

**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 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. 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 12.A., 12.B., 12.C., 12.D., or 12.F.;
- Documentation of completion of the Apprenticeship Program if applying under 12.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 12.B., 12.C., 12.D., 12.E., or 12.F. on the *Surveyor-in-Training Designation Application*.

EXPERIENCE

Applicants applying under 12.B., 12.C., 12.D., 12.E., or 12.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



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 SURVEYOR-IN-TRAINING DESIGNATION APPLICATION
 Fee \$60.00**

**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.

1. Name _____
Last First Middle Generation

2. Provide **one** of the following identification numbers.

Social Security Number or Virginia DMV Control Number * - -

* 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.

3. Date of Birth _____
MM/DD/YYYY

4. Mailing Address (PO Box accepted) _____
 If a mailing address is submitted, the mailing address will be printed on the license.
City State Zip Code

5. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED

City State Zip Code

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

6. Email Address _____

7. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

8. Have you ever taken the Fundamentals of Land Surveying examination in Virginia?
 No
 Yes If yes, provide the month and year of the exam: _____

9. NCEES Candidate ID Number _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1025		0430	

10. Education

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

11. 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 #13.

12. 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 two 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).**

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, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

14. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes If yes, list the misdemeanor and/or felony. Attach your original criminal history record;^{*} a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation).

* Original criminal history record may be obtained by contacting the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia must provide an original official criminal history record from each state/jurisdiction in which they have been convicted. Virginia residents may request complete criminal records from the Virginia State Police at www.vsp.virginia.gov or by phone at 804-674-6718.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Surveyor-in-Training designation. I certify that I have read, understood and complied with all the laws of Virginia related to land surveying 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 _____

