Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8506



www.dpor.virginia.gov

# Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects SURVEYOR-IN-TRAINING APPLICATION INSTRUCTIONS

All applicants must meet the current eligibility requirements at the time the completed application package is received at the board office. 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.

### APPLICANTS APPLYING UNDER THE PROVISIONS OF 18VAC10-20-300.1

Board regulation 18VAC10-20-300.1 states that applicants who are enrolled in a Board-approved surveying or surveying technology curriculum of four or more years and are within 12 months of completing their degree are eligible to take the Fundamentals of Land Surveying Examination. Individuals applying under this provision must submit the following documentation:

- ➤ Surveyor-in-Training Designation Application and fee;
- ➤ A <u>Certificate of Good Standing</u> from the dean of the school in which the applicant is enrolled. <u>Candidates applying under this provision must submit a completed copy of the Verification of Degree Form within 12 months of receiving their degree.</u>
- ➤ Passing grade on the Fundamentals of Surveying Exam

#### **ALL OTHER APPLICANTS**

Individuals <u>not</u> applying under the provisions of 18VAC10-20-300.1 must submit the following documentation. The amount of experience required is based on your level of education (see 18VAC10-20-300 of the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*).

- ➤ Surveyor-in-Training Designation Application and fee;
- ➤ Official school transcripts (if applicable);
- ➤ Documentation of completion of the Apprenticeship Program by submission of the <u>Apprenticeship Action Form</u> issued by the Department of Labor and Industry;
- Experience Verification Form(s) on the Surveyor-in-Training Designation Application.
- ➤ Passing grade on the Fundamentals of Surveying Exam

### **EXPERIENCE and EDUCATION**

- Applicants must submit official transcripts for all education for which credit is sought.
- Applicants who have earned a degree from an institution outside the United States must have their degree authenticated
  and evaluated by an education evaluation service if credit is sought for the education. The Board reserves the right to
  reject an evaluation submitted by an applicant.
- All experience must be verified by and earned under the supervision of a licensed land surveyor and/or a licensed Surveyor Photogrammetrist.
- Please reference the chart below to determine the amount of experience needed to qualify based on your education:

Education	Minimum years of experience required		
Board-approved survey curriculum of 4 years or more	None		
Survey related curriculum of 4 years or more	1 Year		
4-year bachelor's degree in a field unrelated to surveying	2 Years		
Board-approved surveying curriculum of 2 years or more	4 Years		
Board-approved apprenticeship	6 Years		
High school with successful completion of courses in algebra, geometry, and trigonometry	8 Years		

#### **TOEFL iBT**

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFL iBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. A score of 20 or better is required in each exam category. Score reports shall not be more than two years old at the time of application.

#### **EXAMINATION**

Additional information concerning the examination is available from:

National Council of Examiners for Engineering and Surveying (NCEES)

200 Verdae Boulevard

Greenville, South Carolina 29607 Telephone: (864) 654-6824

Website: www.ncees.org

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Board for



Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
SURVEYOR-IN-TRAINING DESIGNATION APPLICATION
Fee \$85.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at: <a href="https://www.dpor.virginia.gov/Boards/APELS">https://www.dpor.virginia.gov/Boards/APELS</a> prior to applying for licensure.

1. F	Full Legal Name	(As it appears	on your goverr	nment issued	ID or othe	r legal o	docun	nenta	ition.)					
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				City								State		Zip Code
6.	Contact Number	ers	Diana Talask			Alleren	. T.L.							
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OFFICE USE ONLY	DATE	FEE	TRANS CODE 1025	ENTITY#		0430	)	FILE	E #/LICEN	SE#				ISSUE DATE

## 10. Education

	Institution	Degree (BS, BA)	Major	MM/YY Completed
High School				
Apprentice Program				
Associate				
Bachelors				
Masters				
Ph.D.				

11.	-	enrolled in a Board-approved surveying or surveying technology curriculum and less than 12 months from ing your degree requirements?
	Yes	If yes, you must attach a <u>Certificate of Good Standing</u> from the dean of the school in which you are enrolled. Also, forward a completed <u>Degree Verification Form</u> upon receiving your degree. Skip to question #13.
12.		of the following education/experience requirements have you met in order to qualify for the Fundamentals of urveying (FLS) Exam and the Virginia Surveyor-in-Training Designation? Check only <b>one</b> .
	A.	Graduate of an undergraduate degree from an EAC/ABET-accredited surveying or surveying technology program acceptable to the board;  REQUIRED DOCUMENTATION: Official college/university transcript
	B.	Graduate of an undergraduate degree related to surveying acceptable to the board and possess a minimum of one year of approved land surveying experience;  REQUIRED DOCUMENTATION: Official college/university transcripts and Experience Verification Form(s)
	C.	Graduate of an undergraduate degree in a field unrelated to surveying in conjunction with an additional 30 credit hours in an approved surveying program acceptable to the board and possess a minimum of two years of approved land surveying experience;  REQUIRED DOCUMENTATION: Official college/university transcripts and Experience Verification Form(s).
	D.	Graduation from a board-approved undergraduate degree in a field unrelated to surveying and possess a minimum of two years of approved land surveying experience;  REQUIRED DOCUMENTATION: Official college/university transcripts and Experience Verification Form(s)
	☐ E.	Graduation from a a board-approved associates degree related to surveying and possess a minimum of four years of approved land surveying experience;  REQUIRED DOCUMENTATION: Official college/university transcripts and Experience Verification Form(s)
	_ F.	Successful completion of a Board-approved apprenticeship program with a minimum of 480 hours of surveying-related classroom instruction <b>and</b> a minimum of six years of approved land surveying experience <b>REQUIRED DOCUMENTATION</b> : Documentation of Completion of the Apprenticeship Program and Experience Verification Form(s)
	☐ G.	Graduated from high school with evidence of successful completion of courses in algebra, geometry, and trigonometry and possess a minimum of eight years of approved land surveying experience.  REQUIRED DOCUMENTATION: Official high school/college/university transcripts and Experience Verification Form(s)

ALL EXPERIENCE MUST BE VERIFIED ON <u>Experience Verification Forms</u> AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.

13.	Have you ever been subject to a <u>disciplinary action</u> taken by <u>any</u> (including Virginia) local, state or national regulator body? No
	Yes If yes, complete the <u>Disciplinary Action Reporting Form.</u>
14.	<ul> <li>A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any <u>felony</u>?</li> <li>No</li></ul>
	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 <a href="mailto:misdemeanor">misdemeanor</a> ?  No   Yes   If yes, complete the <a href="mailto:criminal Conviction Reporting Form">Criminal Conviction Reporting Form</a> .
15.	<ul> <li>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.</li> <li>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).</li> <li>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 document required or requested by the Department.</li> <li>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.</li> <li>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.</li> </ul>
	Signature Date

# SURVEYOR-IN-TRAINING REVIEW SUMMARY SHEET

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

	APPROVED  Board Member Initials & Date	NOT APPROVED  Board Member Initials & Date
Fundamentals of Land Surveying		