

PRELIMINARY - PENDING APPROVAL

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
SURVEYOR PHOTOGRAMMETRIST 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. 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

- a completed Surveyor Photogrammetrist License Application and fee;
- completed Experience Verification Forms documenting four years of experience under the supervision of a licensed surveyor or surveyor photogrammetrist. 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 Board Regulation 18VAC10-20-310.B.
- 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 Board-Approved Surveyor Photogrammetrist Examination and Virginia portion of the exam)

- a completed Surveyor Photogrammetrist 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);
- Official high school/college/university transcripts (if applying under Board Regulation 18VAC10-20-300.1, .2, .3, .4, or .6);
Applicants who have attended institutions not located in 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 the applicant.
- documentation of completion of an apprenticeship program if applying under Board Regulation 18VAC10-20-300.5;
- 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 #12 on the Surveyor Photogrammetrist License Application; and
- Experience Verification Forms documenting four years of experience under the supervision of a licensed land surveyor or surveyor photogrammetrist as required pursuant to 18VAC10-20-310.B.
- 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.

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

- a completed Surveyor Photogrammetrist License Application and fee;
- completed Degree Verification Form(s) if applying under Board Regulation 18VAC10-20-300.1. or .3, or official high school/college/university transcripts if applying under Board Regulation 18VAC10-20-300.2, .4, .5, or .6.
Applicants who have attended institutions not located in 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 experience obtained to qualify for the Surveyor-in-Training Designation as required pursuant to 18VAC10-20-300. Refer to question #12 on the Surveyor Photogrammetrist License Application;
- completed Experience Verification Forms documenting four years of experience under the supervision of a licensed land surveyor required pursuant to 18VAC10-20-310.B;
- a completed Verification of Examination and Licensure Form to verify a passing grade on the Fundamentals of Land Surveying (FLS) and Board-approved Surveyor Photogrammetrist Examination (verification of the FLS Examination is not required if the exam was passed in Virginia); and
- 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 Surveyor Photogrammetrist License Application and reinstatement fee;
- completed Experience Verification Forms to document experience from the date of expiration on the license to the present.

EXPERIENCE

All experience must be documented on Experience Verification Forms provided in your application package. Photocopies of the enclosed forms are acceptable. To avoid delays in processing your application, Experience Verification Forms must be complete. 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 18VAC10-20-310 of the Board Regulations for experience standards.

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 at:

www.dpor.virginia.gov



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**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 SURVEYOR PHOTOGRAMMETRIST LICENSE APPLICATION
 Fee \$90.00**

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.

How are you applying for your Virginia Surveyor Photogrammetrist License?

- Examination (1005)
- Comity (1006)

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

No

Yes If yes, provide your license number and expiration date below

VA License Number

0	4	0	8						
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 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 Surveyor Photogrammetrist License by completing a Surveyor Photogrammetrist License Reinstatement Application. **DO NOT COMPLETE THIS LICENSE APPLICATION.**
- ❖ If yes and your license expired 5 or more years ago, you are required to re-apply 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

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Virginia DMV Control Number

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- 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) _____

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OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	0408	FILE #/LICENSE #	ISSUE DATE
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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

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

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. Have you ever taken the Surveyor Photogrammetrist Examination and/or the Virginia state-specific surveyor photogrammetrist examination?
 No Month/Year Taken: _____
 Surveyor Photogrammetrist Exam _____
 Virginia state-specific Exam _____

11. Education

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

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

A. Applying for admittance to the Surveyor Photogrammetrist Exam and the Virginia-specific exam as a Surveyor-in-Training (SIT) with four years of approved photogrammetric surveying experience under the direct control and supervision of a licensed land surveyor or surveyor photogrammetrist

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 Surveyor or Surveyor Photogrammetrist 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 Fundamentals of Surveying Examination (not required if you passed the exam in Virginia)

State/Jurisdiction	Did you pass an exam?	License, Certification or Registration Number	Expiration Date
	LS <input type="checkbox"/> SIT <input type="checkbox"/>		
	LS <input type="checkbox"/> SIT <input type="checkbox"/>		
	LS <input type="checkbox"/> SIT <input type="checkbox"/>		

13. Which of the following education/experience requirements have you met in order to qualify for a Virginia Surveyor Photogrammetrist License? Check only one.
- A. Graduation from a Board-approved surveying or surveying technology curriculum of four or more SGRD years❖
REQUIRED DOCUMENTATION: Official college/university transcript
 - 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. A bachelor's degree in a field unrelated to surveying and a minimum of three years of approved land UGRD 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; and a HS minimum of eight years of approved land surveying experience❖
REQUIRED DOCUMENTATION: Official high school/college/university transcripts and [Experience Verification Form\(s\)](#)
- ❖ AN ADDITIONAL FOUR YEARS OF APPROVED PHOTOGRAMMETRIC SURVEYING OR SIMILAR REMOTE SENSING TECHNOLOGY EXPERIENCE UNDER THE SUPERVISION OF A LICENSED LAND SURVEYOR OR SURVEYOR PHOTOGRAMMETRIST IS REQUIRED IN ADDITION TO THE EDUCATION/EXPERIENCE REQUIREMENTS LISTED ABOVE.
- ⇒ 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 TO HELP MEET THE EXPERIENCE REQUIREMENT (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 _____

BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

	APPROVED Board Member Initials & Date	NOT APPROVED Board Member Initials & Date
Exam Candidate		
Comity with		
Reinstatement		
Grandfather		