Acknowledgements

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& 
Certified
Occupations 
in Georgia

Published by
Workforce Statistics & Economic Research
Georgia Department of Labor
Mark Butler, Commissioner

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Introduction

The twelfth edition of Licensed and Certified Occupations in Georgia continues our tradition of providing students, job seekers, counselors, and other interested persons with information about the occupations that require licensing or certification in the state, as well as occupations that offer certifications as an option.

In general, a license grants an individual permission to engage in a given occupation after having obtained the minimum degree of competency necessary to ensure that the public health, safety, and welfare will be reasonably well protected. Certification grants an individual permission to use a specific title after having met predetermined qualifications established by a regulator agency or professional organization. In practice, few people differentiate between the two forms of credentials; but typically, one must meet certain education, experience, and/or competency standards in order to qualify for either credential.

Licensed and Certified Occupations in Georgia captures major occupational titles in a format utilizing the Standard Occupational Classification (SOC) system. Various types of information are listed for each occupation, to include: job description, requirements, licensing or certifying agency, fees, examination information, professional associations, and related occupational titles and codes.

Every cooperative effort has been taken to represent all occupations that require a license or certification (either mandatory or optional) in Georgia. In this publication there may be additional occupations that possibly have been omitted. Therefore, the information presented herein is subject to change. The Georgia Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information; including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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(404) 232-3875 Phone, (404) 232-3888 Fax
Email: Workforce_Info@gdol.ga.gov
Website: www.dol.ga.gov
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Construction Managers

Construction managers plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. They participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

National certification is available for construction managers.

Requirements

Applicant requirements for Certified Professional Constructor (CPC): Level 2
- Bachelor’s degree in construction from an accredited construction program or equivalent experience or a combination of experience and education
- 8 years of professional construction experience with 2 of those years managing the execution of construction work
- Pass Level I and II exams

Applicant requirements for Associate Constructor (AC): Level 1
- Pass Level I exam
- Four years of acceptable education and/or experience

Certifying Agency

American Institute of Constructors and Constructor Certification Commission
19 Mantual Road
Mount Royal, NJ 08001
(703) 683-4999
info@professionalconstructor.org
http://www.professionalconstructor.org

Fees

Testing:
- $165.00 (AC)
- $450.00 (regular CPC, for currently AC certified)
- $550.00 (exempt CPC, for not currently AC certified)
- $110.00 (AC Re-test)
- $170.00 (CPC Re-test)

Examination

Repeats: Twice a year
Type: Computerized
When: See agency website

Professional Associations

Construction Management Association of America
7926 Jones Branch Drive, Suite 800
McLean, VA 22102
(703) 356-2622
info@cmaanet.org
http://cmaanet.org
### Professional Associations

<table>
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<tbody>
<tr>
<td>P.O. Box 7828</td>
</tr>
<tr>
<td>Atlanta, GA 30357</td>
</tr>
<tr>
<td><a href="http://cmaasac.org">http://cmaasac.org</a></td>
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### Related Occupational Titles and Codes

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<td>ONET:</td>
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Education Administrators

Education administrators plan, direct, or coordinate the academic and nonacademic activities of preschool and child care centers or programs, K-12 schools and postsecondary institutions, including colleges and universities.

Elementary and secondary school administrators must be certified in Georgia.

Requirements

- Please consult the Georgia Professional Standards Commission Web site for information on the current requirements.

Certifying Agency

Georgia Professional Standards Commission
Certification Division
200 Piedmont Avenue, SE
Suite 1702, West Tower
Atlanta, GA 30334
(404) 232-2500
(404) 232-2560 Fax
mail@gapsc.com
http://www.gapsc.com/

Fees

Registration: $25.00 per test date and $28.00 test center fee
Testing: See http://gace.ets.org, for tests and fees

Examination

Repeats: Unlimited
Type: Computerized and written
When/Where: See Georgia Professional Standards Commission website

Professional Associations

American Association of School Administrators
1615 Duke Street
Alexandria, VA 22314
info@aasa.org
http://www.aasa.org

Educational Testing Service
ETS Corporate Headquarters
660 Rosedale Road
Princeton, NJ 08541
(609) 921-9000
http://www.ets.org

Georgia Association of Educators
100 Crescent Center Parkway
Suite 500
Tucker, GA 30084
http://pv.gae2.org/ or http://gae.org
## Professional Associations

**Georgia School Boards Association**  
5120 Sugarloaf Parkway  
Lawrenceville, GA 30043  
[http://www.gsba.com](http://www.gsba.com)

## Related Occupational Titles and Codes

| SOC: | Education Administrators, Preschool and Childcare Center/Program-11-9031  
Education Administrators, Elementary and Secondary-11-9032  
Education Administrators, Postsecondary-11-9033  
Education Administrators, All Other-11-9039 |
|------|------------------------------------------------------------------|
| ONET: | Education Administrators, Preschool and Childcare Center/Program-11-9031.00  
Education Administrators, Elementary and Secondary-11-9032.00  
Education Administrators, Postsecondary-11-9033.00  
Education Administrators, All Other-11-9039.00 |
Engineering Managers

Engineering managers plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
  Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam

Licensing Agency

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Fees

<table>
<thead>
<tr>
<th>Application:</th>
<th>$20.00 (EIT) Engineer in Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late:</td>
<td>$30.00 (Engineer)</td>
</tr>
<tr>
<td>Renewal:</td>
<td>$300.00 (Penalty for non-renewal)</td>
</tr>
<tr>
<td>Testing:</td>
<td>$175.00 (Fundamentals) of Engineering</td>
</tr>
<tr>
<td></td>
<td>$375.00 (Principles and Practice)</td>
</tr>
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</table>

Examination

<table>
<thead>
<tr>
<th>Repeats:</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Written/ Computerized</td>
</tr>
<tr>
<td>When/Where:</td>
<td>See <a href="http://www.ncees.org">www.ncees.org</a> website</td>
</tr>
</tbody>
</table>

Professional Associations

Georgia Society of Professional Engineers
165 Courtland Street
Suite A 235
Atlanta, GA 30303
(404) 840-2542
http://www.gspe.org/
<table>
<thead>
<tr>
<th>Related Occupational Titles and Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOC:</strong> Architectural and Engineering Managers-11-9041</td>
</tr>
<tr>
<td><strong>ONET:</strong> Architectural and Engineering Managers-11-9041.00</td>
</tr>
</tbody>
</table>
Farmers and Farm Managers

On a paid basis farmers manage: farms, ranches, agricultural operations, greenhouses, nurseries, timber tracts, cotton gins, packing houses, or other agricultural establishments for employers. Carry out production, financial, and marketing decisions relating to the managed operations following guidelines from the owner. Farmers contract tenant farmers or producers to carry out the day-to-day activities of the managed operation. May supervise planting, cultivating, harvesting, and marketing activities. May prepare cost, production, and other records. Farmers may also perform physical work and operate machinery.

Farmers and farm managers in Georgia must be certified for pesticide application if applying a restricted use pesticide.

Requirements

- Pass a series of exams

Licensing Agency

**Georgia Department of Agriculture**
Agriculture Pesticide Division
19 Martin Luther King, Jr. Drive SW
Room 410
Atlanta, GA 30334
(404) 656-4958
(404) 657-8378 Fax
http://www.agr.georgia.gov
This agency distributes both certifications and licenses for the state of Georgia.

Fees

| Application: | $90.00, Commercial Application     |
|             | No Fee, Private Application       |

NOTE: Both the private and commercial pesticide applicator’s licenses are valid for a 5-year period.

| Testing: | $45.00 Commercial and Private     |

Examination

| Repeats: | Commercial license: Twice in any six month period       |
|          | Private license: Unlimited                              |
| Type:    | Computerized                                            |
| When:    | Several testing dates throughout the year               |
| Where:   | Commercial license: Georgia Technical Colleges          |
|          | Private license: County Extension offices               |

Professional Associations

**Georgia Farm Bureau**
1620 Bass Road
P.O. Box 7068
Macon, Georgia 31209
http://www.gfb.org/

Related Occupational Titles and Codes

| SOC:       | Farmers, Ranchers, and Other Agricultural Managers-11-9013 |
| ONET:      | Farmers, Ranchers, and Other Agricultural Managers-11-9013.00 |
Health Services Administrators

Health services administrators plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

Nursing home administrators must be licensed in Georgia.

Requirements

General Requirements
- 21 years of age
- Reputable and responsible character
- Bachelor's degree in nursing home administration, health care administration, business administration, or a related health care administration field from an accredited institution which included an 1000 hours Administrator-In-Training (AIT) program
  OR
  6 years full-time work in any skill nursing facility including 3 years management experience and at least 48 semester hours (90 quarter hours) of college and GA AIT program
- 6 years full-time work in any skill nursing facility including 3 years management experience and at least 48 semester hours (90 quarter hours) of college and GA AIT program
  OR
- Associate Degree in nursing or LPN Certification with 4 yrs of full-time experience skilled nursing facility with 2 yrs in management and 1500 hrs GA AIT program
  OR
- High school diploma and 8 years full-time experience with the last 5 years in management and 2000 hours GA AIT program
- Pass the National exam (NAB-National Association of Long Term Care Board of Nursing)

Licensing Agency

Georgia State Board of Nursing Home Administrators
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-7127 Fax
http://sos.ga.gov/plb/nursinghome

Fees

- Application: $225.00
- Late: $187.50 (Late renewal fee-NHA License)
- Renewal: $125.00 (Biannual)
- Testing: $375.00 (paid directly to the examination company)

Examination

- Type: Computerized
- When: Arrange with https://nabiuseclarur.com
- Where: Prometric testing centers located throughout the country
  See www.prometric.com
Professional Associations

Professional Association
National Association of Long Term care Administrator Boards
1444 1 street, NW
Suite 700
Washington, DC 20005
nab@web.org
www.nabweb.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Medical and Health Services Managers-11-9111</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Medical and Health Services Managers-11-9111.00</td>
</tr>
</tbody>
</table>
Hotel and Motel Managers

Hotel and motel managers lodging managers plan, direct, and coordinate activities of an organization or department that provides lodging or other accommodations.

National certification as a lodging manager and hotel administrator is available.

Requirements

Applicant requirements for Certified Lodging Manager (CLM):
- Two-year hospitality degree from an accredited school or completion of the Educational Institute's Hospitality Management Diploma, and current employment as a general manager or owner/operator of an economy-lodging/limited-service property with at least 2 years of full-time experience, and pass exam
- Current employment as a general manager or owner/operator of an economy-lodging/limited-service property with at least 3 years of full-time experience, and pass exam

Certifying Agency

American Hotel & Lodging Association
Educational Institute
6751 Form Drive
Suite 220
Orlando, FL 32821
(407) 999-8100
(407) 236-7848 Fax
info@ahlei.org
http://www.ahlei.org

Fees

Renewal: $200.00 (every 5 years)
Testing: $475.00, Members
$675.00, Non-members

Examination

Repeats: 2 within 1 year enrollment period
Type: Written or computerized
When: Throughout the year
Where: Test sites across the country
Online: For online testing call 888-575-8726 or 407-999-8100

Professional Associations

Georgia Hotel & Lodging Association
233 Peachtree Street NE
Suite 1400
Atlanta, GA 30303
http://www.ghla.net/

Related Occupational Titles and Codes

SOC: Lodging Managers-11-9081
ONET: Lodging Managers-11-9081.00
Human Resources Managers

Human resources managers plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

National certification is available for human resources managers.

Requirements

The Certified Employee Benefit Specialist (CEBS) program offers candidates the opportunity to earn four specialty designations:

- CEBS, Group Benefits Associate (GBA), Retirement Plans Associate (RPA), and Compensation Management Specialist (CMS) requires no formal education, age, or experience requirements for the program. However, the curriculum is targeted at the junior/senior level of programs at accredited colleges and universities.

(The CEBS program is co-sponsored by the International Foundation of Employee Benefit Plans and the Wharton School of the University of Pennsylvania.)

Certifying Agency

International Foundation of Employee Benefit Plans
Certified Employee Benefit Specialist Program
P.O. Box 69
Brookfield, WI 53008
(888) 334-3327
https://www.ifebp.org

Fees

Testing: $450.00 Comprehensive, study guides are available -see https://www.ifebp.org
Retake $95.00

Examination

Repeats: Unlimited, $175.00 per re-examination
Type: Computerized
When: Candidate arranges date and time with local testing center
Where: Prometric testing centers located throughout the state

Professional Associations

Society for Human Resource Management (SHRM)
1800 Duke Street
(800) 283-7476
http://www.shrm.org

Georgia State Council of SHRM
5174 McGinnis Ferry Rd, Box #207
Alpharetta, GA 30005
http://shrmga.shrm.org/

Related Occupational Titles and Codes

SOC: Human Resources Managers-11-3121
ONET: Human Resources Managers-11-3121.00
Marketing Managers

Marketing managers determine the demand for products and services offered by a firm and its competitors and identify potential customers. They develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. They also oversee product development or monitor trends that indicate the need for new products and services.

National certification is available for marketing managers.

Requirements

- Minimum of 3 years business experience (business owners with 3 or more years of business experience and professionals at recognized academic institutions in sales marketing also qualify)
- Must have profit and loss responsibilities
- Must manage at least two people
- Must be employed at the time of application and one year experience
- Pass exam

Certifying Agency

Sales & Marketing Executives International (SMEI)
PO Box 1390
Sumas, WA 98295
(312) 893-0751
http://www.smei.org/

Fees

<table>
<thead>
<tr>
<th>Application/Testing:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and Course</td>
<td>Application and one exam</td>
</tr>
<tr>
<td>-member $1049.00</td>
<td>-member $624.50</td>
</tr>
<tr>
<td>-Professional &amp; Exec member $899.00</td>
<td>-Professional &amp; Exec member $537.00</td>
</tr>
<tr>
<td>Examination</td>
<td>Exam Registration</td>
</tr>
<tr>
<td>-member $150.00</td>
<td>-member $125.00</td>
</tr>
<tr>
<td>-Professional &amp; Exec member $125.00</td>
<td>-Professional &amp; Exec member $125.00</td>
</tr>
</tbody>
</table>

Registration $125.00 SMEI member and $150.00 non-member
Renewal: $55.00, SMEI member
$95.00, non-member

Examination

Repeats: Limited and conditional
Type: Computerized
Where: See: www.smei.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Marketing Managers-11-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Marketing Managers-11-2021.00</td>
</tr>
</tbody>
</table>
Nursery and Greenhouse Managers

Nursery and greenhouse managers plan, organize, direct, control, and coordinate activities of workers engaged in propagating, cultivating, and harvesting horticultural specialties, such as trees, shrubs, flowers, mushrooms, and other plants.

Nursery and greenhouse managers in Georgia must be certified for pesticide application if applying a restricted use pesticide.

Requirements

- Pass a series of tests

Licensing Agency

Georgia Department of Agriculture
Agriculture Pesticide Division
19 Martin Luther King, Jr. Drive SW
Room 410
Atlanta, GA 30334
(404) 656-4958
(404) 657-8378 Fax
http://www.agr.georgia.gov
This agency distributes both certifications and licenses for the state of Georgia.

Fees

<table>
<thead>
<tr>
<th>Application:</th>
<th>$90.00, Commercial Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Fee, Private Application</td>
<td></td>
</tr>
<tr>
<td>Testing:</td>
<td>$45.00 Commercial and Private</td>
</tr>
</tbody>
</table>

Examination

<table>
<thead>
<tr>
<th>Repeats:</th>
<th>Commercial license - twice in any six month period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Private license - unlimited</td>
</tr>
<tr>
<td>Type:</td>
<td>Computerized</td>
</tr>
<tr>
<td>When:</td>
<td>Several testing dates throughout the year</td>
</tr>
<tr>
<td>Where:</td>
<td>Commercial license – Georgia Technical Colleges</td>
</tr>
<tr>
<td></td>
<td>Private license - County Extension offices</td>
</tr>
</tbody>
</table>

Professional Associations

Georgia Green Industry Association
P.O. Box 369
Epworth, Georgia 30541
http://ggia.org/

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Farm, Ranch, and Other Agricultural Managers-11-9013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Nursery and Greenhouse Managers-11-9013.01</td>
</tr>
</tbody>
</table>
Nursing Home Administrators

Nursing home administrators manage hospitals and other health facilities that provide patient care. This includes coordinating personnel, purchasing equipment, reviewing budget proposals, hiring staff, and making speeches before community groups. Nursing home administrators must be licensed in Georgia.

Nursing home administrators must be licensed in Georgia.

Requirements

- 21 years of age
- Reputable and responsible character
- Bachelor's degree from an accredited institution and 1000 hours Georgia AIT program OR Master's degree in Nursing Home Administration, Health Care Administration or a related field from an accredited institution and complete AIT program
- Pass National Association of Long Term Care Boards of Nursing exam.

Licensing Agency

Georgia State Board of Nursing Home Administrators
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-7127 Fax
http://sos.ga.gov/plb/nursinghome

Fees

<table>
<thead>
<tr>
<th>Application/Testing:</th>
<th>$225.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal:</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

Examination

- Type: Computerized
- When/Where: To apply for exam submit application to https://nab.useclarus.com
  www.nabweb.org
- When: Year Round

Professional Associations

American College of Health Care Administrators
1101 Connecticut Ave NW
Suite 450
Suite 400
Washington, District of Columbia 20036
http://www.achca.org

Association of University Programs in Health Administration
1730 M Street, NW
Suite 407
Washington, District of Columbia 20036
aupha@aupha.org
http://www.aupha.org
<table>
<thead>
<tr>
<th>SOC:</th>
<th>Medical and Health Services Managers-11-9111</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Medical and Health Services Managers-11-9111.00</td>
</tr>
</tbody>
</table>
Property and Real Estate Managers

Property and real estate managers plan, direct, or coordinate selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. A person must be licensed as a real estate broker, associate broker, or salesperson in order to manage real property.

Licensure as a community association manager is available in Georgia for those who want to manage associations.

Requirements

Applicant requirements for Accredited Residential Manager (ARM):
- Successfully complete IREM courses
- Have undergraduate or graduate degree with course work in real estate or property management
- Successfully complete the IREM code of professional ethics course and be willing to abide by the code of ethics
- Pass the ARM certification exam
- 1 year of qualifying real estate management experience

Applicant requirements for Certified Property Manager (CPM):
- Successfully complete IREM courses
- 3 years of qualifying real estate experience managing a specific portfolio (depending on type of property)
- Complete and pass a comprehensive management plan on an existing property or complete an equivalent IREM course and pass a management plan skills exam
- Successfully complete the IREM code of professional ethics course and pledge to uphold the code of ethics
- Pass the CPM certification exam

Applicant requirements for Community Association Manager (CAM):
- 18 years of age
- High school diploma or equivalent
- Complete the approved 25 hour prelicensing community association manager's course OR proof from another state or Canada
  OR
  Complete 4 quarter hours or 2 semester hours in real estate courses at an accredited school
- Pass exam

Licensing Agency

For CAM: Georgia Real Estate Commission
229 Peachtree Street, NE
International Tower, Suite 1000
Atlanta, GA 30303
(404) 656-3916
(404) 656-6650 Fax
grecmail@grec.state.ga.us
http://www.grec.state.ga.us/

For ARM & CPM: Institute of Real Estate Management
IREM Headquarters
430 North Michigan Avenue
Chicago, IL 60611
(800) 837-0706
(800) 338-4736 Fax
getinfo@irem.org
### Licensing Agency

| http://www.irem.org |

### Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
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<td>Annual Dues</td>
<td>$495.00, CPM</td>
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<tr>
<td>Application</td>
<td>$80.00, ARM</td>
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<tr>
<td></td>
<td>$210.00, CPM</td>
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<tr>
<td>License</td>
<td>$170.00, Georgia Real Estate License</td>
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<tr>
<td>Processing Fee</td>
<td>$150.00, CPM</td>
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<tr>
<td>Testing</td>
<td>$60.00, ARM</td>
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<tr>
<td></td>
<td>$115.00, CAM Certification Exam</td>
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<tr>
<td></td>
<td>$270.00, CPM member and $270.00 Regular</td>
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</table>

### Examination

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeats</td>
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<tr>
<td>Type</td>
<td>Computer Administered and Written</td>
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<tr>
<td>When:</td>
<td>CAM: See AMP testing center or Agency website</td>
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<tr>
<td></td>
<td>CPM and ARM: Date and time arranged by local chapter or by individual candidate and proctor</td>
</tr>
<tr>
<td>Where:</td>
<td>CAM: See AMP testing center website</td>
</tr>
<tr>
<td></td>
<td>CPM and ARM: Determined by local chapter or by individual candidate and proctor</td>
</tr>
</tbody>
</table>

### Professional Associations

#### Georgia Association of Realtors
3200 Presidential Drive  
Atlanta, GA 30340  
http://www.garealtor.com

#### Building Owners and Managers Association of Georgia
5901-C Peachtree Dunwoody Road NE  
Suite 300  
Atlanta, GA 30328  
info@bomageorgia.org  
http://bomageorgia.org/

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC:</td>
<td>Property, Real Estate, and Community Association Managers-11-9141</td>
</tr>
<tr>
<td>ONET:</td>
<td>Property, Real Estate, and Community Association Managers-11-9141.00</td>
</tr>
</tbody>
</table>
Public Relations Managers

Public relations managers plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit and maintain funds for special projects and nonprofit organizations.

National certification is available for public relations workers.

Requirements

- Recommended five years of paid, full-time experience in the professional practice of public relations or in the teaching or administration of public relations courses at an accredited college or university
- Membership in the Public Relations Society of America or participating organizations of the Universal Accreditation Program
- Pass exam

Certifying Agency

Public Relations Society of America
120 Wall Street, 21st Fl.
New York, NY 10005
(212) 460-1400
(212) 995-0757 Fax
accred@prsa.org
http://www.prsa.org

Fees

<table>
<thead>
<tr>
<th>Application:</th>
<th>$25.00</th>
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</thead>
<tbody>
<tr>
<td>Testing:</td>
<td>$385.00</td>
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<tr>
<td></td>
<td>Single payment covering the full examination fee; due with the application (selection of this option waves the $25.00 application fee)</td>
</tr>
<tr>
<td></td>
<td>$410.00</td>
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<tr>
<td></td>
<td>two payments of $205.00 covering the full examination fee and $25.00 application fee (one due at time of application and the remainder due when candidate takes exam)</td>
</tr>
</tbody>
</table>

Examination

- Repeats: Unlimited (3 month waiting period to schedule re-examination)
- Type: Computerized
- When: Arrange with local testing center
- Where: Prometric Testing Centers

Professional Associations

PRSA - Georgia Chapter
http://www.prsageorgia.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Public Relations and Fundraising Managers-11-2031</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Public Relations and Fundraising Managers-11-2031.00</td>
</tr>
</tbody>
</table>
Purchasing Managers

Purchasing managers plan, direct, and coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.

National certification is available for Certified Public Purchasing Officers (CPPO).

Requirements

Certified Public Procurement Officer (CPPO)
- Bachelor's degree, 72 contact hours in purchasing seminars/courses, 5 years total purchasing experience which must include 3 years in a public purchasing management function, and pass a written and oral exam, OR
- Holder of CPPB Designation
- Coursework/Training completion in at least 1 option:
  1) 3 credit hours of public procurement coursework and 72 contact hours instructor-led procurement education,
  2) 6 credit hours of procurement-related coursework and 72 contact hours instructor-led procurement education,
  3) 174 contact hours instructor-led procurement education.

Certified Professional Public Buyer (CPPB)
- 3 years of public purchasing experience within the last 10 years
- Associate's degree
- Coursework/Training completion in at least one:
  1) 3 credit hours of public procurement coursework and 56 contact hours instructor-led education, or
  2) 6 credit hours of procurement-related coursework AND 56 contact hours instructor-led procurement education, or
  3) 158 contact hours instructor-led procurement education
- pass an exam

Certifying Agency

Universal Public Procurement Certification Council (UPPCC)
201 East Main Street Suite 1405
Lexington, KY 40507
(800) 884-6073
(859) 514-9166 Fax
certification@uppcc.org
http://www.uppcc.org

Fees

Application: $175.00, NIGP or NASPO National Members
$350.00, Non-members

Renewal: $200.00, NIGP or NASPO National Members
$250.00, Non-members

Testing: $250.00

Examination

Repeats: Unlimited
Type: Computerized
When: May and October
Where: Prometric Testing Centers: See www.prometric.com
<table>
<thead>
<tr>
<th>Related Occupational Titles and Codes</th>
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<tbody>
<tr>
<td>SOC: Purchasing Managers-11-3061</td>
</tr>
<tr>
<td>ONET: Purchasing Managers-11-3061.00</td>
</tr>
</tbody>
</table>
Restaurant Managers

Restaurant managers plan, direct, or coordinate activities of an organization or department that serves food and beverages.

National certification is available for foodservice management professionals.

Requirements

- Three years supervisory experience in a restaurant or foodservice operation OR an associate degree or higher in business or hospitality with two years restaurant or foodservice supervisory experience
- Hold a Food Protection Manager certification recognized by the Conference for Food Protections and earned within the last five years
- Pass exam (FSMCE - Food Safety Manager Certification or ICFSM - International Certified Food Safety Manager exams)

Certifying Agency

National Restaurant Association Educational Foundation
2055 L Street NW
Washington, DC 20036
(800) 424-5156
info@nraef.org
http://www.nraef.org/

Fees

Application/Testing: See www.pearsonvue.com

Examination

Repeats: After 3 attempts, there is a 90-day wait
Type: Multiple choice
When: Anytime; See Pearson VUE website
Where: See www.pearsonvue.com (under National Registry of Food Safety Professionals (NRFSP) certification test)

Professional Associations

Georgia Restaurant Association
260 Peachtree St. NW
STE 1901
Atlanta, GA 30303
http://garestaurants.org/

Hospitality Education Foundation of Georgia
1579 Monroe Drive NE, Suite 224
Atlanta, GA 30324
http://www.hefg.org

National Registry of Food Safety Professional
customer.service@nrfsp.com
http://www.nrfsp.com

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Food Service Managers-11-9051</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Food Service Managers-11-9051.00</td>
</tr>
</tbody>
</table>
# Sales Managers

Sales managers direct the actual distribution or movement of a product or service to the customer. They coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. They analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

**National certification is available for sales managers.**

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Minimum of 3 years sales representative/business experience</td>
</tr>
<tr>
<td>• Must have profit and loss responsibilities</td>
</tr>
<tr>
<td>• Must manage at least two people</td>
</tr>
<tr>
<td>• Must be employed at the time of application</td>
</tr>
<tr>
<td>• Pass exam</td>
</tr>
<tr>
<td>• Bachelor degree in business or related field</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certifying Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sales &amp; Marketing Executives International (SMEI)</strong></td>
</tr>
<tr>
<td>PO Box 1390</td>
</tr>
<tr>
<td>Sumas, WA 98295</td>
</tr>
<tr>
<td>(312) 893-0751</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application/Testing:</strong> Application(and course fee)</td>
</tr>
<tr>
<td>$1049 Members</td>
</tr>
<tr>
<td>$899 Prof. &amp; Exec. Members</td>
</tr>
<tr>
<td>Application(and 1 exam)</td>
</tr>
<tr>
<td>$624.50 Members</td>
</tr>
<tr>
<td>$537.00 Prof. &amp; Exec. Members</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Repeats:</strong> retest in 6 months</td>
</tr>
<tr>
<td><strong>Type:</strong> Computerized</td>
</tr>
<tr>
<td><strong>Where:</strong> Proctored (see <a href="http://www.smei.org">www.smei.org</a>) near the candidate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Associations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Marketing Association</strong></td>
</tr>
<tr>
<td>130 E. Randolph St.</td>
</tr>
<tr>
<td>22nd FL</td>
</tr>
<tr>
<td>Chicago, IL 60601</td>
</tr>
<tr>
<td>(800) 262-1150</td>
</tr>
<tr>
<td><a href="mailto:membership@ama.org">membership@ama.org</a></td>
</tr>
<tr>
<td><a href="http://www.ama.org">http://www.ama.org</a></td>
</tr>
</tbody>
</table>

<p>| <strong>The Society for Marketing Professional Services</strong>                         |
| 123 N. Pitt Street                                                          |
| Suite 400                                                                    |
| Alexandria, VA 22314                                                        |
| <a href="http://www.smps.org">http://www.smps.org</a>                                  |</p>
<table>
<thead>
<tr>
<th>SOC:</th>
<th>Sales Managers-11-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Sales Managers-11-2022.00</td>
</tr>
</tbody>
</table>
Accountants

Accountants provide accounting services for clients, who may be corporations, government, nonprofit organizations, or individuals. They may maintain and analyze financial records, prepare taxes, perform audits, or act as management consultants. Accountants who offer services to the public must be Certified Public Accountants (CPA's).

Certified Public Accountants must be licensed in Georgia.

Requirements

CPA Exam prior to January 1, 1998
- Bachelor's degree
- Bachelor's degree from an accredited college with 30 semester or 45 quarter hours in accounting above the elementary level and 24 semester or 35 quarter hours of general business subjects
- Must complete 1 year and 2000 hours in public accounting; or 1 year and 2000 hours in business, industry, government, or college teaching; or a combination and work experience must be supervised by a certified public accountant
- Pass a written exam

Licensing Agency

Georgia State Board of Accountancy
200 Piedmont Ave SE
Suite 1604, West Tower
Atlanta, GA 30334
(404) 463-0365
https://sao.georgia.gov/gsba

Fees

Application: $150.00
Renewal: $75.00
Testing: $208.40 Auditing and Attestation section (AUD)
         $208.40 Business Environment and Concepts section (BEC)
         $208.40 Financial Accounting and Reporting section (FAR)
         $208.40 Regulation section (REG)

Examination

Repeats: 4 (each calendar quarter)
Type: Uniform CPA Examination (Computer-based)
When: See https://nasba.org

Professional Associations

Georgia Society of Certified Public Accountants
Six Concourse Parkway
Suite 800
Atlanta, GA 30328
http://www.gscpa.org

American Institute of Certified Public Accountants
http://www.aicpa.org
### Professional Associations

- **American Woman's Society of Certified Public Accountants of Georgia, Inc.**
  - president@awscpa-ga.org
  - [http://www.awscpa-ga.org](http://www.awscpa-ga.org)

- **National Association of Black Accountants**
  - NABA Atlanta Chapter
  - P.O. Box 92811
  - Atlanta, GA 30314
  - [www.nabaatlanta.org](http://www.nabaatlanta.org)

- **Georgia Association of Accountants and Tax Professionals**
  - 3604 B Wheeler Rd
  - Augusta, GA 30309
  - (706) 863-6228
  - [http://gaatp.org/](http://gaatp.org/)

- **National Association of State Boards of Accountancy, Inc.**
  - 150 Fourth Ave. North
  - Suite 700
  - Nashville, Tennessee 37219
  - (615) 880-4200
  - (615) 880-4290 Fax
  - cpaexam@nasba.org
  - [https://nasba.org/](https://nasba.org/)

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Accountants and Auditors-13-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Accountants-13-2011.01</td>
</tr>
</tbody>
</table>
Appraisers and Assessors

Appraisers and Assessors appraise real property to determine its fair value. They may also assess taxes in accordance with prescribed schedules. There are four designations available: Registered Appraisers, Licensed Appraisers, Certified Residential Appraisers, and Certified General Appraisers.

Real estate appraisers must be licensed in Georgia.

Requirements

Applicant requirements for Certified Residential Appraisers:
- General requirements plus complete a 200 classroom hour curriculum approved by the Board that includes 15 hours of education in the Uniform Standards of Professional Appraisal Practice
- Associate degree or higher from an accredited college

Applicant requirements for Certified General Appraisers:
- Complete a 300 classroom hour curriculum approved by the Board that includes 15 hours of education in the Uniform Standards of Professional Appraisal Practice
- Bachelor's degree or higher from an accredited college or university or provide college transcripts documenting successful completion of college-level courses of 3 semester hours or 5 quarter hours each in English composition, micro economics, macroeconomics, finance, higher mathematics, statistics, basic computer applications, business or real estate law, and 2 courses in accounting, geography, economics, business management, or real estate
- Pass exam
- 3000 hours of appraisal experience

Applicant requirements for Licensed Appraisers:
- 2000 hours of appraisal experience
- General requirements plus complete a 150 classroom hour curriculum approved by the Board that includes 15 hours of education in the Uniform Standards of Professional Appraisal Practice
- Pass exam

General Requirements
- 18 years of age and high school graduate or equivalent

Applicant requirements for Registered Appraisers:
- General requirements plus complete a 90 classroom hour curriculum approved by the Board

Licensing Agency

Georgia Real Estate Appraisers Board
229 Peachtree Street, N.E.
International Tower, Suite 1000
Atlanta, GA 30303
(404) 656-3916
(404) 656-6650 Fax
grecmail@grec.state.ga.us
http://www.grec.state.ga.us/

Fees

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Application</td>
<td>$125.00 (registered, licensed, certified residential, and certified)</td>
</tr>
<tr>
<td>Federal Registry</td>
<td>$40.00 (licensed, certified residential, and certified general)</td>
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</table>
### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Appraisers and Assessors of Real Estate-13-2021</th>
</tr>
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<tbody>
<tr>
<td>ONET:</td>
<td>Appraisers and Assessors of Real Estate-13-2021.00</td>
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### Fees

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Renewal:</td>
<td>$100.00, State registered</td>
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<tr>
<td></td>
<td>$140.00, For licensed, certified residential, and certified general</td>
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<tr>
<td>Testing:</td>
<td>$130.00</td>
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### Examination

<table>
<thead>
<tr>
<th>Repeats</th>
<th>Unlimited</th>
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</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Computer Administered</td>
</tr>
<tr>
<td>When:</td>
<td>Arrange with local testing center</td>
</tr>
<tr>
<td>Where:</td>
<td>AMP Assessment centers (<a href="http://www.goAMP.com">www.goAMP.com</a>)</td>
</tr>
<tr>
<td></td>
<td>Locations: Lilburn, Macon, Marietta, and Savannah</td>
</tr>
<tr>
<td>Testing:</td>
<td>$130.00</td>
</tr>
</tbody>
</table>
Athletic Agents

Agents and business managers represent professional athletes and entertainers in negotiations with team management and promoters. They also work to obtain favorable contracts and settle other business matters for their clients.

Athlete agents must be registered in Georgia.

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Certificate or affidavit of formal training in areas of contracts, contract negotiation, complaint resolution, arbitration, and civil resolution of contract disputes, or</td>
</tr>
<tr>
<td>- Equivalent practical experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licensing Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Athletic Agent Regulatory Commission</td>
</tr>
<tr>
<td>237 Coliseum Drive</td>
</tr>
<tr>
<td>Macon, GA 31217</td>
</tr>
<tr>
<td>(478) 207-2440</td>
</tr>
<tr>
<td>(866) 888-8026 Fax</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application: $200.00</td>
</tr>
<tr>
<td>Renewal: $250.00 (biennial)</td>
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<tr>
<td>Surety bond: $10,000.00</td>
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<table>
<thead>
<tr>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Occupational Titles and Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOC:</strong> Agents and Business Managers of Artists, Performers, and Athletes-13-1011</td>
</tr>
<tr>
<td><strong>ONET:</strong> Agents and Business Managers of Artists, Performers, and Athletes-13-1011.00</td>
</tr>
</tbody>
</table>
Auditors

Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. They also install or advise on systems of recording costs or other financial and budgetary data.

International certification is available for auditors.

Requirements

- Bachelor's degree or equivalent from accredited institution
- Submit a character reference
- 24 months of documented internal auditing experience or equivalent experience
- Pass the exam
- Master's degree or work experience in related business professions (such as accounting, law, or finance) can be substituted for 12 months experience

Certifying Agency

The Institute of Internal Auditors
1035 Greenwood Blvd
STE 401
Lake Mary, FL 32746
(407) 937-1111
(407) 937-1101 Fax
customerrelations@theiia.org
http://www.theiia.org/

Fees

Application: $115.00 (members), $230.00 (non-members), or $65.00 (students & professors)

Testing:

CIA (Certified Internal Auditor) Exam

Part 1-$280.00 (members), $395.00 (non-members), or $230.00 (students & professors)

Part 2-$230.00 (members), $345.00 (non-members), or $180.00 (students & professors)

Part 3-$230.00 (members), $345.00 (non-members), or $180.00 (students & professors)

Examination

Repeats: Unlimited
Type: Computerized
When: Schedule with Pearson VUE (www.pearsonvue.com)
Where: Pearson VUE Testing Centers in Albany, Atlanta, Augusta, Macon, Savannah and Stockbridge

Related Occupational Titles and Codes

| SOC: Accountants and Auditors-13-2011 |
| ONET: Auditors-13-2011.02 |
Cost Estimators

Cost estimators prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining the price of a product or service. They may specialize according to particular service performed or type of product manufactured.

National certification is available for cost estimators.

Requirements

Professional Cost Estimator/Analyst (PCEA)
- Bachelor’s Degree from an accredited college.
- Minimum of 2 years of cost experience but less than 5 years.
- Pass the Part 1 exam
- Minimum of 5 years of cost experience in lieu of a Bachelor's degree.

Certified Cost Estimator/Analyst (CCEA)
- If individual does not have a Bachelor’s Degree, then must demonstrate 8 years of cost experience.
- Bachelor’s Degree in any field from an accredited college.
- At least 5 years of cost experience.
- Pass the Part 1 and the Part 2 exam. If PCEA designation already held, then only the Part 2 exam is needed.

Certifying Agency

The International Cost Estimating and Analysis Association
4115 Annandale Rd
Suite 306
Annandale, VA 22003
(703) 642-3090
(703) 642-0457 Fax
iceaa@iceaaonline.org
http://www.iceaaonline.com

Fees

Testing: Part 1 - $150.00 Member, $275.00 Non-member
Part 2 - $150.00 Member, $250.00 Non-member
Part 1 & 2 - $300.00 Member, $475.00 Non-member
Parametric Specialty- $175

Examination

Repeats: Year-round
Type: Written/Computerized
When: Throughout the year ICEAA
Where: Various exam locations: See www.iceaaonline.com

Related Occupational Titles and Codes

SOC: Cost Estimators-13-1051
ONET: Cost Estimators-13-1051.00
Employee Training Specialists

Employee training specialists conduct training and development programs for employees.

National certification is available for employee training specialists.

### Requirements

The three specialty designations for the Certified Employee Benefit Specialist (CEBS) program:
- Certified Employee Benefit Specialist (CEBS), Group Benefits Associate (GBA), Retirement Plans Associate (RPA), and Compensation Management Specialist (CMS) specifies no formal education, age, or experience requirements for the program.
- All CEBS graduates are required to earn 30 hours continuing professional education (CEP) credits every 2 years.

Note: The CEBS program is co-sponsored by the International Foundation of Employee Benefit Plans and the Wharton School of the University of Pennsylvania.

### Certifying Agency

International Foundation of Employee Benefit Plans  
Certified Employee Benefit Specialist Program  
P.O. Box 69  
Brookfield, WI 53008  
(888) 334-3327  
[https://www.ifebp.org](https://www.ifebp.org)

### Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$145.00 (You must be registered in the CEBS program in order to file an exam application)</td>
</tr>
<tr>
<td>Testing</td>
<td>$375.00 per exam ($355.00 if study materials are ordered at the same time or if candidate is an active member)</td>
</tr>
</tbody>
</table>

### Examination

<table>
<thead>
<tr>
<th>Repeats:</th>
<th>Unlimited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Computerized</td>
</tr>
<tr>
<td>When:</td>
<td>Schedule with Prometric - see <a href="http://www.prometric.com">www.prometric.com</a></td>
</tr>
<tr>
<td>Where:</td>
<td>Prometric testing centers located throughout the state</td>
</tr>
</tbody>
</table>

### Professional Associations

Association for Talent Development  
1640 King Street  
Alexandria, VA 22313  
[https://www.td.org](https://www.td.org)

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>SOC:</td>
<td>Training and Development Specialists-13-1151</td>
</tr>
<tr>
<td>ONET:</td>
<td>Training and Development Specialists-13-1151.00</td>
</tr>
</tbody>
</table>
Financial Counselors

Financial counselors advise clients on financial plans utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Their duties include assessing clients’ assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives to establish investment strategies.

Certification is available for personal financial planning.

Requirements

- Complete the education requirement (A bachelor’s degree is required)
- CFP Board requires to have 6000 hours of experience through standard pathway or 4000 hours of exp. through the Apprenticeship pathway.
- Pass CFP exam

Certifying Agency

Certified Financial Planner Board of Standards Inc.
1425 K Street, NW
Suite 800
Washington, DC 20005
(800) 487-1497
(202) 379-2299 Fax
mail@cfpboard.org
http://www.cfp.net/

Fees

Testing: $595.00 Early Bird Registration
$695.00 Regular Registration
$795.00 Late Registration

Examination

Repeats: 5 times a lifetime
Type: Computerized
When: March, July, November
Where: See www.cfp.net or www.prometric.com

Related Occupational Titles and Codes

SOC: Personal Financial Advisors-13-2052
ONET: Personal Financial Advisors-13-2052.00
Financial Examiners

Financial examiners enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial and real estate transactions. They may examine, verify correctness of, or establish authenticity of records.

Certification is available for financial examiners.

**Requirements**

**Applicant requirements for Certified Financial Examiner (CFE):**
- Be an insurance department employee or self-employed with a contract for services directly with an insurance department OR Three years of continuous, responsible insurance department examination experience as a financial examiner or a financial analyst
- Be an accredited AFE member in good standing in the Society of Financial Examiners
- A Bachelor’s degree from an accredited college or university consisting of the successful completion of a college level course in Management equal to three semester hours
- Pass three CFE exams

**Applicant requirements for Accredited Financial Examiner (AFE):**
- Be a member in good standing in the Society of Financial Examiners
- Be an insurance department employee or self-employed with a contract for services directly with an insurance department OR Two years of continuous, responsible insurance department examination experience as a financial examiner or financial analyst
- Bachelor’s degree in accounting from an accredited college or university OR bachelor’s degree from an accredited college or university consisting of the successful completion of college level courses in Accounting Fundamentals, Finance or Economics, Intermediate Accounting, General Auditing, and Business Law
- Pass four AFE exams

**Certifying Agency**

**Society of Financial Examiners**
3505 Vernon Woods Rd
Summerfield, NC 27358
(800) 787-7633
(336) 644-6205 Fax
info@sofe.org
http://www.sofe.org/

**Fees**

<table>
<thead>
<tr>
<th>Testing:</th>
<th>$200.00 Active Members, $275.00 Non-members (per exam part)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retest:</td>
<td>$150.00 Active Members, $210.00 Non-members (per exam part)</td>
</tr>
</tbody>
</table>

**Examination**

<table>
<thead>
<tr>
<th>Type:</th>
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<tbody>
<tr>
<td>When:</td>
<td>See <a href="http://www.sofe.org">www.sofe.org</a></td>
</tr>
<tr>
<td>Where:</td>
<td>See <a href="http://www.sofe.org">www.sofe.org</a></td>
</tr>
<tr>
<td>Related Occupational Titles and Codes</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>SOC:</strong></td>
<td>Financial Examiners-13-2061</td>
</tr>
<tr>
<td><strong>ONET:</strong></td>
<td>Financial Examiners-13-2061.00</td>
</tr>
</tbody>
</table>
Insurance Adjusters and Examiners

Insurance adjusters and examiners review settled claims to determine that payments and settlements have been made in accordance with company practices and procedures, ensuring that proper methods have been followed. They also report overpayments, underpayments, and other irregularities. In addition, they may confer with legal counsel on claims requiring litigation.

Insurance adjusters must be licensed in Georgia.

**Requirements**

- Complete 40-hour property casualty pre-licensing course
- Pass Adjusters exam

**Licensing Agency**

**Office of Insurance and Safety Fire Commission**  
Agents Licensing Division  
Two Martin Luther King Jr. Drive  
West Tower, Suite 704  
Atlanta, GA 30334  
(800) 656-2298  
(404) 657-8542 Fax  
http://www.oci.ga.gov

**Fees**

| Application | $115.00 (Agent License $100 & Application $15) |
| Testing | $63.00 per exam |

**Examination**

- Repeats: 3 (required to retake pre-licensing course)
- Type: Computerized
- When: Arrange with Pearson VUE - see www.pearsonvue.com
- Where: Pearson VUE testing centers

**Professional Associations**

**National Association of Professional Insurance Agents**  
400 North Lee Street  
Alexandria, VA 22314  
(703) 836-9340  
(703) 836-1279 Fax  
web@pianet.org  
http://www.pianet.org

**Related Occupational Titles and Codes**

| SOC: | Claims Adjusters, Examiners, and Investigators-13-1031 |
| ONET: | Claims Adjusters, Examiners, and Investigators-13-1031.00 |
# Job Benefits and Analysis Specialists

Job benefits and analysis specialists conduct programs of compensation and benefits and job analysis for employer. They may specialize in specific areas, such as position classification and pension programs.

National certification is available for job benefits and analysis specialists.

## Requirements

The CEBS program is co-sponsored by the International Foundation of Employee Benefit Plans and the Wharton School of the University of Pennsylvania.

- CEBS, Group Benefits Associate (GBA), Retirement Plans Associate (RPA), and Compensation Management Specialist (CMS) requires no formal education, age, or experience requirements for the program. Each candidate is required to pass the National exam which covers 5 course.

## Certifying Agency

**International Foundation of Employee Benefit Plans**  
Certified Employee Benefit Specialist Program  
P.O. Box 69  
Brookfield, WI 53008  
(888) 334-3327  
[https://www.ifebp.org](https://www.ifebp.org)

## Fees

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Registration</td>
<td>$125.00 (CEBS program registration required)</td>
</tr>
<tr>
<td>Testing:</td>
<td>Comprehensive exam $450.00</td>
</tr>
<tr>
<td></td>
<td>Study material $225.00</td>
</tr>
<tr>
<td></td>
<td>Retake $95.00</td>
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## Examination

<table>
<thead>
<tr>
<th>Repeats:</th>
<th>Unlimited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Computerized</td>
</tr>
<tr>
<td>When:</td>
<td>Schedule with Prometric - see <a href="http://www.prometric.com">www.prometric.com</a></td>
</tr>
<tr>
<td>Where:</td>
<td>Prometric testing centers located throughout the state</td>
</tr>
</tbody>
</table>

## Professional Associations

**International Society of Certified Employee Benefits Specialists**  
Georgia Chapter  
[http://cebsga.org](http://cebsga.org)

## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Compensation, Benefits, and Job Analysis Specialists-13-1141</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Compensation, Benefits, and Job Analysis Specialists-13-1141.00</td>
</tr>
</tbody>
</table>
Meeting and Convention Planners

Meeting and convention planners coordinate activities of staff and convention personnel to make arrangements for group meetings and conventions.

Certification is available for meeting and planning professionals.

Requirements

- Minimum of 3 years experience in meeting, event, exhibition, hospitality, or tourism management
- Current, full-time employment in a meeting, event, exhibition, hospitality, or tourism management capacity
- Responsible and accountable for the successful completion of meetings
- Pass exam

Certifying Agency

Convention Industry Council
700 North Fairfax Street
Suite 510
Alexandria, VA 22314
(571) 527-3116
(571) 527-3105 Fax
http://www.conventionindustry.org/

Fees

Application: $250.00
Renewal: $200.00
Testing: $450.00

Examination

Repeats: Unlimited
Type: Computerized
When: January, May, August, and November
Where: Prometric Testing Centers located nationwide

Professional Associations

Meeting Professionals International
3030 Lyndon B. Johnson Freeway, Suite 1700
Dallas, Texas 75234
http://www.mpiweb.org

Meeting Professionals International - Georgia Chapter
PMB 175 - 3525 Piedmont Road
Building 5, Suite 300
Atlanta, GA 30305
http://www.gampi.org

Related Occupational Titles and Codes

SOC: Meeting, Convention, and Event Planners-13-1121
ONET: Meeting, Convention, and Event Planners-13-1121.00
Mortgage Brokers/Processors

Mortgage brokers/processors solicit, place, or negotiate residential mortgage loans for customers.

Mortgage brokers/processors must be licensed in Georgia.

Requirements

- Good character and ethical reputation
- Demonstrates reasonable financial responsibility (Authorization of credit report)
- No conviction of a felony
- 2 years full-time experience/employment in the mortgage industry directly originating mortgage loans as a supervised employee with a licensee, OR
- 20 course hours of pre-license education from an approved provider of mortgage education courses
- Have and maintain either a surety bond or a letter of credit from a federally insured financial institution in the amount of $50,000
- Criminal background check required
- Pass exam

Licensing Agency

Department of Banking and Finance
Mortgage Division
2990 Brandywine Road
Suite 200
Atlanta, GA 30341
(888) 986-1633
(770) 986-1029 Fax
http://dbf.georgia.gov

Fees

Application: $200.00 NAMB member, $350.00 Non-member
Investigation: $250.00
License/Registration: $400 Annual Licensing fee
See: mortgage.nationwidelicensingsystem.org

Examination

Type: Computerized/Multiple-choice

Professional Associations

Mortgage Bankers Association of Georgia
P.O. Box 801
Macon, GA 31202
http://www.mbag.org

Mortgage Bankers Association
1919 M Street, NW
5th Floor
Washington, DC 20036
http://www.mba.org
### Professional Associations

**National Association of Mortgage Brokers**  
P.O. Box 606041  
Cleveland, Ohio 64106  
[www.namb.org](http://www.namb.org)

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code Type</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
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<tr>
<td>SOC:</td>
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</tr>
<tr>
<td>ONET:</td>
<td>Loan Officers-13-2072.00</td>
<td></td>
</tr>
</tbody>
</table>
Mortgage Lenders

Mortgage lenders solicit, originate, fund, purchase, or service residential mortgage loans for customers.

Mortgage lenders must be licensed in Georgia.

Requirements

- Good character and ethical reputation
- Demonstrates reasonable financial responsibility
- Pass background check
- Have and maintain either a surety bond or a letter of credit from a federally insured financial institution in the amount of $150,000

Licensing Agency

Department of Banking and Finance
Mortgage Division
2990 Brandywine Road
Suite 200
Atlanta, GA 30341
(888) 986-1633
(770) 986-1029 Fax
http://dbf.georgia.gov

Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$200.00 NAMB member, $350.00 Non-member</td>
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<tr>
<td>Investigation</td>
<td>$250.00</td>
</tr>
<tr>
<td>License/Registration</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Professional Associations

Mortgage Bankers Association of Georgia
P.O. Box 801
Macon, GA 31202
http://www.mbag.org

Mortgage Bankers Association
1919 M Street, NW
5th Floor
Washington, DC 20036
http://www.mba.org

National Association of Mortgage Brokers
P.O. Box 606041
Cleveland, Ohio 64106
www.namb.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>SOC:</td>
<td>Loan Officers-13-2072</td>
</tr>
<tr>
<td>ONET:</td>
<td>Loan Officers-13-2072.00</td>
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</tbody>
</table>
Purchasing Agents

Purchasing agents in the agriculture sector make purchases that may include farm products for further processing or resale. They purchase merchandise or commodities for resale to consumers at the wholesale or retail level, including both durable and non-durable goods. Agents analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. They select, order, and authorize payment for merchandise according to contractual agreements. Purchasing agents may conduct meetings with sales personnel and introduce new products. They also purchase machinery, equipment, tools, parts, supplies, or services for the necessary operation of an establishment. Agents also purchase raw or semi-finished materials for manufacturing.

National certification is available for purchasing practitioners.

Requirements

- High school diploma, 12 college credits in purchasing or 96 contact hours in purchasing seminars, 5 total years purchasing experience with 3 years in public purchasing, and pass written exam, OR
- Associate degree, 6 college credits in purchasing or 56 contact hours in purchasing seminars, 3 total years purchasing experience, and pass written exam, OR
- Bachelor's degree, 6 college credits in purchasing or 72 contact hours in purchasing seminars, 5 total years purchasing experience, and pass written exam, OR
- Advanced degree (master's or Ph.D.), 3 college credits in purchasing or 24 contact hours in purchasing seminars, 2 total years purchasing experience, and pass written exam

Certifying Agency

Universal Public Procurement Certification Council (UPPCC)
201 East Main Street Suite 1405
Lexington, KY 40507
(800) 884-6073
(859) 514-9166 Fax
certification@uppcc.org
http://www.uppcc.org

Fees

<table>
<thead>
<tr>
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<td></td>
<td>$450.00, non-members</td>
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<tr>
<td>Renewal:</td>
<td>$200.00, NIGP or NASPO National Members</td>
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<tr>
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<td>$225.00, non-members</td>
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Examination

- Repeats: Unlimited
- Type: Computerized
- When: Candidate arranges date and time with local testing center
- Where: Prometric Testing Centers located nationwide

Related Occupational Titles and Codes

<p>| SOC: Buyers and Purchasing Agents, Farm Products-13-1021 |
| Wholesale and Retail Buyers, Except Farm Products-13-1022 |
| Purchasing Agents, Except Wholesale, Retail, and Farm Products-13-1023 |</p>
<table>
<thead>
<tr>
<th>ONET:</th>
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<tbody>
<tr>
<td>Buyers and Purchasing Agents, Farm Products-13-1021.00</td>
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<tr>
<td>Wholesale and Retail Buyers, Except Farm Products-13-1022.00</td>
</tr>
<tr>
<td>Purchasing Agents, Except Wholesale, Retail, and Farm Products-13-1023.00</td>
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</tbody>
</table>
Tax Preparers

Tax preparers prepare tax returns for individuals or small businesses but do not have the background or responsibilities of an accredited or certified public accountant.

Certification is available for tax preparers.

### Requirements

- 3 years experience in tax preparation
- Pass the ATP exam

### Accreditation Agency

**Accreditation Council for Accountancy & Taxation**

1330 Braddock Place  
Suite 540  
Alexandria, VA 22314  
(888) 289-7763  
(703) 549-2984 Fax  
info@acatcredentials.org  
http://www.acatcredentials.org/

### Fees

- Registration: $50.00  
- Testing: $200.00

### Examination

- Type: Computerized
- When/Where: PSI Testing Sites nationwide - see www.psiexams.com

### Professional Associations

**National Association of Tax Professionals**

3604 B, Wheeler Road  
Augusta, Georgia 30909  
http://www.natptax.com

**Georgia Association of Accountants and Tax Professionals**

P. O. Box 236  
Hiram, GA 30141  
http://www.gaatp.org/

### Related Occupational Titles and Codes

<table>
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<td>SOC:</td>
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<td>ONET:</td>
<td>Tax Preparers-13-2082.00</td>
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</table>
Actuaries

Actuaries analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. They may also ascertain premium rates required and cash reserves necessary to ensure payment of future benefits.

Certification is required in Georgia.

Requirements

**Applicant requirements for designation as an associate:**
- Pass Exams 1-6
- Completion of CAS Online Course 1: Risk Management and Insurance Operations
- Completion of CAS Online Course 2: Insurance Accounting, Coverage Analysis, Insurance Law, and Insurance Regulation
- Obtain Validation by Educational Experience (VEE) Credit Committee for approved college courses (required topics economics, corporate finance, and applied statistical methods)
- Complete the CAS course on professionalism

**Applicant requirements for designation as a fellow:**
- Pass Exams 7-9
- Complete the requirements for designation as an associate listed above

Accreditation Agency

**Casualty Actuarial Society**
4350 N Fairfax Drive, Suite 250
Arlington, VA 22203
(703) 276-3100
(703) 276-3108 Fax
office@casact.org
http://www.casact.org

Fees

<table>
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<tr>
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<td>$200.00 (exam 2/FM)</td>
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<tr>
<td>$325.00 (exams 3L)</td>
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<td>$375.00 (exams 4/C)</td>
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Examination

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<tr>
<td>When:</td>
<td>Spring and fall</td>
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<tr>
<td>Where:</td>
<td>Prometric Testing Centers</td>
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Professional Associations

**Society of Actuaries (SOA)**
475 North Martingale Rd., Suite 600
Schaumburg, IL 60173
(888) 697-3900
(847) 273-8529 Fax
http://www.soa.org
<table>
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<th>Related Occupational Titles and Codes</th>
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<td><strong>SOC:</strong></td>
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<tr>
<td><strong>ONET:</strong></td>
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<tr>
<td>Actuaries-15-2011.00</td>
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</table>
Computer Engineers

Computer applications software engineers develop, create, and modify general computer applications software or specialized utility programs. They also analyze user needs and develop software solutions and design software or customize software for client use with the aim of optimizing operational efficiency.

Computer systems software engineers research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications.

Computer hardware engineers research, design, develop, and test computer or computer-related equipment for commercial, industrial, military, or scientific use.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
- Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam

Licensing Agency

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Fees

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<td>Renovation:</td>
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<td>$375.00 (Principals and Practice)</td>
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Examination

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<td>Type:</td>
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<td></td>
<td>When:</td>
<td>April and October (Written) and Every quarter (Computerized)</td>
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<td>Where:</td>
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<tr>
<td>SOC:</td>
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<td>Software Developers, Systems Software-15-1133</td>
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<td></td>
<td>Computer Hardware Engineers-17-2061</td>
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<td>Software Developers, Applications-15-1132.00</td>
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<tr>
<td></td>
<td>Software Developers, Systems Software-15-1133.00</td>
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</tr>
<tr>
<td></td>
<td>Computer Hardware Engineers-17-2061.00</td>
<td></td>
</tr>
</tbody>
</table>
Computer Programmers

Computer programmers convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information. They may also program websites.

International certification is available for computer professionals.

Requirements

**Applicant requirements for Associate Computing Professional (ACP):**
- Pass the core exam and one specialty exam 50% or higher

**Applicant requirements for Certified Computing Professional (CCP):**
- Pass the core exam and two specialty exams
- 48 months of full-time work experience in computer-based information systems (up to 24 months of this experience may be substituted by postsecondary academic work)

Certifying Agency

**Institute for Certification of Computing Professionals (ICCP)**
2400 East Devon Avenue
Suite 281
Des Plaines, IL 60018
(847) 299-4227
office2@iccp.org
http://iccp.org

Fees

<table>
<thead>
<tr>
<th>Testing:</th>
<th>Practitioner/Mastery level: $299.00 per exam</th>
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<tbody>
<tr>
<td></td>
<td>Associate level: $250.00</td>
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<tr>
<td></td>
<td>Exam &amp; Programming language: $299.00 + $189.00</td>
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<tr>
<td></td>
<td>Exam &amp; Specialty: $299.00 + $299.00</td>
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<tr>
<td></td>
<td>Associate BDMP:</td>
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<tr>
<td></td>
<td>Foundations exam: (3) $250.00 each</td>
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Examination

<table>
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<tr>
<td>When:</td>
<td>Set up individual dates with a proctor</td>
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<tr>
<td>Where:</td>
<td>A location convenient to the proctor and examinee</td>
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</table>

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Computer Programmers-15-1131</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Computer Programmers-15-1131.00</td>
</tr>
</tbody>
</table>
Computer Security Specialists

Computer security specialists plan, coordinate, and implement security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information.

International certification is available for computer professionals.

Requirements

Applicant requirements for Associate Computing Professional (ACP):
- Pass the core exam and one specialty exam 50% or higher

Applicant requirements for Certified Computing Professional (CCP):
- Pass the core exam and two specialty exams
- 48 months of full-time work experience in computer-based information systems (up to 24 months of this experience may be substituted by postsecondary academic work)

Certifying Agency

Institute for Certification of Computing Professionals (ICCP)
2400 East Devon Avenue
Suite 281
Des Plaines, IL 60018
(847) 299-4227
office2@iccp.org
http://iccp.org

Fees

Testing: Associate level
Exam $250.00
Exam & Programming language $299.00 + $189.00
Exam & Specialty $299.00+$299.00
Associate BDMP
Foundations exam (3) $250.00 each

Examination

Type: Computerized/Internet/Paper & Pencil
When: Set up individual dates with a proctor (contact ICCP)
Where: A location convenient to the proctor and examinee

Related Occupational Titles and Codes

SOC: Information Security Analysts-15-1122
ONET: Information Security Analysts-15-1122.00
Computer Support Specialists

Computer support specialists provide technical assistance to computer system users. They answer questions or resolve computer problems for clients in person, via telephone or from remote locations. Specialists may also provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

International certification is available for computer professionals.

Requirements

Applicant requirements for Certified Computing Professional (CCP):
- Pass the core exam and two specialty exams
- 48 months of full-time work experience in computer-based information systems (up to 24 months of this experience may be substituted by postsecondary academic work)

Applicant requirements for Associate Computing Professional (ACP):
- Pass the core exam and one specialty exam 50% or higher

Certifying Agency

Institute for Certification of Computing Professionals (ICCP)
2400 East Devon Avenue
Suite 281
Des Plaines, IL 60018
(847) 299-4227
office2@iccp.org
http://iccp.org

Fees

Testing:    Exam $250.00
            Exam & Programing language $299.00 + $189.00
            Exam & Specialty $299.00+$299.00
            Associate BDMP
            Foundations exam (3) $250.00 each

Examination

Type:      Computerized
When:      Set up individual dates with a proctor
Where:     A location convenient to the proctor and examinee

Related Occupational Titles and Codes

SOC:  Computer User Support Specialists-15-1151
      Computer Network Support Specialists-15-1152

ONET:  Computer User Support Specialists-15-1151.00
        Computer Network Support Specialists-15-1152.00
Computer Systems Administrators

Computer systems administrators install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Administrators maintain network hardware and software. They also monitor networks to ensure network availability to all system users and perform necessary maintenance to support network availability. Also, system administrators may supervise other network support and client server specialists and plan, coordinate, and implement network security measures.

International certification is available for computer professionals.

Requirements

**Applicant requirements for Associate Computing Professional (ACP):**
- Pass the core exam and one specialty exam

**Applicant requirements for Certified Computing Professional (CCP):**
- Pass the core exam and two specialty exams 50% or higher
- 48 months of full-time work experience in computer-based information systems (up to 24 months of this experience may be substituted by postsecondary academic work)

Certifying Agency

**Institute for Certification of Computing Professionals (ICCP)**
2400 East Devon Avenue
Suite 281
Des Plaines, IL 60018
(847) 299-4227
office2@iccp.org
http://iccp.org

Fees

**Testing:**
Exam & Specialty $299.00+$299.00

Examination

**Type:**
Computerized

**When:**
Set up individual dates with a proctor

**Where:**
A location convenient to the proctor and examinee

Related Occupational Titles and Codes

**SOC:**
Network and Computer Systems Administrators-15-1142

**ONET:**
Network and Computer Systems Administrators-15-1142.00
# Computer Systems Analysts

Computer systems analysts analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. They analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. They may analyze or recommend commercially available software.

**International certification is available for computer professionals.**

## Requirements

**Applicant requirements for Associate Computing Professional (ACP):**
- Pass the core exam and one specialty exam 50% or higher

**Applicant requirements for Certified Computing Professional (CCP):**
- Pass the core exam and two specialty exams
- 48 months of full-time work experience in computer-based information systems (up to 24 months of this experience may be substituted by postsecondary academic work)

## Certifying Agency

**Institute for Certification of Computing Professionals (ICCP)**
2400 East Devon Avenue
Suite 281
Des Plaines, IL 60018
(847) 299-4227
office2@iccp.org
http://iccp.org

## Fees

<table>
<thead>
<tr>
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<tr>
<td>Exam</td>
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<tr>
<td>Associate BDMP</td>
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Foundations exam (3) $250.00 each

## Examination

**Computerized / Internet**

wait 30 days to retest

**Type:** Set up individual dates with a proctor

**When:** A location convenient to the proctor and examinee

## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC: Computer Systems Analysts-15-1121</th>
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<tbody>
<tr>
<td>ONET: Computer Systems Analysts-15-1121.00</td>
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</tbody>
</table>
Data Communications Analysts

Data communications analyst analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. They perform network modeling, analysis, and planning. Analyst also research and recommend network and data communications hardware and software. Also, they may supervise computer programmers.

International certification is available for computer professionals.

Requirements

Applicant requirements for Associate Computing Professional (ACP):
- Pass the core exam and one specialty exam 50% or higher

Applicant requirements for Certified Computing Professional (CCP):
- Pass the core exam and two specialty exams
- 48 months of full-time work experience in computer-based information systems (up to 24 months of this experience may be substituted by postsecondary academic work)

Certifying Agency

Institute for Certification of Computing Professionals (ICCP)
2400 East Devon Avenue
Suite 281
Des Plaines, IL 60018
(847) 299-4227
office2@iccp.org
http://iccp.org

Fees

Testing:  
Practitioner/Mastery level  
$299.00 per exam  
Associate level  
Exam $250.00  
Exam & Programming language $299.00 + $189.00  
Exam & Specialty $299.00+$299.00  
Associate BDMP  
Foundations exam (3) $250.00 each

Examination

Type:  
Written or computerized

When:  
Set up individual dates with a proctor

Where:  
A location convenient to the proctor and examinee

Related Occupational Titles and Codes

SOC:  
Computer Network Architects-15-1143

ONET:  
Computer Network Support Specialists-15-1152

Computer Network Architects-15-1143.00

Computer Network Support Specialists-15-1152.00
Database Administrators

Database administrators coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. They may plan, coordinate, and implement security measures to safeguard computer databases.

International certification is available for computer professionals.

Requirements

Applicant requirements for Certified Computing Professional (CCP):
- Pass the core exam and two specialty exams
- 48 months of full-time work experience in computer-based information systems (up to 24 months of this experience may be substituted by postsecondary academic work)

Applicant requirements for Associate Computing Professional (ACP):
- Pass the core exam and one specialty exam 50% or higher

Certifying Agency

Institute for Certification of Computing Professionals (ICCP)
2400 East Devon Avenue
Suite 281
Des Plaines, IL 60018
(847) 299-4227
office2@iccp.org
http://iccp.org

Fees

Testing: Practioner/Mastery level
$299.00 per exam
Associate level
Exam $250.00
Exam & Programming language $299.00 + $189.00
Exam & Specialty $299.00+$299.00
Associate BDMP
Foundations exam (3) $250.00 each

Examination

Type: Computerized
When: Set up individual dates with a proctor
Where: A location convenient to the proctor and examinee

Related Occupational Titles and Codes

SOC: Database Administrators-15-1141
ONET: Database Administrators-15-1141.00
Aerospace Engineers

Aerospace engineers perform a variety of engineering work in designing, constructing, and testing aircraft, missiles, and spacecraft. They conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. They may also recommend improvements in testing equipment and techniques.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Pass the engineering exam(s): Fundamental of Engineering exam and Principles and Practice exam
- 1) Have at least one year of professional experience in the field
- 2) Must be a U.S. citizen

Licensing Agency

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Fees

Application: $20.00 (EIT Waiver) and $30.00 (Professional Engineer)
Late: $300.00
Renewal: $50.00 (biennial fee - must be renewed by December 31 on even numbered years)
Testing: $175.00 (Fundamentals) $375.00 (Principles and Practice)

Examination

Repeats: 4
Type: Written/Computerized
When: April and October (Written) and Year-round every quarter (Computerized)
Where: See http://www.ncees.org

Professional Associations

U.S. Department of Transportation
Federal Aviation Administration (FAA)
800 Independence Avenue, SW
Washington, DC 20591
(866) 835-5322
https://www.faa.gov
<table>
<thead>
<tr>
<th>Related Occupational Titles and Codes</th>
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<tr>
<td>SOC: Aerospace Engineers-17-2011</td>
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<tr>
<td>ONET: Aerospace Engineers-17-2011.00</td>
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</table>
Agricultural Engineers

Agricultural engineers apply knowledge of engineering technology and biological science to agricultural problems concerned with power and machinery, electrification, structures, soil and water conservation, and processing of agricultural products.

Engineers must be certified to practice professional engineering in Georgia.

### Requirements

- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam
- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
  Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)

### Licensing Agency

**Ga State Board of Registration for Professional Engineers & Land Surveyors**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-9718 Fax  
[http://sos.georgia.gov/plb/pels](http://sos.georgia.gov/plb/pels)

### Fees

- **Application:** $20.00 (EIT Waiver) and $30.00 (Professional Engineer)
- **Late:** $300.00
- **Renewal:** $50.00 (biennial fee - must be renewed by December 31 on even numbered years)
- **Testing:** $175.00 (Fundamentals)  
  $375.00 (Principles and Practice)

### Examination

- **Repeats:** 4  
- **Type:** Written/Computerized  
- **When:** April and October (Written) and Year-round every quarter (Computerized)
- **Where:** Check Web site www.ncees.org

### Related Occupational Titles and Codes

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<th>SOC:</th>
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</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Agricultural Engineers-17-2021.00</td>
</tr>
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</table>
Architects

Architects design buildings, structures, and their surroundings to meet clients' functional and aesthetic requirements. They provide their clients with information about building costs and materials, prepare drawings and specifications, and visit the building sites to make certain that plans are being followed.

Architects must be licensed in Georgia.

Requirements

- Professional degree in architecture from an accredited college or bachelor's degree in architectural engineering technology from an ABET-approved college in Georgia, or any other bachelors degree with a substantial concentration in architecture from a board approved school or college in Georgia.
- Complete the Intern Development Program
- Pass the Architectural Registration Examination (ARE)

Licensing Agency

Georgia State Board of Architects and Interior Designers
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(478) 314-5805 Fax
http://sos.georgia.gov/plb/architects

Fees

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Examination

- Repeats: Unlimited
- Type: Computer-assisted
- When: Arrange with local testing center
- Where: Prometric testing centers

Professional Associations

American Institute of Architects (AIA)
1735 New York Avenue, NW
Washington, DC 20006
(808) 242-3837
(202) 626-7547 Fax
infocentral@aia.org
http://www.aia.org

Georgia Chapter of the American Institute of Architects (AIA)
Woodruff Volunteer Center
100 Edgewood Ave
Suite 190
Atlanta, GA 30303
http://www.aiaga.org/
### Professional Associations

**National Council of Architectural Registration Boards**
1801 K Street, NW
Suite 700K
Washington, DC 20006
[http://www.ncarb.org](http://www.ncarb.org)

### Related Occupational Titles and Codes

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<tr>
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<tr>
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</table>
Chemical Engineers

Chemical engineers design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
  Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam

Licensing Agency

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Fees

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<tr>
<td>Renewal</td>
<td>$50.00 (biennial fee - must be renewed by December 31 on even numbered years)</td>
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<tr>
<td>Testing</td>
<td>$175.00 (Fundamentals)</td>
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<tr>
<td></td>
<td>$375.00 (Principles and Practice)</td>
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Examination

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<tr>
<td>Type</td>
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<tr>
<td>When</td>
<td>April and October (Written) and Year-round every quarter (Computerized)</td>
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<tr>
<td>Where</td>
<td>See <a href="http://www.ncees.org">http://www.ncees.org</a></td>
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Professional Associations

National Architectural Accrediting Board (NAAB)
1101 Connecticut Ave NW
STE 410
Washington, DC 20036
info@naab.org
## Related Occupational Titles and Codes

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<th>SOC:</th>
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<tr>
<td>ONET:</td>
<td>Chemical Engineers-17-2041.00</td>
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</table>
Civil engineering technicians apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.

National certification is available for civil engineering technicians.

### Requirements

- Relevant technician-level work experience
- Supervisor verification of on-the-job performance
- Personal recommendation (required at upper levels of certification)
- Written exam based on typical job tasks

### Certifying Agency

**National Institute for Certification in Engineering Technologies**

1420 King Street  
Alexandria, VA 22314  
(888) 476-4238  
cert@nicet.org  
http://www.nicet.org

### Fees

- **Recertification:** $185.00 for one certification  
  $50.00 for each additional subfield (every 3 years)
- **Testing:** Fee varies depending on test level and type

### Examination

- **Repeats:** Unlimited  
- **Type:** Written/Computerized  
- **When:** See www.pearsonvue.com  
- **Where:** Pearson VUE sites throughout the country

### Related Occupational Titles and Codes

<table>
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<tr>
<th>SOC:</th>
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<tbody>
<tr>
<td>Civil Engineering Technicians-17-3022</td>
<td>Civil Engineering Technicians-17-3022.00</td>
</tr>
</tbody>
</table>
Civil Engineers

Civil engineers perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Civil engineers include architectural, structural, traffic, ocean, and geo-technical engineers.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
- Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam
- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience

Licensing Agency

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Fees

<table>
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<tr>
<th>Application:</th>
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<tr>
<td>Renewal:</td>
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<tr>
<td>Testing:</td>
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<tr>
<td></td>
<td>$375.00 (Principles and Practice)</td>
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Examination

| Repeats:       | 4                                          |
| Type:          | Written/Computerized                       |
| When:          | April and October (Written) and Year-round every year (Computerized) |
| Where:         | Check Web site www.ncees.org               |

Related Occupational Titles and Codes

| SOC:           | Civil Engineers-17-2051                    |
| ONET:          | Civil Engineers-17-2051.00                 |
Drafters

Architectural and civil drafters prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. They utilize knowledge of building materials, engineering practices, and mathematics to complete drawings.

Electrical and electronics drafters prepare wiring diagrams, circuit board assembly diagrams, and layout drawings used to manufacture, installation, and repair electrical equipment in factories, power plants, and buildings.

Mechanical drafters prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.

National certification is available for drafters.

### Requirements

- Certified Apprentice Drafter (AD) - High school/vocational training or entry level on-the-job experience
- Certified Drafter (CD) - Advanced high school/vocational training with at least 2 years experience
- Pass exam in either mechanical or architectural drafting, at either the Certified Apprentice Drafter (AD) or Certified Drafter (CD) level

### Certifying Agency

**American Design Drafting Association**

105 East Main Street  
Newbern, TN 38059  
(731) 627-0802  
(731) 627-9321 Fax  

### Fees

<table>
<thead>
<tr>
<th>Testing:</th>
<th>Certified Apprentice Drafter (AD)</th>
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<tr>
<td></td>
<td>$ 85.00 non-member</td>
</tr>
<tr>
<td></td>
<td>$ 75.00 member</td>
</tr>
</tbody>
</table>

| Certified Drafter (CD)                        | $155.00 non-member               |
|                                               | $125.00 member                   |

### Examination

- **Type:** Online
- **When/Where:** For testing dates and locations/proctor: See agency website www.adda.org
- **When:** Test dates determined by the institution administering the exam
- **Where:** 27 secondary schools and 4 postsecondary schools

### Related Occupational Titles and Codes

**SOC:**  
Architectural and Civil Drafters-17-3011  
Electrical and Electronics Drafters-17-3012  
Mechanical Drafters-17-3013  
Drafters, All Other-17-3019
## Related Occupational Titles and Codes

<table>
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<th>ONET:</th>
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<tbody>
<tr>
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<td>Mechanical Drafters</td>
<td>17-3013.00</td>
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<tr>
<td>Drafters, All Other</td>
<td>17-3019.00</td>
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</table>
Electrical and Electronics Engineering Technicians

Electrical and electronics engineering technicians apply theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

National certification is available for electrical and electronics engineering technicians.

**Requirements**

- Relevant technician-level work experience
- Supervisor verification of on-the-job performance
- Personal recommendation (required at upper levels of certification)
- Written exam based on typical job tasks

**Certifying Agency**

**National Institute for Certification in Engineering Technologies**

1420 King Street
Alexandria, VA 22314
(888) 476-4238
cert@nicet.org
http://www.nicet.org

**Fees**

- Recertification: $185.00 for one certification
  - $50.00 for each additional subfield (every 3 years)
- Testing: Fee varies depending on test level and type

**Examination**

- Repeats: Unlimited
- Type: Written/Computerized
- When: See www.pearsonvue.com
- Where: Pearson VUE sites throughout the country

**Related Occupational Titles and Codes**

<table>
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<th>SOC:</th>
<th>Electrical and Electronic Engineering Technicians-17-3023</th>
</tr>
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<tbody>
<tr>
<td>ONET:</td>
<td>Electrical and Electronic Engineering Technicians-17-3023.00</td>
</tr>
</tbody>
</table>
Electrical and Electronics Engineers

Electrical engineers design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.

Electronics engineers research, design, develop, and test electronic components and systems for commercial, industrial, military, or scientific use utilizing knowledge of electronic theory and materials properties. They also design electronic circuits and components for use in fields such as telecommunications, aerospace guidance and propulsion control, acoustics, or instruments and controls.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
- Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam

Licensing Agency

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Fees

| Application: $20.00 (EIT Waiver) and $30.00 (Engineer) |
| Late: $300.00 |
| Renewal: $50.00 (biennial fee - must be renewed by December 31 on even numbered years) |
| Testing: $175.00 (Fundamentals) $375.00 (Principles and Practice) |

Examination

| Repeats: 4 |
| Type: Written/Computerized |
| When: April and October (Written) and Year-round (Computerized) |
| Where: See http://www.ncees.org |

Related Occupational Titles and Codes

<p>| SOC: Electrical Engineers-17-2071 Electronics Engineers, Except Computer-17-2072 |</p>
<table>
<thead>
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<th>Related Occupational Titles and Codes</th>
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<tbody>
<tr>
<td><strong>ONET:</strong></td>
</tr>
<tr>
<td>Electrical Engineers-17-2071.00</td>
</tr>
<tr>
<td>Electronics Engineers, Except Computer-17-2072.00</td>
</tr>
</tbody>
</table>
Engineering Technicians

Aerospace engineering technicians operate, install, calibrate, and maintain integrated computer/communications systems consoles, simulators, and other data acquisition, test, and measurement instruments and equipment to launch, track, position, and evaluate air and space vehicles. They may also record and interpret test data.

Civil engineering technicians apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.

Electrical and electronic engineering technicians apply electrical and electronic theory and related knowledge, usually under the direction of an engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

Environmental engineering technicians apply theory and principles of environmental engineering to modify, test, and operate equipment and devices used in the prevention, control, and remediation of environmental pollution, including waste treatment and site remediation. They may also assist in the development of environmental pollution remediation devices under direction of engineer.

Industrial engineering technicians apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. They may also study and record time, motion, method, and speed involved in performance of production, maintenance, clerical, and other worker operations for such purposes as establishing standard production rates or improving efficiency.

Mechanical engineering technicians apply theory and principles of mechanical engineering to modify, develop, and test machinery and equipment under the direction of an engineering staff or physical scientists.

National certification is available for engineering technicians.

Requirements

- Relevant technician-level work experience
- Supervisor verification of on-the-job performance
- Personal recommendation (required at upper levels of certification)
- Written exam based on typical job tasks

Certifying Agency

National Institute for Certification in Engineering Technologies
1420 King Street
Alexandria, VA 22314
(888) 476-4238
cert@nicet.org
http://www.nicet.org

Fees

Recertification: $185.00 for one certification
$50.00 for each additional subfield (every 3 years)
Testing: Fee varies depending on test level and type
**Examination**

<table>
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<tr>
<th>Repeats:</th>
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<tr>
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<tr>
<td>Where:</td>
<td>Pearson VUE sites throughout the country</td>
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**Related Occupational Titles and Codes**

**SOC:**
- Aerospace Engineering and Operations Technicians-17-3021
- Civil Engineering Technicians-17-3022
- Electrical and Electronic Engineering Technicians-17-3023
- Electro-Mechanical Technicians-17-3024
- Environmental Engineering Technicians-17-3025
- Industrial Engineering Technicians-17-3026
- Mechanical Engineering Technicians-17-3027
- Engineering Technicians, Except Drafters, All Other-17-3029

**ONET:**
- Aerospace Engineering and Operations Technicians-17-3021.00
- Civil Engineering Technicians-17-3022.00
- Electrical and Electronic Engineering Technicians-17-3023.00
- Electro-Mechanical Technicians-17-3024.00
- Environmental Engineering Technicians-17-3025.00
- Industrial Engineering Technicians-17-3026.00
- Mechanical Engineering Technicians-17-3027.00
- Engineering Technicians, Except Drafters, All Other-17-3029.00
Environmental Engineers

Environmental engineers design, plan, or perform engineering duties in the prevention, control, and remediation of environmental health hazards utilizing various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
- Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam
- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience

Licensing Agency

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Related Occupational Titles and Codes

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<tr>
<td>ONET:</td>
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# Industrial Engineering Technicians

Industrial engineering technicians apply theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. They may study and record time, motion, method, and speed involved in performance of production, maintenance, clerical, and other worker operations for such purposes as establishing standard production rates or improving efficiency.

**National certification is available for industrial engineering technicians.**

### Requirements

- Relevant technician-level work experience
- Supervisor verification of on-the-job performance
- Personal recommendation (required at upper levels of certification)
- Written exam based on typical job tasks

### Certifying Agency

**National Institute for Certification in Engineering Technologies**  
1420 King Street  
Alexandria, VA 22314  
(888) 476-4238  
cert@nicet.org  
http://www.nicet.org

### Fees

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<tr>
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<td>$50.00 for each additional subfield (every 3 years)</td>
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### Examination

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<td>When:</td>
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<td>Where:</td>
<td>Pearson VUE sites throughout the country</td>
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### Related Occupational Titles and Codes

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<td>Industrial Engineering Technicians-17-3026.00</td>
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</table>
Industrial Engineers

Industrial engineers design, develop, test, and evaluate integrated systems for managing industrial production processes including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
- Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam
- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience

Licensing Agency

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(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

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<td>$30.00, Engineer Professional</td>
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<td>Late:</td>
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Examination

| Repeats:      | 4 |
| Type:         | Written/Computerized |
| When:         | April and October (Written) and Year-round (Computerized) |
| Where:        | Refer to http://www.ncees.org |

Related Occupational Titles and Codes

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<th>SOC:</th>
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<tr>
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## Landscape Architects

Landscape architects plan and design outside areas for useful and decorative purposes. They study the site, draw up plans, make sketches, and supervise resulting work.

**Landscape architects must be licensed in Georgia.**

### Requirements

- Bachelor of Landscape Architecture degree or Bachelor of Science degree in Landscape Architecture from a college or school of landscape architecture, environmental design, or its equivalent
- 18 months of training in the actual practice of landscape architecture OR a postgraduate degree in landscape architecture or environmental design from an approved school
- Pass the Landscape Architect Registration Examination (LARE) exam and Georgia component exam

### Licensing Agency

**Georgia Board of Landscape Architects**  
237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(478) 314-5805 Fax  
[http://sos.georgia.gov/plb/landscape](http://sos.georgia.gov/plb/landscape)

### Fees

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### Examination

- **Repeats:** 3 times a year (April, August, December)
- **Type:** Computerized
- **When:** Schedule with exam provider
- **Where:** Register for the LARE exam via CLARB website: [www.clarb.org](http://www.clarb.org)

### Professional Associations

**American Society of Landscape Architects**  
636 Eye Street, NW  
Washington, DC 20001  
(888) 888-888 ext. 9992752  
info@asla.org  
[http://www.asla.org](http://www.asla.org)
Professional Associations

**Council of Landscape Architectural Registration Boards**
1840 Michael Faraday Drive  
Suite 200  
Reston, VA 20190  
info@clarb.org  
http://www.clarb.org

**Greenhouse Product News**  
Great American Media Services  
P.O Box 128  
Sparta, Michigan 49345  
http://www.gpnmag.com

Related Occupational Titles and Codes

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<tr>
<td>ONET:</td>
<td>Landscape Architects-17-1012.00</td>
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</table>
Materials Engineers

Materials engineers evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications. They develop new uses for known materials. This occupation includes those working with composite materials or specializing in one type of material, such as graphite, metal and metal alloys, ceramics and glass, plastics and polymers, and naturally occurring materials.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
  - Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam
- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience

Licensing Agency

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Fees

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Examination

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Related Occupational Titles and Codes

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<tr>
<td>ONET:</td>
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</table>
# Mechanical Engineering Technicians

Mechanical engineering technicians apply theory and principles of mechanical engineering to modify, develop, and test machinery and equipment under the direction of engineering staff or physical scientists.

National certification is available for mechanical engineering technicians.

## Requirements

- Relevant technician-level work experience
- Supervisor verification of on-the-job performance
- Personal recommendation (required at upper levels of certification)
- Written exam based on typical job tasks

## Certifying Agency

**National Institute for Certification in Engineering Technologies**

1420 King Street  
Alexandria, VA 22314  
(888) 476-4238  
cert@nicet.org  
http://www.nicet.org

## Fees

| Recertification: | $185.00 for one certification  
| | $50.00 for each additional subfield (every 3 years) |
| Testing: | Fee varies depending on test level and type |

## Examination

- **Repeats:** Unlimited  
- **Type:** Written/Computerized  
- **When:** See www.pearsonvue.com  
- **Where:** Pearson VUE sites throughout the country

## Related Occupational Titles and Codes

| SOC: | Mechanical Engineering Technicians-17-3027 |
| ONET: | Mechanical Engineering Technicians-17-3027.00 |
Mechanical Engineers

Mechanical engineers perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. They oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems.

Engineers must be certified to practice professional engineering in Georgia.

**Requirements**

- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
  Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam

**Licensing Agency**

Ga State Board of Registration for Professional Engineers & Land Surveyors
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
[http://sos.georgia.gov/plb/pels](http://sos.georgia.gov/plb/pels)

**Fees**

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**Examination**

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**Related Occupational Titles and Codes**

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<tbody>
<tr>
<td>ONET:</td>
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</table>
Mining Engineers

Mining engineers determine the location and plan the extraction of coal, metallic ores, nonmetallic minerals, and building materials, such as stone and gravel. Their work involves conducting preliminary surveys of deposits or undeveloped mines and planning their development; examining deposits or mines to determine whether they can be worked at a profit; making geological and topographical surveys; evolving methods of mining best suited to character, type, and size of deposits; and supervising mining operations.

Engineers must be certified to practice professional engineering in Georgia.

### Requirements

- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Pass the fundamental of engineering exam (For an engineer-in-training certificate)
- Pass a written exam in the principles and practice of engineering (For a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam

### Licensing Agency

**Ga State Board of Registration for Professional Engineers & Land Surveyors**  
237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-9718 Fax  
[http://sos.georgia.gov/plb/pels](http://sos.georgia.gov/plb/pels)

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<td>Testing</td>
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### Examination

- Repeats: 4
- Type: Written/Computerized
- When: April and October (Written); Year-round (Computerized)
- Where: Refer to [http://www.ncees.org](http://www.ncees.org)

### Related Occupational Titles and Codes

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<tr>
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# Nuclear Engineers

Nuclear engineers conduct research on nuclear engineering problems or apply principles and theory of nuclear science to problems concerned with release, control, and utilization of nuclear energy and nuclear waste disposal.

**Engineers must be certified to practice professional engineering in Georgia.**

## Requirements

- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
- Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam
- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience

## Licensing Agency

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Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
[http://sos.georgia.gov/plb/pels](http://sos.georgia.gov/plb/pels)

## Fees

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## Examination

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## Related Occupational Titles and Codes

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<td>SOC:</td>
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<tr>
<td>ONET:</td>
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</table>
Petroleum Engineers

Petroleum engineers devise methods to improve oil and gas well production and determine the need for new or modified tool designs. They oversee drilling and offer technical advice to achieve economical and satisfactory progress.

Engineers must be certified to practice professional engineering in Georgia.

### Requirements

- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
  - Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam
- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience

### Licensing Agency

**Ga State Board of Registration for Professional Engineers & Land Surveyors**

237 Coliseum Drive

Macon, GA 31217

(478) 207-2440

(866) 888-9718 Fax

http://sos.georgia.gov/plb/pels

### Fees

- Application: $20.00, EIT
  - $30.00, Engineer
- Late: $300.00
- Renewal: $50.00, biennial fee (must be renewed by December 31 on even numbered years)
- Testing: $225.00 (Fundamentals)
  - $350.00 (Principles and Practice)

### Examination

- Repeats: 4
- Type: Written
- When: April and October (Written) and Year-round (Computerized)
- Where: Refer to http://www.ncees.org

### Related Occupational Titles and Codes

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<td>ONET:</td>
<td>Petroleum Engineers-17-2171.00</td>
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</table>
Safety Engineers

Safety engineers promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws. They include industrial product safety engineers.

Engineers must be certified to practice professional engineering in Georgia.

Requirements

- Pass the fundamental of engineering exam (Required for an engineer-in-training certificate)
  Pass a written exam in the principles and practice of engineering (Required for a professional engineer certificate)
- Pass the engineering exam(s): 8 hours Fundamental of Engineering exam and the 8 hours Principles and Practice exam
- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience

Licensing Agency

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(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/pels

Fees

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Examination

| Repeats:       | 4 |
| Type:          | Written |
| When:          | April and October (Written) and Year-round (Computerized) |
| Where:         | Check Web site www.ncees.org |

Related Occupational Titles and Codes

<table>
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<tr>
<th>SOC:</th>
<th>Health and Safety Engineers, Except Mining Safety Engineers and Inspectors-17-2111</th>
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<td>ONET:</td>
<td>Health and Safety Engineers, Except Mining Safety Engineers and Inspectors-17-2111.00</td>
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</table>
**Surveying and Mapping Technicians**

Surveying and mapping technicians perform surveying and mapping duties, usually under the direction of a surveyor, cartographer, or photogrammetrist to obtain data used for construction, mapmaking, boundary location, mining, or other purposes. They may calculate mapmaking information and create maps from source data, such as surveying notes, aerial photography, satellite data, or other maps to show topographical features, political boundaries, and other features. They may also verify accuracy and completeness of topographical maps.

*Land surveyors must be certified in Georgia.*

### Requirements

**Applicant requirements for a land surveyor certificate:**
- High school diploma or equivalent, and a minimum of 4 years of approved experience in addition to the experience required for a land surveyor-in-training OR
  - Hold a bachelor's degree with minimum of 4 years combined field and office experience
- Obtain certification as a land surveyor-in-training (Pass the LSIT exam)
- Pass the Georgia land surveying exam
- Obtain a minimum of 15 quarter hours (9 semester hours) in land survey subjects and 5 quarter hours (3 semester) in hydrology

**Applicant requirements for a land surveyor-in-training certificate:**
- Applicants with high school diploma or equivalent can take the Land Surveyor-in-Training (LSIT) exam if they meet the minimum education requirement OR
  - Hold bachelor's degree in Land Surveying or any approved related field of study and are qualified for the LSIT exam without experience
- Pass the LSIT exam

### Licensing Agency

**Ga State Board of Registration for Professional Engineers & Land Surveyors**

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(866) 888-9718 Fax  
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### Fees

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### Examination

| Repeats: | 4               |
| Type:    | Written/Computerized |
| When:    | April and October (Written) and Year-round (Computerized) |
| Where:   | [http://www.ncees.org](http://www.ncees.org) |
### Related Occupational Titles and Codes

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<tbody>
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<td>Surveying and Mapping Technicians-17-3031.00</td>
</tr>
</tbody>
</table>
Surveyors

Surveyors make exact measurements and determine property boundaries. They provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth’s surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.

Land surveyors must be certified in Georgia.

Requirements

Applicant requirements for a land surveyor certificate:
- High school diploma or equivalent, and a minimum of 4 years of approved experience in addition to the experience required for a land surveyor-in-training OR
  Hold a bachelor’s degree with minimum of 4 years combined field and office experience
- Obtain certification as a land surveyor-in-training (Pass the LSIT exam)
- Pass the Georgia land surveying exam
- Obtain a minimum of 15 quarter hours (9 semester hours) in land survey subjects and 5 quarter hours (3 semester) in hydrology

Applicant requirements for a land surveyor-in-training certificate:
- Applicants with high school diploma or equivalent can take the Land Surveyor-in-Training (LSIT) exam if they meet the minimum education requirement OR
  Hold bachelor’s degree in Land Surveying or any approved related field of study and are qualified for the LSIT exam without experience
- Pass the LSIT exam

Licensing Agency

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237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
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http://sos.georgia.gov/plb/pels

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<tr>
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Related Occupational Titles and Codes

SOC: Surveyors-17-1022
| ONET:                | Surveyors-17-1022.00 |
Textile Engineers

Textile engineers design, develop, test, and evaluate integrated systems for managing textile production processes including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.

Engineers must be certified to practice professional engineering in Georgia.

### Requirements

- Obtain certification as an engineer-in-training
- 4 year engineering technology program, 4 year study in a related science: engineering, graduate study in engineering, teaching engineering, and engineering experience
- Four-year degree in engineering, engineering technology or related science from an accredited program OR 4 years approved experience in engineering OR

### Licensing Agency

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<td>$225.00 (Fundamentals)</td>
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<tr>
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<td>$350.00 (Principles and Practice)</td>
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### Examination

- Repeats: 4
- Type: Written/Computerized
- When: April and October (Written) and Year-round (Computerized)
- Where: Check Web site [www.ncees.org](http://www.ncees.org)

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>SOC:</td>
<td>Industrial Engineers-17-2112</td>
</tr>
<tr>
<td>ONET:</td>
<td>Industrial Engineers-17-2112.00</td>
</tr>
</tbody>
</table>
## Agricultural Scientists

Agricultural scientists conduct research in breeding, physiology, production yield, and management of crops and agricultural plants, their growth in soils, and control of pests; or study the chemical, physical, biological, and mineralogical composition of soils as they relate to plant or crop growth. They may classify and map soils and investigate effects of alternative practices on soil and crop productivity. Food scientists use chemistry, microbiology, engineering, and other sciences to study the principles underlying the processing and deterioration of foods.

**National certification is available for certified crop advisers, agronomists, and soil scientists.**

### Requirements

**Applicant requirements for certified professional agronomist:**
- Pass one comprehensive exam
- Have at least 5 years of experience with a Bachelor of Science degree in agronomy or closely allied field OR 3 years of experience with an M.S. degree OR 1 year of experience with a Ph.D.

**Applicant requirements for certified crop adviser (CCA):**
- Have at least 2 years of experience with at least a Bachelor of Science degree in agriculture or 4 years of experience with no degree
- Pass the international and local board exams

**Applicant requirements for certified professional soil scientist:**
- Have at least 5 years of experience with at least a Bachelor of Science Degree majoring in soil science or 3 years of experience with an M.S. or Ph.D.
- Pass the fundamentals and professional practice exams

### Certifying Agency

**American Society of Agronomy**  
5585 Guilford Road  
Madison, WI 53711  
(608) 273-8080  
(608) 273-2081 Fax  
certification@agronomy.org  
http://www.agronomy.org

### Fees

**Annual maintenance:** See http://www.agronomy.org for area of certified professional and CCA  
**Testing:**  
Certified Professional Soil Scientist:  
$195.00, for the Fundamentals Exam  
$195.00, for the Professional Practice Exam  
Certified Professional Agronomist and Crop Adviser:  
$195.00, for the International Crop Adviser Exam  
$100.00, for local Southern Exam  
$75.00, Local board retest fee

### Examination

**Repeats:** Twice a year (Fundamental and Professional Practice)  
**Type:** Written/Multiple-choice  
**When/Where:** See agency website: www.agronomy.org or www.soils.org
### Professional Associations

**Southern Association of Agricultural Scientists (SAAS)**  
J. Norman Efferson Hall, Room 101  
110 LSU Union Square  
Baton Rouge, Louisiana 70803  
[http://www.saasinc.org](http://www.saasinc.org)

**Soil Science Society of America**  
[https://www.soils.org](https://www.soils.org)

### Related Occupational Titles and Codes

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<td>Soil and Plant Scientists-19-1013</td>
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Foresters

Foresters manage forested lands for economic, recreational, and conservation purposes. This occupation may inventory the type, amount, and location of standing timber, appraise the timber's worth, negotiate the purchase, and draw up contracts for procurement. Foresters may determine how to conserve wildlife habitats, creek beds, water quality, and soil stability, and how bests to comply with environmental regulations. They may devise plans for planting and growing new trees, monitor trees for healthy growth, and determine the best time for harvesting. This position may also develop forest management plans for public and privately owned forested lands.

Foresters must be licensed in Georgia.

### Requirements

- Earn a bachelor degree or master from a SAF-accredited degree program
- Earn a bachelor degree or higher in forestry or related natural resources; degree must have 56 semester hours in a forestry-related course work
- 5 years or more experience in verifiable professional forestry work within the last 10 years
- Pass a written exam

### Certifying Agency

**Georgia State Board of Registration for Foresters**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(478) 314-5805 Fax  
[http://sos.georgia.gov/plb/foresters](http://sos.georgia.gov/plb/foresters)

### Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<td>$30.00</td>
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<tr>
<td>Late</td>
<td>$100.00 (Biennial Renewal - June 30 Ends Late Renewal Period)</td>
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<tr>
<td>Renewal</td>
<td>$80.00 (Biennial Renewal - December 31 of each odd numbered year)</td>
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| Testing      | $335.00 (Non-SAF member: testing through the Society of American Foresters)  
               $260.00 (SAF member) |

### Examination

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<tr>
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</table>
| Where        | Iso-Quality Testing Centers  
               Locations: Albany, Alpharetta, Athens, Atlanta, Columbus, Statesboro, and Tifton |

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(478) 207-2440  
(478) 314-5805 Fax  
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Macon, GA 31217  
(478) 207-2440  
(478) 314-5805 Fax  
[http://sos.georgia.gov/plb/foresters](http://sos.georgia.gov/plb/foresters)

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</table>
| Where        | Iso-Quality Testing Centers  
               Locations: Albany, Alpharetta, Athens, Atlanta, Columbus, Statesboro, and Tifton |
Professional Associations

Georgia Forestry Commission
5645 Riggins Mill Road
Dry Branch, GA 31020
(800) 428-7337
(478) 751-3465 Fax
http://www.gfc.state.ga.us/

Society of American Foresters
10100 Laureate Way
Bethesda, MD 20814
(866) 897-8720
(301) 897-3690 Fax
cf@safnet.org
http://www.safnet.org/

Georgia Forestry Association
P.O. Box 1217
Forsyth, GA 31029
info@gfagrow.org
http://www.gfagrow.org/

Related Occupational Titles and Codes

SOC: Foresters-19-1032
ONET: Foresters-19-1032.00
### Geologists and Geophysicists

Geologists and geophysicists study composition, structure, and history of the earth's crust; examine rocks, minerals, and fossil remains to identify and determine the sequence of processes affecting the development of the earth; apply knowledge of chemistry, physics, biology, and mathematics to explain these phenomena and to help locate mineral and petroleum deposits and underground water resources; prepare geologic reports and maps; and interpret research data to recommend further action for study.

**Geologists and geophysicists must be registered to practice in Georgia.**

### Requirements

- Good ethical character
- Have graduated from an accredited college or university which has been approved by the board with a major in either geology, engineering geology, or geological engineering; OR
  - Have completed 45 quarter hours or the equivalent in geological science courses leading to a major in geology, of which at least 36 quarter hours or the equivalent were taken in the third or fourth year or in graduate courses
- Seven years with a minimum of 3 years of experience under registered geologist supervision or other, as board would accept. Each year of undergraduate study counts as one-half year experience, not to exceed two years
- Pass the Association of State Boards of Geology (ASBOG) National exam

### Licensing Agency

**Georgia State Board of Registration for Professional Geologists**

237 Coliseum Drive, Room 210  
Macon, GA 31217  
(478) 207-2440  
(866) 888-9718 Fax  
http://sos.georgia.gov/plb/geologists

### Fees

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<td>Application</td>
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<tr>
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<tr>
<td>When</td>
<td>March and October</td>
</tr>
<tr>
<td>Where</td>
<td>Contact Georgia State Board for information</td>
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</tbody>
</table>

### Professional Associations

**American Geological Institute**

4220 King Street  
Alexandria, VA 22302  
agi@agiweb.org  
http://www.americangeosciences.org
Professional Associations

American Institute of Professional Geologists
12000 Washington Street
Suite 285
Thornton, CO 80241
aipg@aipg.org
http://www.aipg.org

Geological Society of America
P. O. Box 9140
Boulder, CO 80301
http://www.geosociety.org

National Association of State Boards of Geology
P. O. Box 5219
Douglasville, Georgia 30154
(678) 713-1215
dsneyd@asbog.org
http://www.asbog.org

Related Occupational Titles and Codes

SOC: Geoscientists, Except Hydrologists and Geographers-19-2042
Hydrologists-19-2043
ONET: Geoscientists, Except Hydrologists and Geographers-19-2042.00
Hydrologists-19-2043.00
# Nuclear Technicians

Nuclear technicians assist scientists in both laboratory and production activities by performing technical tasks involving nuclear physics, primarily in operation, maintenance, production, and quality control support activities.

**Licensure is available for nuclear reactor operators.**

## Requirements

- Satisfy workplace facility's on-the-job training and experience requirements
- Pass an NRC-developed written and practical operating exam

## Certifying Agency

**US Nuclear Regulatory Commission**  
U.S. NRC Region II  
245 Peachtree Ctr Ave, N.E.  
Suite 1200  
Atlanta, GA 30303  
(404) 997-4000  
http://www.nrc.gov

## Examination

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<td>Where</td>
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## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC</th>
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</thead>
<tbody>
<tr>
<td>ONET</td>
<td>Nuclear Technicians-19-4051.00</td>
</tr>
</tbody>
</table>
Psychologists

Psychologists study human behavior to help solve or prevent individual or group problems. They may provide testing, counseling, or treatment in mental hospitals, private practice, schools, and industries.

Psychologists must be licensed to practice professionally in Georgia.

### Requirements

- Good moral character
- Doctoral degree in applied psychology from an APA accredited college
- Approved experience in psychology
- Pass a national computerized exam, oral exam, and written state Laws and Rules exam
- Recognized graduate training program in psychology

### Licensing Agency

**Georgia Board of Examiners of Psychologists**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-7127 Fax  

### Fees

<table>
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<td>Renewal</td>
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<tr>
<td>Testing</td>
<td>$600.00 Examination for Professional Practice in Psychology $ 85.00 Georgia Psychology Jurisprudence Examination (PSI exam testing center website)</td>
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### Examination

- **Repeats:** 3 (must earn a minimum of 5 quarter hours of Board approved graduate level coursework in psychology at a regionally accredited institution prior to taking each and any additional written exam)
- **Type:** National EPPP and GA Jurisprudence - computerized  
  Oral exam - oral
- **When:** Oral – third Friday of each month  
  GA Jurisprudence Examination - arrange with PSiexams  
  National EPPP – arrange with Prometric
- **Where:** Oral – Macon  
  GA Jurisprudence Examination - PSI Exam testing centers in Atlanta, Macon, and Tifton  
  Computerized – Prometric testing centers located throughout the state
Professional Associations

American Psychological Association
Educational Affairs Office
750 First Street, NE
Washington, DC 20002
http://www.apa.org

Georgia Psychological Association
13 Corporate Blvd
Suite 220
Atlanta, GA 30329
http://www.gapsychology.org

Association of State and Provincial Psychology Boards
P. O. Box 849
Tyrone, GA 30209
asppb@asppb.org
http://www.asppb.org

Related Occupational Titles and Codes

SOC:
- Clinical, Counseling, and School Psychologists-19-3031
- Industrial-Organizational Psychologists-19-3032
- Psychologists, All Other-19-3039

ONET:
- Clinical, Counseling, and School Psychologists-19-3031.00
- Industrial-Organizational Psychologists-19-3032.00
- Psychologists, All Other-193039.00
Urban and Regional Planners

Urban and regional planners develop comprehensive plans and program the use of land and physical facilities of local jurisdictions, such as towns, cities, and counties and metropolitan areas.

Certification is available for urban and regional planners.

Requirements

- Current member of the American Planning Association (APA)
- 2 years of professional planning experience plus a graduate degree in planning from an accredited program, or 3 years of experience and a bachelor's degree in planning from an accredited program, or 3 years of experience and a graduate degree in planning from an non-accredited/recognized program, or 4 years of experience and any other college degree, or 8 years of experience with no degree
- Pass exam

Certifying Agency

American Institute of Certified Planners
American Planning Association
1030 15th Street, NW
Suite 750 West
Washington, DC 20005
(202) 349-1016
(202) 872-0643 Fax
customerservice@planning.org
http://www.planning.org/aicp/

Fees

Application/Testing: $495.00

Examination

Repeats: 2
Type: Computerized
When: May and November
Where: Prometric testing centers

Professional Associations

Georgia Planning Association
229 Peachtree Street NE Suite 100
Atlanta, GA 30303
http://georgiaplanning.org/

American Planning Association
205 North Michigan Avenue
Suite 1200
Chicago, IL 60601
http://www.planning.org/

Related Occupational Titles and Codes

SOC: Urban and Regional Planners-19-3051
ONET: Urban and Regional Planners-19-3051.00
Marriage and Family Therapists

Marriage and family therapists provide individual, marriage, and family counseling to adults and children to assist clients to identify personal and interactive problems, and to achieve effective personal, marital, and family development and adjustment. They collect information about clients using interview, case history, and observation techniques, and appraisal and assessment methods. Therapists analyze collected information to identify problems and concerns, and consults reference material such as text books, manuals, and journals to identify symptoms, make diagnosis, and develop therapeutic or treatment plan. They may make use of counseling methods and procedures such as psychotherapy and hypnosis to assist clients in gaining insight into personal and interactive problems, or make referrals to specialists in the clients' area of need.

Marriage and family therapists must be licensed in the state of Georgia.

Requirements

- Master's degree from an accredited program or post-master's experience or doctorate degree from an accredited program
- 2 years full-time post-master experience or equivalent under supervision
- Have at least 100 hours of supervision with approved experience
- Pass national exam (National Marital and Family Therapy (MFT) Examination)

Licensing Agency

Ga Composite Board of Prof. Counselors, Soc Wkrs, & Mar and Fmly Thrp
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-7127 Fax
http://sos.georgia.gov/plb/counselors

Fees

<table>
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<td>$100.00 (biennial fee – must be renewed by September 30 of even numbered years)</td>
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<td>Testing</td>
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NOTE: Once approval is granted, candidate will receive an eligibility notice from PTC-Professional Testing Corporation regarding testing. See www.ptcny.com and https://www.amftrb.org

Examination

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<tr>
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<td>When</td>
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### Professional Associations

**American Association for Marriage and Family Therapy**  
112 South Alfred Street  
Alexandria, VA 22314  
[http://www.aamft.org](http://www.aamft.org)

**Georgia Association for Marriage and Family Therapy**  
P.O. Box 29745  
Atlanta, GA 30359  
office@gamft.org  
[http://www.gamft.org](http://www.gamft.org)

**Association of Marital and Family Therapy Regulatory Boards (AMFTRB)**  
webmaster@amftrb.org  
[https://www.amftrb.org/](https://www.amftrb.org/)

### Related Occupational Titles and Codes

<table>
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<th>SOC:</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Marriage and Family Therapists-21-1013.00</td>
</tr>
</tbody>
</table>
## Mental Health Counselors

Mental health counselors counsel with emphasis on prevention. They work with individuals and groups to promote optimum mental health. Counselors may also help individuals deal with addictions and substance abuse, family parenting, marital problems, suicide, stress management, problems with self-esteem, and issues associated with aging, mental and emotional health.

**Mental health counselors must be licensed to practice professionally in Georgia.**

### Requirements

- Two professional references, which must be from teachers or supervisors familiar with your experience
- Master's, specialist, or doctorate degree in counseling from a regionally accredited college or university
- A minimum of 2 years of supervision provided by a licensed Professional Counseling supervisor
- Master's degree from an accredited program and four years of approved experience, or have a specialist degree and three years of approved experience, or have a doctorate degree and one year of approved experience
- Pass the national board exam

### Licensing Agency

**Ga Composite Board of Prof. Counselors, Soc Wkrs, & Mar and Fmly Thrp**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-7127 Fax  
[http://sos.georgia.gov/plb/counselors](http://sos.georgia.gov/plb/counselors)

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<td>$195.00 (See <a href="http://www.nbcc.org">www.nbcc.org</a>)</td>
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### Examination

**American Mental Health Counselors Association**

107 West Street  
779  
Alexandria, VA 22314  
[http://www.amhca.org](http://www.amhca.org)

### Related Occupational Titles and Codes

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</table>
Professional Counselors

Professional counselors counsel individuals and groups providing them with educational, vocational, career, or personal guidance services. They collect, organize, and analyze information about individuals through records, tests, interviews, and professional sources to appraise their interest aptitudes, abilities, and personality characteristics. They refer individuals to placement services and assist individuals to understand and overcome social and emotional problems. They may also teach classes in their area of expertise.

Professional counselors must be licensed in Georgia.

Requirements

- Master's degree from an accredited program and four years of approved experience or
- Specialist degree in counseling and approved years of Professional Counselor experience or
- Doctorate degree and approved years of Professional Counselor experience
- Pass the national exam

Licensing Agency

Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-7127 Fax
http://sos.georgia.gov/plb/counselors

Fees

- Application: $100.00
- Late: $150.00 (For renewal between October 1st and December 1st of even numbered years)
- Renewal: $100.00 (Expires on September 31st of even years)
- Testing: $195.00

Examination

- Repeats: Once every 3 months
- Type: Computerized
- When: See Pearson VUE website (www.pearsonvue.com)
- Where: See Pearson VUE website (www.pearsonvue.com) and www.NBCC.org

Professional Associations

Licensed Professional Counselors Association of Georgia
3091 Governors Lake Drive, NW
Suite 570
Norcross, GA 30071
lpca@mindspring.com
http://www.lpcaga.org
### Professional Associations

**National Board for Certified Counselors**

3 Terrace Way  
Greensboro, NC 27403  
nbcc@nbcc.org  
http://www.nbcc.org

### Related Occupational Titles and Codes

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<td>Rehabilitation Counselors-21-1015.00</td>
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<tr>
<td>Counselors, All Other-21-1019</td>
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Rehabilitation Counselors

Rehabilitation counselors counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life. They coordinate activities for residents of care and treatment facilities. They also assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement.

**National certification is available.**

### Requirements

- Master's degree with specific coursework in rehabilitation counseling and 600 hours of completed internship
- Acceptable work experience supervised by a CRC

### Certifying Agency

**Commission on Rehabilitation Counselor Certification**

1699 E. Woodfield Road  
Suite 300  
Schaumburg, IL 60173  
(847) 944-1325  
(847) 944-1346 Fax  
http://www.crccertification.com

### Fees

- Application/Testing: $385.00
- Renewal:  
  - $495.00 through re-examination  
  - $295.00 through continuing education

### Examination

- Repeats: Once within 12 months following original test date, then must resubmit application
- Type: Written
- When: March, July and October
- Where: Prometric testing centers: see www.prometric.com or Agency site: www.crccertification.com

### Professional Associations

**The National Rehabilitation Counseling Association**

P.O. Box 4480  
Manassas, VA 20108  
http://nrca-net.org

**National Rehabilitation Association**

P.O. Box 150235  
Alexandria, VA 22315  
info@nationalrehab.org  
http://www.nationalrehab.org

### Related Occupational Titles and Codes

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# School Counselors

School counselors assist with the educational, vocational, emotional, and social development of students. Counselors help students set educational and career goals by helping them identify interests and abilities, giving tests, and interpreting the results. They consult with teachers, parents, school nurses, school psychologists, and other school personnel.

**School counselors must be certified in Georgia.**

## Requirements

- Master's degree or higher in a counseling area
- Completion of an approved certification program in school counseling at a master degree level.
- Hold a valid Professional Counselors license issued by the Examining Boards Division of the Secretary of State's Office and
- Pass the GACE Knowledge assessment at the professional level
- Complete course work in the identification and education of children who have special educational needs
- Pass the GACE School Counseling assessment

## Certifying Agency

**Georgia Professional Standards Commission**

Certification Division  
200 Piedmont Avenue, SE  
Suite 1702, West Tower  
Atlanta, GA 30334  
(404) 232-2500  
(404) 232-2560 Fax  
mail@gapsc.com  
http://www.gapsc.com/

## Fees

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## Examination

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## Professional Associations

**American School Counselor Association**  
1101 King Street  
Suite 310  
Alexandria, VA 22314  
https://www.schoolcounselor.org
### Professional Associations

<table>
<thead>
<tr>
<th>Educational Testing Service</th>
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<tr>
<td>ETS Corporation Headquarters</td>
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<tr>
<td>660 Rosedale Road</td>
</tr>
<tr>
<td>Princeton, NJ 08541</td>
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<tr>
<td><a href="http://www.ets.org">http://www.ets.org</a></td>
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<th>Georgia School Counselors Association</th>
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<tr>
<td>1827 Power Ferry Road</td>
</tr>
<tr>
<td>Building 14, Suite 100</td>
</tr>
<tr>
<td>Atlanta, GA 30339</td>
</tr>
<tr>
<td><a href="mailto:info@gaschoolcounselor.org">info@gaschoolcounselor.org</a></td>
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### Related Occupational Titles and Codes

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Social Workers, Clinical

Social workers assist patients and their families with personal and environmental difficulties that predispose illness or interfere with obtaining maximum benefits from medical care. They work in close collaboration with physicians and other health care personnel in patient evaluation and treatment to further their understanding of significant social and emotional factors underlying patient's health problems. They help patient and family through individual or group conferences to understand, accept, and follow medical recommendations. They may also provide psychiatric social work assistance to mentally or emotionally disturbed patients of hospitals, clinics, and other medical centers, and their families collaborating with psychiatric and allied teams in diagnosis and treatment plans. They help patients to respond constructively to treatment and assist in adjustment leading to and following discharge.

Social workers must be licensed to practice clinical social work in Georgia.

Requirements

- Master's degree in social work and 3 years full-time supervised experience
- Or
  Master's degree in social work and holds a doctoral degree in Professional Counseling; Social Work; Marriage and Family Therapy; Medicine; Psychiatric Nursing; Applied Psychology; Pastoral Counseling; or Applied Child and Family Development and 2 years full-time post master's degree experience
- Pass a written exam

Licensing Agency

Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-7127 Fax
http://sos.georgia.gov/plb/counselors

Fees

License/Registration $100.00

Examination

Pearson VUE - Pearson Professional Centers; (ASWB)
Type:
When:
Where:

Professional Associations

Association of Social Work Boards
400 Southridge Parkway
Suite B
Culpepper, VA 22701
info@aswb.org
http://www.aswb.org
Professional Associations

**Clinical Social Work Association of Savannah**
Attn: Edward Parks, LCSW
CSWA-S
P.O. Box 13930
Savannah, GA 31416
http://www.socialworksavannah.com/

**National Association of Social Workers**
750 First Street, NE
Suite 800
Washington, DC 20002
http://www.naswdc.org

**National Association of Social Workers - Georgia Chapter**
100 Edgewood Ave, NE
Suite 830
Atlanta, GA 30303
naswga@mindspring.com
http://www.naswga.org/

**Georgia Society for Clinical Social Work**
P.O. Box 33338
Decatur, Georgia 30033
admin@gscsw.org
http://www.gscsw.org/

Related Occupational Titles and Codes

**SOC:**
Healthcare Social Workers-21-1022
Mental Health and Substance Abuse Social Workers-21-1023

**ONET:**
Healthcare Social Workers-21-1022.00
Mental Health and Substance Abuse Social Workers-21-1023.00
Social Workers, Non-clinical

Social workers provide assistance to individuals, families, and groups in a wide range of areas. They assist with the application for government programs, assist parents with child rearing problems, check to ensure that children receive fundamental care, help to resolve domestic difficulties, help with the social development of individuals, and work to prevent juvenile delinquency. Social workers assist medical patients and their families with difficulties that predispose illness or interfere with obtaining maximum benefits from medical care. They collaborate with physicians and other health care personnel in patient evaluation and treatment, help patients and families through individual or group conferences to accept, understand, and follow medical recommendations, and provide assistance to mentally or emotionally disturbed patients and their families in medical facilities. They provide casework for inmates in correctional facilities by interviewing inmates and conferring with attorneys, judges, and probation officers. They compile social histories reflecting such factors as the nature and extent of an inmate's criminality, analyzes collected data to develop and initiate treatment plans, evaluates inmates progress and reports and makes recommendations to parole officials.

Requirements

- Master's degree in social work
- Pass computer assisted intermediate exam administered by the Association of Social Work Boards

Licensing Agency

**Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists**
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-7127 Fax
http://sos.georgia.gov/plb/counselors

Fees

| License/Registration | $100.00 |

Examination

| Type: | Computerized |
| When/Where: | See (ASWB) at Pearson VUE website (http://www.pearsonvue.com) |

Professional Associations

**Association of Social Work Boards**
400 South Ridge Parkway
Suite B
Culpepper, VA 22701
info@aswb.org
http://www.aswb.org
### Professional Associations

<table>
<thead>
<tr>
<th>Association</th>
<th>Address</th>
<th>Contact Information</th>
<th>Website</th>
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<tbody>
<tr>
<td>Clinical Social Work Association of Savannah</td>
<td>Attn: Edward Parks, LCSW P.O. Box 13930 Savannah, GA 31416</td>
<td><a href="http://www.socialworksavannah.com">http://www.socialworksavannah.com</a></td>
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<tr>
<td>National Association of Social Workers</td>
<td>750 First Street, NE Suite 800 Washington, DC 20002</td>
<td><a href="http://www.naswdc.org">http://www.naswdc.org</a></td>
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<tr>
<td>Georgia Society for Clinical Social Work</td>
<td>P.O. Box 33338 Decatur, Georgia 30033 <a href="mailto:admin@gscsw.org">admin@gscsw.org</a></td>
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### Related Occupational Titles and Codes

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<tr>
<td>ONET:</td>
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</table>
# Substance Abuse Counselors

Substance abuse counselors assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Their activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

Counselors must be licensed to practice professionally in Georgia.

## Requirements

- Master's degree from an accredited program and four years of approved experience, or have a specialist degree and three years of approved experience, or have a doctorate degree and one year of approved experience
- Pass the national board exam
- Master's, specialist, or doctorate degree in counseling from a regionally accredited college or university
- Two professional references, which must be from teachers or supervisors familiar with your experience
- A minimum of 2 years of supervision provided by a licensed Professional Counseling supervisor

## Licensing Agency

**Ga Composite Board of Prof. Counselors, Soc Wkrs, & Mar and Fmly Thrp**  
237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-7127 Fax  
http://sos.georgia.gov/plb/counselors

## Fees

| Application/Testing | $195.00 |

## Examination

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<td>When</td>
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## Related Occupational Titles and Codes

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<tbody>
<tr>
<td>ONET:</td>
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</table>
Vocational Counselors

Vocational counselors counsel individuals and provide group educational and vocational guidance services.

A rehabilitation counselor may be licensed as a Professional Counselor.

Requirements

- Master's degree from an accredited counseling institution
- 4 years of Professional Counseling experience
- Must be a Certified Rehabilitation Counselor
- Pass the national board exam

Licensing Agency

Ga Composite Board of Prof. Counselors, Soc Wkrs, & Mar and Fmly Thrp
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(886) 888-7127 Fax
http://sos.georgia.gov/plb/counselors

Fees

Application: $100

Professional Associations

National Board for Certified Counselors (NBCC)
3 Terrace Way
Greensboro, North Carolina 27403
nbcc@nbcc.org
www.nbcc.org

Related Occupational Titles and Codes

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Court Reporters

Court reporters record and preserve legal testimony using manual or machine shorthand or stenomask. They take down proceedings from court trials, read portions of testimony during trials, and prepare official transcripts of court proceedings.

Court reporters must be licensed in Georgia.

Requirements

- 18 years of age
- High school diploma or equivalent
- Good moral character
- Pass the NCRA exam or the NVRA exam
- Member of NCRA

Licensing Agency

Board of Court Reporting
of the Judicial Council of Georgia
244 Washington Street SW
Suite 300
Atlanta, GA 30334
(404) 656-5171
bcr@gaao.us
http://bcr.georgiacourts.gov

Fees

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Examination

- Repeats: Unlimited
- Type: Written and dictation
- When/Where: Schedule with NCRA (www.ncra.org) or NVRA (www.nvra.org)

Professional Associations

Georgia Certified Court Reporters Association
1746 Flagler Ave
Atlanta, GA 30309
http://www.gccra.org/

Related Occupational Titles and Codes

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# Judges and Hearing Officers

Judges and hearing officers conduct hearings to decide or recommend decisions on claims concerning government programs or other government-related matters and prepare decisions. They determine penalties or the existence and the amount of liability, or recommend the acceptance or rejection of claims, or compromise settlements.

**Lawyers must be licensed to practice in Georgia.**

## Requirements

- Bachelor's degree
- Graduate from an approved law school
- Undergo a complete background investigation
- Pass the Bar Exam
- Pass the Multistate Professional Responsibility Exam (MPRE)

## Certifying Agency

**Office of Bar Admissions**  
244 Washington Street, SW  
Suite 440  
Atlanta, GA 30334  
(404) 656-3490  
www.gabaradmissions.org

## Fees

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## Examination

- **Repeats:** After 3 failures applicant may be required to engage in additional study approved by bar examining authority.
- **Type:** Written
- **When:**  
  - Bar Exam - February and July  
  - MPRE - April, August, and November
- **Where:**  
  - Bar Exam - Atlanta  
  - MPRE - Law School Admission Council (www.ncbex.org)

## Related Occupational Titles and Codes

| SOC:               | Administrative Law Judges, Adjudicators, and Hearing Officers-23-1021  
                    | Arbitrators, Mediators, and Conciliators-23-1022  
                    | Judges, Magistrate Judges, and Magistrates-23-1023 |
|-------|-------------------------------------------------------------------------|
| ONET: | Administrative Law Judges, Adjudicators, and Hearing Officers-23-1021.00  
        | Arbitrators, Mediators, and Conciliators-23-1022.00  
        | Judges, Magistrate Judges, and Magistrates-23-1023.00 |
# Lawyers

Lawyers advise clients of their legal rights and obligations and represent them in courts of law. They often negotiate out-of-court settlements, represent clients before government agencies, prepare legal documents, and act as trustees, guardians, or executors.

**Lawyers must be licensed to practice in Georgia.**

## Requirements

- Four-year undergraduate degree
- Graduate from an approved law school
- Undergo a complete background investigation
- Pass the Bar Exam
- Pass the Multistate Professional Responsibility Exam (MPRE)

## Certifying Agency

**Office of Bar Admissions**  
244 Washington Street, SW  
Suite 440  
Atlanta, GA 30334  
(404) 656-3490  
[www.gabaradmissions.org](http://www.gabaradmissions.org)

## Fees

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## Examination

- **Repeats:** After 3 failures applicant may be required to engage in additional study approved by bar examining authority.
- **Type:** Written
- **When:**  
  - Bar Exam - February and July  
  - MPRE - April, August, and November
- **Where:**  
  - Bar Exam - Atlanta  
  - MPRE - Law School Admission Council (See website: [www.ncbex.org](http://www.ncbex.org))

## Professional Associations

**State Bar of Georgia**  
104 Marietta Street, NW  
Suite 100  
Atlanta, GA 30303  
[http://www.gabar.org](http://www.gabar.org)

## Related Occupational Titles and Codes

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# Paralegals

Paralegals help lawyers provide legal services by conducting research and preparing documents. Duties include researching and interpreting law sources, interviewing clients for information, and preparing legal documents. Certification is optional for paralegals.

**National certification is available for paralegals.**

## Requirements

- Graduated from either a legal assistant program that is approved by the American Bar Association, or an associate degree program, or a post-baccalaureate certificate program in legal assistant studies, or a bachelor's degree program in legal assistant studies, or a legal assistant program, and pass exam, OR
- Bachelor's degree in any field plus one year of experience as a legal assistant (successful completion of at least 15 semester hours, 225 clock hours, or 22.5 quarter hours of substantive legal assistant courses will be considered equivalent to one year's experience) and pass exam, OR
- High school diploma or equivalent plus seven years experience as a legal assistant under the supervision of a member of the Bar, plus evidence of a minimum of 20 hours of continuing legal education credit within two years, and pass exam

## Certifying Agency

**National Association of Legal Assistants**

7666 E. 61st Street  
Suite 315  
Tulsa, OK 74133  
(918) 587-6828  
(918) 582-6772 Fax  
nalanet@nala.org  
http://www.nala.org

## Fees

| Application: | $250.00, NALA members  
$275.00, Non-members  
$ 60.00, Retake fee per section |

| Testing: | Exam prices vary, see www.psiexams.com |

## Examination

| Type: | Computer Based |
| When: | January, May and September |
| Where: | PSI Exam sites in Atlanta, Kennesaw, Lawrenceville, Macon, Savannah, Thomson and Tifton |

## Professional Associations

**Georgia Association of Paralegals**

7433 Spout Springs Road  
Suite 101, #53  
Flowery Branch, GA 30542  
info@gaparalegal.org  
http://www.gaparalegal.org/

## Related Occupational Titles and Codes

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Archivists

Archivists appraise, edit, and direct safekeeping of permanent records and historically valuable documents. They also participate in research activities based on archival materials.

National certification is available for archivists.

### Requirements

- Master's degree with an emphasis in archival work, one year of full-time archival experience, and pass exam, OR
- Master's degree without an archival concentration, two years of full-time archival experience, and pass exam

### Certifying Agency

**Academy of Certified Archivists**  
230 Washington Avenue, Suite 101  
Albany, NY 12203  
(518) 694-8471  
(518) 463-8656 Fax  
aca@caphill.com  
http://www.certifiedarchivists.org/

### Fees

- Annual Dues: $50.00
- Application: $50.00
- Certification: $150.00

### Examination

- Repeats: Unlimited
- Type: Multiple-choice
- When: August
- Where: 5 cities in the U.S. or petition a site

### Professional Associations

**Society of American Archivists**  
17 North State Street  
Suite 1425  
Chicago, Illinois 60602  
http://www2.archivists.org/

**Society of Georgia Archivists**  
P.O. Box 688  
Decatur, GA 30031  
http://www.soga.org/

### Related Occupational Titles and Codes

<table>
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<tr>
<th>SOC:</th>
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<tr>
<td>ONET:</td>
<td>Archivists-25-4011.00</td>
</tr>
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</table>
Elementary School Teachers

Elementary school teachers teach students in academic, social, and motor skills in public and private schools. They teach one or more subjects to students in public or private elementary schools using various teaching methods such as lecture and demonstration, and use audiovisual aids and other materials to supplement presentations. Teachers prepare course objectives, assign lessons, administer tests to evaluate students' progress and records results, issues reports, and meets with parents to discuss students' progress and problems. They may also teach combined subject and grade classes or may specialize by subject taught such as math, science, or social studies.

Elementary school teachers must be certified to work in public schools in Georgia.

Requirements

- Bachelor's degree from a regionally accredited college or university
- Complete an approved teacher education program in a field recognized by Georgia, or have a professional certificate from another state
- Pass the GACE Program Admission assessment
- Pass the appropriate GACE content assessment applicable to the field of certification
- Complete course work in the identification and education of children who have special educational needs
- Complete the Georgia Educator Ethics assessment

Certifying Agency

Georgia Professional Standards Commission
Certification Division
200 Piedmont Avenue, SE
Suite 1702, West Tower
Atlanta, GA 30334
(404) 232-2500
(404) 232-2560 Fax
mail@gapsc.com
http://www.gapsc.com/

Fees

| Registration | $25 registration fee and $28 test center fee are included in each test fee |
| Testing | See website for test and fee information http://gace.ets.org |

Examination

| Repeats | Unlimited |
| Type | Computerized and written |
| When/Where | See Georgia Professional Standards Commission website |

Professional Associations

Educational Testing Service
ETS Corporate Headquarters
660 Rosedale Road
Princeton, NJ 08541
http://www.ets.org
### Professional Associations

**Georgia Association of Educators**  
100 Crescent Center Parkway  
Suite 500  
Tucker, GA 30084  
http://pv.gae2.org/

**Georgia Federation of Teachers**  
1990 Lakeside Pkwy., Ste. 230  
Tucker, GA 30084  
georgia@aftgeorgia.org  
http://ga.aft.org/

**Professional Association of Georgia Educators, Inc. (PAGE)**  
P.O. Box 942270  
Atlanta, GA 31141  
http://www.pageinc.org

### Related Occupational Titles and Codes

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<th>SOC:</th>
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<tr>
<td>ONET:</td>
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High School Teachers

High school teachers instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. They may be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers.

High school teachers must be certified in Georgia. (Reciprocal certification with other states is available.)

### Requirements

- Bachelor's degree from a regionally accredited college or university
- Complete an approved teacher education program in a field recognized by Georgia, or have a professional certificate from another state
- Pass the GACE Program Admission assessment
- Pass the appropriate GACE content assessment
- Complete course work in the identification and education of children who have special educational needs
- Complete the Georgia Educator Ethics assessment

### Certifying Agency

**Georgia Professional Standards Commission**

Certification Division  
200 Piedmont Avenue, SE  
Suite 1702, West Tower  
Atlanta, GA 30334  
(404) 232-2500  
(404) 232-2560 Fax  
mail@gapsc.com  
http://www.gapsc.com/

### Fees

- **Registration**: $25 registration fee and $28 test center fee are included in each test fee
- **Testing**: See website for test and fee information http://gace.ets.org

### Examination

- **Repeats**: Unlimited  
- **Type**: Computerized and written  
- **When/Where**: See Georgia Professional Standards Commission website

### Related Occupational Titles and Codes

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Kindergarten Teachers

Kindergarten teachers teach elemental natural and social science, personal hygiene, music, art, and literature to children from four to six years of age. They also promote physical, mental, and social development.

Kindergarten teachers must be certified in Georgia.

**Requirements**

- Bachelor's degree from a regional accredited college or university
- Complete an approved teacher education program in a field recognized by Georgia or have a professional certificate from another state
- Successfully complete the Professional Standards Commission approved subject matter assessment(s)
- Pass or exempt the GACE assessments and pass the Georgia Educator Ethics assessment

**Certifying Agency**

**Georgia Professional Standards Commission**  
Certification Division  
200 Piedmont Avenue, SE  
Suite 1702, West Tower  
Atlanta, GA 30334  
(404) 232-2500  
(404) 232-2560 Fax  
mail@gapsc.com  
http://www.gapsc.com/

**Fees**

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**Examination**

- Repeats: Unlimited  
- Type: Computerized and written  
- When/Where: See Georgia Professional Standards Commission website

**Related Occupational Titles and Codes**

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Librarians

Librarians organize materials in libraries and help people locate them. Typical duties include ordering, cataloging and classifying materials, and maintaining the library's collection. Some librarians prepare reading lists and furnish information.

Librarians must be certified in Georgia.

**Requirements**

- Master's degree in librarianship from an ALA accredited college or university

**Licensing Agency**

**Georgia Board for the Certification of Librarians**
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1176 Fax
http://sos.georgia.gov/plb/librarians

**Fees**

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**Examination**

None No exam required

**Professional Associations**

**American Library Association**
Office of Library Personnel Resources
50 East Huron Street
Chicago, IL 60611
http://www.ala.org

**Georgia Library Association**
P.O. Box 30324
Savannah, GA 31410
http://gla.georgialibraries.org/

**Southeastern Library Association**
P.O. Box 30703
Savannah, GA 31410
http://selaonline.org

**Special Libraries Association**
7918 Jones Branch Drive, Suite 300
McLean, VA 22102
http://www.sla.org

**Related Occupational Titles and Codes**

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<td>ONET:</td>
<td>Librarians-25-4021.00</td>
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Media Specialists

Media specialists create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

Media specialists or school librarians must be certified in the state of Georgia.

Requirements

- Degree from a regionally accredited college or university
- Complete an approved program or have a professional certification from another state
- Pass the GACE Program Admission assessment
- Pass the GACE Media Specialist content assessment
- Complete course work in the identification and education of children who have special educational needs

Certifying Agency

Georgia Professional Standards Commission
Certification Division
200 Piedmont Avenue, SE
Suite 1702, West Tower
Atlanta, GA 30334
(404) 232-2500
(404) 232-2560 Fax
mail@gapsc.com
http://www.gapsc.com/

Fees

Registration: $25 registration fee and $28 test center fee are included in each test fee
Testing: See website for test and fee information http://gace.ets.org

Examination

Repeats: Unlimited
Type: Computerized
When/Where: See Georgia Professional Standards Commission website

Professional Associations

American Association of School Librarians
American Library Association
50 East Huron Street
Chicago, IL 60611
ala@ala.org
http://www.ala.org

Council on Library/Media Technicians
University of California at Riverside, Science Library/Technical Services
Riverside, CA 92517
lowen@ucr.edu
https://colt.ucr.edu/
### Professional Associations

**Educational Testing Service**  
ETS Corporate Headquarters  
660 Rosedale Road  
Princeton, NJ 08541  
http://www.ets.org

### Related Occupational Titles and Codes

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<td>ONET:</td>
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## Middle School Teachers

Middle school teachers teach students in public or private schools in one or more subjects at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable State laws and regulations.

Middle school teachers must be certified in Georgia and have at least one specific content area of specialization. (Reciprocal certification with other states is available.)

### Requirements

- Bachelor's degree from a regionally accredited college or university
- Complete an approved teacher education program in a field recognized by Georgia, or have a professional certificate from another state
- Pass the GACE Program Admission assessment
- Pass the appropriate GACE content assessment(s)
- Hold at least one content area of concentration
- Complete course work in the identification and education of children who have special educational needs
- Complete the Georgia Educator Ethics assessment

### Certifying Agency

**Georgia Professional Standards Commission**
Certification Division  
200 Piedmont Avenue, SE  
Suite 1702, West Tower  
Atlanta, GA 30334  
(404) 232-2500  
(404) 232-2560 Fax  
mail@gapsc.com  
http://www.gapsc.com/

### Fees

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### Examination

- **Repeats:** Unlimited  
- **Type:** Computerized and written  
- **When/Where:** See Georgia Professional Standards Commission website

### Professional Associations

**Educational Testing Service**
ETS Corporate Headquarters  
660 Rosedale Road  
Princeton, NJ 08541  
http://www.ets.org
Professional Associations

Georgia Association of Educators
100 Crescent Centre Parkway
Suite 500
Tucker, GA 30084
http://www.gae.org

Georgia Federation of Teachers
4 Executive Park Dr. NE
Suite 120
Atlanta, GA 30329
georgia@aftgeorgia.org
http://ga.aft.org

Professional Association of Georgia Educators, Inc. (PAGE)
P.O. Box 942270
Atlanta, GA 31141
http://www.pageinc.org

Related Occupational Titles and Codes

<table>
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<th>SOC:</th>
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<tr>
<td>ONET:</td>
<td>Middle School Teachers, Except Special and Career/Technical Education-25-2022.00</td>
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</table>
Preschool Teachers

Preschool teachers instruct children in activities designed to promote social, physical, and intellectual growth needed for elementary school. They plan group and individual activities to stimulate growth in language, social, and motor skills.

Preschool teachers must be certified in Georgia.

### Requirements

- Bachelor's degree from a regional accredited college or university
- Complete an approved teacher education program in a field recognized by Georgia or have a professional certificate from another state
- Successfully complete the Professional Standards Commission approved subject matter assessment(s)
- Pass or exempt the GACE assessments and pass the Georgia Educator Ethics assessment

### Certifying Agency

**Georgia Professional Standards Commission**
Certification Division
200 Piedmont Avenue, SE
Suite 1702, West Tower
Atlanta, GA 30334
(404) 232-2500
(404) 232-2560 Fax
mail@gapsc.com
http://www.gapsc.com/

### Fees

| Registration | $25 registration fee and $28 test center fee are included in each test fee |
| Testing:     | See website for test and fee information http://gace.ets.org |

### Examination

| Repeats: | Unlimited |
| Type:    | Computerized and written |
| When/Where: | See Georgia Professional Standards Commission website |

### Related Occupational Titles and Codes

| SOC: | Preschool Teachers, Except Special Education-25-2011 |
| ONET: | Preschool Teachers, Except Special Education-25-2011.00 |
Special Education Teachers

Special education teachers teach basic academic and living skills to physically and mentally handicapped students. They observe students and give tests, discuss plans with parents, and develop learning activities.

Special education teachers must be certified in Georgia.

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<tr>
<td>• Complete an approved teacher education program in a field recognized by Georgia, or have a professional certificate from another state</td>
</tr>
<tr>
<td>• Pass the GACE Program Admission assessment</td>
</tr>
<tr>
<td>• Pass the appropriate GACE content assessment(s)</td>
</tr>
<tr>
<td>• Complete course work in the identification and education of children who have special educational needs (if equivalent course work was not already completed)</td>
</tr>
<tr>
<td>• Complete the Georgia Educator Ethics assessment</td>
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</table>

<table>
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</thead>
<tbody>
<tr>
<td>Georgia Professional Standards Commission</td>
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<tr>
<td>Certification Division</td>
</tr>
<tr>
<td>200 Piedmont Avenue, SE</td>
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<tr>
<td>Suite 1702, West Tower</td>
</tr>
<tr>
<td>Atlanta, GA 30334</td>
</tr>
<tr>
<td>(404) 232-2500</td>
</tr>
<tr>
<td>(404) 232-2560 Fax</td>
</tr>
<tr>
<td><a href="mailto:mail@gapsc.com">mail@gapsc.com</a></td>
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<td><a href="http://www.gapsc.com/">http://www.gapsc.com/</a></td>
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<table>
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<th>Professional Associations</th>
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<tbody>
<tr>
<td>Educational Testing Service</td>
</tr>
<tr>
<td>ETS Corporate Headquarters</td>
</tr>
<tr>
<td>660 Rosedale Road</td>
</tr>
<tr>
<td>Princeton, NJ 08541</td>
</tr>
<tr>
<td><a href="http://www.ets.org">http://www.ets.org</a></td>
</tr>
<tr>
<td>Georgia Association of Educators</td>
</tr>
<tr>
<td>100 Crescent Center Parkway</td>
</tr>
<tr>
<td>Suite 500</td>
</tr>
<tr>
<td>Tucker, GA 30084</td>
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<tr>
<td><a href="http://pv.gae2.org/">http://pv.gae2.org/</a></td>
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Professional Associations

Georgia Federation of Teachers
1990 Lakeside Pkwy., Ste. 230
Tucker, GA 30084
georgia@aftgeorgia.org
http://ga.aft.org/

Professional Association of Georgia Educators, Inc. (PAGE)
P. O. Box 942270
Atlanta, GA 31141
http://www.pageinc.org

National Association of Special Education Teachers
1250 Connecticut Avenue, N.W.
Suite 200
Washington, District of Columbia 20036
http://www.naset.org/

Related Occupational Titles and Codes

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<td>Special Education Teachers, Kindergarten and Elementary School-25-2052</td>
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<td>Special Education Teachers, Secondary School-25-2054</td>
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<td>Special Education Teachers, All Other-25-2059</td>
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<tr>
<td></td>
<td>Special Education Teachers, All Other-25-2059.00</td>
</tr>
</tbody>
</table>
Teacher Aides

Teacher aides perform duties that are instructional in nature or deliver direct services to students or parents. They serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

Paraprofessionals employed in a Title I School working with instruction, regardless of funding source, and paraprofessionals hired with Title I funds in a Targeted Assisted School who works with instruction must be certified.

Requirements

- Complete at least two years of study at an institution of higher education, or
- Associate degree or higher, or
- Pass the Paraprofessional Assessment

Certifying Agency

Georgia Professional Standards Commission
Certification Division
200 Piedmont Avenue, SE
Suite 1702, West Tower
Atlanta, GA 30334
(404) 232-2500
(404) 232-2560 Fax
mail@gapsc.com
http://www.gapsc.com/

Fees

Testing: See website for test and fee information http://gace.ets.org

Related Occupational Titles and Codes

SOC: Teacher Assistants-25-9041
ONET: Teacher Assistants-25-9041.00
## Vocational Education Teachers

Vocational education teachers teach the practical and technical aspects of specific trades to students. They test and evaluate student performance and may be responsible for purchasing and maintaining expensive equipment.

**Vocational education teachers must be certified in Georgia.**

### Requirements

- A high school diploma or equivalent is required for those in the trade and industrial or healthcare science technology fields, or a bachelor's degree or GAPSC approved equivalent vocational field
- Occupational work experience in the requested field of certification
- Minimum 27 semester hours of appropriate professional education and 1000 hours in the Vocational/Technology school field of certification
- Pass the GACE Program Admission assessment
- Pass the appropriate assessment applicable to the vocational field
- Complete a course in identification and education of children with special education needs

### Certifying Agency

**Georgia Professional Standards Commission**

Certification Division  
200 Piedmont Avenue, SE  
Suite 1702, West Tower  
Atlanta, GA 30334  
(404) 232-2500  
(404) 232-2560 Fax  
mail@gapsc.com  
http://www.gapsc.com/

### Fees

**Application:** $25 registration fee and $28 test center fee are included in each test fee  
**Testing:** See website for test and fee information [http://gage.ets.org](http://gage.ets.org)

### Examination

**Repeats:** Unlimited  
**Type:** Computerized and written  
**When/Where:** See Georgia Professional Standards Commission website

### Professional Associations

**Association for Career and Technical Education**  
1410 King Street  
Alexandria, VA 22314  
acte@acteonline.org  
http://www.acteonline.org
### Professional Associations

**Council on Technology & Engineering Teacher Education**
c/o ITEEA  
1914 Association Drive  
Suite 201  
Reston, VA 20191  
http://www.ctete.org

**Georgia Association of Educators**
100 Crescent Center Parkway  
Suite 500  
Tucker, GA 30084  
http://pv.gae2.org/

**Georgia Federation of Teachers**
1990 Lakeside Pkwy., Ste. 230  
Tucker, GA 30084  
georgia@aftgeorgia.org  
http://ga.aft.org/

**National Occupational Competency Testing Institute**
500 North Bronson Avenue  
Big Rapids, MI 49307  
nocti@nocti.org  
http://www.nocti.org

**Professional Association of Georgia Educators, Inc. (PAGE)**
P.O. Box 942270  
Atlanta, GA 31141  
http://www.pageinc.org

### Related Occupational Titles and Codes

| SOC: | Vocational Education Teachers, Postsecondary-25-1194  
Career/Technical Education Teachers, Secondary School-25-2032 |
|------|----------------------------------------------------------|
| ONET: | Vocational Education Teachers, Postsecondary-25-1194.00  
Career/Technical Education Teachers, Secondary School-25-2032.00 |
Interior Designers

Interior designers use space planning techniques to improve the appearance and usefulness of commercial and residential buildings. They consult with clients and architects in coordinating colors, fabrics, floor and wall coverings, light fixtures, cabinetwork, and other accessories.

Georgia licensing is available for interior designers.

Requirements

- 21 years of age
- Bachelor's degree in interior design plus 3,520 hours of work experience, OR certificate, degree, or diploma and no less than 60 semester or 90 quarter credit hours in interior design related coursework plus 5,280 hours of work experience, OR certificate, degree, or diploma and no less than 40 semester or 60 quarter credit hours of interior design related coursework plus 7,040 hours of work experience
- Pass a three-part exam
- 1760 hours of qualified work experience before completing education OR 3520 hours of work experience after all education is completed

Licensing Agency

Georgia State Board of Architects and Interior Designers
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(478) 314-5805 Fax
http://sos.georgia.gov/plb/architects

Fees

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Examination

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<td>Where:</td>
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<td>See website <a href="http://www.ncarb.org">www.ncarb.org</a>: Practicum - Atlanta, Savannah</td>
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Professional Associations

American Institute of Architects (AIA)
Educational Department
1735 New York Avenue, NW
Washington, DC 20006
infocentral@aia.org
http://www.aia.org
Professional Associations

American Society of Interior Designers (ASID)
1152 15th Street NW, Suite 910
Washington, DC 20005
membership@asid.org
https://ga.asid.org

Council for Interior Design Accreditation (CIDA)
206 Grandville Avenue
Suite 350
Grand Rapids, MI 49503
info@accredit-id.org
http://accredit-id.org/

Interior Design Educators Council (IDEC)
1 Parkview Plaza
Suite 800
Oakbrook Terrace, Illinois 60181
info@idec.org
http://www.idec.org

International Interior Design Association (IIDA)
111 E. Wacker Drive Suite 222
Chicago, IL 60601
iidahq@iida.org
http://www.iida.org

National Council for Interior Design Qualification (NCIDQ)
225 REINEKERS LANE, SUITE 210
Alexandria, VA 22314
INQUIRIES@CIDQ.ORG
https://www.cidq.org/

American Society of Interior Designers (ASID)-Georgia Chapter
351 Peachtree Hills Avenue
Suite 504-A
Atlanta, GA 30305
https://ga.asid.org/

Related Occupational Titles and Codes

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<td>ONET:</td>
<td>Interior Designers-27-1025.00</td>
</tr>
</tbody>
</table>
Interpreters and Translators

Interpreters and translators translate or interpret written, oral or sign language text into another language for others. Accreditation is available for foreign language translators.

Certification is available for interpreters for the deaf.

### Requirements

- Membership in American Translators Association
- Accredited or certified by a member association of the Fédération Internationale des Traducteurs, or have an advanced degree or approved Translator and Interpreter degree/certificate, or have a bachelor's degree and two years of work as a translator or interpreter, or have less than a bachelor's degree and five years of work as a translator or interpreter
- Pass exam

### Certifying Agency

**Registry of Interpreters for the Deaf, Inc.**
333 Commerce Street
Alexandria, VA 22314
(703) 838-0030
(703) 838-0454 Fax
RIDinfo@rid.org
http://rid.org/

### Fees

| Testing       | Exam fee varies based on specialty type for member and non-member |

### Examination

<table>
<thead>
<tr>
<th>Repeats</th>
<th>Unlimited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Written, Computer Based and Performance</td>
</tr>
<tr>
<td>When</td>
<td>Contact agency for details</td>
</tr>
<tr>
<td>Where</td>
<td>Offered by ATA chapters and local groups</td>
</tr>
</tbody>
</table>

### Professional Associations

**American Translators Association**
225 Reinekers Lane
Suite 590
Alexandria, Virginia 22314
ata@atanet.org
www.atanet.org

**Atlanta Association of Interpreters and Translators**
P.O. Box 49184
Atlanta, GA 30359
info@aait.org
http://www.aait.org/

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Interpreters and Translators-27-3091</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Interpreters and Translators-27-3091.00</td>
</tr>
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</table>
Public Relations Specialists

Public relations specialists engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media. They may also prepare and arrange displays and make speeches.

**National certification is available for public relations workers.**

### Requirements

- Students who are at least six months of graduation (before or after) from an accredited college or university with a degree in public relations or a related area of study; OR
- Must participate in a formal study course offered by participating organizations of the Universal Accreditation Board's university or local chapter
- Students must be a member of the Public Relations Student Society of America or member of another Universal Accreditation Board (UAB) Participating Organization
- Pass exam

### Certifying Agency

**Public Relations Society of America**  
120 Wall Street, 21st Fl.  
New York, NY 10005  
(212) 460-1400  
(212) 995-0757 Fax  
accred@prsa.org  
http://www.prsa.org

### Fees

| Application: | $25.00 |
| Testing:     | $385.00 - Single payment covering the full examination fee; due at time of application (selection of this option waves the $25.00 application fee) |
|             | $410.00 - two payments of $205.00 covering the full examination fee and the $25.00 application fee; one due at time of application and the remainder due when candidate takes exam |

### Examination

| Repeats: | Unlimited |
| Type:    | Computerized and oral |
| When:    | Arrange with local testing center (See www.prometric.com) |
| Where:   | Prometric Testing Centers (See www.prometric.com) |

### Professional Associations

**Public Relations Society of America Georgia Chapter**  
http://www.prsageorgia.org/

### Related Occupational Titles and Codes

| SOC:     | Public Relations Specialists-27-3031 |
| ONET:    | Public Relations Specialists-27-3031.00 |
Acupuncturists

Acupuncturists administer therapeutic treatment of symptoms and disorders by inserting needles at locations of body known to be efficacious to certain disorders, utilizing knowledge of acupuncture points and their function. Acupuncturists review a patient's medical history, physical findings, and diagnosis made by a physician to ascertain symptoms or disorder to be treated.

Acupuncturists have a national certification and a state license to practice in Georgia.

Requirements

- 21 years of age
- Certified by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)
- Complete a clean needle Technique Course and Practical Exam approved by CCAOM or NADA
- Provide proof of liability insurance
- Provide three letters of reference, one from a physician and two from acupuncturists
- One year of active practice under the supervision of a licensed acupuncturist
- 3 - 4 years of education in related studies as specified by the NCCAOM
- Pass written and practical exam administered by the NCCAOM

Licensing Agency

Georgia Composite Medical Board
2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

Fees

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>Application</td>
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</table>
| Reinstatement    | $250.00 (Lapsed or Revoked)  
|                  | $45.00 (Inactive Only) |
| Renewal          | $250.00 |
| Testing          | $300.00 |

Examination

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<tbody>
<tr>
<td>Repeats</td>
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<td>When</td>
<td>Contact NCCAOM for details</td>
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<tr>
<td>Where</td>
<td>Contact NCCAOM for details and Pearson Vue Testing Center</td>
</tr>
</tbody>
</table>

Professional Associations

National Certification Commission for Acupuncture and Oriental Medicine
2025 M Street NW, Suite 800
Washington, District of Columbia 20036
http://www.nccaom.org
### Professional Associations

<table>
<thead>
<tr>
<th>Georgia Association of Medical Acupuncturists (GAMA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 2063</td>
</tr>
<tr>
<td>Fortson, GA 31808</td>
</tr>
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### Related Occupational Titles and Codes

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<tbody>
<tr>
<td>ONET:</td>
<td>Acupuncturists-29-1199.01</td>
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</table>
Anesthesiologists

Anesthesiologists administer anesthetics during surgery or other medical procedures.

Anesthesiologists must be licensed in Georgia.

Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams and
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME). (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

Licensing Agency

**Georgia Composite Medical Board**

2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

Fees

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<table>
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<tr>
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<td>$230.00, biennial fee (must be renewed by December 31 on even numbered years)</td>
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<tr>
<td>Testing:</td>
<td></td>
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<tr>
<td>Step 1</td>
<td>$600.00</td>
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<tr>
<td>Step 2 CK (Clinical Knowledge)</td>
<td>$600.00</td>
</tr>
<tr>
<td>Step 2 CS (Clinical Skills)</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>See testing agency for most current rates (See <a href="http://www.nbme.org">http://www.nbme.org</a>)</td>
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</tr>
<tr>
<td>Step 3 CK</td>
<td>$830.00</td>
</tr>
<tr>
<td>See testing agency for most current rates (See Licensing and Exams <a href="http://www.fsmb.org/licensure/">http://www.fsmb.org/licensure/</a>)</td>
<td></td>
</tr>
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Examination

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<tr>
<td>Repeats:</td>
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<tr>
<td>Type:</td>
<td>Paper-based and Web-based</td>
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<tr>
<td>When:</td>
<td>Arrange with local testing center</td>
</tr>
<tr>
<td>Where:</td>
<td>Any Prometric Test Center: Contact the National Board of Medical Examiners for details (<a href="http://www.nbme.org">http://www.nbme.org</a>, see USMLE-United States Medical Licensing Exam).</td>
</tr>
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</table>

Professional Associations

**The Georgia Society of Anesthesiologists**

1231 Collier Rd NW, Suite J
Atlanta, GA 30318
http://www.gsahq.org/
<table>
<thead>
<tr>
<th>SOC:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Anesthesiologists-29-1061.00</td>
</tr>
</tbody>
</table>
Athletic Trainers

Athletic trainers help athletes become and stay fit so they can compete in sports. They design training programs and treat injuries.

Athletic trainers must be licensed in Georgia.

Requirements

- Hold a bachelor degree or higher from a college or university in an athletic training program accredited by the NATA Board of Certification, or
- Must have graduated from an entry-level athletic training program accredited by CAATE- Commission on Accreditation of Athletic Training Education in no less than two academic years OR
- Be certified by an official by either Athletic Rehabilitation Therapy Ireland (ARTI) or Certified Athletic Therapists (CATA) must be confirmed on the Board of Certification (BOC) exam application and pass the BOC exam
- Students or graduates who are enrolled and/or registered in their final semester/quarter prior to graduation are eligible to sit for the BOC exam
- Pass the exams administered by the BOC

Licensing Agency

Georgia Board of Athletic Trainers
237 Coliseum Drive, Room 320
Macon, GA 31217
(478) 207-2440
(866) 888-1308 Fax
http://sos.ga.gov/index.php/licensing/plb/7

Fees

<p>| | |</p>
<table>
<thead>
<tr>
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<tr>
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<td>Late:</td>
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<td>$100.00</td>
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<tr>
<td>Testing:</td>
<td>$300.00</td>
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</table>

Examination

Repeats: Unlimited
Type: Written and oral/practical
When/Where: For details regarding location and test dates, see http://www.bocatc.org

Professional Associations

Georgia Athletic Trainers Association, Inc.
North Georgia College & State University
82 College Circle
Memorial Hall
Dahlonega, GA 30597
http://www.athletictraining.org/

National Athletic Trainer Association
1620 Valwood Parkway
Suite 115
Carrollton, TX 75006
http://www.nata.org
### Professional Associations

**Board of Certification**  
Attn: Credentialing Services Department  
1415 Harney St Ste 200  
Omaha, Nebraska 68102  
(402) 561-0598 Fax  
Exam@bocatc.org  
http://www.bocatc.org

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Athletic Trainers-29-9091</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Athletic Trainers-29-9091.00</td>
</tr>
</tbody>
</table>
Cardiologists

Cardiologists diagnose illnesses and prescribe and administer treatment for people suffering from diseases and injuries affecting the heart.

Cardiologists must be licensed in Georgia.

Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams and
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME). (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

Licensing Agency

Georgia Composite Medical Board
2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Application</td>
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<tr>
<td>Renewal</td>
<td>$230.00</td>
</tr>
<tr>
<td>Testing Step 1</td>
<td>$600.00</td>
</tr>
<tr>
<td>Testing Step 2CK (Clinical Knowledge)</td>
<td>$600.00</td>
</tr>
<tr>
<td>Testing Step 2CS (Clinical Skills)</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>Testing Step 3 CK</td>
<td>$830.00</td>
</tr>
</tbody>
</table>

See testing agency for most current rates (See http://www.nbme.org)
See testing agency for most current rates (Licensing and Exams on http://www.fsmb.org/)

Examination

| Repeats | 3     |
| Type    | Paper and Web based |
| When    | Arrange with local testing center |
| Where   | Any Prometric Test Center: Contact the National Board of Medical Examiners for details (http://www.nbme.org, see USMLE-United States Medical Licensing Exam) |
### Professional Associations

**American College of Cardiology**  
Heart House  
2400 N Street NW  
Washington, DC 20037  
http://www.acc.org

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Physicians and Surgeons, All Other-29-1069</th>
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</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Physicians and Surgeons, All Other-29-1069.00</td>
</tr>
</tbody>
</table>
Chiropractors diagnose and treat spinal and other health disorders. They use physical diagnosis, laboratory studies, and x-rays to aid in the diagnosis of ailments not requiring surgery. Chiropractors manually adjust parts of the body and may use water, heat, light massage, ultrasound, and electric therapy.

**Chiropractors must be licensed in Georgia.**

**Requirements**

- Complete 60 semester hours or 90 quarter hours of general college training
- Graduate from a CCE approved chiropractic college
- Pass written and practical exams (parts I, II, III, and IV of the National Board Exam)

**Licensing Agency**

**Georgia Board of Chiropractic Examiners**
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1308 Fax
http://sos.ga.gov/index.php/licensing/plb/14

**Fees**

| Application: | $275.00 |
| Late:        | $225.00 |
| Renewal:     | $125.00 |
| Testing:     | $585.00 each for parts I, II, and III of the written exam |
|              | $1,335.00 for part IV practical exam |

**Examination**

- Repeats: Unlimited
- Type: Written and practical
- When: March and September (written)
  
  May and November (practical)
- Where: Life University, Marietta

**Professional Associations**

**Georgia Chiropractic Association**
1926 Northlake Parkway
Suite 201
Tucker, GA 30084
info@gachiro.org
http://www.gachiro.org

**American Chiropractic Association**
1701 Clarendon Boulevard
Suite 200
Arlington, VA 22209
https://www.acatoday.org
Professional Associations

The Council on Chiropractic Education
8049 North 85th Way
Scottsdale, AZ 85258
cce@cce-usa.org
http://www.cce-usa.org/

Federation of Chiropractic Licensing Boards
5401 W. 10th Street, Suite 101
Greeley, CO 80634
http://www.fclb.org/

Georgia Council of Chiropractic
PO Box 4245
Marietta, GA 30061
info@georgiachiropractic.org
http://www.georgiachiropractic.org/

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Chiropractors-29-1011</th>
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</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Chiropractors-29-1011.00</td>
</tr>
</tbody>
</table>
# Dental Hygienists

Dental hygienists clean teeth and help people prevent tooth decay and gum disease. They note conditions of decay and disease for diagnosis by dentists, and take and develop x-rays. They teach patients proper dental care and may sterilize instruments and keep records.

**Dental hygienists must be licensed in Georgia.**

## Requirements

- B.A. or B.S. graduate from a dental hygiene program accredited by the American Dental Association Commission on Dental Education
- Pass the National Board Exam
- Pass the exam administered by the Central Regional Dental Testing Service (CRDTS)
- Pass the Jurisprudence Examination (written/open book)

## Licensing Agency

**Georgia Board of Dentistry**  
2 Peachtree St, NW  
36th Floor  
Atlanta, GA 30303  
(404) 651-8000  
(678) 717-6694 Fax  
https://gbd.georgia.gov/

## Fees

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Application</td>
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<tr>
<td>Late</td>
<td>$275.00</td>
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<tr>
<td>Renewal</td>
<td>$85.00</td>
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</tbody>
</table>
| Testing    | $400.00 (National Boards)  
           | $995.00 (CRDTS) |

## Examination

- Repeats: 3
- Type: Written, computerized, and clinical
CRDTS: See www.crdts.org

## Professional Associations

- **American Dental Hygienists’ Association**  
  444 North Michigan Avenue, Suite 3400  
  Chicago, IL 60611  
  member.services@adha.net  
  http://www.adha.org

- **Georgia Dental Hygienists Association**  
  gdhawebmaster@gmail.com  
  http://www.gdha.org
Professional Associations

American Dental Association
211 East Chicago Avenue
Chicago, IL 60611
http://www.ada.org/

Central Regional Dental Testing Service, Inc. (CRDTS)
1725 SW Gage Blvd
Topeka, Kansas 66604
info@crdts.org
http://www.crdts.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Dental Hygienists-29-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Dental Hygienists-29-2021.00</td>
</tr>
</tbody>
</table>
Dentists

Dentists examine and treat patients’ teeth and oral tissues to prevent and correct dental problems. Most deal with a wide variety of dental problems, such as disease prevention, tooth fillings, and extractions. Some straighten teeth or treat diseases of the mouth.

Dentists must be licensed in Georgia.

Requirements

- Degree graduate from an accredited U.S. and Canadian dental school educational program approved by the American Dental Association Commission on Dental Accreditation (ADA CODA)
- Pass the National Board Dental Exam (NBDE) - Parts I and II written exams
- Pass the exam administered by the Central Regional Dental Testing Service (CRDTS) clinical exam
- Pass the Jurisprudence Examination (written/open book)

Licensing Agency

Georgia Board of Dentistry
2 Peachtree St, NW
36th Floor
Atlanta, GA 30303
(404) 651-8000
(678) 717-6694 Fax
https://gbd.georgia.gov/

Fees

<table>
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<td>NBDE, Part I</td>
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Examination

| Repeats: | 3       |
| Type:    | National Boards: Written or computerized |
|          | CRTDS: Clinical |
|          | Jurisprudence: Written/open book |
| When/Where: | NBDE: Prometric testing centers |
|          | CRDTS: See www.crdts.org website |
|          | Jurisprudence: See www.gbd.georgia.gov website |
| Where:   | National Boards – Prometric testing centers (computerized) |
|          | or Medical College of Georgia, Augusta (written) |
|          | CRTDS – Medical College of Georgia, Augusta |
|          | Jurisprudence – download off the Internet |

Professional Associations

American Dental Association
211 East Chicago Avenue
Chicago, IL 60611
http://www.ada.org
Professional Associations

**Georgia Dental Association**
7000 Peachtree-Dunwoody Road NE
Suite 200, Building 17
Atlanta, GA 30328
(800) 432-4357
http://www.gadental.org

**American Association of Dental Boards**
211 E. Chicago Ave
Suite 760
Chicago, Illinois 60611
http://www.dentalboards.org

**Central Regional Dental Testing Service, Inc. (CRDTS)**
1725 SW Gage Blvd
Topeka, Kansas 66604
info@crdts.org
http://www.crdts.org

Related Occupational Titles and Codes

**SOC:**
- Dentists, General-29-1021
- Orthodontists-29-1023

**ONET:**
- Dentists, General-29-1021.00
- Orthodontists-29-1023.00
Dietetic Technicians

Dietetic Technicians assist dietitians in the provision of food service and nutritional programs. Under the supervision of dietitians, they may plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals.

National certification is available for dietetic technicians.

Requirements

- Completion of an approved course and supervised approved experience in the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accredited Dietetic Technician Program
- Completion of a Bachelor degree granted by an accredited college/university, or foreign equivalent, and completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) Didactic Program in Dietetics (DPD), and completion of an ACEND accredited Dietetic Technician supervised practice
- Pass an exam

Certifying Agency

Commission on Dietetic Registration
American Dietetic Association
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606
(800) 877-1600 ext. 5500
(312) 899-4772 Fax
cdr@eatright.org
http://www.cdrnet.org

Fees

Testing: $120.00

Examination

Repeats: Unlimited (45 day waiting period between test dates)
Type: Computerized
When: Schedules date and time with local testing center (Pearson VUE)
Where: Pearson VUE testing centers located throughout the country and Certifying Agency website

Related Occupational Titles and Codes

SOC: Dietetic Technicians-29-2051
ONET: Dietetic Technicians-29-2051.00
Dietitians use their knowledge of nutrition and foods to help people maintain or regain good health. Work includes planning menus and diets for therapeutic treatments, supervising the production of food, and managing personnel and food purchases.

**Licensing is required in Georgia for dietitians.**

### Requirements

- 18 years old
- Bachelor's degree or a higher degree from an accredited program with a major course of study in dietetics, human nutrition, food and nutrition, nutrition education, or food systems management
- Completion of supervised experience component in dietetic practice of not less than 900 hours supervised by a licensed dietitian or registered dietitian as prescribed by the board
- Pass the CDR exam

### Licensing Agency

**Georgia Board of Examiners of Licensed Dietitians**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(877) 371-5712 Fax  
[http://sos.georgia.gov/plb/diet](http://sos.georgia.gov/plb/diet)

### Fees

### Examination

| Repeats: | Unlimited, however there is a 45 day waiting period between test dates |
| Type: | Computerized |
| When: | Candidate schedules date and time with Pearson VUE local testing center |
| Where: | Pearson VUE testing centers located throughout the country |

### Professional Associations

**Academy of Nutrition and Dietetics**

120 South Riverside Plaza  
Suite 2000  
Chicago, IL 60606  
[http://www.eatright.org/](http://www.eatright.org/)

**Commission on Dietetic Registration**

120 South Riverside Plaza  
Suite 2000  
Chicago, IL 60606  
cdr@eatright.org  
<table>
<thead>
<tr>
<th>Professional Associations</th>
</tr>
</thead>
</table>
| **Georgia Academy of Nutrition and Dietetics**  
4780 Ashford Dunwoody Road  
Suite A #512  
Atlanta, GA 30338  
http://eatrightgeorgia.org/ |

<table>
<thead>
<tr>
<th>Related Occupational Titles and Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOC:</strong> Dietitians and Nutritionists-29-1031</td>
</tr>
<tr>
<td><strong>ONET:</strong> Dietitians and Nutritionists-29-1031.00</td>
</tr>
</tbody>
</table>
Emergency Medical Technicians

Emergency medical technicians administer first-aid treatment to and transport sick or injured persons to medical facilities, working as a member of an emergency medical team. Technicians respond to instructions from an emergency medical dispatcher and drive specially equipped emergency vehicle to specified locations. They remove or assist in removal of victims from the scene of an accident or catastrophe and determine the nature and extent of illness or injury to establish first-aid procedures to be followed or need for additional assistance. They communicate with professional medical personnel at emergency treatment facilities to obtain instructions regarding further treatment and to arrange the reception of victims at treatment facility. They also help transfer victims from vehicle to treatment facility and assist with admitting personnel to obtain and record information related to victims' vital statistics and circumstance of emergency.

Emergency medical technicians (EMT's) must be certified in Georgia.

Requirements

**Applicant requirements for EMT-Basic:**
- 18 years of age
- High school diploma or equivalent
- Successfully completed the state approved EMT psychomotor and cognitive exam
- Current CPR credentials
- Successfully complete within the last 2 years a state approved EMT-Basic training program
- Pass a state approved EMT-Basic practical exam

**Applicant requirements for EMT-Intermediate/85:**
- Successfully complete within the last 2 years a state approved EMT-Intermediate/85 training program
- All of the requirements for EMT-Basic plus pass the National Registry written and practical exam
- Pass a national written and practical exam

**Applicant requirements for EMT-Intermediate/99:**
- All of the requirements for EMT-Basic plus current national registration or state certification at the EMT-Basic or EMT-Intermediate/85 level; successfully complete within the last 2 years a state approved EMT-Intermediate/99 training program; pass a national written and practical exam

**Applicant requirements for Paramedic:**
- All of the requirements for EMT-Basic plus current national registration or state certification at the EMT-Basic, EMT-Intermediate/85, or EMT-Intermediate/99 level; successfully complete, within the last 2 years, a state approved EMT-Paramedic training program

Licensing Agency

**Georgia Office of Emergency Medical Services and Trauma**
1680 Phoenix Boulevard, Suite 200
Lower Level
Atlanta, GA 30349
(770) 996-3133
(770) 996-7656 Fax
dph-phemsinfo@dph.ga.gov
https://dph.georgia.gov/EMS
Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Emergency Medical Technicians and Paramedics-29-2041</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Emergency Medical Technicians and Paramedics-29-2041.00</td>
</tr>
</tbody>
</table>

Examination

Repeats:
- Written: 6 attempts to pass cognitive exam
- Practical: 2 practical attempts
- 15-day wait period

Type: Computer-based and practical

When/Where: EMT-Basic: scheduled through the State Office of Emergency Medical Services
(Refer to https://dph.georgia.gov/EMS or www.nremt.org)

Professional Associations

National Association of EMS Educators
250 Mount Lebanon Blvd
Suite 209
Pittsburgh, PA 15234
naemse@naemse.org
http://naemse.org

American College of Emergency Physicians
P.O. Box 619911
Dallas, TX 75261
http://www.acep.org

Emergency Nurses Association
915 Lee Street
Des Plaines, IL 60016
http://www.ena.org

National Association of Emergency Medical Technicians
P. O. Box 1400
Clinton, MS 39060
info@naemt.org
http://www.naemt.org

National Association of EMS Physicians
4400 College Blvd Suite 220
Overland, KS 66211
info-naemsp@goAMP.com
http://www.naemsp.org

National Registry of Emergency Medical Technicians
Rocco V. Morando Building
6610 Busch Boulevard
P. O. Box 29233
Columbus, OH 43229
http://www.nremt.org

Fees

Application: $75.00 - EMT Basic, EMT Intermediate, Paramedic
Family and General Practitioners

Family and general practitioners diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population.

Family and general practitioners must be licensed in Georgia.

Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams AND
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME); (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

Licensing Agency

Georgia Composite Medical Board
2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

Fees

<table>
<thead>
<tr>
<th>Application:</th>
<th>$500.00</th>
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</thead>
<tbody>
<tr>
<td>Late:</td>
<td>$455.00</td>
</tr>
<tr>
<td>Renewal:</td>
<td>$230.00 (biennial fee - must be renewed by December 31 on even numbered years)</td>
</tr>
<tr>
<td>Testing:</td>
<td>$600.00 Step 1</td>
</tr>
<tr>
<td></td>
<td>$600.00 Step 2 CK (Clinical Knowledge)</td>
</tr>
<tr>
<td></td>
<td>$1,275.00 Step 2 CS (Clinical Skills)</td>
</tr>
<tr>
<td></td>
<td>See testing agency for most current rates (See <a href="http://www.nbme.org">http://www.nbme.org</a>)</td>
</tr>
<tr>
<td></td>
<td>$830.00 Step 3 CK</td>
</tr>
<tr>
<td></td>
<td>See testing agency for most current rates (see Licensing and Exams on <a href="http://www.fsmb.org">http://www.fsmb.org</a>)</td>
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</tbody>
</table>

Examination

<table>
<thead>
<tr>
<th>Repeats:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Paper and Web based</td>
</tr>
<tr>
<td>When:</td>
<td>Arrange with local testing center</td>
</tr>
<tr>
<td>Where:</td>
<td>Any Prometric Test Center: Contact the National Board of Medical Examiners for details (<a href="http://www.nbme.org">http://www.nbme.org</a>, see USMLE-United States Medical Licensing Exam)</td>
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</tbody>
</table>

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Family and General Practitioners-29-1062</th>
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</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Family and General Practitioners-29-1062.00</td>
</tr>
</tbody>
</table>
Health Information Technicians

Health information technicians compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health system. They process, maintain, compile, and report patient information for health requirements and standards.

National certification is available for health information technicians.

### Requirements

- Associate degree from a Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredited health information management program
- Pass exam

### Accreditation Agency

**American Health Information Management Association**

233 N. Michigan Avenue  
21st Floor  
Chicago, IL 60601  
(800) 335-5535  
(312) 233-1500 Fax  
[http://www.ahima.org](http://www.ahima.org)

### Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal</td>
<td>None (year 1) or $150.00 (year 2)</td>
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<tr>
<td>Testing</td>
<td>$229.00, AHIMA Member</td>
</tr>
<tr>
<td></td>
<td>$299.00, Non-member</td>
</tr>
</tbody>
</table>

### Examination

| Repeats    | 45 days waiting period                      |
| Type       | Computerized                                |
| When       | Arrange with local testing center           |
| Where      | Pearson VUE testing centers throughout the country |

### Professional Associations

**Georgia Health Information Management Association**

P.O. Box 38171  
Rock Hill, SC 29732  
(803) 366-5618  
[www.ghima.org](http://www.ghima.org)

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC:</td>
<td>Medical Records and Health Information Technicians-29-2071</td>
</tr>
<tr>
<td>ONET:</td>
<td>Medical Records and Health Information Technicians-29-2071.00</td>
</tr>
</tbody>
</table>
Hearing Aid Dealers and Dispensers

Hearing aid dispensers are individuals who shall dispense hearing aid instruments or devices to an individual client. They also give hearing tests and may make repairs. Hearing aid dispensers are considered for licensure after meeting specific work experience requirements and examination.

Licensed hearing aid dealers are the offices, stores or locations which employ licensed hearing aid dispensers to dispense hearing aid instruments or devices to an individual client. Hearing aid dealers are considered for licensure after submission and review of business related information as prescribed by the practice act.

Hearing aid dispensers must be licensed in Georgia.

### Requirements

- Pass a two-part test: (1) Laws and Rules, (2) Audiogram

### Licensing Agency

**Georgia State Board of Hearing Aid Dealers and Dispensers**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-7127 Fax  
http://www.sos.ga.gov/plb/hearingaid

### Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
</table>
| License:            | $120.00 (Hearing Aid Dispenser)  
                      | $80.00 (Hearing Aid Dealer)      |
| Testing:            | $30.00 Laws and Rules Exam  
                      | $30.00 Audiogram                 |

### Examination

- **Type:** Computerized  
- **When:** Schedule with www.psiexams.com  
- **Where:** Atlanta, Macon and Tifton (See http://www.psiexams.com)

### Professional Associations

**Georgia Society of Hearing Professionals**  
P. O. Box 91  
Clarkston, GA 30021  
www.georgiasocietyofhearingprofessionals.com

**International Hearing Society**  
16880 Middlebelt Road  
Suite 4  
Livonia, Michigan 48154  
http://ihsinfo.org

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
</table>
| SOC:   | Hearing Aid Specialists-29-2092  
        | Hearing Aid Specialists-29-2092  |
| ONET:  | Hearing Aid Specialists-29-2092.00  
        | Hearing Aid Specialists-29-2092.00  |
Internists

Internists diagnose and provide non-surgical treatment of diseases and injuries of internal organ systems. They provide care mainly for adults who have a wide range of problems associated with the internal organs.

Internists must be licensed in Georgia.

Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams AND
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME); (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

Licensing Agency

Georgia Composite Medical Board
2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

Fees

- Application: $500.00
- Late: $455.00
- Renewal: $230.00, biennial fee (must be renewed by December 31 on even numbered years)
- Testing:
  - $600.00 Step 1
  - $600.00 Step 2 CK (Clinical Knowledge)
  - $1,275.00 Step 2 CS (Clinical Skills)
  - See testing agency for most current rates (See http://www.nbme.org)
  - $830.00 Step 3 CK
- See testing agency for most current rates (See Licensing and Exams on http://www.fsmb.org/)

Examination

- Repeats: 3
- Type: Paper and Web based
- When: Arrange with local testing center
- Where: Any Prometric Test Center: Contact the National Board of Medical Examiners for details (http://www.nbme.org, see USMLE-United States Medical Licensing Exam)

Related Occupational Titles and Codes

- SOC: Internists, General-29-1063
- ONET: Internists, General-29-1063.00
Licensed Practical Nurses

Licensed practical nurses help care for injured, sick and disabled people. They administer medications, monitor equipment, change dressings, prepare food trays, feed, bathe, massage and dress patients, maintain charts, and take temperatures and pulse rates.

Practical nurses (LPN's) must be licensed in Georgia.

### Requirements

- 18 years old
- Good physical and mental health
- High school diploma or equivalent
- Demonstrated ability to speak, write, and understand the English language
- Graduate from an approved nursing education program
- Pass the NCLEX-PN exam

### Licensing Agency

**Georgia Board of Examiners of Licensed Practical Nurses**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(877) 371-5712 Fax  

### Fees

| Application | $40.00 |
| Late | $75.00 (between April 1 and June 30 of odd years) |
| Renewal | $65.00 (on or before March 31 of odd years) |
| Testing | $200.00 |

### Examination

- Repeats: 8 times a year
- Type: Computerized
- When: See Pearson VUE website (http://www.pearsonvue.com)
- Where: Pearson VUE testing center (www.pearsonvue.com and www.NCSBN.org)

### Professional Associations

**American Nurses Association**

8515 Georgia Avenue  
Suite 400  
Silver Spring, MD 20910  
(800) 274-4262  
(301) 628-5001 Fax  
http://www.nursingworld.org

**Georgia Nurses Association**

3032 Briarcliff Road, NE  
Atlanta, GA 30329  
http://www.georgianurses.org
### Professional Associations

<table>
<thead>
<tr>
<th>National Federation of Licensed Practical Nurses, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3801 Lake Boone TrailSuite 190</td>
</tr>
<tr>
<td>Raleigh, NC 27607</td>
</tr>
<tr>
<td><a href="mailto:info@glpna.org">info@glpna.org</a></td>
</tr>
<tr>
<td><a href="http://www.glpna.org/">http://www.glpna.org/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Georgia Licensed Practical Nurses Association</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:info@glpna.org">info@glpna.org</a></td>
</tr>
<tr>
<td><a href="http://www.glpna.org/">http://www.glpna.org/</a></td>
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</table>

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Licensed Practical and Licensed Vocational Nurses-29-2061</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Licensed Practical and Licensed Vocational Nurses-29-2061.00</td>
</tr>
</tbody>
</table>
Medical Laboratory Technicians

Medical laboratory technicians perform routine medical laboratory test for the diagnosis, treatment, and prevention of disease. They may work under the supervision of a medical technologist.

**National certification is available for medical laboratory technicians.**

### Requirements

- A graduate of, or scheduled to graduate from:
  
  **COLLEGE/UNIVERSITY PROGRAM**
  
  A) Applicant shall be the holder of an associate degree in medical technology (or equivalent) from an accredited college, OR
  
  B) Applicant shall have completed at least two years (60 semester hours) of courses in any accredited college, including at least 25 semester hours in those disciplines that comprise medical technology and may include a chemical or biological science courses, as well as mathematical and/or courses in computer science, not to exceed 6 semester hours, plus six months of laboratory experience, OR
  
  **PROFESSIONAL SCHOOL**
  
  A) Applicant shall be a graduate of a medical laboratory school or program accredited by an organization approved by the US Dept. of Education, and must show evidence of having obtained an appropriate degree or completion; OR
  
  B) Have approved laboratory work experience

- Pass exam

### Certifying Agency

**American Medical Technologists (AMT)**

10700 West Higgins Road  
Suite 150  
Rosemont, IL 60018  
(847) 823-5169  
(847) 823-0458 Fax  
mail@americanmedtech.org  
http://www.americanmedtech.org/

### Fees

- Application: $135.00

### Examination

- Repeats: 3 months waiting period
- Type: Computerized
- When: Arrange with local testing center
- Where: Pearson VUE testing centers

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Medical and Clinical Laboratory Technicians-29-2012</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Medical and Clinical Laboratory Technicians-29-2012.00</td>
</tr>
</tbody>
</table>
Medical Laboratory Technologists

Medical laboratory technologists perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. They may also train or supervise staff.

**National certification is available for medical technologists.**

### Requirements

- Applicant shall be a graduate of:
  - I) An accredited medical technology program with a bachelor's degree in medical technology, or
  - II) An accredited college or university with a bachelor's degree, with a major in one of the biological or chemical sciences, and either
  - III) Completed an accredited academic program in medical technology following the earning of the bachelor's degree as referenced above, or
  - IV) Completed at least one year of approved laboratory experience within the last five years
- Pass a generalist exam

### Certifying Agency

**American Medical Technologists (AMT)**
10700 West Higgins Road
Suite 150
Rosemont, IL 60018
(847) 823-5169
(847) 823-0458 Fax
mail@americanmedtech.org
http://www.americanmedtech.org/

### Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application</td>
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### Examination

<table>
<thead>
<tr>
<th>Repeats</th>
<th>3 months waiting period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Computerized</td>
</tr>
<tr>
<td>When</td>
<td>Arrange with local testing center</td>
</tr>
<tr>
<td>Where</td>
<td>Pearson VUE testing centers</td>
</tr>
</tbody>
</table>

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Medical and Clinical Laboratory Technologists-29-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Medical and Clinical Laboratory Technologists-29-2011.00</td>
</tr>
</tbody>
</table>
Medical Sonographers

Medical sonographers produce ultrasonic recordings of internal organs for use by physicians.

Registration is offered for diagnostic medical sonographers and diagnostic cardiac sonographers.

Requirements

- Successfully completed 2 years of allied health education program of general, medical, or sonographic courses
- OR
- Hold CME certificate noting completion of course requirements
- 12 months of full-time clinical ultrasound or vascular experience
- Pass a corresponding specialty exam
- Pass the sonography principle and instrumentation (SPI) physical exam

Certifying Agency

American Registry of Diagnostic Medical Sonographers (ARDMS)
1401 Rockville Pike
Suite 600
Rockville, MD 20852
(800) 541-9754
(301) 738-0312 Fax
http://www.ardms.org/

Fees

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SPI exam, $200.00</td>
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<tr>
<td>Renewal:</td>
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Examination

<table>
<thead>
<tr>
<th>Repeats:</th>
<th>Refer to website regarding 5-year rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Multiple-choice</td>
</tr>
<tr>
<td>When/Where:</td>
<td>see Pearson VUE (<a href="http://www.pearsonvue.com">www.pearsonvue.com</a>) and Agency site (<a href="http://www.ardms.org">www.ardms.org</a>)</td>
</tr>
</tbody>
</table>

Professional Associations

Society of Diagnostic Medical Sonography (SDMS)
2745 Dallas Pkwy
Suite 350
Plano, TX 75093
http://www.sdms.org/

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Diagnostic Medical Sonographers-29-2032</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Diagnostic Medical Sonographers-29-2032.00</td>
</tr>
</tbody>
</table>
Music Therapists

Music therapists use music to address physical, emotional, cognitive, and social needs of individuals of all ages. They improve the quality of life for persons who are well and meet the needs of children and adults with disabilities or illnesses by designing interventions to promote wellness, manage stress, alleviate pain, express feelings, enhance memory, improve communication, and promote physical rehabilitation.

Music therapist must be licensed in Georgia.

Requirements

- Successfully completed clinical and academic training requirements for music therapy at an approved college/university or approved equivalent established by the American Music Therapy Association
- Pass a certification exam

Licensing Agency

Georgia State Board of Licensed Music Therapist
237 Coliseum Drive
Macon, Georgia 31217
(478) 207-2440
(877) 371-5712 Fax
http://sos.ga.gov/index.php/licensing/plb/59

Fees

New candidate: $325.00 (including $50.00 processing fee)
Recertification: $100.00

Examination

Type: Multiple-choice
When: Daily
Where: AMP Testing Centers: see http://online.goamp.com

Professional Associations

American Music Therapy Association, Inc.
8455 Colesville Road
Suite 1000
Silver Spring, MD 20910
http://www.musictherapy.org

Music Therapy Association of Georgia
http://www.georgiamusictherapy.org

The Certification Board of Music Therapists
506 East Lancaster Ave, Suite 102
Downingtown, PA 19335
(800) 765-2268
info@cbmt.org
http://www.cbmt.org

Related Occupational Titles and Codes

SOC: Therapists, All Other-29-1129
ONET: Music Therapists-29-1125.02
# Nuclear Medicine Technologists

Nuclear medicine technologists prepare and measure radioactive materials used to detect the activities of body, tissues and organs.

Certification is available for nuclear medicine technologists.

## Requirements

- Complete a NMTCB recognized nuclear medicine technology program and pass exam, or
- Complete a certificate, associate degree, or bachelor's degree from an accredited nuclear medicine technology program, and requires 1000 hours of clinical training supervised by program faculty; OR
- Completion of a master degree program from an accredited nuclear medicine technology program OR
  Graduate from a nuclear medicine technology or related program in another country (Contact NMTCB for other requirements).
- Pass exam

## Certifying Agency

**Nuclear Medicine Technology Certification Board**

3558 Habersham at Northlake, Building I  
Tucker, GA 30084  
(404) 315-1739  
(404) 315-6502 Fax  
board@nmtcb.org  
http://www.nmtcb.org

## Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
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<tr>
<td>Renewal</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

## Examination

- **Repeats:**  
  1st attempt (2-week wait)  
  2nd attempt (6-month wait); Afterward (Agency website)  
- **Type:** Computer  
- **When:** Throughout the year  
- **Where:** IQT Centers located throughout the state (See www.isoqualitytesting.com)

## Professional Associations

**Society of Nuclear Medicine and Molecular Imaging (SNMMI)**

1850 Samuel Morse Drive  
Reston, VA 20190  
http://www.snmmi.org

## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>SOC:</td>
<td>Nuclear Medicine Technologists-29-2033</td>
</tr>
<tr>
<td>ONET:</td>
<td>Nuclear Medicine Technologists-29-2033.00</td>
</tr>
</tbody>
</table>
Nurse Anesthetists

Nurse Anesthetists are registered and advanced practical nurses who have acquired additional education to administer anesthesia.

**National certification is available for nurse anesthetists.**

### Requirements

- Be an active registered nurse in Georgia
- Be authorized by the Georgia Board of Nursing as a (CRNA) Certified Registered Nurse Anesthetists
- Complete a master's degree or higher in nursing for respective nurse practitioner specialty
- Verified 3 months (500 hours) of Advanced Practice Registered Nurse (APRN) practice; OR
- Graduate from an accredited nurse anesthesia program or nursing education program within 4 years preceding application date
- Pass exam
- Pass the National Council Licensure Examination - Registered Nurse (NCLEX-RN) exam

### Licensing Agency

**Georgia Board of Nursing**

237 Coliseum Drive

Macon, GA 31217

(478) 207-2440

(877) 371-5712 Fax


### Fees

- **Application:** $75.00
- **License/Registration:** $40.00 (License by exam application fee)
- **Renewal:** $65.00
- **Testing:** $675.00

### Examination

- **Repeats:** Unlimited
- **Type:** Computerized
- **When:** Arrange with local Pearson VUE testing center
- **Where:** Pearson VUE testing centers (See [www.pearsonvue.com](http://www.pearsonvue.com))

### Professional Associations

**Georgia Association of Nurse Anesthetists**

222 South Prospect Avenue

Park Ridge, Illinois 60067


### Related Occupational Titles and Codes

**SOC:** Nurse Anesthetists-29-1151

**ONET:** Nurse Anesthetists-29-1151.00
Nurse Practitioners

Nurse practitioners provide general medical care and treatment to patients in medical facilities such as clinics, health centers, or public health agencies under the direction of a physician. They perform physical examinations and preventive care measures within prescribed guidelines and instruction of the physician. They order, interpret, and evaluate diagnostic tests to identify and assess patient's clinical problems and health care needs as well as record physical findings and formulate plans and prognosis based on patient's condition. They may refer patients to physicians for consultation or to specialized health resources for treatment.

Nurse practitioners must be licensed as a registered nurse in Georgia and authorized by the Georgia Board of Nursing as an advanced practice registered nurse.

Requirements

- Pass exam
- Complete an approved masters or post-masters level adult and family nurse practitioner program
- Be a registered nurse in Georgia
- Be authorized by the Georgia Board of Nursing as an APRN
- Complete a master's degree or higher in nursing for respective nurse practitioner specialty
- Pass the National Certification Exam offered by the American Academy of Nurse Practitioners (AANP)

Licensing Agency

Georgia Board of Nursing
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(877) 371-5712 Fax
http://sos.georgia.gov/plb/nursing

Fees

<p>| | |</p>
<table>
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Examination

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<th>Type</th>
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<tbody>
<tr>
<td>Where</td>
<td>Atlanta, Athens, Augusta, Columbus, Dahlonega, Macon, Savannah, Smyrna, and Valdosta</td>
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</table>

Professional Associations

American Nurses Association
8515 Georgia Avenue
Suite 400
Silver Spring, MD 20910
http://www.nursingworld.org/
Professional Associations

Georgia Nurses Association
3032 Briarcliff Road, NE
Atlanta, GA 30329
gna@georgianurses.org
http://www.georgianurses.org

American College of Nurse-Midwives
8403 Colesville Road
Suite 1550
Silver Spring, MD 20910
http://www.midwife.org

American Association of Nurse Practitioners
PO Box 12846
Austin, TX 78711
http://www.aanp.org

American Academy of Nurse Practitioners (AANP)
Capital Station, LBJ Building
P. O. Box 12926
Austin, Texas 78711
https://www.aanpcert.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Nurse Practitioners-29-1171.00</td>
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Obstetricians and Gynecologists (OBGYN) diagnose, treat, and help prevent diseases of women, especially those affecting the reproductive system and the process of childbirth.

**Obstetricians and gynecologists must be licensed in Georgia.**

### Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams AND
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME). (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

### Licensing Agency

**Georgia Composite Medical Board**
2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

### Fees

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<td>$1,275.00 Step 2 CS  (Clinical Skills)</td>
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<td>See testing agency for most current rates (See <a href="http://www.nbme.org">http://www.nbme.org</a>)</td>
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<td>See testing agency for most current rates (See <a href="http://www.fsmb.org/licensure/">http://www.fsmb.org/licensure/</a>)</td>
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### Examination

- Repeats: 3
- Type: Computer assisted
- When: Arrange with local testing center
- Where: Any Prometric Test Center (contact the National Board of Medical Examiners for details)

### Professional Associations

**Georgia OBGyn Society**
2925 Premiere Parkway
Suite 100
Duluth, GA 30097
http://gaobgyn.com/
<table>
<thead>
<tr>
<th>SOC:</th>
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<tr>
<td>ONET:</td>
<td>Obstetricians and Gynecologists-29-1064.00</td>
</tr>
</tbody>
</table>
Occupational Health and Safety Specialists

Occupational health and safety specialists review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. Specialists may conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. They may also be employed in the public or private sector. This occupation also includes environmental protection officers.

Certification is available for safety professionals.

### Requirements

- Minimum Bachelor’s degree in any field or an associate’s in safety, health or the environment or a closely related field
- 4 years of experience where safety is at least 50%, preventative, professional level safety duties and must hold one BCSP approved credentials (see www.bcsp.org)
- Pass the Certified Safety Professional (CSP) examination

### Certifying Agency

**Board of Certified Safety Professionals**

8645 Guion Road  
Indianapolis, IL 46268  
(317) 593-4800  
(317) 593-4400 Fax  
http://www.bcsp.org

### Fees

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### Examination

- Repeats: Unlimited  
- Type: Computerized  
- When: Arrange with the testing center  
- Where: Pearson VUE Testing Centers located throughout the state: see www.pearsonvue.com and Agency site: www.bcsp.org

### Related Occupational Titles and Codes

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<th>Code</th>
<th>Description</th>
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<td>SOC:</td>
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<td>ONET:</td>
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Occupational Therapists

Occupational therapists help people with physical, emotional, and mental disabilities learn to perform the tasks of daily living. They direct educational, vocational, and recreational activities. Duties may include helping patients regain physical, mental, and emotional stability, and helping them relearn daily routines such as dressing and cooking.

Occupational therapists must be licensed in Georgia.

**Requirements**

- Good moral character
- Successfully complete the academic requirements of an educational program in occupational therapy recognized by the board, with a concentration in biological or physical science, psychology, and sociology, and with education in selected manual skills
- Six months completed supervised fieldwork experience
- Three references required by the board, two of which must be from certified or licensed occupational therapists who have knowledge of the applicant's professional training or experience
- Pass a written exam

**Licensing Agency**

**Georgia State Board of Occupational Therapy**
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-7127 Fax

**Fees**

- Application: $60.00
- Late: $80.00, biennial fee (March 31 of even numbered years begins late renewal period)
- Renewal: $65.00, biennial fee (March 31 of even numbered years begins late renewal period)
- Testing: $500.00 (Online)
  $540.00 (Paper)

**Examination**

- Repeats: Unlimited
- Type: Computer assisted
- When: Arrange with testing center
- Where: Prometric Testing Centers located throughout the state

**Professional Associations**

**American Occupational Therapy Association**
4720 Montgomery Lane
Suite 200
Bethesda, MD 20824
http://www.aota.org
### Professional Associations

**National Board for Certification in Occupational Therapy, Inc.**  
One Bank Street Suite 300  
Gaithersburg, MD 20878  
info@nbcot.org  
http://www.nbcot.org

**Georgia Occupational Therapy Association, Inc.**  
P.O. Box 1495  
Gainesville, GA 30503  
info@gaota.com  
http://gaota.com

### Related Occupational Titles and Codes

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<th>SOC:</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Occupational Therapists-29-1122.00</td>
</tr>
</tbody>
</table>
# Ophthalmologists

Ophthalmologists diagnose, manage, and treat conditions and diseases of the human eye and visual system. They examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. Professionals in this occupation may also prescribe therapeutic drugs to treat specific eye conditions.

**Ophthalmologists must be licensed in Georgia.**

## Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams and
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME). (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

## Licensing Agency

**Georgia Composite Medical Board**

2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

## Fees

<table>
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<tr>
<th>Category</th>
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<td>Renewal</td>
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<td>$600.00 Step 1</td>
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<td></td>
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<tr>
<td></td>
<td>See testing agency for most current rates (See <a href="http://www.nbme.org">http://www.nbme.org</a>)</td>
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<tr>
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<td>$830.00 Step 3 CK</td>
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<td>See testing agency for most current rates (See <a href="http://www.fsmb.org/licensure/">http://www.fsmb.org/licensure/</a>)</td>
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## Examination

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<td>When</td>
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<tr>
<td>Where</td>
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</table>
### Professional Associations

**Georgia Society of Ophthalmology**  
2711 Irvin Way, Suite 111  
Decatur, Georgia 30030  

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
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<tr>
<td>ONET:</td>
<td>Ophthalmologists-29-1069.06</td>
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</table>
Opticians

Opticians design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. They assist clients with selecting frames. Measure customers’ for size of eyeglasses and coordinate frames with facial and eye measurements and optical prescription. Adjust frame and lens position to fit client. May shape or reshape frames.

**Dispensing opticians must be licensed in Georgia.**

### Requirements

- Must be 18 years of age to take the exams
- High school diploma or its equivalent
- High ethical standards practices
- Pass the ABO, NCLE, and Georgia practical exams
- Based on education:
  Submit official transcript from an accredited opticianry school showing degree program completed.

**Based on experience:**
Must have no less than 2 years (3,000 hours) of experience under supervision.

### Licensing Agency

**Georgia Board of Dispensing Opticians**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-7127 Fax  
[http://sos.georgia.gov/plb/opticians](http://sos.georgia.gov/plb/opticians)

### Fees

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<tr>
<td>Renewal</td>
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<td>Testing</td>
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<td>$225.00, NCLE</td>
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- Georgia Practical Examination (SOS is no longer administering exam; see www.Abo-ncle.org)

### Examination

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| When             | ABO and NCLE - May and November  
                  | Georgia Practical - see www.abo-ncle.org |
| Where            | See www.abo-ncle.org and www.psiexams.com |
Professional Associations

The National Academy of Opticianry
8401 Corporate Drive
Suite 605
Landover, MD 20785
c Tucker@nao.org
http://www.nao.org

Opticians Association of America
3740 Canada Road
Lakeland, TN 38002
http://www.oaa.org

Opticians Association of Georgia (OAG)
P. O. Box 868
Lithia Springs, GA 30122
oaglist@att.net
http://www.oagonline.org

American Board Opticianry and National Contact
Lens Examiners (ABO-NCLE)
6506 Loisdale Road Suite 330
Springfield, VA 22150
mail@abo-ncle.org
www.abo-ncle.org

Related Occupational Titles and Codes

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<tr>
<th>SOC:</th>
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</table>
Optometrists

Optometrists examine eyes and prescribe corrective lenses or treatment. They examine the eyes to determine the presence of vision impairments, eye diseases, vision malfunctions, or other abnormalities. They are licensed to prescribe and adapt corrective lenses or other optical aids, and provide vision therapy when needed.

Optometrists must be licensed in Georgia.

Requirements

- Graduate from an approved college of optometry
- Pass parts I (Applied Basic Science), II (Patient Assessment & Management), III (Clinical Skills), and Treatment & Management of Ocular Disease (TMOD) of the National Board Examination
- Pass the Georgia Laws and Rules exam

Licensing Agency

Georgia State Board of Examiners of Optometry
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1308 Fax
http://sos.georgia.gov/plb/optometry

Fees

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<td>$625.00, Part I - ABS</td>
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Examination

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<td>Part II – April and December</td>
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<tr>
<td>Part III – April and August</td>
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<td>National Boards - check <a href="http://www.optometry.org">www.optometry.org</a></td>
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<tr>
<td>Georgia Laws and Rules - Atlanta, Macon, and Tifton (See <a href="http://www.PSlexam.com">www.PSlexam.com</a></td>
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Professional Associations

American Academy of Optometry
2909 Fairgreen Street
Orlando, Florida 32803
http://www.aaopt.org
Professional Associations

**American Optometric Association**
243 North Lindbergh Boulevard
Floor 1
St. Louis, MO 63141
http://www.aoa.org/

**Georgia Optometric Association**
400 West Peachtree St. NW Suite 201
Atlanta, GA 30308
http://www.goaeyes.com

**National Board of Examiners in Optometry**
200 South College Street
Suite 2010
Charlotte, NC 28202
nbeo@optometry.org
http://www.optometry.org

Related Occupational Titles and Codes

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<th>SOC:</th>
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<td>ONET:</td>
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Orthotic and Prosthetic Specialists

Orthotic and prosthetic specialists assist patients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthopedic braces or prostheses.

**Orthotists and prosthetists must be licensed to practice in Georgia.**

<table>
<thead>
<tr>
<th>Requirements</th>
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</table>
| • Have a bachelor's degree or higher, and completed a National Commission on Orthotic and Prosthetic Education (NCOPE) accredited clinical residency in a professional area  
  OR  
  A bachelor's degree or higher in any major along with a post-graduate orthotic or prosthetic certification from an accredited Commission on Accreditation of Allied Health Education Programs (CAAHEP) program. |
| • Pass exam |

<table>
<thead>
<tr>
<th>Licensing Agency</th>
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</table>
| **Georgia Composite Medical Board**  
2 Peachtree Street, NW  
36th Floor  
Atlanta, GA 30303  
(404) 656-3913  
(404) 656-9723 Fax  
medbd@dch.ga.gov  
http://medicalboard.georgia.gov/ |

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| Application:  
$300.00, Orthotics  
$300.00, Prosthetics  
$400.00, Dual License |
| Late:  
$205.00 |
| Renewal:  
$105.00 |
| Testing:  
$250.00, Test Application Fee  
$250.00, Written Exam  
$250.00, Written Simulation Exam  
$700.00, Clinical Patient Management Exam |

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| Type:  
Written, written simulation, and clinical patient management |
| Where:  
See http://www.abcop.org and http://www.prometric.com |

<table>
<thead>
<tr>
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</table>
| **Georgia Society of Orthotists and Prosthetists**  
http://www.georgiasop.com/ |
| **American Orthotic & Prosthetic Association**  
330 John Carlyle Street  
Suite 200  
Alexandria, Virginia 22314  
http://www.aopanet.org/ |
### Professional Associations

**American Board for Certification in Orthotics, Prosthetics and Pedorthics**

330 John Carlyle St  
Suite 210  
Alexandria, Virginia 22314  
(703) 836-7114  
(703) 836-0838 Fax  
http://www.abcop.org

### Related Occupational Titles and Codes

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# Pediatricians

Pediatricians diagnose, treat, and help prevent children's diseases and injuries.

**Pediatricians must be licensed in Georgia.**

## Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams and
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME). (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

## Licensing Agency

**Georgia Composite Medical Board**  
2 Peachtree Street, NW  
36th Floor  
Atlanta, GA 30303  
(404) 656-3913  
(404) 656-9723 Fax  
medbd@dch.ga.gov  

## Fees

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<tr>
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<td>Testing: Step 1</td>
<td>$600.00</td>
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<td>Step 2 CK (Clinical Knowledge)</td>
<td>$600.00</td>
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<td>Step 2 CS (Clinical Skills)</td>
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<td>Step 3 CK</td>
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<td>See testing agency for most current rates (See <a href="http://www.nbme.org">http://www.nbme.org</a>)</td>
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See testing agency for most current rates (Licensing and Exams on [http://www.fsmb.org/](http://www.fsmb.org/) Under Professional Associations)

## Examination

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<tbody>
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<tr>
<td>Where:</td>
<td>Any Prometric Test Center: Contact the National Board of Medical Examiners for details (<a href="http://www.nbme.org">http://www.nbme.org</a>, see USMLE-United States Medical Licensing Exam)</td>
</tr>
</tbody>
</table>
### Professional Associations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>The American Academy of Pediatrics</td>
<td>345 Park Boulevard</td>
<td><a href="http://www.aap.org">http://www.aap.org</a></td>
</tr>
<tr>
<td></td>
<td>Itasca, IL 60143</td>
<td></td>
</tr>
<tr>
<td>American Academy of Pediatrics Georgia Chapter</td>
<td>1330 West Peachtree Street NW</td>
<td><a href="http://www.gaaap.org/">http://www.gaaap.org/</a></td>
</tr>
<tr>
<td></td>
<td>Suite 500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Atlanta, GA 30309</td>
<td></td>
</tr>
</tbody>
</table>

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC:</td>
<td>Pediatricians, General-29-1065</td>
</tr>
<tr>
<td>ONET:</td>
<td>Pediatricians, General-29-1065.00</td>
</tr>
</tbody>
</table>
Pharmacists

Pharmacists dispense drugs and medicines prescribed by medical and dental practitioners. Most pharmacists prepare, package, and sell medicines, but some specialize in pure research.

Pharmacists must be licensed in Georgia.

**Requirements**

- Graduate from an approved college of pharmacy
- Complete a minimum 1500 hours of approved internship (Board will accept 1000 school hours for applicants enrolled in a doctoral of Pharmacy program or 480 school hours enrolled in a B.S. Pharmacy program)
- Pass the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE) national exams (NAPLEX/MPJE)
- Pass the Georgia Practical exam

**Licensing Agency**

**Georgia Board of Pharmacy**
2 Peachtree St, NW
Atlanta, GA 30303
(404) 651-8000
https://gbp.georgia.gov/

**Fees**

| Application: $250.00 Application fee & Practice exam (Georgia) |
| Late: $300.00 |
| Renewal: $200.00 |
| Testing: NAPLEX $505.00 |
| MPJE $210.00 |

**Examination**

| Type: Computerized and practical |
| When/Where: See http://www.nabp.net and www.pearsonvue.com |

**Professional Associations**

**American Pharmacists Association**
2215 Constitution Avenue, NW
Washington, DC 20037
infocenter@aphanet.org
http://www.pharmacist.com

**Georgia Pharmacy Association**
6065 Barfield Road NE
Suite 100
Sandy Springs, GA 30328
http://www.gpha.org

**Georgia Society of Health-System Pharmacists**
3015 Shannon Lakes North
Suite 303
Tallahassee, FL 32309
http://www.gshp.org/
### Professional Associations

<table>
<thead>
<tr>
<th>National Association of Boards of Pharmacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1600 Feehanville Drive</td>
</tr>
<tr>
<td>Mount Prospect, IL 60056</td>
</tr>
<tr>
<td><a href="http://www.nabp.net">http://www.nabp.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Association of State Controlled Substance Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 Brook Street</td>
</tr>
<tr>
<td>Quincy, MA 02170</td>
</tr>
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### Related Occupational Titles and Codes

<table>
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<tbody>
<tr>
<td>ONET:</td>
<td>Pharmacists-29-1051.00</td>
</tr>
</tbody>
</table>
Pharmacy Technicians

Pharmacy technicians prepare medications under the direction of a pharmacist. They measure, mix, count out, label, and record amounts and dosages of medications.

**Pharmacy technicians must be registered in Georgia.**

### Requirements

- At least 18 years old
- Currently enrolled in high school, has a high school diploma, or has a GED
- Obtain a criminal background check
- If currently employed in a pharmacy, submit the license number of the pharmacy where the applicant is employed
- If certified, submit evidence of the Pharmacy Technician certificate

### Licensing Agency

**Georgia Board of Pharmacy**
2 Peachtree St, NW
Atlanta, GA 30303
(404) 651-8000
https://gbp.georgia.gov/

### Fees

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Application</td>
<td>$100.00</td>
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<tr>
<td>Late</td>
<td>$90.00</td>
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<tr>
<td>Renewal</td>
<td>$60.00</td>
</tr>
<tr>
<td>Testing</td>
<td>$129.00 (See <a href="http://www.ptcb.org">www.ptcb.org</a>)</td>
</tr>
</tbody>
</table>

### Examination

- Repeats: Unlimited
- Type: Computerized
- When/Where: For details see Pearson VUE testing center: www.pearsonvue.com

### Professional Associations

**Pharmacy Technician Certification Board**
2215 Constitution Avenue NW, Suite 101
Washington, DC 20037
contact@ptcb.org
https://www.ptcb.org/

**National Pharmacy Technician Association**
P.O. Box 683148
Houston, Texas 77268
http://www.pharmacytechnician.org/

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>SOC:</td>
<td>Pharmacy Technicians-29-2052</td>
</tr>
<tr>
<td>ONET:</td>
<td>Pharmacy Technicians-29-2052.00</td>
</tr>
</tbody>
</table>
Physical Therapists

Physical therapist help people overcome or adjust to physical disabilities caused by injury, illness or birth defects. They plan and administer treatments prescribed by a physician to patients with physical disabilities. They administer and interpret tests and measurements for muscle strength, coordination, and respiratory and circulatory efficiency.

Physical therapists must be licensed in Georgia.

### Requirements

- Graduate from an accredited program of study in physical therapy
- Pass the NPTE and Georgia Jurisprudence exams

### Licensing Agency

**Georgia State Board of Physical Therapy**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-1308 Fax  

### Fees

<table>
<thead>
<tr>
<th>Description</th>
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<td>Testing</td>
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<tr>
<td>- National Physical Therapy Exam (NPTE-PT)</td>
<td>$35.00</td>
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<tr>
<td>- Georgia Jurisprudence Examination</td>
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</table>

### Examination

- Repeats: 3
- Type: Computerized
- When: Arrange with testing center
- Where: Prometric Testing Centers located throughout the state

### Professional Associations

**American Physical Therapy Association**

1111 North Fairfax Street  
Alexandria, VA 22314  
http://www.apta.org

**The Federation of State Boards of Physical Therapy**

124 West Street South  
Third Floor  
Alexandria, VA 22314  
https://www.fsbpt.org

**Physical Therapy Association of Georgia**

1260 Winchester Parkway SE  
Suite 205  
Smyrna, GA 30080  
www.ptagonline.org
### Professional Associations

**American Academy of Physical Therapy**  
14507 Saint Gregory Way  
Accokeek, Maryland 20607  

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
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</tr>
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<tbody>
<tr>
<td>ONET:</td>
<td>Physical Therapists-29-1123.00</td>
</tr>
</tbody>
</table>
Physician Assistants

Physician Assistants (PA) prepare medical histories and insurance reports, examine patients, and conduct tests for physicians. They give medicine and vaccinations, treat and suture minor wounds, apply and remove casts, and assist in surgery.

Physician assistants must be licensed in Georgia.

Requirements

- Provide two acceptable references from licensed physicians
- Complete an accredited PA program of training approved by the board
- Have application submitted by a supervising physician
- Pass PANC exam

Licensing Agency

Georgia Composite Medical Board
2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

Fees

Application: $300.00

Examination

Repeats: 6 years with 6 attempts
Type: Computerized
When: Schedule with Pearson VUE
Where: Pearson Professional Center: See
http://www.pearsonvue.com or http://www.nccpa.net
See National Commission on Certification of Physician Assistants (NCCPA)

Professional Associations

Georgia Association of Physician Assistants
1905 Woodstock Road
Suite 2150
Roswell, GA 30075
http://www.gapa.net

National Commission on Certification of Physician Assistants
12000 Findley Road
Suite 100
Johns Creek, GA 30097
http://www.nccpa.net

American Academy of Physician Assistants
2318 Mill Road, Suite 1300
Alexandria, Virginia 22314
http://www.aapa.org
<table>
<thead>
<tr>
<th>SOC:</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Physician Assistants-29-1071.00</td>
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</tbody>
</table>
Podiatrists

Podiatrists prevent, diagnose, and treat diseases and deformities of the foot. They prescribe medicine and footwear and keep records.

**Podiatrists must be licensed in Georgia.**

### Requirements

- Graduate from an accredited College of Podiatric Medicine approved by the Board
- Doctorate degree or its equivalent
- Complete a one-year residency in podiatric medicine and surgery in a program based at a hospital approved by the board and the American Podiatric Medical Association and the Board
- Pass the American Podiatric Medical Licensing Examination (APMLE) Parts I, II, and III series of test given by the National Board of Podiatric Medical Examiners (NBPME)
- Pass the Georgia Podiatry Practical Licensure Exam (GAPPLE) which is an oral exam

### Licensing Agency

**Georgia State Board of Podiatry**  
237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-7127 Fax  
http://sos.georgia.gov/plb/podiatry

### Fees

- **Application:** $50.00  
- **Late:** $300.00, biennial fee (November 30 on odd numbered years ends late renewal period)  
- **Renewal:** $150.00, biennial fee (Must be renewed by August 31 on odd numbered years)  
- **Testing:** $145.00, GAPPLE  
  $900.00, NBPME Part III

### Examination

- **Repeats:** Unlimited  
- **Type:** Practical and oral  
- **When:**  
  - July and October (APMLE - Part I)  
  - January, February, and May (APMLE - Part II)  
  - June and December (APMLE - Part III)  
- **Where:** Prometric testing centers - see www.prometric.com

### Professional Associations

**American Podiatric Medical Association**  
9312 Old Georgetown Road  
Bethesda, MD 20814  
http://www.apma.org
## Professional Associations

**Georgia Podiatric Medical Association**  
1465 Arcade Street  
Saint Paul, Minnesota 55106  
info@gapma.com  
www.gapma.com

**American Podiatric Medical Licensing Examination**  
National Board Podiatric Medical Examiners (NBPME)  
P.O. Box 510  
Bellefonte, PA 16823  
(814) 357-0487  
NBPMEOfc@aol.com  
http://www.apmle.com

## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
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<tbody>
<tr>
<td>ONET:</td>
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</tbody>
</table>
Psychiatrists

Psychiatrists diagnose, treat, and help prevent disorders of the mind.

Psychiatrists must be licensed in Georgia.

Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME). (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

Licensing Agency

Georgia Composite Medical Board
2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
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<tr>
<td>Late</td>
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<tr>
<td>Renewal</td>
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<tr>
<td>Testing</td>
<td>$600.00 Step 1</td>
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<tr>
<td></td>
<td>$600.00 Step 2 CK (Clinical Knowledge)</td>
</tr>
<tr>
<td></td>
<td>$1,275.00 Step 2 CS (Clinical Skills)</td>
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<tr>
<td></td>
<td>For most current rates (See <a href="http://www.nbme.org">http://www.nbme.org</a>)</td>
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<tr>
<td></td>
<td>$830.00 Step 3 CK</td>
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<tr>
<td></td>
<td>For most current rates (Licensing and Exams on <a href="http://www.fsmb.org/">http://www.fsmb.org/</a>)</td>
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Examination

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>Repeats</td>
<td>3</td>
</tr>
<tr>
<td>Type</td>
<td>Paper and Web based</td>
</tr>
<tr>
<td>When</td>
<td>Arrange with local testing center</td>
</tr>
<tr>
<td>Where</td>
<td>Any Prometric Test Center: Contact the National Board of Medical Examiners for details (<a href="http://www.nbme.org">http://www.nbme.org</a>, see USMLE-United States Medical Licensing Exam)</td>
</tr>
</tbody>
</table>

Professional Associations

American Psychiatric Association
800 Maine Avenue, S.W. Suite 900
Washington, District of Columbia 20024
http://www.psychiatry.org/
### Professional Associations

<table>
<thead>
<tr>
<th>Georgia Psychiatric Physicians Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>2700 Cumberland Parkway, Suite 570</td>
</tr>
<tr>
<td>Atlanta, GA 30339</td>
</tr>
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</table>

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Psychiatrists-29-1066.00</td>
</tr>
</tbody>
</table>
Radiation Therapists

Radiation therapists provide radiation therapy to patients as prescribed by a radiologist according to established practices and standards. Their duties may include reviewing prescription and diagnosis; acting as a liaison with physician and supportive care personnel; preparing equipment, such as immobilization, treatment, and protection devices; and maintaining records, reports, and files. They may assist in dosimetry procedures and tumor localization.

National certification is available for radiation therapists.

Requirements

- Graduate from an accredited radiation therapy program
- Meet ethical requirements
- Pass exam

Certifying Agency

The American Registry of Radiologic Technologists (ARRT)
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048
(651) 994-8510 Fax
http://www.arrt.org/

Fees

Renewal: $25.00 for first discipline
Testing: $15.00 for additional discipline (once a year)
Testing: $200.00

Examination

Repeats: 3
Type: Computerized
When: Candidate arranges date and time with local testing center
Where: Pearson VUE testing centers: www.pearsonvue.com

Related Occupational Titles and Codes

SOC: Radiation Therapists-29-1124
ONET: Radiation Therapists-29-1124.00
Radiologic Technologists

Radiologic technologists take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. This includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance. This also includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

Certification is optional in Georgia for radiologic technologists.

### Requirements

- Graduate from an accredited radiography program
- Meet ethical requirements
- Pass exam

### Certifying Agency

**The American Registry of Radiologic Technologists (ARRT)**

1255 Northland Drive  
St. Paul, MN 55120  
(651) 687-0048  
(651) 994-8510 Fax  

### Fees

- **Renewal:** $25.00 for first discipline  
  $15.00 for each additional discipline (once a year)
- **Testing:** $200.00

### Examination

- **Repeats:** 3  
- **Type:** Computerized  
- **When:** Candidate arranges date and time with local testing center  
- **Where:** Pearson VUE testing centers: [www.pearsonvue.com](http://www.pearsonvue.com)

### Professional Associations

**American Society of Radiologic Technologists**

15000 Central Avenue SE  
Albuquerque, NM 87123  
[http://www.asrt.org/](http://www.asrt.org/)

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Radiologic Technologists-29-2034.00</td>
</tr>
</tbody>
</table>
Recreational Therapists

Recreational therapists plan, direct, or coordinate medically-approved recreation programs for patients in hospitals, nursing homes, or other institutions. The activities they plan may include sports, trips, dramatics, social activities, and arts and crafts. They may assess a patient condition and recommend appropriate recreational activity.

National certification is available for therapeutic recreation specialists.

Requirements

- Bachelor's degree or higher from an accredited school with a major in therapeutic recreation or concentration in Recreational Therapy or equivalent; OR
- Minimum of 14 weeks (560 hours) of completed supervised internship by a CTRS
- Successfully pass the National Council for Therapeutic Recreation Certification (NCTRC) exam

Certifying Agency

National Council for Therapeutic Recreation Certification
16 Squadron Blvd., Suite 101
New City, NY 10956
(845) 639-1439
(845) 639-1471 Fax
nctrc@nctrc.org
http://www.nctrc.org/

Fees

Application: $100.00
Renewal: $80.00 Annually
Testing: $300.00

Examination

Repeats: Every 2 months
Type: Computerized
When: See http://nctrc.org
Where: Prometric testing centers (See NCTRC)

Professional Associations

American Therapeutic Recreation Association (ATRA)
11130 Sunrise Valley Drive Suite 350
Reston, Virginia 20191
http://www.atra-online.com/

Related Occupational Titles and Codes

SOC: Recreational Therapists-29-1125
ONET: Recreational Therapists-29-1125.00
Registered Nurses

Registered nurses provide health care to injured, sick and healthy people. They provide nursing care to patients, teach health care, administer drugs, and serve with physicians and paramedics in a health care team.

Registered nurses must be licensed in Georgia.

Requirements

- Graduate from an approved nursing education program
- Pass the NCLEX-RN exam

Licensing Agency

**Georgia Board of Nursing**
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(877) 371-5712 Fax

Fees

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Application:</td>
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<tr>
<td>Testing:</td>
<td>$200.00</td>
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Examination

- Repeats: 8 times a year
- Type: Computerized
- When: Monday through Saturday
- Where: Pearson VUE Professional Centers (see [www.NCSBN.org](http://www.NCSBN.org) and [www.pearsonvue.com](http://www.pearsonvue.com))

Professional Associations

**American College of Nurse-Midwives**
8403 Colesville Road
Suite 1550
Silver Spring, Maryland 20910
[http://www.midwife.org](http://www.midwife.org)

**American Nurses Association**
8515 Georgia Avenue
Suite 400
Silver Spring, Maryland 20910
[http://nursingworld.org](http://nursingworld.org)

**Georgia Association for Nursing Education, Inc. (GANE)**
[http://georgiaassociationfornursingeducation.com](http://georgiaassociationfornursingeducation.com)

**Georgia Nurses Association**
3032 Briarcliff Road NE
Atlanta, GA 30329
gna@georgianurses.org
[https://www.nursingworld.org/](https://www.nursingworld.org/)
## Professional Associations

**National Council of State Boards of Nursing**  
111 East Wacker Drive  
Suite 2900  
Chicago, IL 60601  
(312) 525-3600  
(312) 279-1032 Fax  
info@ncsbn.org  
[www.ncsbn.org](http://www.ncsbn.org)

## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
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<tr>
<td>ONET:</td>
<td>Registered Nurses-29-1141.00</td>
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</table>
Respiratory Therapists

Respiratory therapists assess, treat, and care for patients with breathing disorders. They assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. They initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. National certification is available for Registered Respiratory Therapists (RRT) and Certified Respiratory Therapists (CRT).

Respiratory therapists must be licensed in Georgia.

<table>
<thead>
<tr>
<th>Requirements</th>
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<tbody>
<tr>
<td><strong>Georgia License Requirements</strong></td>
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<tr>
<td>• At least 18 years of age</td>
</tr>
<tr>
<td>• Graduate from an accredited respiratory therapy program</td>
</tr>
<tr>
<td>• Provide a letter of recommendation by a licensed physician in Georgia who serves as medical director or advisor</td>
</tr>
<tr>
<td>• 3 months of working experience under the supervision of a licensed physician</td>
</tr>
<tr>
<td>• Pass exam</td>
</tr>
<tr>
<td><strong>Exam Requirements</strong></td>
</tr>
<tr>
<td>• Hold the Canadian Society of Respiratory Therapist Credential or Enrolled in a bachelor degree accredited respiratory therapy program</td>
</tr>
<tr>
<td>• Have at minimum an associate degree from an accredited respiratory therapy program OR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licensing Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Georgia Composite Medical Board</strong></td>
</tr>
<tr>
<td>2 Peachtree Street, NW</td>
</tr>
<tr>
<td>36th Floor</td>
</tr>
<tr>
<td>Atlanta, GA 30303</td>
</tr>
<tr>
<td>(404) 656-3913</td>
</tr>
<tr>
<td>(404) 656-9723 Fax</td>
</tr>
<tr>
<td><a href="mailto:medbd@dch.ga.gov">medbd@dch.ga.gov</a></td>
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<table>
<thead>
<tr>
<th>Fees</th>
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<tbody>
<tr>
<td>Application: $150.00</td>
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<tr>
<td>Late: $205.00</td>
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<td>Type: Computerized</td>
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<tr>
<td>When: Monday - Saturday</td>
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<tr>
<td>Where: AMP testing centers</td>
</tr>
</tbody>
</table>
Professional Associations

American Association for Respiratory Care
9425 North MacArthur Blvd.
Suite 100
Irving, TX 75063
info@aarc.org
http://www.aarc.org

Georgia Society for Respiratory Care
2700 Cumberland Parkway, Suite 570
Atlanta, GA 30339
http://gasrc.org/

Related Occupational Titles and Codes

| SOC: | Respiratory Therapists-29-1126
| ONET: | Respiratory Therapy Technicians-29-2054
|      | Respiratory Therapy Technicians-29-2054.00
|      | Respiratory Therapy Technicians-29-2054.00 |
Speech-Language Pathologists and Audiologists

Speech-Language Pathologists and Audiologists diagnose and treat speech and language problems. They may conduct programs to improve communication skills, provide counseling, teach, or direct research.

Speech-Language Pathologists and Audiologists must be licensed in Georgia.

Requirements

- Master's, doctoral, or recognized post-baccalaureate degree in speech-language pathology or audiology from an accredited college
- 400 hours of directly supervised practicum within in speech-language pathology
- Required full-time paid clinical experience
- Pass the exam in the specialty area

Licensing Agency

Georgia Board of Examiners for Speech-Language Pathology and Audiology
237 Coliseum Drive, Room 320
Macon, GA 31217
(478) 207-2440
(866) 888-1308 Fax
http://sos.ga.gov/index.php/licensing/plb/49

Fees

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>License</td>
<td>$110.00</td>
</tr>
<tr>
<td>Renewal</td>
<td>$60.00, (by March 31st, annually)</td>
</tr>
</tbody>
</table>

Examination

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Computerized</td>
</tr>
<tr>
<td>When</td>
<td>For PRAXIS exam dates, See <a href="http://www.ets.org">www.ets.org</a></td>
</tr>
<tr>
<td>Where</td>
<td>See website for locations: <a href="http://www.ets.org">www.ets.org</a></td>
</tr>
</tbody>
</table>

Professional Associations

American Speech-Language-Hearing Association (ASHA)
2200 Research Boulevard
Rockville, MD 20850
(800) 498-2071
(301) 296-8580 Fax
http://www.asha.org

Georgia Speech-Language-Hearing Association (GSHA)
222 S. Westmonte Drive Suite 111
Altamonte Springs, Florida 30309
execdir@gsha.org
http://gsa.memberclicks.net
Professional Associations

**Academy of Doctors of Audiology**
446 East High St
Suite 10
Lexington, KY 40517
(866) 493-5544
(859) 271-0607 Fax
info@audiologist.org
http://www.audiologist.org/

**American Academy of Audiology**
11480 Commerce Park Drive
Suite 220
Reston, VA 20191
(800) 222-2336
(703) 476-5157 Fax
infoaud@audiology.org
http://www.audiology.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Speech-Language Pathologists-29-1127</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Speech-Language Pathologists-29-1127</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ONET:</th>
<th>Speech-Language Pathologists-29-1127.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Speech-Language Pathologists-29-1127.00</td>
</tr>
</tbody>
</table>
Surgeons

Surgeons perform operations and other medical procedures to treat injuries, deformities, and diseases.

**Surgeons must be licensed in Georgia.**

### Requirements

- Graduate from a medical school accredited by the Liaison Committee on Medical Education (LCME);
- Passing a Part or Step exam: Parts I, II, and III or USMLE Steps 1, 2, and 3; or a combination of the exams
- Complete one full year in a graduate medical education program accredited by the Accreditation Council on Graduate Medical Education (ACGME). (Accredited internships in Canada are recognized as meeting this requirement.)
- Pass a written exam

### Licensing Agency

**Georgia Composite Medical Board**

2 Peachtree Street, NW
36th Floor
Atlanta, GA 30303
(404) 656-3913
(404) 656-9723 Fax
medbd@dch.ga.gov
http://medicalboard.georgia.gov/

### Fees

- Application: $500.00
- Late: $455.00
- Renewal: $230.00, biennial fee (must be renewed by December 31 on even numbered years)
- Testing: $600.00 Step 1
- $600.00 Step 2 CK (Clinical Knowledge)
- $1,275.00 Step 2 CS (Clinical Skills)
- For most current rates (See http://www.nbme.org)
- $830.00 Step 3 CK
- For most current rates (see Licensing and Exams on http://www.fsmb.org/)

### Examination

- Repeats: 3
- Type: Paper and Web based
- When: Arrange with local testing center
- Where: Any Prometric Test Center: Contact the National Board of Medical Examiners for details (http://www.nbme.org, see USMLE-United States Medical Licensing Exam)

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Surgeons-29-1067</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Surgeons-29-1067.00</td>
</tr>
</tbody>
</table>
Surgical Technologists

Surgical technologists assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. They may help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeons’ assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

National certification is available for surgical technologists.

Requirements

- Graduate from a CAAHEP or ABHES accredited surgical technology program, or have previous or current certification as a surgical technologist
- Pass exam

Certifying Agency

National Board of Surgical Technology and Surgical Assisting
3 West Dry Creek Circle
Littleton, CO 80120
(800) 707-0057
(303) 325-2536 Fax
mail@nbstsa.org
http://nbstsa.org

Fees

<table>
<thead>
<tr>
<th>Application:</th>
<th>$60.00 (Processing fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal:</td>
<td>$60.00, Processing Fee</td>
</tr>
<tr>
<td>Testing:</td>
<td>$130.00, AST member, Exam fee</td>
</tr>
<tr>
<td></td>
<td>$230.00, Non-member, Exam fee</td>
</tr>
</tbody>
</table>

Examination

Type: Computerized
When: Arrange with local testing center
Where: Applied Management Professionals (AMP) testing centers located across the country

Professional Associations

Association of Surgical Technologists
6 West Dry Creek Circle, Suite 200
Littleton, CO 80120
http://www.ast.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Surgical Technologists-29-2055</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Surgical Technologists-29-2055.00</td>
</tr>
</tbody>
</table>
Veterinarians

Veterinarians treat injuries and attempt to prevent, control, and cure animal diseases. They may treat pets, conduct herd maintenance and disease control, provide health services, and do research.

Veterinarians must be licensed in Georgia.

Requirements

- 18 years of age
- Good moral character
- Graduate from an approved college of veterinary medicine
- Pass North American Veterinary License Exam (NAVLE)

Licensing Agency

Georgia State Board of Veterinary Medicine
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1308 Fax
PLB-healthcare2@sos.ga.gov
http://www.sos.ga.gov/plb/veterinary

Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$100.00</td>
</tr>
<tr>
<td>Late</td>
<td>$300.00, biennial fee</td>
</tr>
<tr>
<td></td>
<td>(December 31 of odd numbered years)</td>
</tr>
<tr>
<td></td>
<td>end late renewal period</td>
</tr>
<tr>
<td>Renewal</td>
<td>$200.00, biennial fee</td>
</tr>
<tr>
<td></td>
<td>(to be renewed by December 31 on even numbered years)</td>
</tr>
<tr>
<td>Testing</td>
<td>$570.00 - pay directly to the National Board.</td>
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Examination

<table>
<thead>
<tr>
<th>Repeat</th>
<th>Unlimited</th>
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<tbody>
<tr>
<td>Type</td>
<td>Computerized</td>
</tr>
<tr>
<td>When</td>
<td>November-December- and April</td>
</tr>
<tr>
<td>Where</td>
<td>Prometric testing centers located throughout the state</td>
</tr>
</tbody>
</table>

Professional Associations

American Association of Veterinary State Boards
380 West 22nd Street
Suite 101
Kansas City, MO 64108
aavsb@aavsb.org
http://www.aavsb.org

American Veterinary Medical Association
1931 North Meacham Road
Suite 100
Schaumburg, IL 60173
avmaonline@avma.org
https://www.avma.org
### Professional Associations

**Georgia Veterinary Medical Association**  
2200 Century Parkway  
Suite 725  
Atlanta, GA 30345  
gvma@gvma.net  
http://www.gvma.net

### Related Occupational Titles and Codes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>SOC:</td>
<td>Veterinarians-29-1131</td>
</tr>
<tr>
<td>ONET:</td>
<td>Veterinarians-29-1131.00</td>
</tr>
</tbody>
</table>
Veterinary Technologists and Technicians

Veterinary technologists and technicians take care of animals in animal hospitals, shelters, and zoos. They feed, water, bathe, groom, and exercise animals. They may treat minor injuries or ailments, repair equipment and cages, and sweep and clean animal quarters.

Veterinary technicians must be registered in Georgia.

### Requirements

- 18 years of age
- Good moral character
- Pass the National Board Exam
- Graduate from a veterinary technician program approved by the American Veterinary Medical Association

### Licensing Agency

**Georgia State Board of Veterinary Medicine**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-1308 Fax  
PLB-healthcare2@sos.ga.gov  

### Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$50.00</td>
</tr>
<tr>
<td>Late</td>
<td>$100.00, biennial</td>
</tr>
<tr>
<td>Renewal</td>
<td>$70.00, biennial</td>
</tr>
<tr>
<td>Testing</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

### Examination

- **Repeats:** Unlimited  
- **Type:** Computerized  
- **When:** March-April, July-August and November-December  
- **Where:** Prometric testing centers located throughout the state

### Professional Associations

**National Association of Veterinary Technicians in America**

1931 N. Meacham Rd.  
Schaumburg, Illinois 60173  
[http://www.navta.net/](http://www.navta.net/)

**Georgia Veterinary Technician and Assistant Association**

P.O. Box 80702  
Athens, GA 30608  
[https://www.facebook.com/GVTAA/](https://www.facebook.com/GVTAA/)

### Related Occupational Titles and Codes

| SOC:      | Veterinary Technologists and Technicians-29-2056 |
| ONET: | Veterinary Technologists and Technicians-29-2056.00 |
Dental Assistants

Dental assistants assist dentist, set up patients and equipment, and keep records.

Certification is available for dental assistants.

Requirements

- Graduate from an ADA accredited dental assisting or dental hygiene program, obtain CPR certification, and pass exam, OR
- High school diploma, 2 years (3,500 hours) work as a dental assistant verified by dentist, obtain CPR certification, and pass exam

Certifying Agency

Dental Assisting National Board
444 North Michigan Avenue
Suite 900
Chicago, IL 60611
(800) 367-3262
(312) 642-8507 Fax
danbmail@danb.org
http://www.danb.org

Fees

Testing: $425.00

Examination

Type: Written or computerized
When: February, June, and October for written test
Throughout the year for computerized test
Where: Pearson VUE testing centers throughout the country

Professional Associations

American Dental Association
Career Guidance Department
211 East Chicago Avenue
Chicago, IL 60611
http://www.ada.org

American Dental Assistants Association
140 N. Bloomingdale Road
Bloomingdale, IL 60108
http://www.adaausa.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Dental Assistants-31-9091</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Dental Assistants-31-9091.00</td>
</tr>
</tbody>
</table>
# Massage Therapists

Massage therapists massage customers for hygienic or remedial purposes.

**Massage therapists must be licensed in Georgia.**

## Requirements

- At least 18 years of age
- High school diploma or equivalent
- Citizen of the United States or a permanent resident of the United States
- High standard of ethical and professional practice
- Satisfactory results from a fingerprint record check
- Completed successfully a board recognized educational program consisting of a minimum of 500 hours of course and clinical work
- Pass satisfactorily the National Certification Examination for Therapeutic Massage and Bodywork, an equivalent test approved by the board, or an examination administered by another state or jurisdiction whose license requirements meet or exceed those of this state

## Licensing Agency

**Georgia State Board of Massage Therapy**
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-7127 Fax
[http://sos.georgia.gov/plb/massage](http://sos.georgia.gov/plb/massage)

## Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$125.00</td>
</tr>
<tr>
<td>License/Registration</td>
<td>$125.00</td>
</tr>
<tr>
<td>Renewal</td>
<td>$75.00</td>
</tr>
<tr>
<td>Testing</td>
<td>$250.00 and Retest: $225.00</td>
</tr>
</tbody>
</table>

## Examination

- **Type:** Computerized
- **When:** Arrange with local testing center
- **Where:** Pearson VUE testing centers throughout the country

## Professional Associations

**National Certification Board for Therapeutic Massage and Bodywork**
1333 Burr Ridge Pkwy
Suite 200
Burr Ridge, IL 60527
(800) 296-0664
(866) 402-1890 Fax
info@ncbtmb.org
[http://www.ncbtmb.org](http://www.ncbtmb.org)
### Professional Associations

<table>
<thead>
<tr>
<th>American Massage Therapy Association (AMTA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Davis Street</td>
</tr>
<tr>
<td>Suite 900</td>
</tr>
<tr>
<td>Evanston, IL 60201</td>
</tr>
<tr>
<td><a href="mailto:info@amtamassage.org">info@amtamassage.org</a></td>
</tr>
<tr>
<td><a href="http://www.amtamassage.org">http://www.amtamassage.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMTA - Georgia Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>5165 Lavista Road</td>
</tr>
<tr>
<td>Tucker, GA 30084</td>
</tr>
<tr>
<td><a href="http://ga.wp.amtamassage.org/contact/">http://ga.wp.amtamassage.org/contact/</a></td>
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</tbody>
</table>

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Massage Therapists-31-9011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Massage Therapists-31-9011.00</td>
</tr>
</tbody>
</table>
## Medical Assistants

Medical assistants perform administrative and certain clinical duties under the direction of a physician. Their administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Their clinical duties may include taking and recoding vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician.

**National certification is available for medical assistants.**

### Requirements

<table>
<thead>
<tr>
<th>Registered Medical Assistant (RMA)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• A recent graduate of, or scheduled to graduate from:</td>
<td></td>
</tr>
<tr>
<td>• A medical assistant program in a post-secondary school or college that has institutional accreditation by the U.S. Department of Education, which programs includes a minimum of 720 clock-hours (or equivalent of training) in medical assisting skills</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>• Employed in the profession of medical assisting for a minimum of 5 years</td>
<td></td>
</tr>
<tr>
<td>• Pass a generalist medical assistant certification examination (approved by the AMT Board)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

• The certification process varies by association. Please review the requirements and process of each association.

<table>
<thead>
<tr>
<th>Certified Medical Assistant (CMA)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Graduate from an accredited medical assistant program approved by the Department of Education (DOE)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>• Graduated from an accredited military medical service training program</td>
<td></td>
</tr>
<tr>
<td>• Have worked as a medical assistant 5 years out of the last 7 years</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Have currently instructed in an accredited medical assistant program; must have at least 5 years teaching experience</td>
<td></td>
</tr>
</tbody>
</table>

### Certifying Agency

**American Association of Medical Assistants**

20 North Wacker Drive, Suite 1575

Chicago, IL 60606

Phone: (312) 899-1500

Fax: (312) 899-1259

Web: [www.aama-ntl.org](http://www.aama-ntl.org)

Chicago and Rosemont, IL

### Fees

<table>
<thead>
<tr>
<th>Application/Testing:</th>
<th>Refer to each certifying agency site for fee structure.</th>
</tr>
</thead>
</table>

### Examination

<table>
<thead>
<tr>
<th>Type:</th>
<th>Computerized</th>
</tr>
</thead>
</table>
Examination

When/Where: Review agency testing schedules to arrange with local testing centers.
Testing centers located throughout Georgia:
AAMA: Prometric Test Centers (www.prometric.com)
AMT: Person VUE Test Centers (www.pearsonvue.com)

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Medical Assistants-31-9092</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Medical Assistants-31-9092.00</td>
</tr>
</tbody>
</table>
Medical Transcriptionists

Medical transcriptionists use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. They transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. They also edit as necessary and return reports in either printed or electronic form to the dictator for review and signature, or correction.

Certification is available for medical transcriptionists.

### Requirements

**Certified Healthcare Documentation Specialist (CHDS)**
- Pass CMT exam
- Registered medical transcriptionists (RMTs) with a minimum of 2 years’ experience in acute-care transcription or multispecialty equivalent.

**Registered Healthcare Documentation Specialist (RHDS)**
- Recent graduates of medical transcription education programs, OR
- Healthcare documentation practitioner for less than 2 years of experience OR
- Experienced practitioner in a specialized environment.
- Pass RHDS Exam

### Certifying Agency

**Association for Healthcare Documentation Integrity**
4120 Dale Rd, Suite J8-233
Suite 120
Modesto, CA 95356
(800) 982-2182
(209) 527-9633 Fax
ahdi@ahdionline.org
http://www.ahdionline.org

### Fees

<table>
<thead>
<tr>
<th>Testing</th>
<th>CHDS - Member</th>
<th>CHDS - Non-member</th>
<th>RHDS - Member</th>
<th>RHDS - Non-member</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00</td>
<td>$230.00</td>
<td>$200.00</td>
<td>$280.00</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

### Examination

**Type:** Online
**When:** Arrange date and time with local testing center
**Where:** Kryterion's testing centers and online proctoring

### Professional Associations

**American Health Information Management Association (AHIMA)**
233 N Michigan Avenue
21st Floor
Chicago, IL 60601
www.ahima.org
<table>
<thead>
<tr>
<th>Related Occupational Titles and Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOC:</strong> Medical Transcriptionists-31-9094</td>
</tr>
<tr>
<td><strong>ONET:</strong> Medical Transcriptionists-31-9094.00</td>
</tr>
</tbody>
</table>
## Occupational Therapist Assistants

Occupational therapy assistants work with patients and administer occupational therapy programs under the direction of an occupational therapist. They teach people with physical, mental and developmental disabilities self-care skills such as dressing, eating and shaving, work-related skills, and recreational and social activities.

**Occupational therapist assistants must be licensed in Georgia.**

### Requirements

- Good moral character
- Successfully complete an accredited program of study
- Two months of supervised fieldwork at an accredited institution
- Provide three references, two of which must be from certified or licensed occupational therapists who can attest to the applicant's competency in occupational therapy
- Pass exam

### Licensing Agency

**Georgia State Board of Occupational Therapy**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-7127 Fax  

### Fees

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$50.00</td>
</tr>
<tr>
<td>Late</td>
<td>$70.00, biennial fee (March 31 thru June 30 of even numbered years begins late renewal period)</td>
</tr>
<tr>
<td>Renewal</td>
<td>$55.00, biennial fee (March 31 of even numbered years begins late renewal period)</td>
</tr>
</tbody>
</table>
| Testing    | $500.00 (Online)  
                     $540.00 (Paper) |

### Examination

| Repeats:      | Unlimited                        |
| Type:         | Computer assisted                |
| When:         | Arrange with testing center      |
| Where:        | Prometric Testing Centers located throughout the state |

### Professional Associations

**American Occupational Therapy Association**  
4720 Montgomery Lane  
Suite 200  
Bethesda, MD 20814  
[http://www.aota.org](http://www.aota.org)

**National Board for Certification in Occupational Therapy, Inc.**  
One Bank Street Suite 300  
Gaithersburg, MD 20877  
info@nbcot.org  
[http://www.nbcot.org](http://www.nbcot.org)
### Professional Associations

**Georgia Occupational Therapy Association, Inc.**  
P.O. Box 1495  
Gainesville, GA 30503  
info@gaota.com  
http://gaota.com

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Occupational Therapy Assistants-31-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Occupational Therapy Assistants-31-2011.00</td>
</tr>
</tbody>
</table>
Physical Therapist Assistants

Physical therapy assistants work with patients and administer physical therapy treatments under the direction of a physical therapist. They assist with exercises to help patients regain physical function and help patients learn to use artificial limbs and devices such as braces and wheelchairs.

**Physical therapist assistants must be licensed in Georgia.**

### Requirements

- Graduate from an accredited program approved by the board
- Pass the NPTE-PTA and Georgia Jurisprudence exams

### Licensing Agency

**Georgia State Board of Physical Therapy**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-1308 Fax  

### Fees

| License/Registration | $75.00 |

### Examination

<table>
<thead>
<tr>
<th>Repeats:</th>
<th>3</th>
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<tr>
<td>Type:</td>
<td>Computerized</td>
</tr>
<tr>
<td>When:</td>
<td>Arrange with testing center</td>
</tr>
<tr>
<td>Where:</td>
<td>Prometric Testing Centers located throughout the state</td>
</tr>
</tbody>
</table>

### Professional Associations

- **American Physical Therapy Association**  
  1111 North Fairfax Street  
  Alexandria, VA 22314  
  http://www.apta.org

- **The Federation of State Boards of Physical Therapy**  
  124 West Street South  
  Third Floor  
  Alexandria, VA 22314  
  http://www.fsbpt.org

- **Physical Therapy Association of Georgia**  
  1260 Winchester Parkway SE  
  Suite 205  
  Smyrna, GA 30080  
  http://www.ptagonline.org

- **American Academy of Physical Therapy**  
  14507 Saint Gregory Way  
  Accokeek, Maryland 20607  
  http://www.aaptnet.org
<table>
<thead>
<tr>
<th>Related Occupational Titles and Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOC:</strong></td>
</tr>
<tr>
<td>Physical Therapist Assistants-31-2021</td>
</tr>
<tr>
<td><strong>ONET:</strong></td>
</tr>
<tr>
<td>Physical Therapist Assistants-31-2021.00</td>
</tr>
</tbody>
</table>
## Animal Control Workers

Animal control workers handle animals for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals.

**National certification is available for animal control professionals.**

### Requirements

- Successfully complete both Level I and Level II trainings within 18 months
- Pass written exams
- Must be 18 years old to attend NACA course

### Certifying Agency

**National Animal Care & Control Association**
40960 California Oaks Rd. Suite 242
Murrieta, California 92562
(913) 768-1319
(913) 768-1378 Fax
naca@nacanet.org
http://www.nacanet.org

### Fees

| Registration | $525.00 per level |

### Examination

<table>
<thead>
<tr>
<th>Type:</th>
<th>Written</th>
</tr>
</thead>
<tbody>
<tr>
<td>When/Where:</td>
<td>Contact agency</td>
</tr>
</tbody>
</table>

### Professional Associations

**Georgia Animal Care & Control Association**
PO Box 32
132 North Main St
Madison, GA 30650
http://gacca.net

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Animal Control Workers-33-9011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Animal Control Workers-33-9011.00</td>
</tr>
</tbody>
</table>
Fire Inspectors

Fire inspectors inspect buildings to detect fire hazards and enforce local ordinances and State laws. They investigate and gather facts to determine the cause of fires and explosions.

Certification is available for fire inspectors.

Requirements

- Pass the Fire Inspector exam (extensive work experience is necessary to pass this exam, contact the association for specifics)

Certifying Agency

International Code Council
500 New Jersey Avenue, NW
6th Floor
Washington, DC 20001
(888) 422-7233
(202) 783-2348 Fax
webmaster@iccSAFE.org
http://www.iccsafe.org

Fees

| Renewal: $75.00 (Members) or $87.50 (Non-members) |
| Testing: $194.00 |

Examination

- Repeats: Two times within a six month period
- Type: Written or computerized
- When: Written: March, June, September, and December
  Computerized: Arrange date and time with local testing center
- Where: Written: Lawrenceville, Macon, and Morrow
  Computerized: Pearson VUE testing centers
  (www.pearsonvue.com)

Professional Associations

Georgia Fire Inspectors Association
7421 Douglas Blvd.
Suite N, Box # 255
Douglasville, GA 30135
http://www.gainspectors.org

Related Occupational Titles and Codes

| SOC: Fire Inspectors and Investigators-33-2021 |
| ONET: Fire Inspectors and Investigators-33-2021.00 |
Private Detectives and Investigators

Private detectives conduct private investigations to locate missing persons, obtain confidential information, and solve crimes. They report criminal information to police and testify in court. Private detectives must be licensed in Georgia.

Licenses in Georgia are issued only to companies. The company must have an individual who is qualified by experience or education to be the holder of the license for the company.

Requirements

Applicants requirements for a security company license:
- 2 years of experience as a supervisor or administrator in in-house security operations or with a licensed security agency, or 2 years of experience in law enforcement, or four-year degree in criminal justice or related field from an accredited school
- Pass exam

Applicants requirements for a private detective company license:
- 2 years of experience as an agent registered with a licensed detective agency, or 2 years of experience in law enforcement, or four-year degree in criminal justice or related field from an accredited school
- Pass exam

Licensing Agency

Georgia Board of Private Detective and Security Agencies
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-8026 Fax
http://sos.georgia.gov/plb/detective

Fees

Application: $100.00, Detective Company
$100.00, Security Company
$100.00, Detective & Security Company
License: $300.00, Detective Company
$500.00, Security Company
$700.00, Detective & Security Company
Renewal: $300.00, Detective Company
$500.00, Security Company
$700.00, Detective & Security Company

Examination

Type: Written
When: Approved candidates will be notified by PSI
Where: PSI Exams locations (www.psiexams.com)

Professional Associations

Georgia Association of Professional Private Investigators, Inc.
665 Red Oak Road
Stockbridge, GA 30281
http://gappionline.org
<table>
<thead>
<tr>
<th>SOC:</th>
<th>Private Detectives and Investigators-33-9021</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Private Detectives and Investigators-33-9021.00</td>
</tr>
</tbody>
</table>
Security Guards

Security guards protect property from illegal entry, theft, and fire. They patrol and inspect buildings and grounds by checking windows, doors, and gates to determine that they are secure. In emergencies security guards sound alarms or call police or fire departments.

Armed security guards employed by a private security business must be registered in Georgia, while unarmed security guards are not required to be registered with the state.

Requirements

- 18 years of age
- High school diploma or GED equivalent
- Application submitted by licensed employer
- Citizen of United States
- Applicant has not been convicted of a felony
- May be required to pass a written exam
- Pass background check and drug screening

Licensing Agency

Georgia Board of Private Detective and Security Agencies
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-8026 Fax
http://sos.georgia.gov/plb/detective

Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Application/Testing</td>
<td>$70.00</td>
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<tr>
<td>Renewal</td>
<td>$65.00</td>
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<tr>
<td>Testing</td>
<td>$125.00 (For 1 portion)</td>
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<tr>
<td></td>
<td>$250.00 (For 2 portions)</td>
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</tbody>
</table>

Examination

None

Professional Associations

International Union of Security Officers
2404 Merced Street
San Leandro, CA 94577

Georgia Security Agency
http://www.georgiasecurityagency.com

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>SOC:</td>
<td>Security Guards-33-9032</td>
</tr>
<tr>
<td>ONET:</td>
<td>Security Guards-33-9032.00</td>
</tr>
</tbody>
</table>
# Chefs and Dinner Cooks

Chefs and dinner cooks direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. Cooks may also plan and price menu items, order supplies, and keep records and accounts. They may also participate in cooking.

National certification is available for chefs.

## Requirements

### Exams are conducted for the following area(s):
- Certified Culinarian, Certified Sous Chef, Certified Chef de Cuisine, Certified Executive Chef, Certified Master Chef, Personal Certified Chef, Personal Certified Executive Chef, Certified Pastry Culinarian, Certified Working Pastry Chef, Certified Executive Pastry Chef, Certified Master Pastry Chef, Certified Culinary Administrator, Certified Secondary Culinary Educator, Certified Culinary Educator

## Certifying Agency

**American Culinary Federation**  
180 Center Place Way  
St. Augustine, FL 32095  
(800) 624-9458  
(904) 940-0741 Fax  
acf@acfchefs.net  
http://www.acfchefs.org

## Fees

- **Application:** $50.00 (Members) OR $50.00 (Non-members)
- **Renewal:** $50.00 - 250.00 (Members) OR $85.00 - 350.00 (Non-members)
- **Testing:**  
  - Written: $75.00  
  - Practical: $50.00 (Members) OR $100.00 (Non-members)

## Examination

- **Repeats:** Unlimited  
- **Type:** Written and practical  
- **When:**  
  - Written: Arrange date and time with testing center  
  - Practical: Arrange date and time with ACF chapter  
- **Where:**  
  - Written: Comira Testing Center (www.comiratesting.com)  
  - Practical: Athens, Atlanta, Augusta, Lawrenceville, Macon, Savannah, and Tucker

## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>ONET:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chefs and Head Cooks-35-1011</td>
<td>Chefs and Head Cooks-35-1011.00</td>
</tr>
<tr>
<td>Chefs, Restaurant-35-2014</td>
<td>Cooks, Restaurant-35-2014.00</td>
</tr>
</tbody>
</table>
### Housekeeping and Janitorial Supervisors

Housekeeping and janitorial supervisors supervise work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.

National certification is available for housekeeping and janitorial supervisors.

#### Requirements

**For Certified Executive Housekeepers (CEH):**
- High school diploma or equivalent
- Complete the 330 hour program, self-study program, or collegiate program
- Pass exam

**For Registered Executive Housekeepers (REH):**
- Pass exam
  - Bachelor of Art or Science and must include the required courses from the collegiate program
  - Submit official transcript along with resume (there is a $25 member and $50 non-member transcript review fee)

#### Certifying Agency

**International Executive Housekeepers Association, Inc.**
1001 Eastwind Drive
Suite 301
Westerville, OH 43081
(800) 200-6342
(614) 895-1248 Fax
excel@ieha.org
http://www.ieha.org

#### Fees

<table>
<thead>
<tr>
<th>Course/Testing</th>
<th>Printed edition: $1,000.00 Member; $1,200.00 Non-member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online edition:</td>
<td>$800.00 Member; $1,000.00 Non-member</td>
</tr>
</tbody>
</table>

#### Examination

| Type: | Proctored (www.ieha.org) |

#### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>First-Line Supervisors of Housekeeping and Janitorial Workers-37-1011</th>
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</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>First-Line Supervisors of Housekeeping and Janitorial Workers-37-1011.00</td>
</tr>
</tbody>
</table>
Landscapers and Groundskeepers

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.

Landscapers and groundskeepers in Georgia must be certified for pesticide application if applying a restricted use pesticide.

Requirements

- Pass a series of exams

Licensing Agency

Georgia Department of Agriculture
Agriculture Pesticide Division
19 Martin Luther King, Jr. Drive SW
Room 410
Atlanta, GA 30334
(404) 656-4958
(404) 657-8378 Fax
http://www.agr.georgia.gov
This agency distributes both certifications and licenses for the state of Georgia.

Fees

<table>
<thead>
<tr>
<th>License/Registration</th>
<th>$90.00, Commercial Application</th>
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<tbody>
<tr>
<td>Testing</td>
<td>No Fee, Private Application</td>
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<tr>
<td></td>
<td>$45.00</td>
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</table>

Examination

<table>
<thead>
<tr>
<th>Type</th>
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<tbody>
<tr>
<td>When</td>
<td>Several testing dates throughout the year (See <a href="http://www.gapestexam.com">www.gapestexam.com</a>)</td>
</tr>
<tr>
<td>Where</td>
<td>See <a href="http://www.gapestexam.com">www.gapestexam.com</a> or <a href="http://www.agr.georgia.gov">www.agr.georgia.gov</a></td>
</tr>
</tbody>
</table>

Professional Associations

Georgia Green Industry Association
P.O. Box 2568
Blue Ridge, GA 30513
http://www.ggia.org

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Landscaping and Groundskeeping Workers-37-3011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Landscaping and Groundskeeping Workers-37-3011.00</td>
</tr>
</tbody>
</table>
Pest Control Workers

Pest control workers spray and release chemical solutions or toxic gases and set traps to kill pests and vermin, such as mice, termites, and roaches that infect buildings and surrounding areas.

Pest control workers must be licensed for pesticide application in Georgia.

Requirements

- Completed 10 hours of formal category training
- Completed 70 hours of on-the-job training
- Two years of verifiable experience in structural pest control work
- Pass the commercial applicator exam provided by the Georgia Technical Colleges

Licensing Agency

**Georgia Department of Agriculture**
Agriculture Pesticide Division
19 Martin Luther King, Jr. Drive SW
Room 410
Atlanta, GA 30334
(404) 656-4958
(404) 657-8378 Fax
http://www.agr.georgia.gov
This agency distributes both certifications and licenses for the state of Georgia.

Fees

<table>
<thead>
<tr>
<th>Application:</th>
<th>$90.00, Commercial Pesticide Applicator</th>
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<tbody>
<tr>
<td></td>
<td>$00.00, No fee for Private Pesticide Applicator</td>
</tr>
<tr>
<td>Testing:</td>
<td>$45.00, Commercial Pesticide Applicator</td>
</tr>
<tr>
<td></td>
<td>No fee, Private Pesticide Applicator</td>
</tr>
</tbody>
</table>

Examination

- Repeats: Unlimited
- Type: Computerized
- When/Where: See www.gapestexam.com for Commercial
              See www.agr.georgia.gov for Private

Professional Associations

**National Pest Management Association**
10460 North Street
Fairfax, VA 22030
jrickwalder@pestworld.org
http://www.pestworld.org/

**Georgia Pest Control Association**
2034 Beaver Ruin Road
Norcross, GA 30071
http://gpca.org

**Certified Pest Control Operators of Georgia**
P.O. Box 490164
Lawrenceville, GA 30049
http://www.cpcoofga.com/
<table>
<thead>
<tr>
<th>SOC:</th>
<th>Pest Control Workers-37-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Pest Control Workers-37-2021.00</td>
</tr>
</tbody>
</table>
Barbers

Barbers cut hair and provide a variety of personal grooming services to help people improve their physical appearance. They may also clean equipment and keep records.

Barbers must be licensed in Georgia.

Requirements

- 16 years of age
- Minimum 7th grade education
- 1,500 credit hours study course with at least nine months at a board approved school or has served as an apprentice in a barber shop for a period of at least 18 months and 3,000 credit hours
- Pass a written and practical exam

Licensing Agency

Georgia State Board of Cosmetology and Barbers
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1176 Fax
http://sos.ga.gov/index.php/licensing/plb/16

Fees

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Application:</td>
<td>$30.00</td>
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<tr>
<td>Testing:</td>
<td>$89.00 Practical Exam</td>
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<td></td>
<td>$58.00 Written Exam</td>
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Examination

<p>| | |</p>
<table>
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<tr>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Repeats:</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Type:</td>
<td>Written and practical</td>
</tr>
<tr>
<td>When:</td>
<td>Schedule with <a href="http://www.psiexams.com">www.psiexams.com</a></td>
</tr>
<tr>
<td>Where:</td>
<td>Atlanta, Macon, Stone Mountain, and Tifton</td>
</tr>
</tbody>
</table>

Professional Associations

National Association of Barber Boards of America
203 S. 26th Street
Arkadelphia, AR 71923
http://www.nationalbarberboards.com/

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Barbers-39-5011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Barbers-39-5011.00</td>
</tr>
</tbody>
</table>
# Child Care Workers

Child care workers attend to children at schools, businesses, private households, and child care institutions. They perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

**National recognition is available for child care workers.**

## Requirements

- 18 years of age or older
- High school diploma or equivalent
- 480 hours of experience working with children within the past 5 years
- 120 clock hours of formal child care education within the past 5 years (with 10 hours in each content area)
- Submit a professional resource file and statements of competence
- Submit the Family Questionnaires
- Submit the CDA Assessment Observation Instrument
- Complete an oral interview
- Complete the Early Childhood Studies Review exam

## Accreditation Agency

**Council for Professional Recognition**  
CDA National Credentialing Program  
2460 16th Street, NW  
Washington, DC 20009  
(800) 424-4310  
(202) 265-9161 Fax  
webmaster@cdacouncil.org  
http://www.cdacouncil.org

## Fees

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>Renewal</td>
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</tbody>
</table>

## Examination

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Type</td>
<td>Computerized</td>
</tr>
<tr>
<td>When</td>
<td>Monday through Saturday, on request - depending on availability of testing center</td>
</tr>
<tr>
<td>Where</td>
<td>See Pearson Vue Testing Center site: <a href="http://www.pearsonvue.com">www.pearsonvue.com</a></td>
</tr>
</tbody>
</table>

## Professional Associations

**Georgia Child Care Association**  
5490 McGinnis Village Place, Suite 215  
Alpharetta, GA 30005  
https://georgiachildcare.org/

## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Childcare Workers-39-9011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Childcare Workers-39-9011.00</td>
</tr>
</tbody>
</table>
Embalmers

Embalmers prepare bodies for burial. Some may apply cosmetics and arrange clothing and jewelry.

Embalmers must be licensed in Georgia.

## Requirements

- 18 years of age
- Be of good moral character
- High school diploma or equivalent
- Graduate from an accredited college of funeral service
- Complete 3120 hours of service as an apprentice under the direct supervision of a licensed embalmer
- Pass the national exam
- Pass state Laws & Rules exam
- An affidavit stating apprentice assisted in embalming

## Licensing Agency

**Georgia Board of Funeral Service**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-8026 Fax  
http://sos.ga.gov/plb/funeral


## Fees

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
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<td>$200.00</td>
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<tr>
<td>Renewal</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
| Testing           | $60.00, Georgia Laws and Rules Examination  
|                   | $500.00, 2016 National Board Exam (2 sections) |

## Examination

- **Repeats:** Unlimited and National Board Exam 3 times a year
- **Type:** Computerized
- **When/Where:**  
  - PSI Exam: www.psiexams.com (Georgia Laws and Rules exam)  
  - Pearson VUE: www.pearsonvue.com/theconference (National Board exam)

## Professional Associations

**Academy of Graduate Embalmers of Georgia**

PO Box 1248  
Dallas, GA 30132  
http://www.ageg.org/

**Georgia Funeral Directors Association, Inc.**

P.O. Box 1865  
Roswell, GA 30077  
http://www.gfda.org
Professional Associations

Georgia Funeral Service Practitioners Association, Inc.
55 S. Alexander St
P.O. Box 422
Toccoa, GA 30577
info@gfspa.net
http://www.gfspa.net

Independent Funeral Directors of Georgia, Inc.
P. O. Box 1248
Dallas, GA 30132
info@ifdg.org
http://www.ifdg.org

International Conference of Funeral Service Examining Boards, Inc.
1885 Shelby Lane
Fayetteville, AR 72704
exams@theconferenceonline.org
http://theconferenceonline.org

National Funeral Directors and Morticians Association, Inc.
6290 Shannon Parkway
Union City, GA 30291
nfdma@nfdma.com
http://www.nfdma.com

National Funeral Directors Association
13625 Bishop's Drive
Brookfield, WI 53005
nfda@nfda.org
http://nfda.org/

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Embalmers-39-4011</th>
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</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Embalmers-39-4011.00</td>
</tr>
</tbody>
</table>
Estheticians

Estheticians provide skin care treatments to face and body to enhance an individual's appearance.

A certificate of registration is required to practice cosmetology at the esthetician level.

Requirements

- 17 years of age
- High school diploma or equivalent
- Good moral character
- Complete a 1,000 credit hour study course of at least nine months at a board approved school, or serve as an apprentice in a beauty shop or beauty salon for a period of at least 2,000 credit hours for a minimum of 18 months
- Pass a written and practical exam

Licensing Agency

Georgia State Board of Cosmetology and Barbers
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1176 Fax
http://sos.ga.gov/plb/cosmetology

Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
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<tbody>
<tr>
<td>License/Registration</td>
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<tr>
<td>Testing:</td>
<td>$64.00 - Practical exam</td>
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<tr>
<td></td>
<td>$45.00 - Written exam</td>
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Examination

<table>
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<tr>
<th>Exams</th>
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</thead>
<tbody>
<tr>
<td>Repeats:</td>
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<tr>
<td>Type:</td>
<td>Written and practical</td>
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<tr>
<td>When:</td>
<td>Schedule with <a href="http://www.psiexams.com">www.psiexams.com</a></td>
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<tr>
<td>Where:</td>
<td>Atlanta, Macon and Tifton</td>
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Related Occupational Titles and Codes

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<tr>
<th>SOC:</th>
<th>Skincare Specialists-39-5094</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Skincare Specialists-39-5094.00</td>
</tr>
</tbody>
</table>
Funeral Directors

Funeral directors coordinate funeral services. They work with family members, direct the activities of technical staff, and oversee budgets.

Funeral directors must be licensed in Georgia.

### Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 18 years of age</td>
</tr>
<tr>
<td>• Good moral character</td>
</tr>
<tr>
<td>• High school degree or equivalent</td>
</tr>
<tr>
<td>• Graduate from an accredited college of funeral service</td>
</tr>
<tr>
<td>• Complete 3120 hours of service as an apprentice under direct supervision</td>
</tr>
<tr>
<td>• Proof of licensure as an embalmer in Georgia</td>
</tr>
<tr>
<td>• Pass the national exam</td>
</tr>
<tr>
<td>• Pass state Laws and Rules Exam</td>
</tr>
<tr>
<td>• An affidavit stating apprentice assisted in funerals</td>
</tr>
</tbody>
</table>

### Licensing Agency

**Georgia Board of Funeral Service**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-8026 Fax  
http://sos.ga.gov/plb/201/  

### Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>License/Registration</td>
<td>$50.00</td>
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<thead>
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<th>Repeats:</th>
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</thead>
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<tr>
<td>Type:</td>
<td>Computerize</td>
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<tr>
<td>When/Where:</td>
<td>See exam websites</td>
</tr>
<tr>
<td>PSI exams:</td>
<td><a href="http://www.psiexams.com">www.psiexams.com</a> (Georgia Laws and Rules exam)</td>
</tr>
<tr>
<td>Pearson VUE:</td>
<td><a href="http://www.pearsonvue.com/theconference">www.pearsonvue.com/theconference</a> (National Board exam)</td>
</tr>
</tbody>
</table>

### Professional Associations

**Academy of Graduate Embalmers of Georgia**

PO Box 1248  
Dallas, GA 30132  
http://www.ageg.org/

**Georgia Funeral Directors Association, Inc.**

P.O. Box 1865  
Roswell, GA 30077  
http://www.gfda.org
### Professional Associations

**Georgia Funeral Service Practitioners Association, Inc.**  
55 S. Alexander Street  
P.O. Box 422  
Toccoa, GA 30577  
info@glspa.net  
http://www.glspa.net

**Independent Funeral Directors of Georgia**  
P. O. Box 1248  
Dallas, GA 30132  
info@ifdg.org  
http://www.ifdg.org

**International Conference of Funeral Service Examining Boards, Inc.**  
1885 Shelby Lane  
Fayetteville, AR 72704  
exams@theconferenceonline.org  
http://theconferenceonline.org/

**National Funeral Directors and Morticians Association, Inc.**  
6290 Shannon Parkway  
Union City, GA 30291  
nfdma@nfdma.com  
http://www.nfdma.com

**National Funeral Directors Association**  
13625 Bishop’s Drive  
Brookfield, WI 53005  
nfda@nfda.org  
http://nfda.org/

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Morticians, Undertakers, and Funeral Directors-39-4031</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Morticians, Undertakers, and Funeral Directors-39-4031.00</td>
</tr>
</tbody>
</table>
Hairstylists and Cosmetologists

Hairstylists and cosmetologists provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. They may also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Hairstylists and cosmetologists must be licensed in Georgia.

Requirements

- 17 years of age
- High school diploma or equivalent
- Good moral character
- Complete a 1500 hour course with at least 9 months at a board approved school, or complete an apprenticeship program which includes at least 3000 hours of supervised instruction for a minimum of 18 months
- Pass a written and practical exam

Licensing Agency

Georgia State Board of Cosmetology and Barbers
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1176 Fax
http://sos.ga.gov/plb/cosmetology

Fees

<table>
<thead>
<tr>
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<tr>
<td></td>
<td>$45.00 - Written Exam</td>
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Examination

- Repeats: Unlimited
- Type: Written and practical
- When: Schedule with www.psiexams.com
- Where: Atlanta, Macon and Tifton

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Hairdressers, Hairstylists, and Cosmetologists-39-5012</th>
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</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Hairdressers, Hairstylists, and Cosmetologists-39-5012.00</td>
</tr>
</tbody>
</table>
Manicurists

Manicurists clean and shape customers' fingernails. They may also polish or decorate nails.

A certificate of registration is required to practice cosmetology at the nail technician level.

Requirements

- 17 years of age
- High school diploma or equivalent
- Good moral character
- Complete a 525 hour course of at least 4 months at a board approved school, or serve as an apprentice in a beauty shop or beauty salon for a period of at least 1050 credit hours
- Pass a written and practical exam

Licensing Agency

Georgia State Board of Cosmetology and Barbers
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1176 Fax
http://sos.ga.gov/plb/cosmetology

Fees

<table>
<thead>
<tr>
<th>Service</th>
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<tr>
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<tr>
<td>- Practical Exam</td>
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<tr>
<td>- Written Exam</td>
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</table>

Examination

<table>
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<tr>
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<tbody>
<tr>
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<td>Written and practical</td>
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<td>Where:</td>
<td>Atlanta, Macon and Tifton</td>
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Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Manicurists and Pedicurists-39-5092</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Manicurists and Pedicurists-39-5092.00</td>
</tr>
</tbody>
</table>
Nail Technicians

Nail technicians are personal-appearance workers who do manicures and pedicures. First, they check clients' nails for signs of skin or nail diseases. Then they file and polish clients' natural nails, as well as apply, repair and decorate artificial acrylic and gel nails. They give foot baths and hand baths, foot and hand massages, use pumice stones to smooth away tough calluses, and apply moisturizing oils and lotions.

A certificate of registration is required to practice cosmetology at the nail technician level.

Requirements

- 17 years of age
- High school diploma or equivalent
- Good moral character
- Complete a 525 hour course of at least 4 months at a board approved school, or serve as an apprentice in a beauty shop or beauty salon for a period of at least 1050 credit hours
- Pass a written and practical exam

Licensing Agency

Georgia State Board of Cosmetology and Barbers
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-1176 Fax
http://sos.ga.gov/plb/cosmetology

Fees

<table>
<thead>
<tr>
<th>License/Registration</th>
<th>$30.00</th>
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</thead>
<tbody>
<tr>
<td>Testing:</td>
<td>$64.00 - Practical Exam</td>
</tr>
<tr>
<td></td>
<td>$45.00 - Written Exam</td>
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</tbody>
</table>

Examination

- Repeats: Unlimited
- Type: Written and practical
- When: Schedule with www.psiexams.com
- Where: Atlanta, Macon and Tifton

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Manicurists and Pedicurists-39-5092</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Manicurists and Pedicurists-39-5092.00</td>
</tr>
</tbody>
</table>
Auctioneers

Auctioneers sell items at auction to the highest bidder. Before the sale, they may estimate the value of the merchandise. At the sale, they describe the merchandise and ask for bids, awarding items to the highest bidders.

Auctioneers must be licensed in Georgia.

Requirements

- 18 years of age
- High school diploma or equivalent
- Certification from approved auction school
- Pass written and practical exams

Licensing Agency

Georgia Auctioneers Commission
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-8026 Fax
http://sos.ga.gov/plb/auctioneer

Fees

License: $200.00

Examination

Repeats: Unlimited
Type: Written and computerized
When: Schedule with www.psiexams.com
Where: Atlanta, Macon and Tifton

Professional Associations

National Auctioneers Association
8880 Ballentine Street
Overland Park, KS 66214
support@auctioneers.org
http://www.auctioneers.org

Georgia Auctioneers Association, Inc..
info@georgiaauctioneers.org
http://www.georgiaauctioneers.org

Related Occupational Titles and Codes

SOC: Sales and Related Workers, All Other-41-9099
ONET: Sales and Related Workers, All Other-41-9099.00
Automobile Salespeople

Automobile salespersons sell new and used automobiles, trucks, vans, and other vehicles on the premises of vehicle sales establishments. They explain features and demonstrate the operation of vehicles at the establishment or on the road. They compute and quote sale prices, including tax, trade-in allowance, license fees, discounts, and requirements for financing payment of the vehicle on credit.

**Used motor vehicle dealers must be registered in Georgia.**

### Requirements

- Provide a surety bond of $35,000.00
- Provide an original certificate of insurance
- Provide proof of attending a mandatory pre-licensing seminar
- Provide proof of an established place of business
- Provide proof of a working telephone number at place of business
- Apply for a state Sales Tax number with the Georgia Department of Revenue
- Fingerprint-based background check

### Licensing Agency

**Ga St Brd of Reg of Used Mtr Veh Dlrs and Used Mtr Veh Parts Dlrs**

237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-8026 Fax
[http://sos.georgia.gov/plb/usedcar](http://sos.georgia.gov/plb/usedcar)

### Fees

- **Application:** $170.00
- **Late:** $250.00
- **Renewal:** $150.00

### Professional Associations

**Georgia Independent Automobile Dealers Association**

6903 Oak Ridge Commerce Way SW
Austell, GA 30168
(770) 745-9650
[http://giada.org/](http://giada.org/)

**National Independent Automobile Dealers Association**

2521 Brown Boulevard
Arlington, TX 76006
(800) 682-3837

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Retail Salespersons-41-2031</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Retail Salespersons-41-2031.00</td>
</tr>
</tbody>
</table>
Insurance Agents

Insurance agents sell policies to individuals and businesses for protection against losses. They also maintain records, prepare reports, identify prospective customers, assist in collecting premiums, and prepare insurance claims for clients.

Insurance agents must be licensed in Georgia.

Requirements

- 24 hours classroom instruction from an approved course
- Pass written exam
- Background check

Licensing Agency

Office of Insurance and Safety Fire Commission
Agents Licensing Division
Two Martin Luther King Jr. Drive
West Tower, Suite 704
Atlanta, GA 30334
(800) 656-2298
(404) 657-8542 Fax
http://www.oci.ga.gov

Fees

Application: $115.00

Examination

Repeats: 3
Type: Computerized
When: Arrange with local testing center (www.pearsonvue.com)
Where: Pearson VUE testing centers in Albany, Atlanta, Augusta, Macon, Marietta, and Savannah

Professional Associations

National Association of Professional Insurance Agents
419 North Lee Street
Alexandria, VA 22314
web@pianet.com
http://www.pianet.com

PIA of Georgia
3805 Crestwood Pkwy
Suite 140
Duluth, GA 30096
info@piaga.com
http://piaga.com

Related Occupational Titles and Codes

SOC: Insurance Sales Agents-41-3021
ONET: Insurance Sales Agents-41-3021.00
Parts Salespeople

Parts salespeople sell spare and replacement parts and equipment in a repair shop or parts store.

Used motor vehicle parts dealers must be registered in Georgia.

Requirements

- Provide a surety bond of $10,000.00
- Provide an original certificate of insurance
- Provide proof of an established place of business
- Provide recent photograph
- Provide sales tax number
- Fingerprint-based criminal background check

Licensing Agency

Ga St Brd of Reg of Used Mtr Veh Dlrs and Used Mtr Veh Parts Dlrs
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-8026 Fax
http://sos.georgia.gov/plb/usedcar

Fees

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$150.00</td>
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<tr>
<td>Late</td>
<td>$225.00</td>
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<tr>
<td>Renewal</td>
<td>$150.00, biennial fee (to be renewed by December 31 on odd even numbered years)</td>
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Related Occupational Titles and Codes

<p>| | |</p>
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<tbody>
<tr>
<td>SOC:</td>
<td>Parts Salespersons-41-2022</td>
</tr>
<tr>
<td>ONET:</td>
<td>Parts Salespersons-41-2022.00</td>
</tr>
</tbody>
</table>
Real Estate Agents

Real estate agents associate with real estate brokerage firms that help people buy, sell, manage, or exchange real property. They show property, list property for sale, work as agents for buyers purchasing property, draft offers to buy, sell, or lease, and/or assist their principals in pricing property.

Real estate salesperson license is required in Georgia.

Requirements

- 18 years of age
- High school diploma or equivalent
- Complete a 75 hour pre-licensing salesperson's course approved by the commission, or complete 10 quarter hours or 6 semester hours in real estate courses at an accredited college
- Pass an exam

Licensing Agency

For CAM: Georgia Real Estate Commission
229 Peachtree Street, NE
International Tower, Suite 1000
Atlanta, GA 30303
(404) 656-3916
(404) 656-6650 Fax
grecmail@grec.state.ga.us
http://www.grec.state.ga.us/

Fees

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Application:</td>
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<tr>
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Examination

<p>| | |</p>
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<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeats:</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Type:</td>
<td>Computerized</td>
</tr>
<tr>
<td>When:</td>
<td>Monday - Friday and designated Saturdays: See Applied Measurement Professionals, Inc. (<a href="http://www.goamp.com">www.goamp.com</a>)</td>
</tr>
<tr>
<td>Where:</td>
<td>Lilburn, Macon, Marietta, and Savannah</td>
</tr>
</tbody>
</table>

Professional Associations

Georgia Association of Realtors
6065 Barfield Road
Atlanta, GA 30328
http://www.garealtor.com

Related Occupational Titles and Codes

| SOC:                  | Real Estate Sales Agents-41-9022 |
| ONET:                 | Real Estate Sales Agents-41-9022.00 |
Real Estate Brokers

A real estate broker owns or manages real estate brokerage firm(s) that help people buy, sell, manage, or exchange real property. A broker is responsible for the work of the real estate salespersons and associate brokers who affiliate with the broker’s firm, usually as independent contractors, in order to provide the brokerage service cited in the above.

Real estate brokers must be licensed in Georgia.

Requirements

- 21 years of age
- High school diploma or equivalent
- Complete a 60 hour pre-licensing broker’s course approved by the Georgia Real Estate Commission OR complete 15 quarter hours or 9 semester hours in real estate courses at an accredited school
- Pass an exam
- Complete 3 years active licensure as a salesperson

Licensing Agency

For CAM: Georgia Real Estate Commission
229 Peachtree Street, NE
International Tower, Suite 1000
Atlanta, GA 30303
(404) 656-3916
(404) 656-6650 Fax
grecmail@grec.state.ga.us
http://www.grec.state.ga.us/

Fees

Application: $170.00
Testing: $115.00

Examination

Repeats: Unlimited
Type: Computerized
When: Monday - Friday and designated Saturdays: See Applied Measurement Professionals, Inc. (www.goamp.com)
Where: Lilburn, Macon, Marietta, Savannah

Professional Associations

Georgia Association of Realtors
3200 Presidential Drive
Atlanta, GA 30340
http://www.garealtor.com

Related Occupational Titles and Codes

SOC: Real Estate Brokers-41-9021
ONET: Real Estate Brokers-41-9021.00
Sales Representatives

Technical and scientific sales representatives sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.

Non-technical sales representatives sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.

National certification is available for sales representatives.

### Requirements

- Must be employed at the time of application
- Minimum of one year of business experience (self-employment in sales, marketing, or management qualifies as experience)
- Pass exam

### Certifying Agency

**Sales & Marketing Executives International (SMEI)**  
PO Box 1390  
Sumas, WA 98295  
(312) 893-0751  

### Fees

<table>
<thead>
<tr>
<th>Application/Testing:</th>
<th>$1,049.00 Non-member, $899.00 Member</th>
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<tbody>
<tr>
<td>Renewal:</td>
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### Examination

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<tbody>
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<tr>
<td>When:</td>
<td>As needed</td>
</tr>
<tr>
<td>Where:</td>
<td>Proctored in major cities near the candidate</td>
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</table>

### Related Occupational Titles and Codes

**SOC:**
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products-41-4011
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products-41-4012

**ONET:**
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products-41-4011.00
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products-41-4012.00
Securities Salespeople

Securities sales people help people select and purchase stocks, bonds, mutual funds, and other securities. They analyze investments, furnish information about market conditions, and advise customers about securities and financial planning.

Securities salespeople/Broker-Dealer agents must be licensed in Georgia.

### Requirements

- Have application for registration filed by a licensed employer
- Not been convicted of or charged with fraud or a felony
- Pass qualifying exams through the National Association of Securities Dealers (NASD)

### Licensing Agency

**Secretary of State**

Securities Division  
2 MLK Jr. Drive SE  
Suite 313, West Tower  
Atlanta, GA 30334  
(844) 753-7825  
registrations@sos.ga.gov  
http://sos.georgia.gov/securities/

### Fees

<table>
<thead>
<tr>
<th>Description</th>
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### Examination

- **Type:** Computerized  
- **When:** Arrange with local testing center  
- **Where:** Prometric testing centers

### Professional Associations

**FINRA - Atlanta Office**

One Securities Centre, Suite 500  
3490 Piedmont Road, NE  
Atlanta, GA 30305

**Financial Industry Regulatory Authority (FINRA)**

1735 K Street  
Washington, DC 20006  
http://www.finra.org

**Georgia Securities Association**

P.O. Box 12106  
Atlanta, GA 30355  
info@gasec.org  
http://www.gasec.org
<table>
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<tr>
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<tbody>
<tr>
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<td>Securities, Commodities, and Financial Services Sales Agents-41-3031.00</td>
</tr>
<tr>
<td>ONET:</td>
<td>Securities, Commodities, and Financial Services Sales Agents-41-3031.00</td>
</tr>
</tbody>
</table>
Travel Agents

Travel agents plan and sell transportation and accommodations for travel agency customers. They determine destination, modes of transportation, travel dates, costs, and accommodations required.

National certification is available for travel agents.

### Requirements

**Applicant requirements for the Certified Travel Associate (CTA):**
- 18 months of full-time industry experience
- Pass the CTA exam
- Complete the CTA curriculum

**Applicant requirements for the Certified Travel Counselor (CTC):**
- Complete the CTC curriculum
- Complete the CTA program
- 5 years of full-time industry experience
- Pass the CTC exam

### Certifying Agency

**The Travel Institute**
945 Concord Street
Framingham, MA 01701
(800) 542-4282
(781) 237-3860 Fax
info@thetravelinstitute.com
http://www.thetravelinstitute.com/

### Fees

<table>
<thead>
<tr>
<th>Course/Testing:</th>
<th>$359.88, CTA plus $24.99 sign-up fee ($250.00 for test only)</th>
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<tr>
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<td>$551.88, CTC plus $24.99 sign-up fee ($320.00 for test only)</td>
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### Examination

<table>
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<tr>
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<td>When:</td>
<td>Any time after applying</td>
</tr>
<tr>
<td>Where:</td>
<td>Receive exam by mail and take with proctor</td>
</tr>
</tbody>
</table>

### Professional Associations

**National Association of Career Travel Agents**
675 N. Washington St, Suite 490
Alexandria, VA 22314
nacta@nacta.com
http://nacta.com

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
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<td>ONET:</td>
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Used Motor Vehicle Dealers

Used motor vehicle dealers sell previously owned automobiles, trucks, vans, and other vehicles on the premises of vehicle sales establishments. They explain features and demonstrate the operation of vehicles at the establishment or on the road. They compute and quote sale prices including tax, trade-in allowance, license fees, discounts, and requirements for financing payment of the vehicle on credit.

Used motor vehicle dealers must be registered in Georgia.

Requirements

- Provide a surety bond of $35,000.00
- Provide an original certificate of insurance
- Provide proof of attending a mandatory pre-licensing seminar
- Provide proof of an established place of business
- Provide proof of a working telephone number at place of business
- Apply for a state sales tax number with the Georgia Department of Revenue
- Fingerprint background check

Licensing Agency

Georgia State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-8026 Fax
http://sos.georgia.gov/plb/usedcar

Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>License/Registration</td>
<td>$170.00</td>
</tr>
<tr>
<td>Renewal</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Professional Associations

Georgia Independent Automobile Dealers Association
6903 Oak Ridge Commerce Way, SW
Austell, GA 30168
(770) 745-9650
http://giada.org

National Independent Automobile Dealers Association
2521 Brown Boulevard
Arlington, TX 76006
(800) 682-3837
http://www.niada.com

Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC:</td>
<td>Retail Salespersons-41-2031</td>
</tr>
<tr>
<td>ONET:</td>
<td>Retail Salespersons-41-2031.00</td>
</tr>
</tbody>
</table>
Used Motor Vehicle Parts Dealers

Used motor vehicle parts dealers sell used automotive parts and equipment by ascertaining the make, year, and type of part needed. They inspect worn, damaged, or defective parts to determine necessary replacement or advises the customer of part needed based on the description of the malfunction. They may also purchase wrecked vehicles to salvage parts.

Used motor vehicle parts dealers must be registered in Georgia.

**Requirements**

- Provide a surety bond of $10,000.00
- Provide an original certificate of insurance
- Provide proof of an established place of business
- Provide recent photograph
- Provide sales tax number
- Fingerprint criminal background check

**Licensing Agency**

Georgia State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers  
237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-8026 Fax  
http://sos.georgia.gov/plb/usedcar

**Fees**

| License/Registration | $150.00 |

**Related Occupational Titles and Codes**

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Parts Salespersons-41-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Parts Salespersons-41-2022.00</td>
</tr>
</tbody>
</table>
Executive Secretaries

Executive secretaries provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. They may also train and supervise lower-level clerical staff.

International certification is available as a Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP).

Requirements

- Two to four years of work experience as an administrative professional, varying according to your level of college education (students or teachers in a college business education program also may qualify for the CAP)
- Pass the CAP exam

Certifying Agency

International Association of Administrative Professionals
10502 N. Ambassador Dr
Suite 100
Kansas City, MO 64153
(816) 891-6600
(816) 891-9118 Fax
certification@iaap-hq.org
http://www.iaap-hq.org/

Fees

| Testing:       | $350.00, IAAP Member |
|               | $525.00, Non-member  |

Examination

| Type:         | Computerized         |
|              | March and September  |
| Where:       | Test centers across the country
|             | Pearson VUE: see website |

Related Occupational Titles and Codes

| SOC:          | Executive Secretaries and Executive Administrative Assistants-43-6011 |
|              | Executive Secretaries and Executive Administrative Assistants-43-6011.00 |
| ONET:        | Executive Secretaries and Executive Administrative Assistants-43-6011.00 |
**Legal Secretaries**

Legal secretaries perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. They may also assist with legal research.

National certification is available for legal professionals.

### Requirements

**Applicant requirements for basic certification Accredited Legal Professional (ALP):**
- Complete an accredited business/legal course, the NALS legal training course, or one year of general office experience
- Pass a three-part exam

**Applicant requirements for advanced certification Professional Legal Secretary (PLS):**
- Pass four-part written exam
- 3 years of experience in the legal field (a partial waiver up to 1 year is available for those who have a postsecondary degree, completed the ALS exam, or hold other certifications)

### Certifying Agency

**National Association of Legal Secretaries**
P.O. Box 470348
Tulsa, OK 74147
(918) 582-5188
(918) 582-5907 Fax
info@nals.org
http://www.nals.org/

### Fees

**Testing:**
- **ALP:**
  - $75.00, full-time students
  - $100.00, NALS members
  - $125.00, non-members
- **PLS:**
  - $175.00, NALS members
  - $225.00, non-members

### Examination

**Repeats:** Unlimited
**Type:** Written
**When:**
- ALP - March, May, September, and December
- PLS - March and September
**Where:** Testing sites throughout the country - see agency website

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Legal Secretaries-43-6012</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Legal Secretaries-43-6012.00</td>
</tr>
</tbody>
</table>
Medical Secretaries

Medical secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

International certification is available as a Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP).

**Requirements**

- Two to four years of work experience as an administrative professional, varying according to your level of college education (students or teachers in a college business education program also may qualify for the CAP)
- Pass the CAP exam

**Certifying Agency**

**International Association of Administrative Professionals**

10502 N. Ambassador Dr
Suite 100
Kansas City, MO 64153
(816) 891-6600
(816) 891-9118 Fax
certification@iaap-hq.org
http://www.iaap-hq.org/

**Fees**

<table>
<thead>
<tr>
<th>Testing</th>
<th>CAP:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$350.00, IAAP members</td>
</tr>
<tr>
<td></td>
<td>$525.00, Non-members</td>
</tr>
</tbody>
</table>

**Examination**

<table>
<thead>
<tr>
<th>Type:</th>
<th>Computerized</th>
</tr>
</thead>
<tbody>
<tr>
<td>When:</td>
<td>March and September</td>
</tr>
<tr>
<td>Where:</td>
<td>Test centers across the country</td>
</tr>
<tr>
<td></td>
<td>Pearson VUE: see agency website</td>
</tr>
</tbody>
</table>

**Related Occupational Titles and Codes**

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Medical Secretaries-43-6013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Medical Secretaries-43-6013.00</td>
</tr>
</tbody>
</table>
Secretaries perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

International certification is available as a Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP).

### Requirements

- Two to four years of work experience as an administrative professional, varying according to your level of college education (students or teachers in a college business education program also may qualify for the CAP)
- Pass the CAP exam

### Certifying Agency

**International Association of Administrative Professionals**

10502 N. Ambassador Dr  
Suite 100  
Kansas City, MO 64153  
(816) 891-6600  
(816) 891-9118 Fax  
certification@iaap-hq.org  
http://www.iaap-hq.org/

### Fees

| Testing        | $350.00, IAAP member | $525.00, Non-member |

### Examination

- **Type:** Computerized  
- **When:** March and September  
- **Where:** Test centers across the country  
  Pearson VUE: see agency website

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive-43-6014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive-43-6014.00</td>
</tr>
</tbody>
</table>
# Agricultural Worker Supervisors

Agricultural worker supervisors directly supervise and coordinate the activities of agricultural, forestry, aqua-cultural, and related workers.

**Agricultural worker supervisors in Georgia must be certified for pesticide application if applying a restricted use pesticide.**

## Requirements

- Pass a series of exams

## Licensing Agency

**Georgia Department of Agriculture**  
Agriculture Pesticide Division  
19 Martin Luther King, Jr. Drive SW  
Room 410  
Atlanta, GA 30334  
(404) 656-4958  
(404) 657-8378 Fax  

This agency distributes both certifications and licenses for the state of Georgia.

## Fees

<table>
<thead>
<tr>
<th>Application</th>
<th>$90.00, Commercial Application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Fee, Private Application</td>
</tr>
<tr>
<td>Testing</td>
<td>$45.00 Commercial and Private</td>
</tr>
</tbody>
</table>

## Examination

<table>
<thead>
<tr>
<th>Type</th>
<th>Computerized</th>
</tr>
</thead>
<tbody>
<tr>
<td>When</td>
<td>Several testing dates throughout the year (See <a href="http://www.gapestexam.com">www.gapestexam.com</a>)</td>
</tr>
<tr>
<td>Where</td>
<td>See <a href="http://www.gapestexam.com">www.gapestexam.com</a> or <a href="http://www.agr.georgia.gov">www.agr.georgia.gov</a></td>
</tr>
</tbody>
</table>

## Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>First-Line Supervisors of Farming, Fishing, and Forestry Workers-45-1011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>First-Line Supervisors of Farming, Fishing, and Forestry Workers-45-1011.00</td>
</tr>
</tbody>
</table>
Nursery Workers

Nursery workers manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. They use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Their duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; cleaning, grading, sorting, packing and loading harvested products. Also, they may construct trellises, repair fences and farm buildings, or participate in irrigation activities.

Nursery workers in Georgia must be certified for pesticide application if applying a restricted use pesticide.

### Requirements

- Pass a series of tests

### Licensing Agency

**Georgia Department of Agriculture**  
Agriculture Pesticide Division  
19 Martin Luther King, Jr. Drive SW  
Room 410  
Atlanta, GA 30334  
(404) 656-4958  
(404) 657-8378 Fax  
This agency distributes both certifications and licenses for the state of Georgia.

### Fees

<table>
<thead>
<tr>
<th>Application</th>
<th>Fee</th>
<th>Testing</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Application</td>
<td>$90.00</td>
<td>Commercial and Private</td>
<td>$45.00</td>
</tr>
<tr>
<td>Private Application</td>
<td>No Fee</td>
<td>Private</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

### Examination

- **Type:** Computerized
- **When:** Several testing dates throughout the year (See [www.gapestexam.com](http://www.gapestexam.com))
- **Where:** See [www.agr.georgia.gov](http://www.agr.georgia.gov) or [www.gapestexam.com](http://www.gapestexam.com)

### Professional Associations

**AmericanHort**  
American Nursery & Landscape Association and Ohio State Florist Association  
2130 Stella Court  
Columbus, Ohio 43215  
(202) 789-2900  
hello@AmericanHort.org  

### Related Occupational Titles and Codes

| SOC: Farmworkers and Laborers, Crop, Nursery, and Greenhouse-45-2092 |
| ONET: Farmworkers and Laborers, Crop, Nursery, and Greenhouse-45-2092.00 |
Amusement Ride Inspectors

Amusement ride inspectors inspect all carnival and amusement rides to ensure safe operation and conformance to all code and legal requirements. They inspect rides prior to operation and conduct ongoing inspections. They recommend corrections for unsafe conditions and investigate accidents.

Amusement ride inspections are only done by the Office of Insurance and Safety Fire Commissioner’s office; per rule 120-3-27-.07.

Requirements

- High school diploma, college diploma, or equivalent
- One year of experience in design, manufacture, operation or inspection of amusement rides
- Pass written examination and eye exam
- Must be employed by state in the amusement field
- Must hold a current inspector certification level
- Must provide proof of receiving 4 CEUs (40 credit hours in an Amusement Industry Manufacturers & Suppliers (AIMS) approved curriculum)

Certifying Agency

Office of Insurance and Safety Fire Commissioner
State of Georgia
Two Martin Luther King, Jr. Drive
West Tower, Suite 920
Atlanta, GA 30334
(800) 656-2298
(404) 657-6971 Fax
http://www.oci.ga.gov/FireMarshal/

Examination

Repeats: Unlimited
Type: Written
When: As required

Professional Associations

AIMS International
- P.O. Box 92366,
  Nashville, Tennessee 37209
info@aimsintl.org
http://www.aimsintl.org/

Related Occupational Titles and Codes

SOC: Construction and Building Inspectors-47-4011
ONET: Construction and Building Inspectors-47-4011.00
**Boiler Inspectors**

Boiler and pressure vessel inspectors inspect all boilers and pressure vessels to ensure that they are properly constructed and operating safely. They witness tests being made and examine methods of operation. They order corrections of unsafe conditions and investigate accidents.

**Boiler and pressure vessel inspectors require a certificate in Georgia; per Office of Insurance and Safety Fire Commissioner rule 120-3-26-.04.**

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
</table>
| • Minimum high school diploma plus 4 years of qualifying experience (per rule 120-3-26.04)  
  OR  
  Associate in mechanical technology plus 2 years of experience or bachelor degree in engineering from an accredited school plus 1 year of experience in construction, design, operation, or inspection of high boilers and pressure vessels  
• Pass exam  
• Note: Successful applicants who pass the Certificate of Competency from the National Board are issued the certificate by the Chief Engineer. |

For Georgia Commission: Request for Georgia Commissions are given upon proof of a Commission issued by the National Board.

<table>
<thead>
<tr>
<th>Certifying Agency</th>
</tr>
</thead>
</table>
| **Office of Insurance and Safety Fire Commissioner**  
State of Georgia  
Two Martin Luther King, Jr. Drive  
West Tower, Suite 920  
Atlanta, Georgia 30334  
(800) 656-2298  
(404) 657-6971 Fax  
http://www.oci.ga.gov/FireMarshal/ |

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
</table>
| Application: $50.00  
Commission: $25.00  
Renewal: $35.00 |

<table>
<thead>
<tr>
<th>Examination</th>
</tr>
</thead>
</table>
| Repeats: 3  
Type: Computerized  
When: Every quarter on first Wednesday and Thursday  
March, June, September and December  
(See www.nationalboard.org)  
Where: See State Office of Insurance and Safety Fire Commissioner and  
See Applied Measurement Professionals Testing website: www.goAMP.com |
**Professional Associations**

The National Board of Boiler and Pressure Vessel Inspectors  
1055 Crupper Avenue  
Columbus, Ohio 43229  
information@nationalboard.org  
http://www.nationalboard.org/

**Related Occupational Titles and Codes**

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Construction and Building Inspectors-47-4011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Construction and Building Inspectors-47-4011.00</td>
</tr>
</tbody>
</table>
Construction and Building Inspectors

Construction and building inspectors inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing.

Certification is available for building inspectors.

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Pass the Residential Building Inspector and Commercial Building Inspector exams (extensive work experience is necessary to pass this exam, contact the association for specifics)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certifying Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Code Council</strong></td>
</tr>
<tr>
<td>500 New Jersey Avenue, NW</td>
</tr>
<tr>
<td>6th Floor</td>
</tr>
<tr>
<td>Washington, DC 20001</td>
</tr>
<tr>
<td>(888) 422-7233</td>
</tr>
<tr>
<td>(202) 783-2348 Fax</td>
</tr>
<tr>
<td><a href="mailto:webmaster@iccsafe.org">webmaster@iccsafe.org</a></td>
</tr>
<tr>
<td><a href="http://www.iccsafe.org">http://www.iccsafe.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Renewal:</strong> $40.00 (Members) or $50.00 (Non-members)</td>
</tr>
<tr>
<td><strong>Testing:</strong></td>
</tr>
<tr>
<td>Written: $199.00 (residential and commercial)</td>
</tr>
<tr>
<td>Computerized: $199.00 (residential and commercial)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Repeats:</strong> Two times within a six month period</td>
</tr>
<tr>
<td><strong>Type:</strong> Written or computerized</td>
</tr>
<tr>
<td><strong>When:</strong> Arrange date and time with local testing center (See Pearson VUE or Certifying Agency website)</td>
</tr>
<tr>
<td><strong>Where:</strong> Written Locations: Lawrenceville, Macon, and Morrow</td>
</tr>
<tr>
<td>Computerized: Pearson VUE testing centers (<a href="http://www.pearsonvue.com">www.pearsonvue.com</a>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Occupational Titles and Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOC:</strong> Construction and Building Inspectors-47-4011</td>
</tr>
<tr>
<td><strong>ONET:</strong> Construction and Building Inspectors-47-4011.00</td>
</tr>
</tbody>
</table>
Electrical and Low Voltage System Contractors

Electrical and low voltage system contractors are responsible for installing, maintaining, altering, or repairing electrical systems. Electricians under their direction inspect and service electronic control devices, follow blueprints, bend and fasten tubing inside walls, and pull wires through the tubing to complete the circuits between outlets and switches. They connect the wiring to circuit breakers, transformers, and other components. Low voltage contracting involves the installation, alteration, service, or repair of a telecommunication system, alarm system, or general system involving low-voltage wiring.

Electrical contractors and low voltage contractors must be licensed in Georgia.

Requirements

Applicant requirements for a general, alarm, telecommunications, or unrestricted low voltage contractor license:
- 1 year of approved experience in low-voltage wiring (for alarm license, applicant must have experience with installation or alarm systems. For telecommunication license, applicant must have experience with installation of telecommunication systems) under a licensed contractor.
- Pass an exam

Applicant requirements for restricted or non-restricted electrical contractors license:
- 4 years of approved experience in the electrical field under a licensed contractor (for a non-restricted license, applicant must have experience with installations in excess of single phase, 200 amperes systems)
- 21 years of age
- Pass an exam
- 3 letters of references (using board reference form)

Appropriate education: a diploma in Engineering Technology or certificate from an accredited Vocational-Technology school program.

Licensing Agency

Georgia Construction Industry Licensing Board
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/construct/utl
Construction: http://sos.georgia.gov/plb/construct/utl
Electrician: http://sos.georgia.gov/plb/construct/el
Plumber: http://sos.georgia.gov/plb/construct/pl

Fees

Annual Dues: $288.00 (for electrical, class I & II)
$207.00 (for low voltage)
Application: $30
Renewal: $75.00

Examination

Repeats: Twice (Afterward board approval needed)
Type: Computerized
Examination

| When: | March, July, and November (for electrical)  
|       | January, May, and September (for low voltage)  
| Where: | Locations: Decatur, Lilburn, Marietta, Macon and Savannah  
|       | Applied Measurement Professionals testing centers (See www.goAMP.com)  

Professional Associations

**Air Conditioning Contractors of America**
2800 S Shirlington Road, Suite 300  
Arlington, VA 22206  
http://www.acca.org

**Atlanta Electrical Contractors Association**
4221 North Peachtree Road  
Atlanta, GA 30341  
david@atlantaelectrical.org  
http://www.atlantaelectrical.org

**Conditioned Air Association of Georgia**
P. O. Box 910  
Hartwell, GA 30643  
ashley@caag.org  
http://caag.conditionedairga.org

**Georgia Utility Contractors Association, Inc.**
804 Main Street, Suite C  
Forest Park, GA 30297  
info@guca.com  
http://www.guca.com

**Independent Electrical Contractors, Atlanta Chapter**
4500 Winters Chapel Road  
Atlanta, GA 30360  
http://iecatlanta.org

**National Association of State Contractors Licensing Agencies**
23309 North 17th Drive  
Building 1, Unit 110  
Phoenix, AZ 85027  
info@nascla.org  
http://www.nascla.org

**National Electrical Contractors Association**
3 Bethesda Metro Center  
Suite 1100  
Bethesda, MD 20814  
http://www.necanet.org

**National Utility Contractors Association**
3925 Chain Bridge Road  
Suite 300  
Fairfax, VA 22030  
nuca@nuca.com  
http://www.nuca.com

Related Occupational Titles and Codes

| SOC: | Electricians-47-2111  
| ONET: | Electricians-47-2111.00 |
**Electricians**

Electricians install, maintain, and repair electrical wiring, equipment, and fixtures. They ensure that work is in accordance with relevant codes. They may also install or service street lights, intercom systems, or electrical control systems.

**Electrical contractors and low voltage contractors must be licensed in Georgia.**

<table>
<thead>
<tr>
<th><strong>Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant requirements for a restricted or non-restricted electrical contractor's license:</strong></td>
</tr>
<tr>
<td>• 21 years of age</td>
</tr>
<tr>
<td>• 4 years of approved experience in the electrical field under a licensed contractor (for a non-restricted license, applicant must have experience with installations in excess of single phase, 200 amperes systems)</td>
</tr>
<tr>
<td>• Pass an exam</td>
</tr>
<tr>
<td>• 3 letters of references (using board reference form)</td>
</tr>
<tr>
<td><strong>Applicant requirements for a general, alarm, telecommunication, or unrestricted low voltage contractor's license:</strong></td>
</tr>
<tr>
<td>• One year of approved experience in low voltage wiring (For alarm license, applicant must have experience with installation of alarm systems. For telecommunications license, applicant must have experience with installation of telecommunication systems.)</td>
</tr>
<tr>
<td>• Pass an exam</td>
</tr>
<tr>
<td><strong>Appropriate education: a diploma in Engineering Technology or certificate of completion from an accredited Vocational-Technology school program.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Licensing Agency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Georgia Construction Industry Licensing Board</strong></td>
</tr>
<tr>
<td>237 Coliseum Drive</td>
</tr>
<tr>
<td>Macon, GA 31217</td>
</tr>
<tr>
<td>(478) 207-2440</td>
</tr>
<tr>
<td>(866) 888-9718 Fax</td>
</tr>
<tr>
<td>Electrician: <a href="http://sos.georgia.gov/plb/construct/el">http://sos.georgia.gov/plb/construct/el</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application:</strong> $30.00</td>
</tr>
<tr>
<td><strong>Renewal:</strong> $75.00</td>
</tr>
<tr>
<td><strong>Testing:</strong> $288.00 (for electrical: class I &amp; II)</td>
</tr>
<tr>
<td>$207.00 (for low voltage)</td>
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<tr>
<th><strong>Examination</strong></th>
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<tbody>
<tr>
<td><strong>Repeats:</strong> Twice (Afterward board approval is needed)</td>
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<tr>
<td><strong>Type:</strong> Computerized</td>
</tr>
<tr>
<td><strong>When:</strong> March, July, and November (for electrical) January, May, and September (for low voltage)</td>
</tr>
<tr>
<td><strong>Where:</strong> Locations: Decatur, Lilburn, Marietta, Macon and Savannah Applied Measurement Professionals testing centers (See <a href="http://www.goAMP.com">www.goAMP.com</a>)</td>
</tr>
<tr>
<td>SOC:</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>ONET:</td>
</tr>
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</table>
Elevator Installers and Repairers

Elevator installers and repairers assemble, install, repair, or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters.

Elevator mechanics must be certified in Georgia.

Requirements

- Minimum of 3 years of experience in the installation, repair, maintenance, or inspection of elevators
- Employed by a company holding a state certification
- Pass the mechanic exam of a nationally recognized training program for the elevator industry or the equivalent of a registered apprenticeship program for elevator mechanics

Accreditation Agency

Office of Insurance and Safety Fire Commissioner
State of Georgia
Two Martin Luther King, Jr. Drive
West Tower, Suite 920
Atlanta, Georgia 30334
(800) 656-2298
(404) 657-6971 Fax
http://www.oci.ga.gov/FireMarshal/

Fees

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<table>
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<tr>
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<td>Type</td>
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<tr>
<td>When</td>
<td>As required</td>
</tr>
<tr>
<td>Where</td>
<td>Atlanta, Georgia Department of Labor</td>
</tr>
</tbody>
</table>

Professional Associations

National Association of Elevator Contractors
1298 Wellbrook Circle, NE
Conyers, Georgia 30012
http://naec.org

Related Occupational Titles and Codes

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>SOC:</td>
<td>Elevator Installers and Repairers-47-4021</td>
</tr>
<tr>
<td>ONET:</td>
<td>Elevator Installers and Repairers-47-4021.00</td>
</tr>
</tbody>
</table>
Glaziers install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.

National certification for glaziers is available.

Requirements

- Apprentices spend about 3 years learning and working under an experienced glazier
- Pass exam

Certifying Agency

**National Glass Association**
1945 Old Gallows Road
Suite 750
Vienna, VA 22182
(866) 342-5642 ext. 127
(703) 442-0630 Fax
certification@glass.org
https://www.glass.org

Fees

Testing: $89.00 – AGSC Member Companies
$149.00 – Non-Members

The National Glass Association offers exams that certify the glazier work performance as a Certified Glass Installer Technician

Examination

Repeats: 1st and 2nd attempt wait 30 days, 3rd attempt wait 6 months
Type: Computerized
When/Where: Online anytime (See lasergrade.com and http://agsc.org)

Professional Associations

**Auto Glass Safety Council**
20 PGA Dr., Suite 201
Stafford, Virginia 22554
(540) 720-7484
(540) 720-5687 Fax
info@agsc.org
http://agsc.org

Related Occupational Titles and Codes

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<thead>
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<th>SOC:</th>
<th>Glaziers-47-2121</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Glaziers-47-2121.00</td>
</tr>
</tbody>
</table>
Hazardous Material Workers

Hazardous material workers identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, contaminated soil, etc. They specialize in training and certification in hazardous materials handling or a confined entry permit are generally required. They may also operate earth-moving equipment or trucks.

The federal government requires asbestos and lead abatement workers to be licensed.

Requirements

- Must complete a 30 to 40 hours training program in order to become licensed to work with hazardous material (See Agency website). Workers who handle nuclear waste must complete 6 months of field work to qualify for a license.
- Pass written exam

Certifying Agency

World Safety Organization
World Management Center
106 West Young Avenue, Suite F
Warrensburg, MO 64093
(660) 747-3132
(660) 747-2647 Fax
info@worldsafety.org
http://worldsafety.org

Professional Associations

North America Hazardous Materials Management Association
12011 Tejon Street
Suite 700
Westminster, CO 80234
http://www.nahmma.org

Related Occupational Titles and Codes

SOC: Hazardous Materials Removal Workers-47-4041
ONET: Hazardous Materials Removal Workers-47-4041.00
Plumbers and Pipefitters

Plumbers and pipefitters install, maintain, alter or repair piping fixtures, appliances, and appurtenances in connection with sanitary drainage or storm drainage facilities, venting systems, or public or private water supply systems within or adjacent to any building, structure, or conveyance.

Plumbers must be licensed in Georgia.

Requirements

Applicant requirements for a restricted or non-restricted master plumber license:
- Pass an exam
- Five years of approved experience, two of which must be licensed experience (for a non-restricted license, this experience must be in commercial or industrial plumbing)
- 3 forms of references and 1 from a licensed master plumber.

Applicant requirements for a journeyman plumber license:
- Three years of approved experience in plumbing work
- Pass a written exam
- 3 forms of references and 1 from a licensed master plumber.

Licensing Agency

Georgia Construction Industry Licensing Board
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
http://sos.georgia.gov/plb/construct/utl
Construction: http://sos.georgia.gov/plb/construct/utl
Electrician: http://sos.georgia.gov/plb/construct/el
Plumber: http://sos.georgia.gov/plb/construct/pl

Fees

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Examination

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<tr>
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<tr>
<td>When</td>
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<tr>
<td>Where</td>
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Related Occupational Titles and Codes

<table>
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<tr>
<th>SOC:</th>
<th>Plumbers, Pipefitters, and Steamfitters-47-2152</th>
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</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Plumbers, Pipefitters, and Steamfitters-47-2152.00</td>
</tr>
</tbody>
</table>
Utility Contractors

Utility contractors arrange, oversee, and coordinate the construction, erection, alteration, or repairation of any utility system in which the cost of the utility system work exceeds $100,000.00.

Utility contractors must be licensed in Georgia; in addition, Utility Managers and Utility Foremen must be certified by the state.

Requirements

**Applicant requirements for utility managers and utility foreman:**
- Pass a written exam
- Two years of experience as a manager or foreman for the construction, erection, alteration, or repair of utility systems at least five feet underground
- 3 letters of references (using board's reference form)
- Completion of an approved safety training course within the last 2 years.

**Applicant requirements for utility contractors:**
- Adopt a safety policy statement
- Employ a certified utility manager

Licensing Agency

**Georgia Construction Industry Licensing Board**
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-9718 Fax
Electrician: [http://sos.georgia.gov/plb/construct/el](http://sos.georgia.gov/plb/construct/el)

Fees

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<td>Type</td>
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<tr>
<td>When</td>
<td>January, May and September - see <a href="http://www.goAMP.com">www.goAMP.com</a></td>
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<tr>
<td>Where</td>
<td>Applied Measurement Professionals testing centers (See <a href="http://www.goAMP.com">www.goAMP.com</a>)</td>
</tr>
<tr>
<td></td>
<td>Location: Decatur, Lilburn, Marietta, Macon and Savannah</td>
</tr>
</tbody>
</table>

Professional Associations

**Air Conditioning Contractors of America**
2800 S Shirlington Road
Suite 300
Arlington, Virginia 22206
[http://www.acca.org](http://www.acca.org)
Professional Associations

Atlanta Electrical Contractors Association
4221 North Peachtree Road
Atlanta, GA 30341
david@atlantaelectrical.org
http://www.atlantaelectrical.org

Conditioned Air Association of Georgia
P. O. Box 910
Hartwell, GA 30643
ashley@caag.org
http://caag.conditionedairga.org

Georgia Utility Contractors Association, Inc.
804 Main Street
Suite C
Forest Park, GA 30297
info@guca.com
http://www.guca.com

Independent Electrical Contractors, Inc.
4401 Ford Avenue
Suite 1100
Alexandria, VA 22302
info@ieci.org
http://www.ieci.org

National Association of State Contractors Licensing Agencies
23309 North 17th Drive
Building 1, Unit 110
Phoenix, AZ 85027
info@nascla.org
http://www.nascla.org

National Electrical Contractors Association
3 Bethesda Metro Center
Suite 1100
Bethesda, MD 20814
http://www.necanet.org

National Utility Contractors Association
3925 Chain Bridge Road
Suite 300
Fairfax, VA 22030
nuca@nuca.com
http://www.nuca.com

Plumbing Heating Cooling Contractors Association of Georgia
101 Pilgrim Village Drive
Suite 200
Cumming, GA 30040
info@phccga.com
http://phccga.org/

Plumbing-Heating-Cooling Contractors Association
180 South Washington Street
Suite 100
Falls Church, VA 22046
http://www.phccweb.org
## Related Occupational Titles and Codes

<table>
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<tr>
<th>SOC:</th>
<th>Supervisors of Construction and Extraction Workers-47-1011</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>First-Line Supervisors of Construction Trades and Extraction Workers-47-1011.00</td>
</tr>
</tbody>
</table>
Aircraft Mechanics

Aircraft mechanics work in various capacities i.e., scheduled and unscheduled inspections, removal and replacement of parts, troubleshooting, servicing, sheet metal work, and etc. These jobs are performed on various types of aircraft from the small general aviation aircraft to the large passenger airliner to ensure public safety.

Aircraft mechanics must be certified in Georgia.

Requirements

- 18 years of age
- Pass a written, oral, and practical exam
- Graduate from an FAA-approved school or have 18 months of experience or have 30 months of experience working with both engines and airframes
- Able to read, speak, write, and understand English

Certifying Agency

Federal Aviation Administration
U.S. Department of Transportation
800 Independence Avenue, SW
Washington, DC 20591
(866) 835-5322
https://www.faa.gov

Fees

Testing: See Agency website for practical and written test fees.

Examination

Type: Written, oral, and practical. See FAA website for details.

Professional Associations

Professional Aviation Maintenance Association (PAMA)
PO Box 163
Jerk, Oklahoma 74037
info@pama.org
http://pama.org

AMT Society
Aviation Maintenance Professionals
PO Box 163
Jerk, Oklahoma 74037
http://www.amtsociety.org

Related Occupational Titles and Codes

| SOC: Aircraft Mechanics and Service Technicians-49-3011 |
| ONET: Aircraft Mechanics and Service Technicians-49-3011.00 |
Appliance Installers and Repairers

Appliance installers and repairers repair, adjust, or install all types of electric or gas household appliances, such as refrigerators, washers, dryers, and ovens.

Certification is available for installers and repairers of major home appliances.

Requirements

- Pass a Basic Skills Exam
- Pass at least one of the three specialty exams in Refrigeration and Air Conditioning, Cooking, or Laundry and Dishwashing.

Certifying Agency

ISCET National Appliance Service Technician Certification (NASTeC)
3000-A Landers St
Fort Worth, TX 76107
(800) 946-0201
(817) 921-3741 Fax
http://www.nastec.org

Fees

Testing:
- $50.00 - Basic Skills
- $65.00 - Each Specialty
- $115.00 - Basic plus one Specialty
- $160.00 - Basic plus two Specialties
- $185.00 - Basic plus all three Specialties

Examination

Repeats: Unlimited
Type: Computerized and Written
When: Candidate arranges date and time with local examiner
Where: ISCET independent certification administrators, see ISCET website - iscet.org

Professional Associations

The International Society of Certified Electronics Technicians
3000-A Landers St
Fort Worth, Texas 76107
(817) 921-9101
(817) 921-3741 Fax
info@iscet.org
http://www.iscet.org/

Related Occupational Titles and Codes

SOC: Home Appliance Repairers-49-9031
ONET: Home Appliance Repairers-49-9031.00
Auto Body Repairers

Auto body repairers repair and refinish automotive vehicle bodies and straighten frames.

National certification is available for collision repairer technicians.

Requirements

- Two years of relevant work experience
- Pass exam

Certifying Agency

National Institute for Automotive Service Excellence
1503 Edwards Ferry Rd., NE Suite 401
Suite 401
Leesburg, VA 20176
(703) 669-6600
(703) 669-6127 Fax
contactus@ase.com
http://www.ase.com

Fees

Application/Testing: $36.00
Testing: $37.00, per test

Examination

Repeats: Unlimited
Type: Computerized
When: December-February, March-May, June-August, and September-November
Where: Prometric Testing Centers, 700 testing centers nationwide

Professional Associations

Georgia Collision Industry Association
PO Box 956007
Duluth, GA 30095
http://gcia.org

Related Occupational Titles and Codes

SOC: Automotive Body and Related Repairers-49-3021
ONET: Automotive Body and Related Repairers-49-3021.00
Auto Glass Installers and Repairers

Auto glass installers and repairers replace or repair broken windshields and window glass in motor vehicles.

National certification for auto glass installers and repairers is available.

Requirements

**Applicant requirements for auto glass technician:**
- Minimum of 1 year of work experience in the auto glass industry as an auto glass technician (more experience is required for higher levels of certification)
- Pass exam

**Applicant requirements for auto glass repair technician:**
- Pass exam
- Has actively participated in the auto glass repair business for at least 3 years of experience in the auto glass industry, hold an active General Auto Glass Technician certification, and employed with an Auto Glass Safety Council (AGSC) registered member company

Certifying Agency

**National Glass Association**
1945 Old Gallows Road
Suite 750
Vienna, VA 22182
(866) 342-5642 ext. 127
(703) 442-0630 Fax
certification@glass.org
https://www.glass.org

Fees

Testing: On Line:
Members: $69.00 (Technician and Master level)
Non Members: $ 129.00 (Technician and Master level)

Examination

Repeats: 1st and 2nd attempt, wait 30 days; 3rd attempt wait 6 months (See www.glass.org)
Type: Computerized
When: Arrange with testing center (See lasergrade.com)
Where: LaserGrade Testing Centers throughout Georgia (See lasergrade.com)

Professional Associations

**Auto Glass Safety Council**
20 PGA Drive, Suite 201
Stafford, VA 22554
info@agsc.org
http://agsc.org

Related Occupational Titles and Codes

**SOC:** Automotive Glass Installers and Repairers-49-3022
**ONET:** Automotive Glass Installers and Repairers-49-3022.00
Automobile Mechanics

Automotive mechanics diagnose, adjust, repair, or overhaul automotive vehicles.

National certification is available for automotive technicians.

Requirements

- Two years of relevant work experience
- Pass exam

Certifying Agency

National Institute for Automotive Service Excellence
1503 Edwards Ferry Rd., NE Suite 401
Suite 401
Leesburg, VA 20176
(703) 669-6600
(703) 669-6127 Fax
contactus@ase.com
http://www.ase.com

Fees

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<tr>
<th>Description</th>
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<tr>
<td>Testing</td>
<td>$37.00, per test</td>
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<tr>
<td></td>
<td>$74.00, per test, advanced skills</td>
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</table>

Examination

- Repeats: Unlimited
- Type: Computerized
- When: December-February; March-May; June-August and September-November
- Where: Prometric testing centers nationwide

Professional Associations

Automotive Service Association (ASA)
8209 Midcities Blvd
North Richland Hill, TX 76182
asainfo@ASAshop.org
http://asashop.org

ASA-Georgia
4337 Ogeechee Road
Savannah, Georgia 31405
http://asagashop.org

Related Occupational Titles and Codes

SOC: Automotive Service Technicians and Mechanics-49-3023
ONET: Automotive Service Technicians and Mechanics-49-3023.00
Avionics Technicians

Avionics technicians install, inspect, test, adjust, or repair avionics equipment, such as radar, radio, navigation, and missile control systems in aircraft or space vehicles.

Licensure is available for radiotelephone operators.

### Requirements

**Applicant Requirements - All**
- Legal resident of (or eligible for employment in) the United States
- Able to read, write, speak, and understand the English language
- Pass 3 exams: written, oral test, and practical exam
- At least 18 years old
- Graduate from an FAA-approved school or
  - A minimum of 18 months experience working with both engines and airframes or
  - Have 30 months of experience working with both engines and airframes

**Applicant requirements for an airframe (A), powerplant (P), or repairer (R) license:**
- Qualified experience to perform maintenance on aircraft or components
- Graduate from an FAA-approved school or have 18 months of experience

### Certifying Agency

**Federal Aviation Administration**
U.S. Department of Transportation
800 Independence Avenue, SW
Washington, DC 20591
(866) 835-5322
https://www.faa.gov

### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Avionics Technicians-49-2091</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Avionics Technicians-49-2091.00</td>
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</tbody>
</table>
**Bus and Truck Mechanics**

Bus and truck mechanics diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. They also include mechanics working primarily with automobile diesel engines.

**National certification is available for technicians who repair medium and heavy trucks.**

### Requirements

- Two years of relevant work experience (two years of relevant formal training may be substituted for one year of work experience)
- Pass one or more of the Medium/Heavy Truck exams

### Certifying Agency

**National Institute for Automotive Service Excellence**

1503 Edwards Ferry Rd., NE Suite 401
Suite 401
Leesburg, VA 20176
(703) 669-6600
(703) 669-6127 Fax
certus@ase.com
http://www.ase.com

### Fees

<table>
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<tr>
<th>Application/Testing</th>
<th>$36.00</th>
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<tbody>
<tr>
<td>Testing</td>
<td>$37.00, per test</td>
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<td>$74.00, per test, advanced series</td>
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### Examination

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<tr>
<td>Type</td>
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<tr>
<td>When</td>
<td>December-February, March-May, June-August, and September-November</td>
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<tr>
<td>Where</td>
<td>Prometric testing centers nationwide</td>
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### Related Occupational Titles and Codes

<table>
<thead>
<tr>
<th>SOC:</th>
<th>Bus and Truck Mechanics and Diesel Engine Specialists-49-3031</th>
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<tbody>
<tr>
<td>ONET:</td>
<td>Bus and Truck Mechanics and Diesel Engine Specialists-49-3031.00</td>
</tr>
</tbody>
</table>
**Computer Equipment Repairers**

Computer equipment repairers work on computers, monitors, printers, network hubs, and related equipment. When computers need attention, repairers first talk to users to find out what is wrong. Then repairers try to operate the computers. Depending on what they find, repairers may focus first on problems with the hardware (the physical parts of the computer) or software (the programs). To test the electrical or mechanical systems, repairers use special equipment such as voltmeters. Repairers must take computers apart to run these tests.

**National certification is available for computer equipment repairers.**

**Requirements**

**Applicant requirements for journeyman level certification:**
- 4 or more years of education and/or experience in electronics
- Pass the Associate Level Electronics exam
- Pass the computer Journeyman Level CET exam

**Certifying Agency**

**International Society of Certified Electronics Technicians**
3000-A Landers St.
Fort Worth, TX 76107
(817) 921-9101 ext. 119
(817) 921-3471 Fax
info@iscet.org
http://www.iscet.org

**Fees**

**Testing:** $75.00 (includes the associate exam and one journeyman exam)

**Examination**

**Repeats:** Unlimited
**Type:** Computerized

**Professional Associations**

**Electronics Technicians Association (ETA) International**
5 Depot Street
Greencastle, IN 46135
(800) 288-3824
(765) 653-4287 Fax
eta@eta-i.org
http://www.eta-i.org

**Related Occupational Titles and Codes**

**SOC:** Computer, Automated Teller, and Office Machine Repairers-49-2011
**ONET:** Computer, Automated Teller, and Office Machine Repairers-49-2011.00
Conditioned Air Contractors

Conditioned air contractors are responsible for installing and servicing heating and air conditioning systems. Conditioned air contractors must be licensed in Georgia.

**Conditioned air contractors must be licensed in Georgia.**

### Requirements

- 3 years of approved experience in the heating and cooling field (for non-restricted license, applicant must have experience with installations in excess of 175,000 btu of heating and 5 tons of coolings)
- Pass a written exam

### Licensing Agency

**Georgia Construction Industry Licensing Board**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-9718 Fax

http://sos.georgia.gov/plb/construct/utl

Construction: http://sos.georgia.gov/plb/construct/utl  
Electrician: http://sos.georgia.gov/plb/construct/el  
Plumber: http://sos.georgia.gov/plb/construct/pl

### Fees

| License/Registration | $ 30.00 |

### Examination

- Repeats: Unlimited  
- Type: Computerized  
- When: February, June and October - see www.goAMP.com  
- Where: Applied Measurement Professionals testing centers in Decatur, Lilburn, Marietta, Macon and Savannah

### Professional Associations

**National Association of State Contractors Licensing Agencies**

23309 North 17th Drive  
Bldg. 1, Unit 110  
Phoenix, AZ 85027  
info@nascla.org  
http://www.nascla.org

**Plumbing and Mechanical Association of Georgia**

101 Pilgrim Village Dr, Suite 200  
Cumming, GA 30040  
pma@plumbingpros.com  
http://www.plumbingpros.com
Professional Associations

Plumbing-Heating-Cooling Contractors Association
180 South Washington Street
Suite 100
Falls Church, VA 22046
(800) 533-7694
(703) 237-7442 Fax
http://www.phccweb.org

Related Occupational Titles and Codes

SOC: Heating, Air Conditioning, and Refrigeration Mechanics and Installers-49-9021
ONET: Heating, Air Conditioning, and Refrigeration Mechanics and Installers-49-9021.00
# Heating and Cooling System Mechanics

Heating and cooling system mechanics install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Conditioned air contractors must be licensed in Georgia.

## Requirements

- 4 years of approved experience in the heating and cooling field (for non-restricted license, applicant must have 5 years of experience, including experience with installations in excess of 175,000 BTU of heating and 60,000 BTU of cooling)
- Pass written exam

## Licensing Agency

**Georgia Construction Industry Licensing Board**  
237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
(866) 888-9718 Fax  
Electrician: [http://sos.georgia.gov/plb/construct/el](http://sos.georgia.gov/plb/construct/el)  

## Fees

<table>
<thead>
<tr>
<th>Description</th>
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<td>License/Registration</td>
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## Examination

<table>
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<tr>
<th>Repeats</th>
<th>Unlimited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Computerized</td>
</tr>
<tr>
<td>When</td>
<td>February, June and October - see <a href="https://www.goAMP.com">https://www.goAMP.com</a></td>
</tr>
<tr>
<td>Where</td>
<td>Applied Measurement Professionals testing centers in Decatur, Lilburn, Marietta, Macon and Savannah</td>
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## Related Occupational Titles and Codes

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<tr>
<th>SOC:</th>
<th>Heating, Air Conditioning, and Refrigeration Mechanics and Installers-49-9021</th>
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<tr>
<td>ONET:</td>
<td>Heating, Air Conditioning, and Refrigeration Mechanics and Installers-49-9021.00</td>
</tr>
</tbody>
</table>
Home Electronic Repairers

Home electronic repairers repair, adjust, or install audio or television receivers, stereo systems, camcorders, video systems, or other electronic home entertainment equipment.

National certification is available for electronics technicians.

Requirements

- Pass the Associate Level Electronics test (ISCET or ETA-I) or acquire the IS CET Associate Level Electronics Certification through the IS CET ESA program
- Pass one of the following Journeyman Level CET exams: Consumer, Industrial, Communications, Computer, Medical, or Radar

Certifying Agency

International Society of Certified Electronics Technicians
3000-A Landers St.
Fort Worth, TX 76107
(817) 921-9101 ext. 119
(817) 921-3471 Fax
info@iscet.org
http://www.iscet.org

Fees

Testing: $75.00 associate and one journeyman exam
$70.00 journeyman exam
$55.00 associate exam

Examination

Repeats: associate and one journeyman exam-one time only, $25.00
associate exam-one time only, $15.00
journeyman exam-one time only, $15.00
Type: Written and computerized
When: Candidate arranges date and time with local examiner
Where: IS CET independent certification administrators, see www.ISCET.com

Related Occupational Titles and Codes

SOC: Electronic Home Entertainment Equipment Installers and Repairers-49-2097
ONET: Electronic Home Entertainment Equipment Installers and Repairers-49-2097.00
**Industrial Electronics Repairers**

Industrial electronics repairers repair, test, adjust, or install electronic equipment, such as industrial controls, transmitters, and antennas.

**National certification is available for electronics technicians.**

## Requirements

- Pass the Associate Level Electronics test (ISCET or ETA-I) or acquire the ISCET Associate Level Electronics Certification through the ISCET ESA program
- Pass one of the following Journeyman Level CET exams: Consumer, Industrial, Communications, Computer, Medical, or Radar

## Certifying Agency

**International Society of Certified Electronics Technicians**

3000-A Landers St.
Fort Worth, TX 76107
(817) 921-9101 ext. 119
(817) 921-3471 Fax
info@iscet.org
http://www.iscet.org

## Fees

- **Testing:**
  - $75.00 associate and one journeyman exam
  - $70.00 journeyman exam
  - $55.00 associate exam

## Examination

- **Repeats:**
  - associate and one journeyman exam—one time only, $25.00
  - associate exam—one time only, $15.00
  - journeyman exam—one time only, $15.00
- **Type:** Written and computerized
- **When:** Candidate arranges date and time with local examiner
- **Where:** ISCET independent certification administrators, see www.ISCET.com

## Related Occupational Titles and Codes

- **SOC:** Electrical and Electronics Repairers, Commercial and Industrial Equipment-49-2094
- **ONET:** Electrical and Electronics Repairers, Commercial and Industrial Equipment-49-2094.00
Medical Equipment Repairers

Medical equipment repairers test, adjust, or repair biomedical or electromedical equipment.

**National certification for medical equipment repairers is available.**

### Requirements

- 4 or more years of education and/or experience in electronics
- Pass the Associate Level Electronics exam
- Pass the medical Journeyman Level CET exam

### Certifying Agency

**International Society of Certified Electronics Technicians**

3000-A Landers St.
Fort Worth, TX 76107
(817) 921-9101 ext. 119
(817) 921-3471 Fax
info@iscet.org
http://www.iscet.org

### Fees

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<th>Fee</th>
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<tbody>
<tr>
<td>associate and one journeyman exam</td>
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<td>journeyman exam</td>
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<td>associate exam</td>
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### Examination

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<tr>
<td>associate exam-one time only</td>
<td>$15.00</td>
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<tr>
<td>journeyman exam-one time only</td>
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<tr>
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<tr>
<td>When</td>
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<tr>
<td>Where</td>
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### Related Occupational Titles and Codes

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<tr>
<td>ONET:</td>
<td>Medical Equipment Repairers-49-9062.00</td>
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</table>
## Truck and Diesel Engine Mechanics

Truck and diesel engine mechanics diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines.

National certification is available for technicians who repair trucks and diesel engines.

### Requirements

- Years of relevant work experience
- Pass exam

### Certifying Agency

**National Institute for Automotive Service Excellence**  
1503 Edwards Ferry Rd., NE Suite 401  
Suite 401  
Leesburg, VA 20176  
(703) 669-6600  
(703) 669-6127 Fax  
contactus@ase.com  
http://www.ase.com

### Fees

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<th>Cost</th>
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<td>Registration</td>
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<tr>
<td>Testing:</td>
<td>$37.00, per test</td>
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<td></td>
<td>$74.00, per test, advanced series</td>
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### Examination

- **Type:** Computerized
- **When:** December-February, March-May, June-August, and September-November
- **Where:** Prometric test centers nationwide

### Professional Associations

**Association of Diesel Specialists**  
7250 Heritage Village Plaza Suite 201  
Gainesville, Virginia 20155  
http://diesel.org

### Related Occupational Titles and Codes

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<tr>
<th>Code</th>
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<tr>
<td>SOC:</td>
<td>Bus and Truck Mechanics and Diesel Engine Specialists-49-3031</td>
</tr>
<tr>
<td>ONET:</td>
<td>Bus and Truck Mechanics and Diesel Engine Specialists-49-3031.00</td>
</tr>
</tbody>
</table>
Watch Repairers

Watch repairers repair, clean, and adjust mechanisms of timing instruments, such as watches and clocks. They include watchmakers.

National certification is available for watchmakers, electronic watch technicians, and clockmakers.

Requirements

- Be a practicing watch and clockmaker, graduate of a horological school, or person with an interest in horology
- Pass a written exam

Certifying Agency

American Watchmakers-Clockmakers Institute  
701 Enterprise Drive  
Harrison, OH 45030  
(866) 367-2924 ext. 301  
(513) 367-1414 Fax  
awci@awci.com  
http://www.awci.com

Fees

Application/Testing: $2,495.00  
Fee does not include travel and lodging accommodations

Examination

Repeats: Once per year at no additional charge  
Type: Written and practical  
When/Where: See agency website http://www.awci.com

Related Occupational Titles and Codes

SOC: Watch Repairers-49-9064  
ONET: Watch Repairers-49-9064.00
Bakers

Bakers mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.

National certification is available for bakers.

Requirements

Applicant requirements for a Certified Journey Baker (CJB):
- One year (2,000 hours) of commercial/retail baking work experience or a minimum of one year combination of education and commercial/retail baking work experience of which 1,000 hours must be work experience
- Pass a written exam

Applicant requirements for a Certified Baker (CB):
- 4 years of full-time commercial/retail baking work experience or a CJB plus 3 years of full-time commercial/retail baking work experience
- Possess a valid ServSafe certification or complete a 30-hour sanitation course offered by a school, government agency, or association
- Pass a written exam
- Pass a one-day practical test

Applicant requirements for a Certified Decorator (CD):
- Pass a one-day practical test
- Possess a valid ServSafe certification or complete a 30-hour sanitation course offered by a school, government agency, or association
- 4 years of decorating experience working in a commercial/retail bakery

Applicant requirements for a Certified Master Baker (CMB):
- Pass a written exam
- Possess a valid ServSafe certification or complete a 30-hour sanitation course offered by a school, government agency, or association
- 30 contact hours of professional development courses/seminars/workshops in supervision or bakery management and production
- 4 years of full-time commercial/retail baking work experience
- Pass a two-day practical baking test

Certifying Agency

Retail Bakers of America
15941 Harlem Avenue
Suite #347
Tinley Park, IL 60477
(800) 638-0924
info@retailbakersofamerica.org
http://www.retailbakersofamerica.org

Fees

Application/Testing:  CJB - $50.00 (members) or $75.00 (non-members)
                    CB  - $200.00 (members) or $300.00 (non-members)
                    CD  - $200.00 (members) or $300.00 (non-members)
                    CMB - $750.00 (members) or $1,000.00 (non-members)

Examination

Repeats:  Unlimited
### Examination

| Type:          | Written (CJB, CB, CMB) and practical (CB, CD, CMB) |
|               | Arrange date and time with local proctor (written) and Saturdays and Sundays at schools with adequate work stations (practical) |
| Where:        | Arranged with local proctor (written) or school (practical) |

### Professional Associations

**Southeastern Retail Bakers Association**  
PO Box 61734  
Jacksonville, FL 32205  
[http://www.southeasternretailbakers.com](http://www.southeasternretailbakers.com)

### Related Occupational Titles and Codes

| SOC:           | Bakers-51-3011 |
|               | Bakers-51-3011.00 |
Dental Laboratory Technicians

Dental laboratory technicians construct and repair full or partial dentures or dental appliances.

National certification is available for dental laboratory technicians.

Requirements

- Five years of work experience or two years in an ADA dental technology program or equivalent
- Pass a written comprehensive exam, a specialty practical exam, and a specialty written exam

Certifying Agency

National Board for Certification in Dental Laboratory Technology
325 John Knox Road
Suite L103
Tallahassee, FL 32303
(800) 684-5310
(850) 222-0053 Fax
certification@nbccert.org
http://www.nbccert.org

Fees

- Application/Testing: Comprehensive Written - $220.00
  Specialty Written - $220.00
  Practical - $455.00 (includes a $55.00 non-refundable one-time fee)
- Late Application: Written - $25.00 and Practical - $50.00

Examination

- Repeats: Unlimited
- Type: Written and practical
- When: Monthly
- Where: Sites throughout the country - see agency website

Related Occupational Titles and Codes

<table>
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<tr>
<th>SOC:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ONET:</td>
<td>Dental Laboratory Technicians-51-9081.00</td>
</tr>
</tbody>
</table>
Medical Appliance Technicians

Medical appliance technicians construct, fit, maintain, or repair medical supportive devices, such as braces, artificial limbs, joints, arch supports, and other surgical and medical appliances.

The following credentialing options are available: practitioner certification, technician registration, and orthotic and mastectomy fitter registration.

### Requirements

**Applicant requirements for Practitioner Certification:**
- Bachelor’s degree in orthotics and prosthetics or bachelor’s degree in any major and an orthotics or prosthetics certificate from a CAAHEP accredited program
- Pass exam
- Complete a 12-month NCOPE accredited residency program

**Applicant requirements for Technician Registration:**
- Complete an NCOPE accredited orthotic and/or prosthetic technician program OR two years of technician experience in the discipline seeking registration under the direct supervision of an ABC certified practitioner
- Pass exam

**Applicant requirements for Orthotic Fitter**
- Orthotic Fitter must complete 1,000 hours of orthotic fitting experience
- Successfully complete an ABC approved fitter education seminar, including all course requirements necessary to receive a certificate of completion
- Pass exam

**Applicant requirements for Mastectomy Fitter:**
- Pass exam
- Mastectomy Fitter must complete 500 hours of mastectomy fitting experience
- Successfully complete an ABC approved fitter education seminar, including all course requirements necessary to receive a certificate of completion

### Certifying Agency

**American Board for Certification in Orthotics, Prosthetics and Pedorthics**
330 John Carlyle St
Suite 210
Alexandria, VA 22314
(703) 836-7114
(703) 836-0838 Fax
info@abcop.org
http://www.abcop.org

### Fees

**Application/Testing:** Application, testing, and annual fees vary depending on specialty (See website: www.abcop.org)

### Examination

**Type:** Computerized
**When:** January, March, May, July, September, and November
**Where:** Prometric testing centers - see www.prometric.com
### Professional Associations

<table>
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<tr>
<th>Association</th>
<th>Address</th>
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<th>Website</th>
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<tbody>
<tr>
<td><strong>Educational Testing Service</strong></td>
<td>ETS Corporate Headquarters</td>
<td></td>
<td><a href="http://www.ets.org">http://www.ets.org</a></td>
</tr>
<tr>
<td></td>
<td>660 Rosedale Road</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Princeton, NJ 08541</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>American Orthotic &amp; Prosthetic Association</strong></td>
<td>330 John Carlyle Street</td>
<td><a href="mailto:info@aopanet.org">info@aopanet.org</a></td>
<td><a href="http://www.aopanet.org">http://www.aopanet.org</a></td>
</tr>
<tr>
<td></td>
<td>Suite 200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alexandria, GA 22314</td>
<td></td>
<td></td>
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<tr>
<td><strong>Georgia Society of Orthotists and Prosthetists</strong></td>
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<td><a href="http://www.georgiasop.com">http://www.georgiasop.com</a></td>
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### Related Occupational Titles and Codes

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<td>SOC:</td>
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<tr>
<td>ONET:</td>
<td>Medical Appliance Technicians-51-9082.00</td>
</tr>
</tbody>
</table>
Vehicle Painters

Vehicle painters operate or tend painting machines to paint surfaces of transportation equipment, such as automobiles, buses, trucks, trains, boats, and airplanes.

National certification is available in collision repair and refinishing.

Requirements

- Two years of relevant work experience (two years of relevant formal training may be substituted for one year of work experience)
- Pass one or more of the collision repair exams

Certifying Agency

National Institute for Automotive Service Excellence
1503 Edwards Ferry Rd., NE Suite 401
Suite 401
Leesburg, VA 20176
(703) 669-6600
(703) 669-6127 Fax
contactus@ase.com
http://www.ase.com

Fees

Registration: $36.00
Testing: $31.00, per test

Examination

Repeats: Unlimited
Type: Computerized
When: December-February, March-May, June-August, and September-November
Where: Prometric testing centers nationwide

Professional Associations

Georgia Collision Industry Association
PO Box 956007
Duluth, GA 30025
http://www.gcia.org

Related Occupational Titles and Codes

SOC: Painters, Transportation Equipment-51-9122
ONET: Painters, Transportation Equipment-51-9122.00
Water Treatment Plant Operators

Water treatment plant operators control equipment that treats water and wastewater to make them sanitary. Duties include monitoring control systems, adjusting valves and gates, and operating pumps, engines, and generators. Operators may collect samples and run laboratory tests and supervise plant attendants and sewage disposal workers.

Water treatment plant operators must be licensed in Georgia.

Requirements

- High school diploma or equivalent
- Experience in actual system operation (requirement varies from three months to three years, according to the level of classification desired)
- Complete an approved special training course
- Pass a written exam

Licensing Agency

Georgia Board of Water & Wastewater Treatment Plant Operators
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
(866) 888-8026 Fax
http://sos.georgia.gov/plb/water

Fees

Application: $25.00
Late: $115.00, biennial fee (September 30 on odd numbered years ends late renewal period)
Renewal: $65.00, biennial fee (must be renewed by June 30 on odd numbered years)
Testing: $75.00
See (www.goAMP.com)

Examination

Type: Written
When: January, March, May, July, September, and November
Where: Applied Measurement Professionals, Inc. testing centers: See www.goAMP.com
Locations: Decatur, Lilburn, Marietta, Macon, and Savannah

Professional Associations

American Water Works Association
6666 West Quincy Avenue
Denver, CO 80235
http://www.awwa.org

Applied Measurement Professionals, Inc.
AMP Corporate Headquarters
18000 West 105th Street
Olathe, KS 66061
date info-amp@goAMP.com
https://www.goamp.com
### Professional Associations

<table>
<thead>
<tr>
<th>Association</th>
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<th>City, State, Zip</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Association of Boards of Certification</td>
<td>2805 SW Snyder Blvd</td>
<td>Ankeny, IA 50023</td>
<td><a href="mailto:abc@abccert.org">abc@abccert.org</a></td>
<td><a href="http://www.abccert.org">http://www.abccert.org</a></td>
</tr>
<tr>
<td>Environmental Protection Division</td>
<td>2 Martin Luther King Jr. Drive</td>
<td>Atlanta, GA 30334</td>
<td><a href="mailto:askepd@gaepd.org">askepd@gaepd.org</a></td>
<td><a href="http://epd.georgia.gov/">http://epd.georgia.gov/</a></td>
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<tr>
<td>Georgia Association of Water Professionals</td>
<td>1655 Enterprise Way</td>
<td>Marietta, GA 30067</td>
<td></td>
<td><a href="http://www.gawp.org">http://www.gawp.org</a></td>
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<tr>
<td>Georgia Water and Wastewater Institute, Inc.</td>
<td>511 Stadium Dr.</td>
<td>Carrollton, GA 30117</td>
<td></td>
<td><a href="http://www.gwwi.org">http://www.gwwi.org</a></td>
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### Related Occupational Titles and Codes

<table>
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<th>ONET Code</th>
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<tr>
<td>SOC:</td>
<td>Water and Wastewater Treatment Plant and System Operators</td>
<td>51-8031</td>
<td>51-8031.00</td>
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<tr>
<td>ONET:</td>
<td>Water and Wastewater Treatment Plant and System Operators</td>
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</table>
Airplane Pilots

Aircraft pilots and flight engineers work together in the transportation of passengers and cargo. Pilots operate the flight controls, supervise the crew and perform other tasks essential for safe operation of the aircraft. Flight engineers are also certified by the FAA. However, they may or may not be qualified pilots. Flight engineers monitor various aircraft systems during aircraft operation. Pilots work in various capacities such as airline pilots, flight instructors, emergency medical pilots, and agricultural spraying.

All pilots who are paid to transport passengers or cargo must have a commercial pilot's license.

Requirements

Applicants for an airline transport pilot's license must meet the following requirements in addition to the requirements listed above:

- Minimum of 1,500 hours of flight experience (500 hours cross-country; 100 hours night time or 75 hours plus 45 night stop landing; 75 hours instrument flight time or 50 flight and 25 simulators)
- At least 23 years old
- Must hold at least a commercial pilot (U.S. certification) with an instrument rating
  OR
  Hold an ATP or commercial pilot (ICAO country certification) with an instrument rating without limitation
- Subject to background check

Applicant requirements for a commercial pilot's license:

- At least 18 years old
- At least 250 hours of flight experience
- At least hold a current 3rd class FAA medical certification
- Hold an instrument rating
- Receive and log ground training from an authorized instructor or completion of a home-study course
- Pass a knowledge test
- Demonstrate flying abilities to FAA inspector or designated pilot examiner

Certifying Agency

**Federal Aviation Administration**
U.S. Department of Transportation
800 Independence Avenue, SW
Washington, DC 20591
(866) 835-5322
https://www.faa.gov

Fees

Testing: See agency website: https://www.faa.gov/pilots/testing/

Examination

Type: Computer and practical. Check with FAA for details.
### Professional Associations

**Air Line Pilots Association, International**  
1625 Massachusetts Avenue, NW  
Washington, DC 20036  
(703) 689-2270  
[http://www.alpa.org](http://www.alpa.org)

### Related Occupational Titles and Codes

| SOC:          | Airline Pilots, Copilots, and Flight Engineers-53-2011  
               | Commercial Pilots-53-2012  
| ONET:         | Airline Pilots, Co-Pilots, and Flight Engineers-53-2011.00  
               | Commercial Pilots-53-2012.00 |
Bus Drivers

Bus drivers operate buses, charter buses, or common carriers to transport passengers and goods over designated routes. They follow definite time schedules.

**Bus drivers must be licensed in Georgia.**

### Requirements

- Pass the general knowledge tests for obtaining a CDL (commercial driver's license) License.
- Pass the knowledge test for "Passenger" vehicle endorsement.
- Pass skills tests
- Complete the Highway Watch safety and security program
- Good moral character
- Good health
- Georgia resident

### Certifying Agency

**Georgia Department of Driver Services**  
Commercial Driver's License Unit  
P.O. Box 80447  
2206 East View Parkway  
Conyers, GA 30013  
(678) 413-8400  
http://www.dds.ga.gov

### Fees

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### Examination

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<td>Written and driving</td>
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<tr>
<td>When:</td>
<td>Tuesday - Saturday (written)</td>
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<tr>
<td></td>
<td>Driving test by appointment only at 678.413.8500</td>
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<tr>
<td>Where:</td>
<td>Written: Most Department of Motor Vehicle locations Driving: Albany, Between, Brunswick, Cumming, Dalton, Gainesville, Jackson, Milledgeville, and Thomson</td>
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### Professional Associations

**American Public Transportation Association**  
1300 I Street, NW  
Suite 1200 East  
Washington, DC 20005  
http://www.apta.com

### Related Occupational Titles and Codes

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<th>SOC:</th>
<th>Bus Drivers, Transit and Intercity-53-3021</th>
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<tr>
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<td>Bus Drivers, Transit and Intercity-53-3021.00</td>
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Deckhands stand watch to look for obstructions in path of vessel, measure water depth, turn wheel on bridge, or use emergency equipment as directed by captain, mate, or pilot. They break out, rig, overhaul, and store cargo-handling gear, stationary rigging, and running gear. They perform a variety of maintenance tasks to preserve the painted surface of the ship and to maintain line and ship equipment. Must hold government-issued certification and tankerman certification when working aboard liquid-carrying vessels.

There are two levels of this certificate, qualified or unqualified. The unqualified rating is an entry-level rating for ordinary seamen with no prior experience or sea experience. Qualified is the rating for able seamen with some sea service experience.

**Deckhands must hold a Merchant Mariner’s Document (MMD), which is available at U.S. Coast Guard regional offices.**

### Requirements

- Able seamen must also meet the following requirements:
  - Complete a written exam
  - Pass a physical and vision exam
  - Spend a certain number of hours working on water craft
  - 18 years old
  - General MMC is required
  - Must have a valid USCG issued by the Merchant Mariner’s Document

- General Requirements
  - Be at least 16 years of age
  - Have parental approval if less than 18 years old
  - Be a citizen of the United States
  - Pass a drug screening test
  - Complete a criminal background check
  - Complete a basic shipboard safety and survival training
  - Attend or hold a first aid certification
  - High school diploma or equivalent

### Certifying Agency

**United States Coast Guard National Maritime Center**

Licensing and Evaluation Branch

100 Forbes Drive

Martinsburg, VA 25404

(888) 427-5662

(304) 433-3409 Fax


### Related Occupational Titles and Codes

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Heavy Truck Drivers

Heavy truck drivers drive a tractor-trailer combination or a truck with a capacity of at least 26,000 gross vehicle weight (GVW), to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. Drivers may be required to unload truck. They may also require use of automated routing equipment.

Commercial truck drivers must be licensed in Georgia.

Requirements

- Pass a knowledge test
- Pass skills tests
- Complete the Highway Watch safety and security program
- Good moral character
- Good health
- Georgia resident

Certifying Agency

Georgia Department of Driver Services
Commercial Driver’s License Unit
P.O. Box 80447
2206 East View Parkway
Conyers, GA 30013
(678) 413-8400
http://www.dds.ga.gov

Fees

| Application: $35.00 (CDL) |
| Renewal: $20.00 |
| Testing: $10.00 |

Examination

| Repeats: Unlimited |
| Type: Written and driving |
| When: Tuesday - Saturday (written); Driving test by appointment only at 678.413.8500 |
| Where: Written exams given at most Department of Motor Vehicle locations: Albany, Between, Brunswick, Dalton, Gainesville, Jackson, Milledgeville and Thomson examination stations are the only centers that give CDL road tests. |

Professional Associations

Georgia Motor Trucking Association
2060 Franklin Way, Suite 200
Marietta, Georgia 30067
http://www.gmta.org

American Trucking Associations
950 North Glebe Road, Suite 210
Arlington, Virginia 22203
http://www.truckline.com
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<tr>
<th>SOC:</th>
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</table>
## Light Truck Drivers

Light truck drivers operate various kinds of trucks to transport materials to and from specific locations. They operate trucks, which carry materials weighing less than three tons, generally over short distances. They may also keep records of shipments and help load and unload their vehicles.

**Commercial truck drivers must be licensed in Georgia.**

### Requirements

- Pass a knowledge test
- Pass skills tests
- Complete the Highway Watch safety and security program
- Good moral character
- Good health
- Georgia resident

### Certifying Agency

**Georgia Department of Driver Services**  
Commercial Driver’s License Unit  
P.O. Box 80447  
2206 East View Parkway  
Conyers, GA 30013  
(678) 413-8400  
http://www.dds.ga.gov

### Fees

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### Examination

- Repeats: Unlimited
- Type: Written and driving
- When: Tuesday - Saturday (written) Driving test by appointment only at 678.413.8500
- Where: Written exams given at most Department of Motor Vehicle locations. The Albany, Between, Brunswick, Dalton, Gainesville, Jackson, Milledgeville and Thomson examination stations are the only centers that give CDL road tests.

### Related Occupational Titles and Codes

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Locomotive Engineers

Locomotive engineers drive electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers or freight. They interpret train orders, electronic or manual signals, and railroad rules and regulations.

Certification is required to work as a locomotive engineer on the general system of rail transportation in the United States.

### Requirements

- The Federal Railroad Administration has delegated the responsibility of certifying engineers to the individual railroads who hire them. The railroads are required to follow Federal guidelines when performing the certification process.

### Certifying Agency

**Federal Railroad Administration**  
Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
(202) 493-6014  
http://www.fra.dot.gov

### Professional Associations

**FRA Region 3 Office - Atlanta**  
61 Forsyth Street, SW, Suite 16T20  
Atlanta, GA 30303  
(404) 562-3800  
(404) 562-3830 Fax

### Related Occupational Titles and Codes

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School Bus Drivers

School bus drivers provide transportation for students between stops along established routes and school, following definite time schedules. They may also transport students and faculty to special events.

School bus drivers must be licensed in Georgia.

## Requirements

- Pass the general knowledge tests for obtaining a CDL (commercial driver's license) License
- Pass the knowledge test for "Passenger" vehicle endorsement
- Pass the knowledge test for "School Bus" endorsement
- Pass a driving skills test in a school bus of the same vehicle group, as the school bus applicant will drive
- Complete the Highway Watch safety and security program
- Good health
- Georgia resident

## Certifying Agency

**Georgia Department of Driver Services**  
Commercial Driver's License Unit  
P.O. Box 80447  
2206 East View Parkway  
Conyers, GA 30013  
(678) 413-8400  

## Fees

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## Examination

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| Where                   | Driving test by appointment only at 678.413.850  
Driving: Albany, Between, Brunswick, Cumming, Dalton, Gainesville, Jackson, Milledgeville, and Thomson |

## Professional Associations

**Georgia Association for Pupil Transportation**  
[http://gaptonline.org/](http://gaptonline.org/)

## Related Occupational Titles and Codes

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<tr>
<td>SOC:</td>
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<td>ONET:</td>
<td>Bus Drivers, School or Special Client-53-3022.00</td>
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</table>
Ship Engineers

Ship engineers supervise and coordinate activities of the crew in operating and maintaining propulsion engines and other engines such as boilers, deck machinery, and electrical, refrigeration and sanitary equipment aboard ships. They perform inspections and order crew to make necessary repairs and as well as start engines to propel the ship and regulate engines and power transmission to control speed of ship. They stand engine room watch during specified periods observing that required water levels are maintained in boilers, condensers, and evaporators, load on generators is within acceptable limits and oil and grease cups are kept full. They also repair machinery using hand tools and power tools and maintain engineering logs and bell books.

Ship engineers must be issued an engineering officer’s license by the U. S. Coast Guard. There are different requirements depending on the position and type of craft.

Requirements

Applicant requirements for an engineering officer’s license:

- Graduate from the U.S. Merchant Marine Academy or state academy
- Pass a written exam
- Pass a physical exam, vision exam, and drug-screening test (obtain medical certification of excellent health)
- Be a U.S. citizen or hold a green card
- Hold certificates in first aid and Certified Pulmonary Resuscitation (CPR)
- 3 years of watercraft/sea experience
- Pass the U.S. Merchant Mariner’s license from the U.S. Coast Guard
- In order to become a third mate or third assistant, hold a degree from an accredited program in nautical science or marine engineering

Certifying Agency

United States Coast Guard National Maritime Center
Licensing and Evaluation Branch
100 Forbes Drive
Martinsburg, VA 25404
(888) 427-5662
(304) 433-3409 Fax
http://www.uscg.mil/ncm

Related Occupational Titles and Codes

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