

**Board for Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects  
SURVEYOR-IN-TRAINING INFORMATION SHEET**

All applicants must meet the current eligibility requirements at the time this 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. After applicants pass the Fundamentals of Surveying exam, they may apply to the Board for the Surveyor-in-Training designation.

**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:

- A completed 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.

**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).

- A completed Surveyor-in-Training Designation Application and fee;
- Official school transcripts if applying under 10.A., 10.B., 10.C., 10.D., or 10.F.;
- Documentation of completion of the Apprenticeship Program if applying under 10.E., by submission of the Apprenticeship Action Form issued by the Department of Labor and Industry;
- Completed Experience Verification Form(s) if you are applying under 10.B., 10.C., 10.D., 10.E., or 10.F. on the Surveyor-in-Training Designation Application.

**EXPERIENCE**

Applicants applying under 10.B., 10.C., 10.D., 10.E., or 10.F. of the SIT Designation Application must verify all experience on Experience Verification Forms. You may photocopy the form to accommodate all your experience. 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. Please refer to 18VAC10-20-295 and 18VAC10-20-340 of the Board regulations for descriptions of qualifying (professional) and non-qualifying (sub-professional) 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](http://www.ncees.org)



11. Education

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

12. 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 SCA enrolled. Also, forward a completed Degree Verification Form upon receiving your degree. Skip to question #14.

13. 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.  Graduation from a Board-approved surveying or surveying technology curriculum  
GRAD REQUIRED DOCUMENTATION: Official college/university transcript
- B.  Graduation from a Board-approved surveying-related curriculum of four or more years **and** one year of approved land surveying experience  
RGRD REQUIRED DOCUMENTATION: Official college/university transcripts and Experience Verification Form(s)
- C.  A four year bachelor's degree in a field unrelated to surveying **and** a minimum of three years of approved land surveying experience  
UGRD 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 years of approved land surveying experience  
AGRD 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 surveying-related classroom instruction **and** a minimum of six years of approved land surveying experience  
APPR 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; **and** a minimum of eight years of approved land surveying experience  
HS 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.

⇒ APPLICANTS WHO HAVE ACCUMULATED COLLEGE CREDITS MAY APPLY CREDIT HOURS APPROVED BY THE BOARD TOWARD THE EXPERIENCE REQUIREMENTS (i.e., one year of experience credit will be given for 40 semester hours of approved college credit).

14. 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.

15. 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](#).

16. 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 \_\_\_\_\_

