

**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 *Certificate of Good Standing* from the dean of the school in which the applicant is enrolled. Candidates applying under this provision must submit a completed copy of the *Verification of Degree Form* within 12 months of receiving their degree.
- Passing grade on the Fundamentals of Surveying Exam

ALL OTHER APPLICANTS

Individuals not 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 *Apprenticeship Action Form* 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



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 SURVEYOR-IN-TRAINING DESIGNATION APPLICATION
 Fee \$60.00**

**A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed [credit card insert](#) 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: <https://www.dpor.virginia.gov/Boards/APELS> prior to applying for licensure.

1. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

| | | | |
|-----------------|------------------|--------|------------|
| Last (required) | First (required) | Middle | Generation |
|-----------------|------------------|--------|------------|

2. Provide at least **one** of the following identification numbers*:

Social Security Number and/or

Virginia DMV Control Number

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

3. Date of Birth _____
MM/DD/YYYY

4. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license.
 City _____ State _____ Zip Code _____

5. Street Address (PO Box not accepted) _____
PHYSICAL ADDRESS REQUIRED
 Check here if Street Address is the same as the Mailing Address listed above.
 City _____ State _____ Zip Code _____

6. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

7. Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

8. NCEES Candidate ID Number _____

9. Have you ever taken the Fundamentals of Land Surveying examination in Virginia?
 No
 Yes If yes, provide the month and year of the exam: _____

| | | | | | | |
|-----------------|------|-----|------------|----------|------------------|------------|
| OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
| | | | 1025 | | 0430 | |

10. Education

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

11. Are you enrolled in a Board-approved surveying or surveying technology curriculum and **less than 12 months** from completing your degree requirements?

No

Yes If yes, you must attach a Certificate of Good Standing from the dean of the school in which you are enrolled. Also, forward a completed Degree Verification Form upon receiving your degree. Skip to question #13.

12. Which of the following education/experience requirements have you met in order to qualify for the Fundamentals of Land Surveying (FLS) Exam and the Virginia Surveyor-in-Training Designation? Check only **one**.

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 **and** a minimum of six years of approved land surveying experience

REQUIRED DOCUMENTATION: *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 Experience Verification Forms AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.**

13. 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](#).
14. 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](#).
15. 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 _____

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