responsible for the course or program.

(c) If proof of attendance as described in (2)(b) of this rule is not provided by the third party provider and is not made available upon request made by the registrant to the third party provider, then a copy of the sign-in sheet which includes the date, title, and presenter along with the agenda may be submitted to validate participation for purposes of continuing education compliance.

(d) In the absence of the above documentation described in (2)(b) and (2)(c) or for a self-directed activity including those described in 809-ZZZ-0015(2), a written summary may be kept provided the summary includes at a minimum the following:

(A) Brief description of the activity;

(B) Date(s) and hours of the activity;

(C) Location of the activity;

(D) Continuing education hours claimed; and

(E) Summary of how the activity maintained or enhanced the professional knowledge or skills of the registrant.

(3) The registrant shall retain continuing education verification records for a period of at least 4 years. Such documentation shall be made available to the Board for random audit or other verification purposes. Failure to provide documentation upon Board request is misconduct per 809-020-0030.

### **809-ZZZ-0025**

#### **Continuing Education Audit**

(1) Each active registrant is subject to being audited biennially.

(2) Not less than five percent of active registrants shall be randomly selected each biennium by the Board for compliance with these rules. The Board will determine the schedule for audits.

(3) Registrants receiving an audit notification shall provide documentation of satisfying the continuing education requirements for the audit period within 21 days or by the deadline set by the Board in writing.

(4) Documentation submitted for audit shall at a minimum include that identified in 809-ZZZ-0020 except that:

(a) The registrant is not required to submit documentation for continuing education activities identified on the log that were beyond the biennial requirement unless the registrant is requesting Board confirmation of carryover hours that can be applied to the subsequent biennial renewal period;

(b) The registrant may submit a copy of a Board letter informing the registrant of approved carryover hours that apply to the audit period without submitting any other documentation for those continuing education activities;

(c) The registrant may submit documentation of approved exemption from continuing education requirements per OAR 809-ZZZ-0040; or

(d) The registrant may submit documentation of approved waiver from continuing education deadlines per OAR 809-ZZZ-0045.

(5) Continuing education 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 21 days after such notice to provide additional documentation.

(6) The CEC recommendation will be presented for approval to the Board, except for audits completed for reactivation of registration purposes as per OAR 809-ZZZ-0035.

(7) If the Board disallows one or more continuing education activities claimed, the Board may, at its discretion, allow the registrant up to 90 days after notification to substantiate the original claim or to complete other continuing education activities sufficient to meet the minimum requirements for the audit period.

(8) If the registrant fails to furnish the information required by the Board or if the information is ultimately not sufficient to satisfy Board requirements, the registration may not be renewed. Alternatively or in addition to non-renewal of registration, the Board may pursue other disciplinary action, civil penalties, or both as sanction for non-compliance.

(9) The Board will issue written notification of its audit decision to the registrant.

## **809-ZZZ-0030**

### **Special Considerations**

(1) Continuing education requirements for new Board registrants shall be pro-rated using a rate of 1 hour reduction per month of the biennium passed prior to registration. Partial months shall be counted as a full month for calculation purposes. However, new registrants shall not be required to complete more than 12 continuing education hours for their first biennial renewal period.

(2) Registrants holding geology registrations or licenses in other jurisdictions may use continuing education activities completed to satisfy continuing education requirements of another jurisdiction to also satisfy the Board requirements so long as the registrant completed continuing education activities that meet the Board's requirements and has maintained documentation as required in 809-ZZZ-0020.

## **809-ZZZ-0035**

### **Reactivation of Registration**

(1) In addition to Board requirements set forth for renewal and fees, a registrant with a lapsed registration shall provide proof of completion of continuing education hours for the equivalent of 1 hr. for each month the registration has been lapsed up to a maximum of 24 continuing education hours.

(2) Continuing education activities submitted for reactivation of registration must have been completed within the two year period immediately preceding the request for the reactivation. Hours submitted for reactivation shall not be carried over into the registrant's subsequent biennial renewal period.

(3) The Board may delegate the authority to approve reactivations of registrations to the Board Administrator.

## **809-ZZZ-0040**

### **Exemptions**

(1) A registrant may be exempted from the continuing education requirements as follows:

(a) A registrant serving on active duty in the armed forces of the United States for a period of time exceeding 120 consecutive days in a year may request in writing to the Board an exemption from obtaining 12 of the continuing education hours required for the biennial period; and

(b) A registrant experiencing disability, illness, or other extenuating circumstances which prevent the registrant from practicing or otherwise prevent the registrant from completing the

required continuing education hours may request in writing a full exemption or a reduction in the continuing education hours required for the biennial period.

(c) A registrant working or travelling outside of the U.S. for an extended period of time 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 or a reduction in the required continuing education hours for the biennial period(s) in which the work or travel outside the U.S. is occurring.

(d) A registrant requesting an exemption shall provide supporting documentation for Board review to facilitate a fair and informed determination by the Board. The Board may request additional documentation as deemed necessary to consider the request. Each exemption is granted at the sole discretion of the Board.

(2) The Board may delegate the authority to approve continuing education exemptions to the Board Administrator.

(3) Any exemption approved will be documented in a written letter from the Board to the registrant.

(4) Exemptions will not be approved retroactively.

#### **809-ZZZ-0045**

#### **Waiver of Continuing Education Deadline**

(1) A registrant may request waiver of continuing education deadlines provided that a petition to that effect is filed at least 30 days before the expiration of the biennial continuing education period in question. The request for waiver shall include:

(a) The reason the registrant is unable to satisfy the continuing education requirements by the standard deadline;

(b) The amount of additional time the registrant is requesting for completion of continuing education; and

(c) The registrant plan for ensuring a waiver, if granted, will not impact ability to complete continuing education requirements in the future.

(2) Late filings for waivers will be accepted only upon a showing of good cause.

(a) Good cause shall include accident, illness or other extenuating circumstances beyond the control of the registrant which prevented the registrant from submitting a waiver request timely.

(2) In any waiver petition granted, the Board will specify the timetable for completing continuing education activities to eliminate the petitioner's continuing education deficiency.

### **809-ZZZ-0050**

#### **Noncompliance**

(1) Failure to complete continuing education requirements, to maintain required documentation, or to submit documentation which establishes that requirements were completed are violations of these continuing education rules. Such violations are also considered misconduct for purposes of 809-020-0030.

(2) The Board shall provide the registrant with notice of any proposed disciplinary action or civil penalty in response to continuing education violations and an explanation of opportunity for hearing.