

PROFESSIONAL LAND SURVEYOR

APPLICANT INSTRUCTIONS AND CHECKLIST

RETURN THIS CHECKLIST WITH YOUR APPLICATION

INSTRUCTIONS

GENERAL. Provide all information requested on the application form. **Do not** substitute a resume or other synopsis of your experience and/or education for any part of the application form. If additional space is needed please photocopy that portion of the form. If you have an NCEES Record, see the special instructions on a separate sheet in the application packet.

REFERENCES. Make a sufficient number of copies of our **Reference Form** (No. 3) to send one to each of your references. Keep a blank Reference Form for your future use in the event a reference does not respond. In addition to the Reference Form, you should send each of your references a **stamped** envelope on which you have placed the Board address label (labels ARE included as part of this application packet). Reference Forms received from applicants are **not** acceptable. They must come directly from the references.

TRANSCRIPTS. Transcript Request Forms (OF-11) are included as a part of this application packet. Complete the forms and send them (and any required fee) to the college or university you attended. Transcripts received from applicants are not acceptable. They must come directly from the college or university.

VERIFICATIONS. Enclosed you will find a copy of a blank Verification of Registration (Form No. 4). If you have taken the LSIT/FLS and/or LS examination in a jurisdiction (other than Idaho), complete Part A and send a copy of the verification form to each jurisdiction along with any fee they may charge (make copies of the form as needed). For each verification form mailed, you should include a **stamped** envelope on which you have placed the Idaho Board address label (included with application packet). Part B of the verification is to be completed by the Board(s) and returned directly to the Idaho Board. **NOTE: If you have not stayed current** in the state where you took your original LS exam, a verification also needs to be sent to a state in which you are current in your registration.

APPLICATION CHECKLIST

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- Attached a photograph of yourself?
- Marked the box on the application form indicating which address you want us to use?
- Requested your college or university to send us your transcript directly?
- Completed the "References" portion of the application and sent a Reference Form and Board-addressed and stamped envelope to each of your references and kept a blank copy of the form for yourself?
- Differentiated between "Total Time" and "LS Time" in the **EXPERIENCE** section of the application form and totaled the time at the bottom of the columns? (See Form OF-7b, Special Notice to Land Surveyor and LSIT Applicants)
- Signed the application before a notary public? (Be sure the notary portion is filled out completely.)
- Included the correct fee with the check made payable to the **BOARD OF PE & PLS**? (See the Fee Schedule for appropriate amount.)
- Submitted an application for a Certificate of Authorization if you will be offering your services through a business entity that is not currently licensed through this Board to offer engineering and/or land surveying services in Idaho? (Business entities established as sole-proprietorships are exempt. For additional information, refer to Idaho Code Section 54-1235.)
- Completed Part A of the verification form, sent the verification form(s) to the appropriate state board(s) along with a stamped envelope on which you have placed one of the Idaho Board address labels?
- Included this Checklist with your application?

NOTICE TO ALL APPLICANTS

Be sure you submit your application to the Board before you send out your reference letters. We must receive your application prior to receiving letters from your references. If we receive responses from your references and do not have your application on file, they may be misplaced, causing a delay in the processing of your application.

NOTICE to NCEES Record Holders

The National Council of Examiners for Engineering and Surveying (NCEES) has a Record Verification Program in which, for a fee, they will compile a registrant's educational, experience, examination and reference record for the registrant's use in facilitating registration in jurisdictions by comity. Simply having taken an NCEES examination **does not** result in the compilation of an NCEES RECORD. If you do not have an NCEES RECORD and are interested in obtaining one, contact NCEES at: www.ncees.org or call them at (800) 250-3196 or fax them at (864) 654-6033.

The Idaho Board will accept an NCEES RECORD in lieu of completion of some portions of the standard application form. Professional Engineer applicants only need to complete the first page down to and including Question No. 11. Professional Land Surveyor applicants only need to complete the first page down to and including Question No. 10. The application form must be signed in the proper place on the fourth page (both Professional Engineer and Professional Land Surveyor) with the signature notarized. You will not need to request your transcripts or verification of registration or send letters to your references. You will still need to complete the checklist, noting that you have an NCEES RECORD, where appropriate. When you submit your application please indicate the date on which you requested that your NCEES RECORD be sent to us or include a copy of the RECORD request you send to NCEES.

Note: Professional Engineer NCEES RECORD holders must also complete and return the questionnaire with their application.

OF-34 04/05

STATE OF IDAHO

Board of Registration of Professional Engineers and Professional Land Surveyors
5535 West Overland Road, Boise, Idaho 83705, Telephone (208) 373-7210 TDD Relay 1-800-377-3529

**APPLICATION FOR REGISTRATION AS A PROFESSIONAL LAND SURVEYOR OR
CERTIFICATION AS A LAND SURVEYOR-IN-TRAINING**

THIS FORM MUST BE COMPLETELY FILLED OUT AND NEATLY LETTERED OR TYPED

I, _____
Full Name

(_____
Your name as it should appear on certificate, if issued)

a _____ citizen of _____, hereby make application as
Sex Country

indicated and enclose \$ _____ payable to the **Board of PE and PLS** and I understand
(See Schedule)

that my application fee is **NOT** refundable. My application is for registration as:

(Mark appropriate box with an X)

- Professional Land Surveyor by Examination
- Professional Land Surveyor by Comity
- Land Surveyor-in-Training

The following information is submitted in support of my application:

1. Current Employer _____

_____ (Check Preferred Mail Address)
Street Address or P.O. Box Number

_____ TELEPHONE NUMBERS
City State Zip Code

2. Home Address _____ Home (_____) _____
Street Address or P.O. Box Number

_____ Work (_____) _____
City State Zip Code

3. Date of Birth _____ 4. Social Security Number _____ Email _____
(Month/Day/Year)

5. Have you ever had disciplinary action taken against you in another jurisdiction for a violation of engineering or land surveying laws, ethics, conduct or performance or are there any allegations of wrongdoing now pending?

NO YES If yes, provide an explanation in #16 on the last page of this application.

6. Have you ever applied for a certificate as an LSIT or a license as a Prof. Land Surveyor and been denied? NO YES
Have you ever failed the LSIT or the PLS exam? (Answer only if you are applying for assignment to an exam) NO YES
If you answered yes on either question, list the state(s) or jurisdiction(s) and give details in #16 on the last page of this application.

7. Will your land surveying services be offered or provided to the public through a business entity? YES NO

8. I passed the Fundamentals of Land Surveying (LSIT) exam in the State of _____ in ____/____. Certificate No. _____
(Mo/Yr)

9. I passed the Professional Land Surveyor exam in the State of _____ in ____/____. License No. _____
(Mo/Yr)

10. (Complete only if appropriate) My license in the state in which I was originally licensed is not current, however, I have a current license in the State of _____ and my license number there is _____. It was issued on ____/____.
(Mo/Yr)

PLS APPLICANTS ONLY

Attach a
Recognizable
Photograph
(Size 2" X 2.5" Overall)
With Face Not Less
Than Three-quarters
of an Inch Wide

11. References. The references named below are familiar with my character, reputation and professional experience. (The Board requires a minimum of five references for a professional land surveyor, at least three (3) of whom are licensed professional land surveyors having personal knowledge of your land surveying experience and a minimum of three (3) references for LSIT, at least one (1) of which is a professional land surveyor. It is recommended that land surveyor applicants send reference forms to at least six (6) persons to assure five responses and that LSIT applicants send reference forms to at least five (5) persons to assure three responses. None shall be a relative, either by blood or marriage, nor a member of the Board. References other than current co-workers or partners should be included.)

NAME	BUSINESS RELATION	PLS? YES OR NO	COMPLETE MAILING ADDRESS
1.			
2.			
3.			
4.			
5.			
6.			

12. Did you either graduate from high school or receive a GED? YES NO

13. My **formal** education beyond high school consists of the following (List only enrollment for college or university credit; do not list workshops, seminars, etc. You must request that the College or University Registrar send a copy of your academic transcript **directly** to the Board office. A transcript request form is included in the application packet for your convenience.)

NAME AND LOCATION OF INSTITUTION	ATTENDANCE		CURRICULUM Surv., CE, Etc	DID YOU GRADUATE? YES OR NO	DATE IF GRADUATED	DEGREE REC'D (IF ANY)
	FROM MO/YR	TO MO/YR				

14. My **informal** education beyond high school consists of the following seminars, short courses, reviews, training sessions, etc. List those courses, etc. not listed in 13 above. Include the name and location of the institution, dates of training and courses completed.

15. My land surveying experience is presented below. **(Only experience up to the date of submittal of the application will be considered as valid. Experience anticipated between the date of the application submittal and the date of the examination or issuance of license will not be considered.** List all time chronologically **BEGINNING** with the earliest engagement after obtaining your formal education. Under "TIME ENGAGED" enter only that time spent in the practice of land surveying which is defined in Idaho Code as "responsible charge of surveying of land to determine the correct boundary description, to convey, to establish or reestablish land boundaries, or to plat lands and subdivisions thereof." Up to two years may be claimed for graduate land surveying education.)

	DATE		DESCRIPTION PRESENT A BRIEF NARRATIVE OF YOUR LAND SURVEYING RESPONSIBILITIES ON THE JOB	TIME ENGAGED IN LS WORK TO NEAREST MO				NAME AND ADDRESS OF EMPLOYER
	FROM	TO		Total Time		LS Time		
				Yr	M	Yr	M	
1.								
2.								
3.								
4.								
APPLICANT'S SUMMARY OF TOTAL TIME								
BOARD'S SUMMARY OF TOTAL TIME								

(If you need additional space, photocopy this sheet and attach it to the application.)

16. Use this space to provide explanations to questions asked previously, if needed. Number your responses to correspond to the questions for which you are providing an explanation.

17. **CERTIFICATION.** I, the applicant named in this application have read the contents hereof, and to the best of my knowledge and belief, the foregoing statements are true in substance and effect and are made in good faith. I certify that I have read and agree to abide by the Rules of Professional Responsibility that are in force at the time of this application. I understand that references are of a confidential nature and are not public records subject to disclosure to anyone.

Signature of Applicant _____ Date _____

18. NOTARY PUBLIC

STATE OF _____)

(NOTARY SEAL)

County of _____)

Subscribed and sworn to before me the _____ day of _____, 20 ____.

Signature of Notary Public _____

Residing in _____

My commission expires _____

**BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS
QUALIFICATION AND FEE INFORMATION FOR APPLICANTS**

Examination for Professional Engineers (including Structural), Professional Land Surveyors, Engineers Intern and Surveyor Intern will be held in Spring and Fall, and applications **MUST be postmarked on or before January 10 or August 1, respectively.** Only completed applications will be presented to the Board for assignment. Approximately 3 to 4 weeks is needed for processing applications. Board meetings are generally scheduled for February and September for assignment to examinations.

The Fundamentals of Engineering (FE) and Fundamentals of Surveying (FS) examinations, for certification as an Engineer Intern or Surveyor Intern are given at the University of Idaho, Idaho State University and Boise State University.

Checks should be made payable to the Board of PE and PLS.

BUSINESS ENTITY CERTIFICATE OF AUTHORIZATION APPLICATION FEE:

Business Entity Certificate of Authorization..... 165.00

EXAMINATION APPLICATION FEES

Professional Engineer (**Non-Structural**) examination or re-examination (comity fee below).....50.00*
 Structural Engineer (both Structural I and II) examination or re-examination* (comity fee below)50.00*
 Professional Land Surveyor examination or re-examination (comity fee below)..... 50.00*
 Fundamentals of Engineering examination or re-examination for certification as an Engineer- Intern.....No application fee*
 Fundamentals of Surveying examination or re-examination for certification as a Surveyor Intern..... No application fee*

***UPON ASSIGNMENT TO AN EXAMINATION, A FEE FOR THE EXAM AND ADMINISTRATION WILL BE ASSESSED BY ELSEES.**

COMITY (RECIPROCAL) APPLICATION FEES:

Professional Engineer (May include "base discipline" **and** structural)
 If applicant does not have an NCEES Record.....\$ 120.00
 If applicant has an NCEES Record.....100.00
 Professional Land Surveyor
 If applicant does not have an NCEES Record.....120.00
 If applicant has an NCEES Record.....100.00

CERTIFICATE FEES:

Issuance of an additional certificate.....10.00

*For additional information, contact the Board office at (208) 373-7210 or see our website: <http://www.idaho.gov/ipels>.

ALL FEES ARE NON-REFUNDABLE
BIENNIAL RENEWAL FEES

Business Entity..... **(Annual not Biennial)** \$ 50.00
 Professional Engineer.....80.00
 Professional Land Surveyor.....80.00
 Professional Engineer/Land Surveyor (combined).....160.00
 Engineer Intern.....20.00
 Surveyor Intern.....20.00
 Retired 10.00

Business Entity Certificates of Authorization expire annually on July 31. Renewal notices are sent in late June. Licenses and certificates issued to individuals expire on the last day of the month in which the individual was born, in even-numbered fiscal years for individuals born in even-numbered calendar years and in odd-numbered fiscal years for individuals born in odd-numbered calendar years. Individual renewal notices are sent out near the end of the month preceding their expiration.

Idaho's fiscal year begins on July 1 and ends on June 30 and is numbered to correspond with the calendar year in which the fiscal year ends.

Branch examinations for the PE exam are given in the following categories:

Agricultural	Environmental	Mining/Mineral
Architectural	Fire Protection	Naval Architecture & Marine Engineering
Chemical	Geological	Nuclear
Civil	Industrial	Petroleum
Control Systems	Mechanical	Structural
Electrical & Computer	Metallurgical	

Any applicant passing the examination to which he or she is assigned is issued a license as a Professional Engineer with special qualification in a particular branch of engineering, but his or her practice as a Professional Engineer is not legally limited to the branch specified. It is left to his or her professional integrity to practice only in those fields in which he or she considers himself or herself to be qualified and competent.

Idaho has no reciprocity "agreement" with any state; however, it is the policy of the Idaho Board to honor the written examinations given by other states, and wherever possible give full credit to the examinations given by the applicant's home state. (This applies to Surveyor Intern, Engineer Intern, Professional Engineer and Professional Land Surveyor examinations). If the applicant has taken examination(s) in his home or "comity" state equal to those given in Idaho as to length of exam and quality, Idaho will usually not require the applicant to take additional examination(s). However, if the "comity" state requires Idaho registrants to take an additional examination, the Idaho Board may require applicants from that state to take an additional examination to comply with Idaho Law (Section 54-1219, Idaho Code). Applicants for licensure as a Professional Land Surveyor by comity must take, as a minimum, a 2-hour Idaho-specific examination.

In order for the Board to be able to verify experience, only experience up to the date of submittal of the application will be considered as valid. Experience anticipated between the date of the application submittal and the date of the examination or issuance of registration will not be considered and should not be listed on the application.

All Professional Engineer candidates with less than twelve (12) years of experience will be required to (1) take, or provide evidence that they have passed, an approved 8-hour Fundamentals of Engineering (FE) examination, and (2) take and pass an 8-hour Principles and Practice examination, for a total of 16 hours, to be eligible for registration. They must also receive a passing grade on the Questionnaire.

Applicants in the discipline of structural engineering will be required to first be licensed in a "base discipline", have a minimum of two (2) years of experience in structural engineering after first becoming licensed, and then take and pass the 8-hour NCEES Structural I and the 8-hour NCEES Structural II examinations.

All Professional Land Surveyor candidates will be required (1) to take, or provide evidence that they have passed, an approved 8-hour Fundamentals of Surveying (FLS) examination, (2) take and pass a 6-hour Principles and Practice of Land Surveying examination and (3) take and pass the Idaho-specific examination for a total of 16 hours of examination, to be eligible for registration.

Persons applying for assignment to the Fundamentals of Engineering examination who have a bachelor degree in a major other than engineering should contact the Board office at (208) 373-7210 to obtain a list of requirements which must be met in order for the Board to consider them to possess knowledge and skill approximating that attained through graduation from an approved four year engineering curriculum as required by section 54-1212(3)(b), Idaho Code.

Persons applying for assignment to the Fundamentals of Surveying examination who do not qualify for assignment under Idaho Code Sections 54-1212(4)(a) or 54-1212(4)(b) must submit evidence that they possess knowledge and skill similar to that attained upon completion of an approved college curriculum as required in Idaho Code Section 54-1212(4)(c).

**Board of Registration of Professional Engineers
and Professional Land Surveyors**

SPECIAL NOTICE TO LAND SURVEYOR AND LSIT APPLICANTS

The definition of the practice of land surveying varies from state to state. Idaho's definition, quoted below, is one of the most restrictive because it confines the practice to field and office work related only to property lines. Surveying work related to topographic mapping, profiles, ordinary construction surveying and other "engineering type" surveys cannot be considered as qualifying experience by the Idaho Board.

Section 54-1202 defines "land surveying" as "responsible charge of surveying of land to determine the correct boundary description, to convey, to establish or reestablish land boundaries, or to plat lands and subdivisions thereof."

You are cautioned to carefully consider the above definition in filling out your application for Professional Land Surveyor or Land Surveyor-in-Training and you are instructed to list your experience under Item 15 as shown in the following examples and the description **MUST** include your percentage estimate of professional land surveying time:

	DATE		DESCRIPTION PRESENT A BRIEF NARRATIVE OF YOUR LAND SURVEYING RESPONSIBILITIES ON THE JOB	TIME ENGAGED IN LS WORK TO NEAREST MO				NAME AND ADDRESS OF EMPLOYER
	FRO M	TO		Total Time		LS Time		
				Yr	M	Yr	M	
1.	July 1977	June 1979	Construction inspection, mapping control network and boundary locations for major mining company in Northern Idaho. <u>25% land surveying; 50% engineering surveying; 25% drafting</u>	2	0	0	6	WYZ Mining Corp. P.O. Box 1234 Kellogg, Idaho 83837
2.	July 1979	June 1982	Locate roads and bridges, boundary and R/W, prepare descriptions for heavy construction project. <u>50% land surveying; 50% engineering.</u>	3	0	1	6	ABC Construction Co. Box 500 Lewiston, Idaho 83501
3.	July 1982	June 1988	All field and office work for preparation of subdivision plats for land development projects in Idaho. <u>100% land surveying</u>	6	0	6	0	A & A Surveying, Inc. 1227 Noe Place Boise, Idaho 83707

You are further informed that your application may be returned or delayed unless the above illustrated method of indicating your experience record to the Board is followed. If experience is not continuous, list activities during the period of non-surveying activities under Item 16.

(Date)

College or University Registrar

Dear Registrar:

Enclosed please find my fee in the amount of \$ _____ in payment for a transcript of my scholastic record. I attended college during the years _____ to _____. I received my degree on _____. My Social Security Number is _____ and my date of birth is _____.

My student identification number was _____.

Please send the transcript ***directly*** to the following address:

Board of Professional Engineers
and Professional Land Surveyors
5535 West Overland Road
Boise, ID 83705

The Board of Professional Engineers and Professional Land Surveyors have informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

(Signature)

(Printed Name and Address)

VERIFICATION OF REGISTRATION

PART A. To be completed by applicant and forwarded to Board where applicant took exams.

Applicant Name: _____ Date: _____
Address: _____ Social Security No.: _____

Date of Birth: _____
City State Zip Code

Check the appropriate box this verification is for (indicate certificate number and/or date of exams if known):

FE/EIT _____ No. and/or date PE _____ No. and/or date SE _____ No. and/or date
 LSIT/FLS _____ No. and/or date PLS _____ No. and/or date

PART B. To be completed by verifying Board and returned directly to: Idaho Board of Professional Engineers and Professional Land Surveyors, 5535 West Overland Road, Boise, ID 83705. (Phone: 208-373-7210)

I. THE ABOVE NAMED PERSON WAS REGISTERED AS:

	<u>Certificate Number</u>	<u>Date Issued</u>	<u>Valid Until</u>
() PROFESSIONAL ENGINEER	_____	_____	_____
() STRUCTURAL ENGINEER	_____	_____	_____
() ENGINEER-IN-TRAINING	_____	_____	_____
() PROFESSIONAL LAND SURVEYOR	_____	_____	_____
() LAND SURVEYOR-IN-TRAINING	_____	_____	_____

II. MINIMUM REQUIREMENTS WERE:

1. () Written Examination:

	<u>Hours</u>	<u>NCEES? (Yes/No)</u>	<u>Exam Date</u>	<u>Discipline</u>
Principles and Practice of Engineering	_____	_____	_____	_____
Structural Engineering	_____	_____	_____	_____
Fundamentals of Engineering	_____	_____	_____	_____
Principles and Practice of Land Surveying	_____	_____	_____	_____
Fundamentals of Land Surveying	_____	_____	_____	_____

- 2. () EIT or LSIT Accepted from: _____
- 3. () Oral Examination: _____ hours PE _____ hours PLS
- 4. () Comity with: _____
- 5. () Education and Experience: If less than 8 years experience including graduation from EAC/ABET engineering curriculum, please check here (____), and give details on the other side of this form.
- 6. () Other: Please give full details on the other side of this form.

III. Any disciplinary action taken or pending regarding applicant? _____ Yes _____ No (If yes, give details on the other side of this form.)

STATE: _____
BY: _____
TITLE: _____
DATE: _____

(Board Seal)

Applicant Satisfaction Survey

Dear Applicant:

The application packet which you have received contains updated forms and some new procedures. We would appreciate it if you would complete the following questions and return this form to the Board office, along with your application. By answering these questions and giving any comments you may have, it will help us to better serve future applicants.

Thank you for your assistance.

The Idaho Board of Professional Engineers and Professional Land Surveyors

1. Were the questions on the application self-explanatory? Yes _____ No _____
2. Did the checklist assist you in completing the application forms? Yes _____ No _____
3. Were the procedures for sending the reference letters clear, including the use of the mailing labels? Yes _____ No _____
4. Were the procedures for sending the verification forms clear? Yes _____ No _____

Any additional suggestions or comments you can give, positive or negative, would also be appreciated. If you wish to comment on any of the above questions, indicate the question number and your comments.

Date: _____

Signature: _____

