

**APPLICATION PROCEDURE
FOR
LAND SURVEYING
IN
NORTH CAROLINA**



**NORTH CAROLINA
BOARD OF EXAMINERS
FOR ENGINEERS AND SURVEYORS**
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Licensure as a Professional Land Surveyor

Chapter 89C of the North Carolina General Statutes (GS 89C) provides that in order to safeguard life, health, and property, and to promote the public welfare, the practice of engineering and the practice of land surveying in North Carolina are subject to regulation in the public interest.

The statute further declares that it shall be unlawful for any person to practice or to offer to practice engineering or land surveying in North Carolina, as defined in GS 89C, or to use in connection with one's name or otherwise assume or advertise any title or description tending to convey the impression that one is either a Professional Engineer or a Professional Land Surveyor, unless duly licensed as such. The right to engage in the practice of engineering or land surveying is a personal right, based on the qualifications of the individual as evidenced by the certificate of licensure.

The North Carolina Board of Examiners for Engineers and Surveyors is charged with implementation of the statutes; authority for making rules in the performance of its duties; the responsibility of determination of the qualifications of applicants, through experience and examinations; and issuance of a certificate of licensure to those determined to be properly qualified.

An individual, as part of the licensing process, is required to demonstrate acquired abilities through the successful completion of the required examination sequence. The examination sequence consists of two national examinations, as provided by the National Council of Examiners for Engineering and Surveying (NCEES), the second of which includes a specific State portion. Application is made directly to NCEES to take the first exam, the Fundamentals Exam. The applicant must certify to having met the North Carolina requirements to take the Fundamentals Exam, consisting of the following basic requirements:

1. Be a US Citizen or possess legal documentation for residing in the US
2. Be of good character and reputation
3. Education:
 - a. Be a graduate of a surveying curriculum of four years or more or other equivalent curriculum in surveying approved by the Board.
 - b. Have rightful possession of an associate degree in surveying technology approved by the Board, a record satisfactory to the Board of four years of progressive practical experience, two years of which shall have been under a practicing professional land surveyor, and have satisfactorily passed a written and oral examination as required by the Board.
 - c. Have graduated from high school or completed a high school equivalency certificate with a record satisfactory to the Board of 10 years of progressive, practical experience, six years of which shall have been under a practicing licensed land surveyor and have satisfactorily passed any oral and written examinations required by the Board.
4. An applicant who has accumulated a combination of three (3) or more failures or unexcused absences on an examination shall only be eligible to retake the exam after an additional self-study program and waiting 12 months for each successive retake of the exam.

After successfully passing the Fundamentals Exam, the individual may apply to be certified as a Land Surveyor Intern in North Carolina and must meet all application requirements, including experience requirements. After obtaining the required experience for licensure as a Professional Land Surveyor, the individual may apply to be qualified to take the second exam, the Principles and Practice Exam.

Upon successful completion of the requirements for licensure, the Board will approve the applicant for licensure. The licensee will be issued a license number, and will be required to procure an official seal and seal all surveying work performed (final drawings, specifications, plans and reports). The licensee continues to be subject to the statutes and Board Rules throughout the licensee's professional career.

Through this application, examinations and licensure procedure, the Board of Examiners fulfills the mission of regulation of the land surveying profession for the public protection in the State of North Carolina.

Licensure Requirements

In order to be licensed to practice land surveying in North Carolina, an individual, in addition to paying the required fees, must be of good character and reputation, must satisfactorily pass the examinations administered by the Board and must submit evidence of education and a specific record of progressive land surveying work of a nature and level acceptable to the Board.

Education and Experience

The experience required is dependent upon the educational attainment of the applicant. The greater the surveying educational level, the less land surveying experience required for approval for seating for examinations and eventual licensure. The following levels of surveying education and the experience requirements for each are those required by North Carolina Statutes and the Board:

College Graduate, with Bachelor of Science (BS) degree in Surveying

Rightful possession of a Bachelor of Science degree in surveying or other equivalent curricula, all approved by the Board and a record satisfactory to the Board of two years or more of progressive practical experience, one year of which shall have been under a practicing professional land surveyor if the applicant has successfully passed the first examination (Fundamentals of Surveying) on or before January 1, 2013, or if the applicant has not successfully passed the first examination on or before January 1, 2013, two years of which shall have been under a practicing professional land surveyor and satisfactorily passing any oral and written examination required by the Board, all of which shall determine and indicate that the applicant is competent to practice land surveying.

Upon passing the first examination and successful completion of the experience required by this subdivision, the applicant may apply to take the second examination (Principles and Practice of Land Surveying). An applicant who passes both examinations and completes the educational and experience requirements of this subdivision shall be granted licensure as a professional land surveyor.

Technical Institute or Community College Graduate, with an Associate of Applied Science (AAS) degree in Survey Technology

Rightful possession of an AAS degree in surveying technology approved by the Board and a record satisfactory to the Board of four years of progressive practical experience, three years of which shall have been under a practicing licensed land surveyor if the applicant has successfully passed the first examination (Fundamentals of Surveying) on or before January 1, 2013, or if the applicant has not successfully passed the first examination on or before January 1, 2013, eight years of progressive practical experience, four years of which shall have been under a practicing professional land surveyor and satisfactorily passing any oral and written examination required by the Board, all of which shall determine and indicate that the applicant is competent to practice land surveying.

If the applicant has not successfully completed the first examination on or before January 1, 2013, the applicant may take the first examination after obtaining the associate degree and completing four years of practical experience, two years of which shall have been under a practicing professional land surveyor at the first regularly scheduled examination thereafter. Upon passing the first examination and successfully completing the practical experience required under this subdivision, the applicant may apply to the Board to take the second examination (Principles and Practice of Land Surveying). An applicant who passes both examinations and successfully completes the educational and experience requirements of this subdivision shall be granted licensure as a professional land surveyor.

High School Graduate or Equivalent

Graduation from a high school or the completion of a high school equivalency certificate and a record satisfactory to the Board of seven years of progressive practical experience, six years of which shall have been under a practicing licensed land surveyor if the applicant has successfully passed the first examination (Fundamentals of Surveying) on or before January 1, 2013, or if the applicant has not successfully passed the first examination on or before January 1, 2013, 16 years of progressive practical experience, nine years of which shall have been under a practicing professional land surveyor and satisfactorily passing any oral and written examinations required by the Board, all of which shall determine and indicate that the candidate is competent to practice land surveying.

If the applicant has not successfully passed the first examination on or before January 1, 2013, the applicant may be qualified by the Board to take the first examination upon graduation from high school or the completion of a high school equivalency certificate and successfully completing ten years of progressive practice experience, six of which shall have been under a practicing licensed land surveyor.

After successful completion of the Fundamentals Examination, and upon completion of a minimum total of 16 years of progressive practical land surveying experience, nine years of which are under a practicing Professional Land Surveyor, applicants are eligible to apply for the Land Surveying Principles and Practice Examination.

Progressive Land Surveying Experience

In evaluating the work experience required, the Board will consider the total experience record and the progressive nature of the record.

The term "progressive practical land surveying experience" means that, during the period of time in which an applicant has made a practical utilization of knowledge acquired, the applicant has shown continuous improvement, growth and development in the utilization of that knowledge as revealed in the complexity and technical detail of the work product or work record.

The applicant must also show that over that same period of time, greater individual responsibility for the work product has continually been assumed. It is the experience and opinion of the Board that there is no substitute for full-time land surveying experience. While the Board may give some credit for part-time experience, it generally lacks continuity, real responsibility, and generally does not encompass all facets of land surveying. Weekend, part-time and related experience will be given credit as judged appropriate by the Board.

Application Processing

The Board of Examiners is composed of practicing Professional Engineers, Professional Land Surveyors and Public Members, and meets periodically for the purpose of reviewing applications for licensure. It is therefore very important to the applicant that the application which is submitted be correct initially with all supporting documents and prepared as prescribed. **The application file is not submitted to the Board for review until it is complete.**

The Board staff has the task of reviewing and verifying items contained within the application, including the educational transcripts, progressive experience record, previous licensure, completed examinations and the required recommendation forms submitted for an applicant.

The application file is not placed on the Board agenda for review until all fees are paid and the file is complete to include verifications from other states where applicable and such verifications of education, experience and references as are considered necessary.

Applicants seeking licensure by comity or requesting approval of written examinations from another state should allow time for verification of licensure in the home state and/or verification of examination results in the state(s) in which written examinations were administered to be received in the Board office. This process normally requires a minimum of two to four weeks and could require longer if the states queried do not respond promptly. Written verifications must be procured prior to the completion of the application file.

The Board reviews applications for those applicants requiring written examinations at the first meeting after Board established deadlines for submission of completed applications. Deadline for the spring examinations is January 2 and August 1 for the fall examinations. In order for the Board to consider an application **the file must be complete by the deadline date.**

Upon receipt of the completed application in the Board office, comity applicants and those needing to complete the second portion of the examination process after passing the National PS exam who meet all North Carolina requirements will be considered by the Board for seating at the next administration of the two (2) hour state-specific land surveying examination.

When the application file is complete, the file is placed on the Board agenda for review. The Board individually reviews each file and determines the merits of the applicant's qualifications set forth in the application. A determination will be made as to whether the applicant meets the requirements of the statute and whether the applicant is eligible for the appropriate examination. Each applicant reviewed by the Board will receive communication from the Board for seating for the appropriate examination or an explanatory statement of the decision of the Board.

The Board staff is unable to provide continuous written information on the status of each application to the applicant; however, the Board staff will respond to inquiries and calls on the status of the application. Once the application file is complete, the applicant will be notified by postcard that the file is complete and ready for presentation to the Board for review. **Until such time as the applicant receives this postcard notice, it should be assumed that the application is not complete and applicant should check with staff to make sure all paperwork has been received.**

Application Procedure

General

The application form prepared by the applicant with its necessary additions is placed in the Board office as an application file for each person submitting an application. The completed application file is the vehicle by which the Board of Examiners makes a judgment on the qualifications of each person applying for certification or licensure with the Board. The applicant is responsible for the completeness and accuracy of the submitted application form, as well as the submission of all required transcripts, documents and reference forms to complete the application file. It is important to the applicant that the application file requirements are completed prior to the deadline date since the Board is unable to review the applicant's file until it is complete.

The elements of a completed application file are:

- (1) The application form prepared by the applicant must be typed; **handwritten applications not acceptable**
- (2) A plat prepared by the applicant in accordance with:
G.S. 47-30 Mapping Requirements and the **Standards of Practice for Land Surveying In North Carolina**
- (3) The \$100 application fee and examination fee for licensure (see fee schedule)
- (4) The answer sheet to the 40 question exam on G. S. 89C and Board rules completed by the applicant
- (5) Transcript(s) mailed directly to the Board from the school or college (**if no surveying degree, High School Transcript(s) must be furnished**)
- (6) The reference recommendations prepared by the references and mailed directly to the Board
- (7) Verification of claimed licensure or examinations from other states.

The applicant personally mails only items (1), (2), (3) and (4) to the Board. The applicant contacts the educational institution(s), the persons selected to furnish references, and other states having record of examinations and licensure and must request that they mail items (5), (6) and (7) directly to the Board. Verifications of the claimed examinations and licensure shown by the applicant on the application form are to be requested by applicant. Since the applicant initiates a chain of events that must be completed prior to the Board reviewing the application and since the applicant is dependent upon many others to complete portions of the application file, it is advisable to initiate application well in advance of the deadline. Maps/plats can take considerable time for review and approval.

The Application Form

The Professional Land Surveying Application is utilized by the Board for the Principles and Practice Licensure.

- Application for Certification as a Surveyor Intern must be submitted after having successfully completed the Fundamentals Examination (FS) and wish to become certified. Beginning January 1, 2014, the FS exam became a computer-based test (CBT).
- The Professional Land Surveyor Application form is for comity applicants and those having passed the PS National exam who need to take the NC State-specific examination for licensure as a Professional Land Surveyor. This form is not to be used to apply for the PS exam. The NC Board of Examiners no longer administers the PS exam and no prior approval is needed from the Board to be seated. Registration is handled through NCEES. See their website for details.
- The "Re-exam Form" is to be used for applicants who have previously taken the State-specific exams and need to retake the State exam. This form is not to be used for PS computer-based examinations.

The applicant is responsible for the completeness and accuracy of the submitted application form as well as the submission of all required transcripts, verification of exams in other states and reference forms to complete the application file. It is important to the applicant that the application file requirements are completed prior to the deadline date since the Board is unable to review the applicant's file until it is complete.

The Board-approved application form, along with necessary explanatory material and forms, is available from the Board's website at www.ncbels.org/forms. It is mandatory that the appropriate application be filed with the Board and completed in the prescribed manner below:

In order to be considered by the Board, the application must:

- (1) **BE TYPED, except for signatures.**
- (2) Have completed responses to all requirements and be signed in the appropriate places.
- (3) Have a recent photograph of durable quality attached to the application in space provided. Photographs should be of glossy or semi-gloss finish. Quality computer-generated photos are acceptable.
- (4) List experience briefly and in chronological order (**no gaps**), beginning with the earliest experience listing the entire experience or employment record, **including names and addresses of employers**. If an applicant feels that the available space is insufficient to transmit to the Board a true picture of relevant experience, the applicant should condense this information to fit in the designated space, then on a separate sheet or sheets of paper clearly marked "EXHIBIT," elaborate on any or all of the listed activities.
- (5) Include a plat (18 x 24) as required for review and approval by the Board. If the submitted plat does not meet requirements of the statutes and Board minimum standards, the application will be rejected until the applicant submits an acceptable plat.
- (6) Return completed application to the Board **unfolded** in a 9 x 12 envelope.
Mail to: The North Carolina Board of Examiners for Engineers and Surveyors
4601 Six Forks Road, Suite 310, Raleigh, North Carolina 27609

Plat Prepared by the Applicant

Each applicant is required to provide the Board with evidence of the knowledge of the **Standards of Practice for Land Surveying in North Carolina** and **GS 47-30 Mapping Requirements** and the personal ability to complete a survey and map in accordance with the applicable requirements.

Each applicant will submit with the application form a single map of an actual boundary survey, 18 inches by 24 inches, which conforms to the above requirements and is complete in every detail.

In addition to the other details on the map, the face of the map will contain an official statement by a Professional Land Surveyor that the map, and all of the preparatory work from the survey in the preparation of the map, was performed by the applicant which includes applicant's name. Initials of applicant are not acceptable on the map. A map prepared and drawn by any person other than the applicant will not be accepted.

An applicant who has successfully completed the computer-based Fundamentals Exam does not need to prepare a map for Surveyor Intern Certification. The applicant will be required to furnish an actual map prior to the Board reviewing the Professional Land Surveyor's Application for the State-specific exam after passing the National PS exam.

An applicant applying for licensure by comity from another state should provide a map of work performed in the home state but platted in accordance with the applicable North Carolina requirements. Signatures and seals also required on map.

Any map not prepared as described above will be returned.

License Fees

The necessary license fee must accompany the application along with the application fee. A current schedule of fees is available at the Board's website at www.ncbels.org/fees. The applicant for licensure by comity will also submit the current license and application fees with the application.

Transcripts from Educational Institutions

The applicant will arrange for the educational institutions attended, or from which the applicant has graduated, to submit transcripts showing the degree(s) obtained directly to the Board. Copies of transcripts from the applicant or other sources may not be accepted by the Board in lieu of copies furnished directly to the Board by the school or college.

If attendance at college did not result in a degree, the furnished transcript should verify the educational record shown in the application form. Those applicants who have not attended school beyond high school should have the high school furnish a transcript of high school attainment and graduation.

Reference Recommendations

The Board is assisted in its evaluation of an applicant's qualifications by brief reports from professional persons who have knowledge of the applicant's qualifications and who are willing to serve as references and supply the Board with confidential reports. The applicant must contact those individuals selected to submit a recommendation, furnish them with the Board form and a return envelope and request that the form be completed and mailed directly to the Board. It is essential for the applicant to stress the importance of a timely, complete, and prompt evaluation. The reference should also be made aware of the confidential nature of the evaluation.

The Board requires that the recommendations furnished for Board review be current evaluations (within one year) and from persons, excluding family members and members of the Board who are familiar with the applicant's land surveying work and knowledge. The applicant should select individuals as references who, by education, experience and professional standing, are in a position to know and judge the quality of the applicant's work. It is also important that the individuals selected be adequately familiar with Chapter 89C of the North Carolina General Statutes so that they will not credit the applicant with performing professional work in violation of the statutes.

If the information submitted by the applicant's references is not adequately informative, the Board may request an evaluation from others listed in the application or request additional references from the applicant. Since this action will delay application processing, the applicant should carefully select references who will give a candid, complete, and independent evaluation for the Board's review.

The applicant is required to supply the Board with the following reference reports on the forms supplied on the website: www.ncbels.org/forms

(1) Applicants for the Land Surveyor Intern Certification must furnish three (3) references, one (1) of which must be a practicing Professional Land Surveyor who has personal knowledge of the applicant's land surveying experience.

(2) Applicants who have completed the FS and PS Exams or comity applicants, who require completion of the NC State-specific exam, must furnish five (5) references, three (3) of which must be practicing Professional Land Surveyors who have personal knowledge of the applicant's land surveying experience.

The reference forms must be complete and current (within one year) when submitted for Board review. When an application has to be reviewed by the Board for a second time and the references are not current, the applicant will be required to have additional reference submissions to ensure adequate current references for consideration by the Board.

The references should preferably be land surveyors licensed to practice in North Carolina; however, the Board will consider licensed Professional Land Surveyors, attorneys, clients and others aware of the applicant's capabilities. Comity applicants may use references from their home state.

In distributing reference forms to the selected references, the applicant should type the reference's name and address in the spaces provided on the front side of the form and the applicant's name at the top of the second page.

Filing Deadline

Since the PS National exam is now a computer-based test offered year-round and an application or prior approval to be seated is not required, there are no deadlines that need to be met.

The State-specific exam dates/deadlines respectively are as follows: January/November, April/January, July/May and October/August.

The **completed** application file will have all the items required and as previously described.

Those files which are not complete will be retained until completed and submitted to the Board for the next examination cycle after completion. The applicant will be notified by postcard when the file is complete. Until receipt of such notice, the applicant should assume that the file is not complete and contact the Board office to determine what items in the file have not been received.

Note: NCEES registration deadlines are different from NCBELS application deadlines.

Board Action Notification on Application

After the Board acts on an application file, the applicant is notified of the Board's decision in writing.

If the applicant is approved for seating for the State-specific Surveying examination, a seating approval letter authorizing admission to the examination indicating the exam type, date, and place of examination will be sent to the applicant.

Current Address and Email of Applicant

The applicant is required to explicitly notify the Board of Examiners of any address changes after submission of the application to the Board. This is necessary to ensure that the Board can contact the applicant regarding its determinations or requirements. The Board would like to have an active email on file for the applicant as renewal notices and some correspondence are transmitted by email. However, if you do not want an email on file, current address information is critical.

Examination Procedure

Land Surveying Examinations - General Information

There are three examinations: Fundamentals of Surveying (known as FS) computer-based
Principles and Practice of Surveying (known as PS) computer-based
NC State-specific Surveying exam on NC Rules/Laws & Drainage

The NC Board no longer administers the FS and PS exams.

The NC Board does administer the State-specific Surveying exam.

All exams must be successfully completed and passed prior to licensure as a Professional Land Surveyor.

Fundamentals Examination (FS) NO APPLICATION OR PRE-APPROVAL REQUIRED

After successful completion of this examination, the applicant may apply to become certified as a "Surveyor Intern" by the North Carolina Board. This certification signifies the first step to licensure has been completed.

Exam appointments will be available during four testing windows throughout the year: Registration will be open year-round. All registration is handled through NCEES.

The Fundamentals Examination is designed to determine if the applicant has an adequate knowledge of the elementary disciplines of land surveying. The subject matter covered in the examination is that which is fundamental to all phases of surveying. Specifications for the Fundamentals exam can be found on the NCEES website.

Principles and Practice Examination (PS) NO APPLICATION OR PRE-APPROVAL REQUIRED

This examination is referred to as the PS exam administered by NCEES. Upon passing the PS exam, applicants are required to apply to the NC Board with a Professional Surveying Application to be approved for seating for the State-specific exam.

The Principles and Practice Examination is designed to determine if the training and experience of the applicants have provided an adequate capacity and ability to apply the basic surveying fundamentals to the solution of land surveying problems. It is anticipated that the required experience, of a progressive nature and level, will assist the applicant in applying the knowledge of surveying fundamentals to the solutions of the advanced land surveying problems. The Principles and Practice Examination is prepared by NCEES and is a **CLOSED BOOK** national exam.

State-Specific Surveying Exam

This exam is prepared and administered by the North Carolina Board of Examiners. It is designed to test an applicant's knowledge of the laws, procedures, and practices pertaining to land surveying in North Carolina. This exam is **OPEN BOOK**.

Exam dates and deadlines for this exam are posted with each NewsBulletin and on the website.

Reference Materials

The Fundamentals Examination (FS), being a computer-based examination, does not allow reference materials, other than what is provided with the computer exam. Examinees will be allowed to bring NCEES-approved calculators and any items approved on the [Pearson VUE Comfort Aid list \(PDF\)](#).

The Principles and Practice Examination (PS) being a computer-based examination is a closed book examination and does not allow reference materials in the exam room.

Applicants taking the State-specific exam may bring bound reference materials. Reference materials must be bound by two or three-ring binders, brads, plastic snap binders or spiral-bound notebooks. Scratch paper is not permitted since adequate space is provided in the examination booklets for computations.

To protect the integrity of its exams, the only calculator models acceptable for use during the exam are listed on the NCEES website: <http://www.ncees.org/exams/calculator-policy/>.

NOTE: FITBIT devices, cell phones and other electronic devices are STRICTLY PROHIBITED. Anyone caught wearing or using an electronic device will be immediately disqualified and dismissed from the exam.

Dates of Examination

The Fundamentals and Principles and Practice examinations will be administered throughout the year: Registration will be open year-round through NCEES and testing will be at Pearson VUE testing centers.

To schedule your test date, you are required to register with NCEES at www.ncees.org. Follow the instructions on the NCEES home page to complete your registration.

State-specific Surveying exams are scheduled for:

January	Deadline: November 1 of previous year
April	Deadline: January 2 of current year
July	Deadline: May 1 of current year
October	Deadline: August 1 of current year

(See website for actual dates because they will change each year)

Please be advised that Maps/Plats require time to be reviewed and approved; therefore; it is wise to get your paperwork into the Board office as soon as possible to be considered for the exam time you prefer.

Admission to Examination Sites

NO PRIOR APPROVAL IS NEEDED for the FS or PS examinations.

Upon passing the PS exam, you will be required to apply to the NC Board of Examiners to take the State-specific Surveying examination to obtain licensure. See instructions on page 5, "Application Procedure" of this handbook.

Absence from Examination

After Seating Notices have been issued, applicants may not be excused from the scheduled examination except for official jury duty or upon submission of a doctor's certificate confirming that the applicant is not physically able to be present for the examination. A request for excuse from examination must be made in writing to the Board office and must contain evidence of jury duty or a doctor's certificate.

Once the Seating Approval Notice is mailed to the applicant, a financial obligation for the examination is incurred by the Board on behalf of the applicant. Therefore, any absence from the scheduled examination by an applicant, whether excused or not, will result in commitment of the examination fee of the applicant. The applicable reexamination fee will be required for any subsequent examination requested by the applicant.

Reexamination

An applicant who fails to pass the examination may be readmitted to the same examination at a later administration upon submitting a "Re-Exam Form" and the re-exam fee.

An applicant who has accumulated a combination of three (3) or more failures or unexcused absences on the State-specific examination shall only be eligible after submitting a Supplemental Experience form to update the application, application fee, re-exam form and proof of a self-study program. Such applicants will be considered by the Board for reexamination at the end of 12 months.

After the end of the 12-month period, the applicant may take the examination no more than once every calendar year. The Board will make a determination as to the applicant's qualifications for further examination and so inform the applicant.

All re-exam fees for the State-specific exam are to be paid directly to NC Board of Examiners.

MISCELLANEOUS INFORMATION

Residency Requirements (None)

The North Carolina Board will accept and process applications for **initial licensure** from **all applicants who are legally in the United States**, as well as those who are currently employed by the US Military and stationed overseas and those who are included in *Memorandums of Understanding* with certain jurisdictions and countries.

Application for Licensure by Comity

Applicants who have obtained licensure in another state having equivalent requirements for licensure as North Carolina, and who are currently licensed in good standing in that state, may be granted licensure in North Carolina upon completion of the required State-specific Rules/Laws & Drainage examinations.

All applicants for licensure are required to file an application for licensure, complete with five (5) reference recommendations, three (3) of which are US Professional Land Surveyors, Board ethics examination, educational transcripts, out-of-state verifications, an acceptable plat drawn to G.S. 47-30 Mapping Requirements and the North Carolina Standards of Practice. Also include the non-refundable \$100 application fee and the current exam fee.

The National Council of Examiners for Engineering and Surveying (NCEES) offers a service of maintaining and verifying certain records of Professional Surveyors, to include the record of qualification and licensure in various states. The North Carolina Board will accept the verified NCEES Council Record, if current, in lieu of completion of certain portions of the North Carolina application form. Those persons having NCEES Council Records forwarded to the North Carolina Board should indicate this on the application and checklist form. If a valid NCEES Council Record is submitted, five reference recommendations, educational transcripts and out-of-state verifications will not be required, unless references are over one year old or have duplicate submittals. Then the applicant may need to submit additional references. In addition, only the following sections of the North Carolina application form must be completed:

- Section A: General
- Section B: Prior registrations
- Signature C: Note that NCEES record has been ordered.
Print and sign name at bottom of Section C
- Sections D and E: Leave blank
- Section F: Affidavit, must be completed and signed in front of a notary public
- Board ethics exam answer sheet
- Checklist
- Fees: See website at <http://www.ncbels.org>.

The applicant may be required to complete such examinations as necessary to determine qualification. **As a minimum, the Comity applicant will be required to pass the State-specific examination** which is prepared by the North Carolina Board of Examiners. It is a two-hour North Carolina examination and includes questions specifically designed to show an applicant's knowledge of the laws, procedures, and practices pertaining to the practice of Land Surveying in North Carolina. The state exam is offered in:

January	Deadline November 1 of previous year
April	Deadline January 2 of current year
July	Deadline May 1 of current year
October	Deadline August 1 of current year

PLS License Reinstatement

Licensees who have archived records may reinstate a license by completing new applications, to include all required information as new applicant. They must also submit proof of continuing education. The Board requirement is that 30 PDHs (obtained in the past two years prior to application date) must be submitted with the application in order for a license to be considered for reinstatement. There is a \$100 reinstatement fee required.

Licensee's Seal

Upon approval for licensure as a Professional Land Surveyor in North Carolina, each person is required to obtain a Seal of the design authorized by the Board, showing the licensee's name and license number.

Each licensee is required by the provisions of the law to possess and use this seal on all final drawings, plans, specifications and reports performed by the licensee. The licensee is prohibited from sealing any land surveying work not done under the licensee's responsible charge (direct control and personal supervision).

Licensure Certificate and Pocket Card

Each Professional Land Surveyor will receive a Certificate of License upon approval for licensure by the Board of Examiners for Engineers and Surveyors. License renewal is required each year. Licenses expire on December 31 each year and are renewed upon completion of the renewal process including payment of the annual renewal fee and compliance with the continuing professional competency requirements.

A new licensee (excluding reinstatement) is exempt from meeting the CPC requirements at the first renewal period but will still have to pay the annual renewal fee. Unless otherwise noted, a renewal notice is sent to each licensee each year. Licenses can be renewed by mail or on the Board's website www.ncbels.org starting December 1. A pocket card indicating the licensee's renewal and convenience of identification as a Professional Land Surveyor is furnished upon completing the renewal process.

Conviction of a Felony

Conviction of a felony or crime of moral turpitude, or the revocation or suspension of the license of a Professional Engineer or Professional Land Surveyor by another jurisdiction, if for a cause which in the state of North Carolina would constitute a violation of Chapter 89C of the General Statutes or of these rules, shall be grounds for a charge of violation of these rules.

SECTION .0700 – RULES OF PROFESSIONAL CONDUCT

21 NCAC 56 .0701 RULES OF PROFESSIONAL CONDUCT

(a) In order to safeguard the life, health, property and welfare of the public and to establish and maintain a high standard of integrity, skills, and practice in the professions of engineering and land surveying, the Rules of Professional Conduct in this Rule are adopted in accordance with G.S. 89C-20 and are binding upon every person holding a certificate of licensure as a Professional Engineer or Professional Land Surveyor (licensee), and on all business entities authorized to offer or perform engineering or land surveying services in this state. All persons licensed under the provisions of Chapter 89C of the General Statutes are charged with having knowledge of the Board Rules, including the Rules of Professional Conduct, and are deemed to be familiar with their provisions and to understand them.

(b) A licensee shall conduct the practice in order to protect the public health, safety and welfare. The licensee shall at all times recognize the primary obligation to protect the public in the performance of the professional duties. If the licensee's engineering or land surveying judgment is overruled under circumstances where the safety, health and welfare of the public are endangered, the licensee shall inform the employer, the client, the contractor, other affected parties and any appropriate regulatory agency of the possible consequences of the situation.

(c) A licensee shall perform services only in areas of the licensee's competence and:

- (1) Shall undertake to perform engineering and land surveying assignments only when qualified by education or experience in the specific technical field of professional engineering or land surveying involved;
- (2) May accept an assignment or project requiring education or experience outside of the licensee's own field of competence, but only to the extent that the services are restricted to those portions or disciplines of the project in which the licensee is qualified. All other portions or disciplines of such project shall be performed by associates, consultants, or employees who are licensed and competent in those portions or disciplines;
- (3) Shall not affix the signature or seal to any engineering or land surveying plan or document dealing with subject matter for which the licensee lacks competence by virtue of education or experience, nor to any such plan or document not prepared under the licensee's direct supervisory control. Direct supervisory control (responsible charge) requires a licensee or employee to carry out all client contacts, provide internal and external financial control, oversee employee training, and exercise control and supervision over all job requirements to include research, planning, design, field supervision and work product review. Direct supervisory control may be accomplished face to face or by other means of communication. A licensee shall not contract with a non-licensed individual to provide these professional services. Research, such as title searches and soil testing, may be contracted to a non-licensed individual, provided that individual is qualified or licensed to provide such service and provided the licensee reviews the work. The licensee may affix the seal and signature to drawings and documents depicting the work of two or more professionals provided it is designated by a note under the seal the specific subject matter for which each is responsible; and
- (4) In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a design plan signed and sealed by an out-of-jurisdiction licensee (not a site adaptation of a standard design plan under Rule 21 NCAC 56 .1106) a successor licensee may take responsible charge by performing and documenting all professional services to include developing a design file including work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor licensee but must distinguish in a clean and obvious manner and accurately reflect the successor licensee's work. The burden is on the successor licensee to show such compliance. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all documents.

- (d) A licensee shall issue public statements only in an objective and truthful manner and:
- (1) Shall be objective and truthful in all professional reports, statements or testimony. The licensee shall include all relevant and pertinent information in such reports, statements or testimony;
 - (2) When serving as an expert or technical witness before any court, commission, or other tribunal, shall express an opinion only when it is founded upon adequate knowledge of the facts in issue, upon a background of technical competence in the subject matter, and upon honest conviction of the accuracy and propriety of the licensee's testimony;
 - (3) Shall issue no statements, criticisms, or arguments on engineering or land surveying matters connected with public policy which are inspired or paid for by an interested party, or parties, unless the licensee has prefaced the comment by explicitly identifying the licensee's name, by disclosing the identities of the party or parties on whose behalf the licensee is speaking, and by revealing the existence of any pecuniary interest the licensee may have in the matters; and
 - (4) Shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice or employment of another engineer or land surveyor, nor indiscriminately criticize another engineer or land surveyor's work in public. Indiscriminate criticism includes statements without valid basis or cause or that are not objective and truthful or that fail to include all relevant and pertinent information. If the licensee believes that another engineer or land surveyor is guilty of misconduct or illegal practice, such information shall be presented to the North Carolina Board of Examiners in the form of a complaint.
- (e) A licensee shall avoid conflicts of interest and:
- (1) Shall inform the employer or client, and any reviewing agency, of any business association, interests, or circumstances which could influence judgment or the quality of services;
 - (2) Shall not accept compensation, financial or otherwise, from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are disclosed to, and agreed to, in writing, by all interested parties;
 - (3) Shall not solicit or accept financial or other valuable considerations from material or equipment suppliers for specifying their products;
 - (4) Shall not solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with the client or employer in connection with work for which the licensee is responsible;
 - (5) When in public service as a member, advisor, or employee of a governmental body or department, shall not participate in considerations or actions with respect to services provided by the licensee or the licensee's firm in private engineering and land surveying practices;
 - (6) Shall not solicit or accept an engineering or land surveying contract from a governmental body on which a principal or officer of the licensee's firm serves as a member; and
 - (7) Shall not attempt to supplant another engineer or land surveyor in a particular employment after becoming aware that the other has been selected for the employment.
- (f) A licensee shall solicit or accept work only on the basis of qualifications and:
- (1) Shall not offer to pay, either directly or indirectly, any commission, political contribution, gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies;
 - (2) Shall compete for employment on the basis of professional qualification and competence to perform the work. The licensee shall not solicit or submit proposals for professional services containing a false, fraudulent, misleading, deceptive or unfair statement or claim regarding the cost, quality or extent of services to be rendered;
 - (3) Shall, with regard to fee bidding on public projects, comply with the provisions of G.S. 143-64.31 et seq., (or for federal projects, the Brooks Act, 40 U.S. Code 541 et seq.) and shall not knowingly cooperate in a violation of any provision of G.S. 143-64.31 et seq. (or of 40 U.S. Code 541 et seq.); and

- (4) Shall not falsify or permit misrepresentation of academic or professional qualifications and shall only report educational qualifications when a degree or certificate was awarded, unless it is stated that no degree or certificate was awarded. The licensee shall not misrepresent degree of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or past accomplishments with the intent and purpose of enhancing qualifications and work.

(g) A licensee shall perform services in an ethical manner, as required by the Rules of Professional Conduct (21 NCAC 56 .0701), and in a lawful manner and:

- (1) Shall not knowingly associate with or permit the use of the licensee's name or firm name in a business venture by any person or firm which the licensee knows, or has reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature or is not properly licensed; and
- (2) If the licensee has knowledge or reason to believe that another person or firm may be in violation of the Board Rules (21 NCAC 56) or of the North Carolina Engineering and Land Surveying Act (G.S. 89C), shall present such information to the Board in writing in the form of a complaint and shall cooperate with the Board in furnishing such further information or assistance as may be required by the Board. The licensee shall timely respond to all inquiries and correspondence from the Board and shall timely claim correspondence from the U. S. Postal Service, or other delivery service, sent to the licensee from the Board. Timely is defined as within the time specified in the correspondence, or if no time is specified, within 30 days of receipt. Certified mail is timely claimed if prior to being returned by the Post Office to the Board office.

(h) A Professional Engineer or Professional Land Surveyor who has received a reprimand or civil penalty or whose professional license is revoked, suspended, denied, refused renewal, refused reinstatement, put on probation, restricted, or surrendered as a result of disciplinary action by another jurisdiction is subject to discipline by the Board if the licensee's action constitutes a violation of G.S. 89C or the rules adopted by the Board.

*History Note: Authority G.S. 89C-17; 89C-20;
Eff. February 1, 1976;
Readopted Eff. September 29, 1977;
Amended Eff. September 1, 2011; May 1, 2009; August 1, 2002; August 1, 2000; August 1, 1998;
November 2, 1992; April 1, 1989; January 1, 1982; March 1, 1979.*

The Board of Examiners expects the applicant to be fully aware of the North Carolina **Rules of Professional Conduct**. The applicant should also be knowledgeable in the provisions of Chapter 89C of the North Carolina General Statutes (The North Carolina Engineering and Land Surveying Act), the *Standards of Practice for Land Surveying in North Carolina*, and any other statutes that have a bearing directly on the land surveying profession.

21 NCAC 56 .0702 RULES OF CONDUCT OF ADVERTISING

(a) The Professional Engineer or Professional Land Surveyor shall not make exaggerated, misleading, deceptive or false statements or claims about professional qualifications, experience or performance in brochures, correspondence, listings, or other public communications.

(b) The prohibitions listed in Paragraph (a) of this Rule include, but are not limited to, the use of statements containing a material misrepresentation of fact or omitting a material fact necessary to keep the statement from being misleading; statements intended or likely to create an unjustified expectation; and statements containing a prediction of future success.

(c) Consistent with the foregoing, the Professional Engineer or Professional Land Surveyor may advertise for recruitment of personnel.

(d) Consistent with the foregoing, the Professional Engineer or Professional Land Surveyor may prepare articles for the lay or technical press. Such articles shall not imply credit to the author for work performed by others.

*History Note: Authority G.S. 89C-20;
Eff. February 1, 1976;
Readopted Eff. September 29, 1977;
Amended Eff. August 1, 2000; August 1, 1998; April 1, 1989; March 1, 1979. 89; January 1, 1982;
March 1, 1979.*