

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,  
CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS**

**Land Surveyor Information Sheet**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. It is the applicant's responsibility to ensure that the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

**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.

**REQUIRED DOCUMENTATION**

**Examination Applicants with a Virginia Surveyor-in-Training Designation**

- ➔ a completed *Land Surveyor License Application* and fee; and
- ➔ completed *Experience Verification Forms* documenting a minimum of 4 years of approved experience under the supervision of a licensed land surveyor. *Applicants holding a Virginia Surveyor-in-Training designation should note that any approved experience reported on your Virginia SIT Designation Application that exceeded the amount required to obtain your Virginia SIT may be applied toward the 4 years required under 18VAC10-20-310.A of the Board regulations.*

If you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

**Examination Applicants with a Surveyor-in-Training Designation from another jurisdiction (applying for the PPLS and Virginia portion of the exam)**

- ➔ a completed *Land Surveyor License Application* and fee;
- ➔ a completed *Verification of Examination and Licensure Form* to verify a passing grade on the Fundamentals of Land Surveying (FLS) Examination (not required if the FLS Examination was passed in Virginia);
- ➔ a completed *Degree Verification Form* if applying under Board regulation 18VAC10-20-300.1;
- ➔ Official high school/college/university transcripts (if applying under Board regulation 18VAC10-20-300.2, 3, 4, or 6);  
**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.**
- ➔ documentation of completion of an apprenticeship program if applying under Board regulation 18VAC10-20-300.5;
- ➔ *Experience Verification Forms* documenting the approved experience obtained to qualify for the Surveyor-in-Training Designation as required pursuant to 18VAC10-20-300. Refer to question #10 on the *Surveyor-in-Training Designation Application*; and
- ➔ completed *Experience Verification Forms* documenting a minimum of 4 years of experience under the supervision of a licensed land surveyor required pursuant to 18VAC10-20-310.A.

If you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

**Comity Applicants** (licensed in another jurisdiction and applying for the Virginia portion of the exam)

- ➔ a completed *Land Surveyor License Application* and fee;
- ➔ a completed *Verification of Examination and Licensure Form* to verify a passing grade on the Fundamentals of Land Surveying (FLS) and Principles and Practice of Land Surveying Examinations (verification of the FLS Examination is not required if the exam was passed in Virginia);
- ➔ completed *Degree Verification Form(s)* if applying under Board regulation 18VAC10-20-300.1 or *official high school/college/university transcripts* if applying under Board regulation 18VAC10-20-300.2, 3, 4, or 6.  
**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.**
- ➔ documentation of completion of an apprenticeship program if applying under Board regulation 18VAC10-20-300.5;
- ➔ completed *Experience Verification Forms* documenting the experience obtained to qualify for the Surveyor-in-Training Designation as required pursuant to 18VAC10-20-300. Refer to question #10 on the *Surveyor-in-Training Designation Application*; and
- ➔ completed *Experience Verification Forms* documenting a minimum of 4 years of experience under the supervision of a licensed land surveyor required pursuant to 18VAC10-20-310.A.

Regulation 18VAC10.20.360 states in part: If the applicant does not meet the requirements for licensure in Virginia that were in effect at the time of original licensure, the applicant shall be required to meet the entry requirements current at the time the completed application for comity is received in the Board office.

Please note: Virginia began requiring the NCEES FLS examination in April 1973 and the NCEES PLS examination in April 1974.

If you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

**Reinstatement Applicants** (for those whose license expired 5 or more years ago)

- ➔ a completed *Land Surveyor License Application* and reinstatement fee; and
- ➔ completed *Experience Verification Forms* to document experience from the date of expiration of the license to the present.

## EXPERIENCE

All experience must be documented on *Experience Verification Forms*. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes and attachments are not acceptable. Please refer to 18VAC10-20-295 and 18VAC10-20-340 of the Board Regulations for definitions of qualifying (professional) and non-qualifying (sub-professional) experience. No credit is allowed for non-verified experience.

**TOEFLiBT** (formerly known as TOEFL & TSE)

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 TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be over 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

P.O. Box 1686

Clemson, South Carolina 29633-1686

Telephone: (864) 654-6824

Web Site: [www.ncees.org](http://www.ncees.org)

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
 9960 Mayland Drive, Suite 400  
 Richmond, VA 23233  
 (804) 367-8506  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 LAND SURVEYOR LICENSE APPLICATION**

A check or money order payable to the **TREASURER OF VIRGINIA**, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> 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 [www.dpor.virginia.gov](http://www.dpor.virginia.gov) prior to applying for licensure.

➔ The date this completed application, fee, and all required supporting documentation are received in the Board office shall determine if an application has been received by the exam application deadline established by the Board.

Select the **one** method by which you are applying for a Virginia Land Surveyor License.

Method of Licensure	Trans	Fee	X
By examination	1005	\$90.00	<input type="checkbox"/>
Is this the first time you have applied in Virginia to take the exam? Yes <input type="checkbox"/> No <input type="checkbox"/>			
By comity	1006	\$90.00	<input type="checkbox"/>
Reinstatement of Virginia Land Surveyor License No. <u>0403</u> that expired 5 or more years ago	4020	\$340.00	<input type="checkbox"/>

1. Have you ever held a Virginia Land Surveyor License?

No

Yes \*  Virginia Land Surveyor License No. 0403 Expiration Date \_\_\_\_\_

\* If yes and your license expired more than 6 months ago, but less than 5 years ago, you are required to **reinstate** your Virginia Land Surveyor License by completing a *Land Surveyor License Reinstatement Application*. **DO NOT COMPLETE THIS LICENSE APPLICATION.**

\* If yes and your license expired more than 5 years ago, you are required to **reapply** for licensure on this application and pay a \$340.00 reinstatement fee.

2. Name \_\_\_\_\_

Last First Middle Generation

3. Social Security Number or Virginia DMV Control Number \*  -  -

4. Date of Birth \_\_\_\_\_

5. Street Address (PO Box not accepted) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

City State Zip Code

➔ If you are using your business address, please include business name, full street address and any floor or suite numbers.

6. E-mail Address \_\_\_\_\_

7. Contact Numbers \_\_\_\_\_  
 Primary Telephone Alternate Telephone Facsimile

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
						<b>0403</b>	

8. Which of the following requirements have you met in order to qualify for a Virginia Land Surveyor License? Select only one.

- A.  Applying for admittance to the Principles and Practice of Land Surveying and the Virginia-Specific Exam as a Surveyor-in-Training (SIT) with 4 years of approved land surveying experience under the direct control and supervision of a licensed land surveyor.

Are you a Virginia Surveyor-in-Training? No  Yes\*  VA SIT No. 0430

\* All Virginia Surveyors-in-Training (SIT) must attach verification (on *Experience Verification Forms*) of 4 years of approved land surveyor experience under the supervision of a licensed land surveyor. Any approved experience reported on your Virginia SIT application that exceeded the amount required to obtain your VA SIT may be applied toward the 4 years required under Board regulation 18 VAC 10-20-310.

- B.  Applying for licensure through comity. Enter all your current Land Surveyor Licenses, Certifications and Registrations in the following table. You are also required to submit an original *Verification of Examination and Licensure Form* from each state in which you passed the land surveyor examination (not required if you passed the FLS Examination in Virginia).

State/Jurisdiction	Did you pass an exam?	License, Certification or Registration No.	Expiration Date
	FLS <input type="checkbox"/> PPLS <input type="checkbox"/>		
	FLS <input type="checkbox"/> PPLS <input type="checkbox"/>		
	FLS <input type="checkbox"/> PPLS <input type="checkbox"/>		

9. Education

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

10. Which of the following education/experience requirements have you met in order to qualify for a Virginia Land Surveyor License? Check only one.

- A.  SGRD Graduation from a Board-approved surveying or surveying technology curriculum of 4 or more years ❖  
REQUIRED DOCUMENTATION: *Degree Verification Form*
- B.  RGRD Graduation from a Board-approved survey related curriculum of 4 or more years and a minimum of 1 year of approved land surveying experience ❖  
REQUIRED DOCUMENTATION: *Official college/university transcripts and Experience Verification Form(s)*
- C.  UGRD Earned at least a 4-year bachelor's degree in a field unrelated to surveying approved by the Board and a minimum of 2 years of approved land surveying experience ❖  
REQUIRED DOCUMENTATION: *Official college/university transcripts and Experience Verification Form(s)*
- D.  AGRD Graduation from a Board-approved surveying curriculum of 2 years or more and a minimum of 4 years of approved land surveying experience ❖  
REQUIRED DOCUMENTATION: *Official college/university transcripts and Experience Verification Form(s)*
- E.  APPR Successful completion of a Board-approved apprenticeship program with a minimum of 480 hours of surveying-related classroom instruction and a minimum of 6 years of approved land surveying experience ❖  
REQUIRED DOCUMENTATION: *Documentation of Completion of the Apprenticeship Program and Experience Verification Form(s)*
- F.  HS Graduation from high school; successful completion of courses in algebra, geometry and trigonometry; and a minimum of 8 years of approved land surveying experience ❖  
REQUIRED DOCUMENTATION: *Official high school transcripts and Experience Verification Form(s)*

❖ An additional 4 years of approved land surveyor experience under the supervision of a licensed land surveyor is also required.

➔ ALL EXPERIENCE MUST BE VERIFIED ON *Experience Verification Forms* AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.

11. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No

Yes

If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes

If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Land Surveyor license. I certify that I understand and have complied with all the laws of Virginia related to land surveyors 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 \_\_\_\_\_

\* 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.

