

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

All applicants must meet the current eligibility requirements at the time the completed application package is received at the board office. All forms must be legible. Application packages must include all required documentation and fees. Any additional information accompanying the license application must be identified with the applicant's name. It is the applicant's responsibility to ensure that the Virginia Board receives the completed package.

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.

REQUIREMENTS FOR LICENSURE

Examination Applicants

- *Land Surveyor B License Application* and fee;
- *Experience Verification Forms* documenting 2 years of approved experience under the supervision of a licensed Land Surveyor B or Professional Engineer;
- Provide an official school transcript documenting successful completion of college level courses in hydraulics which is acceptable to the Board; and
- Applicants must hold a valid Virginia license as a Land Surveyor.

EXPERIENCE

All experience must be documented on *Experience Verification Form(s)*. 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. Refer to 18VAC10-20-340 of the Board Regulations for experience standards.

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 here:

<https://candidate.psiexams.com/index.jsp>

**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 LAND SURVEYOR B - 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 ☐		
☐	Reinstatement of a Virginia license that expired 5 or more years ago	4020	\$480.00

1. Provide your **Virginia Land Surveyor License** number:

VA License Number

0	4	0	3						
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 Expiration Date _____

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

No ☐

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

VA License Number

0	4	0	4						
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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 Professional Engineer License by completing a Land Surveyor B 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.

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

 Last (required) First (required) Middle Generation

4. 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.

5. Date of Birth _____
 MM/DD/YYYY

6. Maiden or Former Name(s) _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0404	

7. Mailing Address (PO Box accepted)
The mailing address will be printed on the license.
- City _____ State _____ Zip Code _____
8. 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 _____
9. Contact Numbers
- Primary Telephone _____ Alternate Telephone _____ Fax _____
10. Email Address
- Email address is considered a public record and will be disclosed upon request from a third party.
11. Are you **re-applying** for **exam eligibility**?
- No ☐
- Yes ☐ If yes, provide the month and year you took the previous exam: _____
Skip to question #15.
12. 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 #15:
- 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 #15.
13. Do you have 2 years of experience as a Land Surveyor B working directly under the supervision of a licensed Land Surveyor B or a licensed Professional Engineer?
- No ☐
- Yes ☐ If yes, attach the *Surveyor B - Experience Verification Form(s)* documenting this experience.
14. Have you successfully completed a college level course in hydrology and hydraulics that is acceptable to the board?
- No ☐
- Yes ☐ If yes, attach an official school transcripts documenting successful completion of these college level courses.
15. 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](#).
16. 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](#).

17. 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 B - 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			