

Geology Form 4A

Verification of Professional Experience

Applicant Instructions

Endorser Number (from Form 4): _____

Complete Section I and II. Section II must be typed or printed legibly. Be sure to sign and date the attestation on page 3. Make a copy for your records and forward all pages of the original form to the supervisor who will endorse your experience and ask that they complete Section III and submit this form directly to the Office of the Professions at the address at the end of the form. A separate Form 4A must be submitted for each individual endorser. If the endorser is/was not your immediate supervisor, refer to "Instructions for Completing Professional Experience Record" available on our web site at <https://op.nysed.gov/professions/geology/instructions-completing-professional-experience-forms>. **The Department will not accept professional experience endorsed by the applicant.** This form will not be accepted if submitted by the applicant.

Section I: Applicant Information

1. Last 4 Digits of Social Security Number _____ 2. Birth Date Month Day Year
(Leave this blank if you do not have a U.S. Social Security Number)

3. Print Name Last
 First
 Middle

5. Telephone/Email Address
 Daytime Phone
 Home or Business

Licensee business address, phone and email address are public information. Failure to indicate business or home on this form for each item will deem it public information.

4. Mailing Address Home or Business
(You must notify the Department within 30 days of any address or name changes)

Area Code Phone
 Email Address (please print clearly)
 Home or Business

Line 1
 Line 2
 Line 3
 City
 State ZIP Code
 Country/
 Province

6. New York State DMV ID Number
 (Driver or Non-Driver ID)

(Leave this blank if you do not have a New York State DMV ID Number)

7. Experience Setting
 Firm or Organization Name _____
 Business Address _____
 Supervisor _____

Dates of Employment				Length of Time					Experience Category (Check all categories that apply)				
From		To		Full Time		Part time (less than 35 hours per week)			Economic Geology	Hydrogeology & Hydrology	Environmental Geology	Water Resources	Engineering Geology
Month (MM)	Year (YYYY)	Month (MM)	Year (YYYY)	Years	Months	Years	Months	Hrs./Wk					
____	____	____	____	____	____	____	____	____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
____	____	____	____	____	____	____	____	____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
____	____	____	____	____	____	____	____	____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
____	____	____	____	____	____	____	____	____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II: Experience Detailed (To Be Completed By The Applicant)

Endorser Number
(from Form 4):

Page

Type or print legibly. Attach additional sheets if necessary. Please note: The information provided below, in Section II may be released if requested under New York Public Officers Law, Article 6 - "Freedom of Information Law."

_____ of _____

Describe in detail the specific geologic work you personally performed on several projects or job assignments that are representative of the work you performed while you were employed by the firm/organization named in Section I, item 6. Include a brief description of your responsibility and/or authority for the work described for this endorsement. Explain any changes in your title resulting from promotions or other job changes during this period of employment. Last, indicate at right, the time you spent on these projects or assignments. The total time you claim cannot exceed actual calendar time. Describe your work in sufficient detail. You must use a separate Form 4A for each individual endorser (even if two or more endorsers work in the same firm).

Time
Years Months

--	--	--

Total time this sheet

Section II: Experience Detailed (To Be Completed By The Applicant)

Endorser Number
(from Form 4):

Page

of

Time
Years Months

--	--	--

*Be sure you enter the total time of work experience with this endorser here and on the appropriate endorser line on Form 4.

Total time this sheet

Total time this Endorser*

Attestation

I hereby certify that the work experience described on this form and the time claimed for that experience is true and accurate.

Signature

Date

Section III: To Be Completed By The Endorser

Endorser Number (from Form 4): _____

Endorser Instructions (The Department will not accept professional experience endorsed by the applicant.)

1. Read carefully the information presented by the applicant on this form and any continuation sheets.
2. Complete Section III. Note: The information provided below in Section III, questions 1-8 may be released if requested under New York State Public Officers Law, Article 6 – "Freedom of Information Law."
3. If you disagree with any information presented by the applicant on this form, or wish to provide any other information for consideration by the Department relative to the applicant, please submit a separate letter with this form. If you do, please identify the applicant by his/her full name and social security number in your letter and indicate that he/she is an applicant for geology licensure.
4. Be sure to sign the Endorser's Affidavit. If you do not sign the Endorser's Affidavit, please explain in a separate letter attached to this form.
5. Return the entire form along with any other information directly to the Office of the Professions at the address at the end of the form. Do not return this form to the applicant. **This form will not be accepted if submitted by the applicant.**

Name of the applicant _____
(see Section I, item 3)

Endorser's Name _____

Firm or Organization Name _____

Position in Firm or Organization _____

Current Business Address _____
Street City State Zip Code

Business Telephone Number _____ Business E-mail Address _____

Are you a Professional Geologist? Yes NoIf "yes", _____ Date of licensure _____
Jurisdiction License Number mo. day yr.Are you a Professional Engineer? Yes NoIf "yes", _____ Date of licensure _____
Jurisdiction License Number mo. day yr.**Regarding the Applicant's description of professional experience as described on this form:**

1. Do you have in-depth knowledge of the applicant's work during the time covered by this endorsement? Yes No
2. Does the description accurately reflect the work personally performed by the applicant? Yes No
3. Is the time claimed by the applicant for this experience accurate? Yes No
4. Was the applicant's work competent, reliable, and professional? Yes No
5. Are/were you the applicant's supervisor during the time period claimed above? Yes No

If "No", please identify your work relationship to the applicant at the time _____

6. Are you attaching a separate letter with additional information about the applicant? Yes No

7. Comments

Endorser Affidavit

I have read the information presented by the applicant on this form. I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work and engineering ability and that, except as otherwise noted on the front of this form, or in attached correspondence, the work experience described by the applicant and the time claimed for it, are generally true and accurate.

Endorser Signature _____ Date _____

Print Name _____ I cannot so certify (attach letter of explanation)**Return Directly to:** New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Geology Unit, 89 Washington Avenue, Albany, NY 12234-1000.