

Information requested on this form must be typewritten or neatly printed and all questions must be answered. Incomplete, illegible, or altered applications will be rejected. *Fees are non-refundable and non-transferable to a later exam.* All applications expire six (6) years from date of application.

STATE OF WEST VIRGINIA
BOARD OF PROFESSIONAL SURVEYORS
738 Airport Road, Sutton, West Virginia 26601
Telephone: (304) 765-0315 Fax: (304) 765-0316
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APPLICATION FOR REGISTRATION TO PRACTICE SURVEYING
West Virginia Code 30-13A-8 (Principles & Practice of Surveying and WV State Exam)

EDUCATION & EXPERIENCE REQUIREMENTS

- §30-13A-8(a)(1) Four-year degree or a bachelor degree in surveying approved by the Board, which degree must include a minimum of thirty hours of surveying or surveying-related courses, plus two years or more of experience in surveying in responsible charge.
- §30-13A-8(a)(2) Four-year degree or a bachelor degree, has completed a minimum of thirty hours of surveying or surveying-related courses, plus four years or more of experience in surveying, including two years of experience in responsible charge under the direct supervision of a licensee or a person authorized in another jurisdiction to engage in the practice of surveying.
- §30-13A-8(a)(3) Two-year degree or an associate degree in surveying or a related field approved by the Board, which degree must include a minimum of thirty hours of surveying or surveying related courses, plus four years or more of experience in surveying, including two years of experience in responsible charge under the direct supervision of a licensee or a person authorized in another state or country to engage in the practice of surveying.
- §30-13A-8(e) Began the eight-year experience requirement with Letter of Intent on file with the Board prior to December 31, 2004

I. GENERAL INFORMATION

Date _____ 20 _____

Full Legal Name _____ Social Security No. _____
First Middle Last

Birth Date _____ Birthplace _____ Citizenship _____

(Mark X in one of the squares to indicate primary address for Board communications) Home Phone No. _____

Residence Address _____ City _____ State _____ Zip Code _____

Business Name _____ Present Position _____

Address _____ City _____ State _____ Zip Code _____

Telephone No. _____ Fax _____ Cell No. _____ E-Mail _____

II. PROFESSIONAL LICENSURE EXAMINATIONS

Have you applied for licensure in any other State? _____ If so, where? _____ When? _____

Did you pass the Fundamentals of Surveying examination in another state? * _____ If so, list state _____ Date _____

Are you a certified Surveyor in Training or Surveyor Intern? _____ If so, list state _____ Date _____ Number _____

Are you registered/licensed with any other WV Board? _____ If so, list boards _____

Have you ever been convicted of a crime involving moral turpitude? _____ If yes, Explain: _____

***Applicant must request state PS board to provide verification of exam scores/SI certification to WVBPS prior to application deadline.**

III. REFERENCES OF CHARACTER AND QUALIFICATION

Applicant will list the names and addresses of not fewer than five citizens unrelated to him/her, of whom **at least three must be professional, registered, or licensed surveyors**, preferably in West Virginia, and persons to whom the applicant has reported or with whom he/she has been professionally associated. **Only one reference will be acceptable from the same employer or firm.** No member of the Board will be accepted as a reference. If any of the listed individuals are current or former supervisors who will also be asked to complete an employment verification form, references may provide comments in the space provided on that form in lieu of writing a separate reference letter.

Applicant will be responsible for asking listed individuals to provide letters of reference directly to the Board, and will follow-up to ensure that letters are received by the application deadline.

NAME	MAILING ADDRESS/ZIP CODE	RELATION	YEARS KNOWN
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

IV. EDUCATION

State in chronological order the name and location of each high school or preparatory school, college, university, or technical school attended, the time spent at each, and if a graduate, the year of graduation. Applicant will request an official college or university transcript, to be sent directly to the Board by that institution, to verify surveying degree conferred.

NAME AND LOCATION OF INSTITUTION	YEARS: FROM-TO	DATE GRADUATED	TOTAL TIME	TECHNICAL COURSES	DEGREE RECEIVED
Preparatory Education – High and Private Schools					
Surveying Education – Name of College or University					
Other Higher Education – Name of College or University					
Technical or Vocational Schools – Certificate or Certification Program					

V. PROFESSIONAL SURVEYING EXPERIENCE

IMPORTANT – READ BEFORE COMPLETING SURVEYING EXPERIENCE

A. Each of the three columns under “time” should be filled out for each engagement. Use zeros where necessary, but do not leave blank spaces, and do not use the word “yes”.

B. The time in “Responsible Charge” plus the time in “Technician Level” must equal the time entered under “Total Time” (i.e. Columns 2 and 3 must equal column 1.).

C. Number each engagement and list them in chronological order. Experience must be documented and verified by supervisor(s), on forms provided by the Board. Forms for each engagement must be signed by both applicant and verifier and returned to the Board by the application deadline.

D. **RESPONSIBLE CHARGE** is defined as “direct control of surveying work under the direct supervision of a licensee or person authorized in another state or country to engage in the practice of surveying,” *West Virginia Code 30-13A-3(z)*, (2010), in order to gather, prepare or analyze data, evidence, or information that will aid and assist the licensed professional in resolving boundaries, or managing data or information regarding work related to the practice of land surveying.

E. **TECHNICIAN** level is defined as work performed under the direction of a crew chief or licensed professional where the responsibility and knowledge requirements are minimal. Primarily this level involves work in a field crew, other than as crew chief, or in the office doing basic drafting or computations.

ALL COLUMNS MUST BE COMPLETED

NUMBER OF ENGAGEMENT	DATE FROM MMYY TO MMYY	TITLE OF POSITION NAME OF EMPLOYER LOCATION OF ENGAGEMENT	TIME (YEARS IN DECIMALS TO TENTHS)			NAME OF SUPERIOR OR PERSON TO WHOM APPLICANT REPORTED
			(1) Total Time	(2) Responsible Charge	(3) Technician Level	
TOTAL TIME						

VI. REQUIRED DATA TO BE SUBMITTED WITH APPLICATION

A. ALL APPLICANTS shall furnish **TWO COMPLETE SURVEYS COMPLETED WITHIN THE LAST 3 YEARS:**

1. ONE MUST BE A BOUNDARY SURVEY WITH A SIGNED AND SEALED PLAT, DESCRIPTION, AND REPORT OF SURVEY, AND THE FOLLOWING SUPPORTING DOCUMENTATION: FIELD NOTES OR DATA COLLECTOR RAW DATA FILES, FIELD TRAVERSE SHEET OR POINT PLOT ALONG WITH COMPARATIVE DEED TO SURVEY INVERSES; A COPY OF ABSTRACT (research information) showing claim of title information and the instrument containing the calls (legal description) for the tract of land surveyed (Note: Provide prior deed and/or previous survey/subdivision plat of land surveyed if instrument conveying titles does not contain a legal description); and A COMPLETE WORK MAP showing the surveyed tract, which shall be inclusive of adjoiner deed calls, recording information, current ownership, taxation, and any necessary data needed to conduct a thorough field survey. Survey may be made in any state but should closely follow West Virginia minimum standards. All plats, descriptions and reports must have an original P.S. signature and seal. Supporting documentation may be submitted digitally in PDF format on CD-ROM.

2. THE SECOND SURVEY IS THE APPLICANT’S CHOICE, AND MUST ALSO BE SIGNED AND SEALED AND INCLUDE THE APPROPRIATE SUPPORTING DOCUMENTATION. TWO COMPLETE SURVEYS WITH APPROPRIATE SUPPORTING DOCUMENTATION MUST BE SUBMITTED OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE.

B. ALL APPLICANTS shall furnish a **RESUME OF THEIR SURVEYING EXPERIENCE**, including types of survey projects and their involvement.

VII. INSTRUCTIONS FOR FILING APPLICATION

PLEASE ENSURE THAT YOU HAVE COMPLETED ALL SECTIONS AND THAT ALL REQUESTED DOCUMENTATION IS FURNISHED. Application should be prepared in duplicate; submit one copy to the Board and retain the duplicate. Applicants must ensure that the Board receives license and employment verifications and reference letters by the **APPLICATION DEADLINE (January 1 for Spring exams & July 1 for Fall exams)**.

Applicants seeking test accommodations under the Americans with Disabilities Act should consult the NCEES website (www.ncees.org). The completed questionnaire and supporting documentation must also be submitted to the NCEES Special Accommodations Coordinator by the application deadline. Applicants seeking test accommodations for the West Virginia state exam should contact the Board office.

Payment of fees shall be by Check or Money Order, payable to the West Virginia Board of Professional Surveyors. Checks returned for insufficient funds will be subject to a \$25 administrative fee and other applicable bank or regulatory charges. Repayment must be paid by cashier’s check or money order. *FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE TO A LATER EXAM.*

VIII. AFFIDAVITS

STATE OF _____ COUNTY OF _____

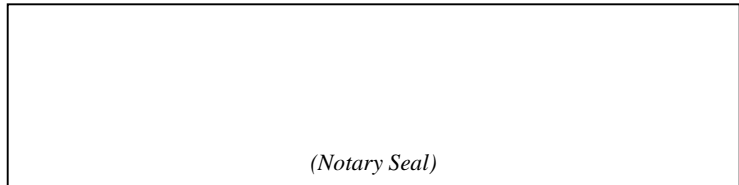
Being first duly sworn, I, the applicant named in this application, have read the contents described thereof and, to the best of my knowledge and belief, the foregoing statements are true in substance and effect and are made in good faith. Furthermore, I believe the keystone of professional conduct is integrity and I will discharge my duties if licensed as a land surveyor with fidelity to the public, my employers, and clients, and with fairness and impartiality to all. I will interest myself in the public welfare and be ready to apply my special knowledge for the benefit of mankind. I will uphold the honor and dignity of my profession and will avoid association with any enterprise of questionable character. In my dealings with fellow surveyors, I will be fair and tolerant.

West Virginia Code § 48-15-303 requires that each applicant for licensure answer the following questions and certify, under penalty of false swearing, that these answers are true and correct:

- Do you have a child support obligation? Yes No
- If yes, does arrearage amount equal or exceed the amount payable for 6 months? Yes No
- Are you the subject of a child-support related subpoena or warrant? Yes No

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 20____. My Commission expires _____



Signature of Notary Public

IX. RECORD OF THE BOARD (Board Use Only)

Action of Board: Approved _____ Denied _____ Date _____

Examinations Passed: FS/Date _____ PS/Date _____ WV/Date _____

License Issued _____ Number _____ Under Classification _____ Certificate Issued _____