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.

**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.

**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. Score reports shall not be over two years old at the time of application.

**EXAMINATION**

Additional information concerning the examination is available here:

https://candidate.psiexams.com/index.jsp
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.

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

<table>
<thead>
<tr>
<th>X</th>
<th>Method of Licensure</th>
<th>Trans</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Examination</td>
<td>1005</td>
<td>$90.00</td>
</tr>
<tr>
<td></td>
<td>Is this the first time you have applied to take this exam in Virginia?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes ☐ No ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reinstatement of a Virginia license that expired 5 or more years ago</td>
<td>4020</td>
<td>$340.00</td>
</tr>
</tbody>
</table>

1. Provide your Virginia Land Surveyor License number:
   - VA License Number: [Provide number]
   - Expiration Date: [Provide date]

2. Have you ever held a Virginia Land Surveyor B License?
   - No ☐
   - Yes ☐
     If yes, provide the license number and expiration date below
     - VA License Number: [Provide number]
     - Expiration Date: [Provide 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 Professional Engineer License by completing a Land Surveyor B License Reinstatement Application. DO NOT COMPLETE THIS LICENSE APPLICATION.

   - If yes and your license expired 5 or more years ago, you are required to reapply for licensure on this application and pay a reinstatement fee.

3. Full Legal Name (As it appears on your government issued ID or other legal documentation.)
   - Last (required)
   - First (required)
   - Middle
   - Generation

4. Provide 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.

5. Date of Birth
   - MM/DD/YYYY

6. Maiden or Former Name(s)

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>DATE</th>
<th>FEE</th>
<th>TRANS CODE</th>
<th>ENTITY #</th>
<th>FILE #/LICENSE #</th>
<th>ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0404</td>
<td></td>
</tr>
</tbody>
</table>
7. Mailing Address (PO Box accepted)  
The mailing address will be printed on the license.

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

8. Street Address (PO Box not accepted)  
PHYSICAL ADDRESS REQUIRED

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

  □ Check here if Street Address is the same as the Mailing Address listed above.

9. Contact Numbers

<table>
<thead>
<tr>
<th>Primary Telephone</th>
<th>Alternate Telephone</th>
<th>Fax</th>
</tr>
</thead>
</table>

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. 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   _____________
# LAND SURVEYOR B - REVIEW SUMMARY SHEET

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>SS No./DMV No.:</th>
</tr>
</thead>
</table>

## BOARD REVIEW - For Office Use Only

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Board Member Initials</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## APPROVED

<table>
<thead>
<tr>
<th>Board Member Initials &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLE Exam Candidate</td>
</tr>
<tr>
<td>Comity with</td>
</tr>
<tr>
<td>Reinstatement</td>
</tr>
</tbody>
</table>