

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

SURVEYOR CHECKLIST MUST ACCOMPANY APPLICATION

NAME ADDRESS CITY ST ZIP COUNTY Cell Phone Bus. Phone

Accepted Credit Cards - VISA, MC or Discover Card # Expiration Date: 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) enclosed with application. (See fee schedule for current exam fee)
Photo: Enclose a 2 1/4" x 2 1/2" quality passport-type photo (head and shoulders only)
Section A - General Information: Date of Birth, Social Security Number and completed items 1 - 6
Section B - Prior Registrations, Violations or Disciplinary Actions, Misdemeanors or Felonies: Completed items 7- 14 and included documentation where needed.
Section C - Experience: (a) All DATES listed (such as June 1990 to September 1995) with NO GAPS
(b) All EMPLOYERS' names and addresses listed
(c) A BRIEF listing of work under each employer (Note: Board requirement is that 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 requested Educational Institutions to forward transcript(s) directly to the Board.
Section E - References: References listed on the application have been given forms for completion and submission to the Board
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.
NCEES Council Record: Application required but complete only Sections A, B, signature required in Section C, leave section D and E blank, and complete Section F
Rules of Professional Conduct: Applicant has read rules.
Map submittal: The Board prefers 18 x 24 size and neatly folded to approx. 8 1/2 x 11.
Verification of Exam Licensure: Applicant has sent verification forms to state(s) in which written exams were administered.
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 it is my responsibility to register for the exam at the NCEES website www.ncees.org to reserve my exam and seat. This applies only to those who will be seated at the April and October exams.

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.

(READ INSTRUCTIONS ON REVERSE SIDE)

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.

(Signature of Applicant)

## **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 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.

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 on the reverse side in order to assure completeness. **Applicants seeking approval for the Spring and Fall 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 meeting.**

**The Board office is not sufficiently staffed to provide continuous information on the status of your application. We will, however, respond to inquiries and calls. The applicant will be informed as follows:**

- ◆ Postcard notification when an applicant's file is considered administratively complete and ready for presentation to the Board. **UNTIL YOU RECEIVE THIS CARD, ASSUME YOUR FILE IS NOT COMPLETE.**
- ◆ After the Board meeting, each applicant will be notified of the Board's decision on the application. Notification will be in the form of notice of licensure, notice of seating for examination, or an explanatory letter describing the decision of the Board.