

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS
SURVEYOR CHECKLIST MUST ACCOMPANY APPLICATION

NAME _____ CELL PHONE _____
ADDRESS _____ BUS. PHONE _____
CITY _____ ST _____ ZIP _____ Email _____

Place your initials beside each item to indicate that you have completed that requirement of the application

- _____ **FEES: \$100 Application Fee and current Examination Fee(s) for State-specific Surveying Exam enclosed with application.** NO CASH
(See fee schedule second page for current exam fee). Remit by check or money order or complete the VISA / MC / Discover card information on second page.
- _____ **PHOTO:** Attach a recent passport-type or durable quality snap shot (head and shoulders only). Staple photo to the front page of application to fit space provided.
- _____ **SECTION A - General Information:** Date of Birth, Social Security Number and completed items 1-9
- _____ **SECTION B - Prior Registration, Violations or Disciplinary Actions, Misdemeanors or Felonies:** Completed items 10-17 and included documentation where needed.
- _____ **SECTION C - Experience:**
- (a) All DATES listed - **NO GAPS** (such as June 1990 to March 1991 and April 1991 to May 1992)
 - (b) All EMPLOYER'S names and **include addresses and phone numbers**
 - (c) A BRIEF listing of work under each employer (Board requirement: work experience is full-time and of a progressive nature)
 - (d) Be sure TIME is TOTALED at bottom of page (calendar time and claimed surveying time)
 - (e) Be sure SIGNATURE is at bottom of page
- _____ **SECTION D - Education:** Applicant has requested Education Institutions to forward transcript(s) directly to the Board. (Transcripts required even if no degree was awarded). **If your degree is not a BS in Surveying or an AAS in Survey Technology, you must furnish High School transcripts.**
- _____ **SECTION E - References:** References listed on the application have been given forms for completion and submission to the Board (Must have 3 PLS)
- _____ **SECTION F - Affidavit:** Last page of application has been executed and witnessed by a Notary
- _____ **BOARD RULES AND LAWS EXAM:** Applicant has completed exam and the answer sheet is submitted with application. (Must be completed by every applicant, including those from out-of-state seeking licensure).
- _____ **VERIFICATION OF EXAM LICENSURE:** Applicant has sent verification forms to state(s) in which written exams were administered. If Surveyor Intern certification and PLS licensure were two different states, then both states need to be requested. For out-of-state applicants, if applicant is not current in the state of written exams, then applicant will need to request verification from the state of currency also.
(This is also required from Surveyor Intern applicants who are Board certified from another state and applying for licensure in NC).
- _____ **MAP SUBMITTAL:** The Board prefers 18 x 24 size single page maps. Please submit only one map (not duplicates). If more than one page, staple in correct order. All maps must be ACTUAL Maps. Sample maps are not acceptable. Map not required for Surveyor Intern Certification.
For your convenience, there is an "Example Map" on our website to guide you in preparing your map properly for Board review.
ALL maps must contain a statement that the field work, calculations and drawings were done by the applicant (applicant's name must be identified by name in the statement and signed by a PLS). See page 6 of the Applicant Handbook.
- _____ **NCEES Council Record:** Complete only Sections A, B, signature required in Section C, leave Section C, leave Section D and E blank, and complete Section F of the North Carolina application. Applicant must order NCEES Council Record to be sent to the NC Board of Examiners.
- _____ **RULES OF PROFESSIONAL CONDUCT:** Applicant has read rules.
- _____ I understand that I will receive a post card informing me that my application is administratively complete and until I receive this postcard it is my responsibility to periodically check with the Board to insure my paper work is received.
- _____ I understand this application is for those who have taken and passed the PS exam through NCEES and applicants applying from another state to be seated for the NC State-specific Surveying exam, administered by NC Board of Examiners. Exams are given four times a year, January, April, July and October.
(See NCBELS website for dates).

SPECIAL NOTE: Your individual license does not entitle your company to offer services in North Carolina unless the company is licensed with our Board. Please contact Mark Mazanek at (919) 791-2000 (x-102) or email mmazanek@ncbels.org for information on company licensure.

This is to certify that I have completed the application as required by the Board, have checked all details and entries, and herewith submit said application for licensure. I understand that licensure is contingent upon meeting the requirements of Chapter 89C of the North Carolina General Statutes, successful completion of required examinations, and the approval of the Board of Examiners.

When complete, insert this checklist, the completed application form UNFOLDED with cardboard, your picture, fees, map and the exam answer sheet in a 9 x 12 envelope and mail.

Signature of Applicant

Credit Card Information Sheet
Accepted Credit Cards: VISA, MasterCard, Discover

To pay the Application and/or Exam Fee by credit card, the following information must be provided

Email Cell Phone

Applicant Name Bus. Phone

Check Card Type: VISA
 MasterCard Amount to be Charged
 Discover

Credit Card # Expiration Date (Mo/Yr)

Exact Name as it appears on Card

Name on Card if different from above

Employer/Company Card

Signature of Cardholder _____

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer.

SCHEDULE OF FEES

APPLICATION FEES

Surveyor Intern Certification \$100
PLS License Application \$100
PLS Out-of-State Application (Comity) \$100
Reinstatement Application \$100

EXAM FEES

NC State Specific Surveyor Exam (exam taken at Board Office) \$275

Make all checks payable to: NC Board of Examiners

All application fees are NON-REFUNDABLE

Fees for any required exams must be submitted with application fee

Application fee and exam fee may be combined into one check

APPLICATION PROCESSING

The Board is composed of working Professional Engineers and Professional Land Surveyors and meets infrequently for the purpose of reviewing applications. Therefore, it is important to the applicant that the application submitted be complete initially, with all supporting documents, and prepared as prescribed. The file is not submitted to the Board until it is complete.

Out-of-state-of-State applicants seeking licensure should allow time for receipt of verification of exam licensure in their home states or verification of examination results in the state(s) in which they were administered. This process normally requires a minimum of two to four weeks.

The Board staff has the task of reviewing and verifying items contained within the application, including certifying your education and licensure, validating your progressive experience, and checking the five (5) required recommendation forms. Your application is not placed on the Board agenda for review until all fees are paid and the file is complete, to include verifications of licensure in other states, where applicable, and such verifications of education, experience, and references as are considered necessary and approval of exhibits (i.e., maps/plats).

After completion of this phase of the licensure process, the file is placed on the agenda and each file is individually reviewed by the Board. The Board will determine the merits of your qualifications as set forth in your application. From its analysis, the Board will determine whether you meet the requirements of the Statutes and are eligible for the appropriate examination or for comity licensure.

All applicants are therefore advised to follow the checklist in order to assure completeness. Applicants seeking approval for the examinations are urged to file their applications well in advance of the deadline dates in order to assure receipt of all the necessary information required, so that the file is complete in time for the Board review. Maps/plats take considerable time to process, therefore, the earlier you get your application and map/plat submitted the better your chances of getting seated for the exam date you are requesting.

The Board office is not sufficiently staffed to provide continuous information on the status of your application. We will, however, respond to calls and emails.

I understand that I will receive a post card informing me that my application is administratively complete and until I received this post card it is my responsibility to periodically check with the Board to insure my paper work is received.

PLS License Reinstatement Licensees who have a lapsed record may reinstate a license by completing a new application, to include all required information as a new applicant. They must also submit proof of continuing education. The Board requirement is that 30 PDH (obtained two years prior to application date), must be submitted with the application in order for a license to be considered for reinstatement.

Comity/Out of State Applicants Those persons having their NCEES Council Record forwarded to the North Carolina Board should indicate this on the checklist form. If a valid NCEES Council Record is submitted, (5) reference recommendations, (3 must be US licensed professionals), educational transcripts and out-of-state verifications will not be required. If references are over one year old, applicant will need to submit additional references that are current.