

**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 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;
- completed Experience Verification Forms documenting a minimum of four 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 four 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 #11 on the Surveyor-in-Training Designation Application; and
- completed Experience Verification Forms documenting a minimum of four 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.

PRELIMINARY - PENDING APPROVAL

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 #11 on the Surveyor-in-Training Designation Application; and
- completed Experience Verification Forms documenting a minimum of four 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 five 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 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

P.O. Box 1686

Clemson, South Carolina 29633-1686

Telephone: (864) 654-6824

Website: www.ncees.org



PRELIMINARY - PENDING APPROVAL

**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](#) 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 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	✕
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 VA Land Surveyor License No. <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="0"/> <input type="text" value="3"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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 If yes, provide your license number and expiration date below

VA License Number 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 5 or more years ago, you are required to **reapply** for licensure on this application and pay a reinstatement fee of \$340.

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

 Last (required) First (required) Middle Generation

3. 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.

4. Date of Birth _____
 MM/DD/YYYY

5. Maiden or Former Name(s) _____

PRELIMINARY - PENDING APPROVAL

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0403	

6. Mailing Address (PO Box accepted)

The mailing address will be printed on the license.

 City State Zip Code

7. 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

8. Contact Numbers

 Primary Telephone Alternate Telephone Fax

9. Email Address

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

10. 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 four 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 If yes, enter your Virginia SIT Number

0	4	3	0						
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★ All Virginia Surveyors-in-Training (SITs) must attach verification (on Experience Verification Forms) of four 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 four years required under Board regulation 18VAC10-20-310.

- 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 a written exam?	License, Certification or Registration Number	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"/>		

11. Education

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

12. Which of the following education/experience requirements have you met in order to qualify for the Virginia Land Surveyor License? Check only one.
- A. Graduation from a Board-approved surveying or surveying technology curriculum of four or more SGRD years ❖
REQUIRED DOCUMENTATION: [Degree Verification Form](#)
 - B. Graduation from a Board-approved survey-related curriculum of four or more years and a minimum of RGRD one year of approved land surveying experience ❖
REQUIRED DOCUMENTATION: Official college/university transcripts and [Experience Verification Form\(s\)](#)
 - C. Earned at least a 4-year bachelor's degree in a field unrelated to surveying approved by the Board and UGRD a minimum of three years of approved land surveying experience ❖
REQUIRED DOCUMENTATION: Official college/university transcripts and [Experience Verification Form\(s\)](#)
 - D. Graduation from a Board-approved surveying curriculum of two years or more and a minimum of four AGRD years of approved land surveying experience ❖
REQUIRED DOCUMENTATION: Official college/university transcripts and [Experience Verification Form\(s\)](#)
 - E. Successful completion of a Board-approved apprenticeship program with a minimum of 480 hours of APPR 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\(s\)](#)
 - F. Graduation from high school; successful completion of courses in algebra, geometry and trigonometry; HS and a minimum of eight years of approved land surveying experience ❖
REQUIRED DOCUMENTATION: Official high school transcripts and [Experience Verification Form\(s\)](#)
- ❖ An additional four 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.
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? Any plea of nolo contendere shall be considered a conviction.
- 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 a misdemeanor in the last 10 years? Any plea of nolo contendere shall be considered a conviction.
- 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 _____

