

**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.

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

- Land Surveyor License Application and fee; and
- Experience Verification Forms documenting a minimum of 4 years of approved experience under the supervision of a licensed land surveyor or a **licensed Surveyor Photogrammetrists**. *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 4 years.*

Examination Applicants with a Surveyor-in-Training Designation from another jurisdiction (applying for the PS and Virginia portion of the exam)

- Land Surveyor License Application, and fee;
- Verification of Examination and Licensure Form to verify a passing grade on the Fundamentals of Land Surveying (FS) Examination;
- Degree Verification Form;
- Official high school/college/university transcripts; **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.**
- Completion of an apprenticeship program (*if applicable*); and
- Experience Verification Form(s) documenting the minimum requirements

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

- Land Surveyor License Application and fee;
- Verification of Examination and Licensure Form to verify a passing grade on the Fundamentals of Land Surveying (FS) and Principles and Practice of Land Surveying Examinations (verification of the FS Examination is not required if the exam was passed in Virginia);
- Degree Verification Form(s) or official high school/college/university transcripts.

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.

- Completion of an apprenticeship program (if applicable); and
- Experience Verification Form(s) documenting a minimum of 4 years of experience under the supervision of a licensed land surveyor or a licensed Surveyor Photogrammetrists.

Regulation 18VAC10.20.360.B 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.

Reinstatement Applicants (for those whose license **expired five or more years ago**)

- Land Surveyor License Application and reinstatement fee; and
- Experience Verification Form(s) 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.

TOEFL iBT

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 TOEFL iBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be over 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
 200 Verdae Boulevard
 Greenville, South Carolina 29607
 Telephone: (800) 250-3196
 Website: www.ncees.org

**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: <https://www.dpor.virginia.gov/Boards/APELS> prior to applying for licensure.

Select the **one** method by which you are applying for a Virginia Land Surveyor License.

X	Method of Licensure	Trans	Fee
☐	By Examination	1005	\$150.00
	Is this the first time you have applied to take this exam in Virginia? Yes ☐ No ☐		
☐	By Comity	1006	\$150.00
	Are you applying with an NCEE Certificate Record? Yes ☐ No ☐		
☐	Reinstatement of a Virginia license that expired 5 or more years ago	4020	\$480.00

1. Have you ever held a **Virginia Land Surveyor License**?

No ☐

Yes ☐ If yes, provide the license number and expiration date below

VA License Number

0	4	0	3						
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 Expiration Date [❖] _____

❖ If yes and your license **expired more than 6 months ago, but less than 5 years**, you are required to **reinstate** your Virginia Professional Engineer 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**, you are required to reapply for licensure using this application and pay a reinstatement fee.

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

 Last (required) First (required) Middle Generation

3. Provide **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) _____

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. Are you **re-applying** for **exam eligibility**?

No ☐

Yes ☐ If yes, skip to question #14.

11. Are you applying to **reinstate** a license?

(Reinstating a Virginia license that has **expired 5 or more years ago**.)

No ☐

Yes ☐ If yes, provide the following information and then skip to question #14:

1) training certificates or other documentation showing successful completion of 16 hours of CE requirements; and 2) an *Experience Verification Form(s)* documenting the required experience from the time of expiration to the present.

➤ The board will evaluate the application and all supporting documents to determine if the applicant remains **qualified** to be a regulant of the board.

Skip to question #14.

12. Education

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

13. 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 4 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 ☒ VA SIT No. 0430

✳ **All Virginia Surveyors-in-Training (SIT)** must attach verification (on *Experience Verification Forms*) of 4 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 4 years required under Board regulation 18 VAC 10-20-310.

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 an exam?				License, Certification or Registration No.	Expiration Date
	FS	☐	PS	☐		
	FS	☐	PS	☐		
	FS	☐	PS	☐		
	FS	☐	PS	☐		
	FS	☐	PS	☐		
	FS	☐	PS	☐		

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**?
- 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 any non-marijuana **misdemeanor**?
- 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 _____

LAND SURVEYOR REVIEW SUMMARY SHEET

Applicant's Name	SS No./DMV No.:
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BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

APPROVED	Board Member Initials & Date		
PLE Exam Candidate			
Comity with			
Reinstatement			