

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
LAND SURVEYOR B - INFORMATION SHEET**

All forms must be legible. Application packages must include all required documentation and fees. Any additional information accompanying the license application must be identified with the applicant's name. It is the applicant's responsibility to ensure that the Virginia Board receives the completed package.

Completed application packages must include all required documentation and fees and can be faxed to (877) 340-9616 or mailed to:

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233

For credit card payments use the [Credit Card Payment Form](#).

EXAMINATION ON BOARD REGULATIONS & STATUTES

Applicants for licensure or certification are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for licensure or certification. Pursuant to Regulation 18VAC10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

REQUIREMENTS FOR LICENSURE

Examination Applicants

- *Land Surveyor B License Application* and fee;
- *Experience Verification Forms* documenting 2 years of approved experience under the supervision of a licensed Land Surveyor B or Professional Engineer;
- Provide an official school transcript documenting successful completion of college level courses in hydraulics which is acceptable to the Board; and
- Applicants must hold a valid Virginia license as a Land Surveyor.

EXPERIENCE

All experience must be documented on *Experience Verification Form(s)*. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes are not acceptable. Refer to 18VAC10-20-340 of the Board Regulations for experience standards.

EXAMINATION

Additional information concerning the examination is available here:

<https://test-takers.psiexams.com/vals/overview/program-info/general-information>

7. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license. _____
 City State Zip Code
8. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED _____
 City State Zip Code
9. Contact Numbers _____
 Primary Telephone Alternate Telephone Fax
10. Email Address _____
 Email address is considered a public record and will be disclosed upon request from a third party.
11. Are you **re-applying** for **exam eligibility**?
 No
 Yes If yes, provide the month and year you took the previous exam: _____
Skip to question #15.
12. Are you applying to **reinstate** a license? (Reinstating a Virginia license that has **expired 5 or more years ago**)
 No
 Yes If yes, provide the following information and then skip to question #15:
 1) training certificates or other documentation showing successful completion of 16 hours of CE requirements; and 2) an *Experience Verification Form(s)* documenting the required experience from the time of expiration to the present.
 ➤ The board will evaluate the application and all supporting documents to determine if the applicant remains **qualified** to be a regulant of the board.
Skip to question #15.
13. Do you have 2 years of experience as a Land Surveyor B working directly under the supervision of a licensed Land Surveyor B or a licensed Professional Engineer?
 No
 Yes If yes, attach the *Surveyor B - Experience Verification Form(s)* documenting this experience.
14. Have you successfully completed a college level course in hydrology and hydraulics that is acceptable to the board?
 No
 Yes If yes, attach an official school transcripts documenting successful completion of these college level courses.
15. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
 No
 Yes If yes, complete the [Disciplinary Action Reporting Form](#).
16. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?
 No
 Yes If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any non-marijuana **misdemeanor**?
 No
 Yes If yes, complete the [Criminal Conviction Reporting Form](#).

17. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 4, of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____ Date _____

Continue to Reviewer Summary Sheet on the following page.

LAND SURVEYOR B - REVIEW SUMMARY SHEET

Applicant's Name	SS No./DMV No.:
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BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

APPROVED	Reviewer Initials & Date		
PLE Exam Candidate			
Endorsed with			
Reinstatement			