CHAIRMAN SECRETARY R. Michael Shepp Sefton R. Stewart Gary D. Facemyer Douglas C. McElwee, Esq. James T. Rayburn

STATE OF WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS 1124 Smith Street, Suite B127C, Charleston, West Virginia 25301 Telephone: (304) 556-0350 Fax: (304) 558-0352 Website: www.wvbps.wv.gov Email: wvbps@wv.gov



SPECIAL SUPERVISION APPLICATION

Pursuant to *West Virginia Code* §30-13A-21(f) (2010), "The Board may authorize a licensee to supervise the work of an individual that is not an employee of the licensee, nor is employed by the same firm as the licensee. The potential supervisor must apply to the Board for this authorization."

Pursuant to *Legislative Rule* §23CSR5-2.16 (2008), "Special Supervision means a licensee has made application and has been approved by the Board to be in professional charge of an unlicensed individual who is seeking licensure with the Board and is not an employee of the licensee nor employed by the same firm as the licensee."

Pursuant to *Legislative Rule* §23CSR5-5 (2008), *Special Supervision by Licensees*, the licensee supervisor shall maintain active status with the Board, submit the application and special supervision fee of \$200.00 §23CSR4 *et seq* to the Board, and delay all supervisory activities until the application has been approved and written authorization has been issued by the Board.

Pursuant to *Legislative Rule* §23CSR5-5.3 (2008), "Special Supervision Applications expire on the thirtieth (30^{th)} day of June following the date of issuance or renewal."

Licensee Supervisor Name Mailing Address		Supervisee Name Mailing Address					
				City	State	City	State
				Zip Code	P.S. License #	Zip Code	S.I. #
() Business Phot	ne	() Business Phon	e				
() Home Phone	;	() Home Phone					
() Mobile Phone		() Mobile Phone	2				
Current Employer		Current Employer					
How many years have you known the supervisee?		Land Surveying Degree? Y	Yes No				
		If Yes, 2-year 4-year	Other				
Do you hold a current Certificate of Authorization issued by this Board? Yes No If Yes, in what name?		Years of surveying experience?					
		Note: Licensee Supervisor and Supervisee shall inform the Board in writing of any changes of employment during the term of this Special Supervision Application.					

Supervisee Section

Has the supervisee made application for licensure with this Board? Yes No
Has the supervisee made application for licensure with another Board? Yes No
If yes, please specify which Boards:
Has the supervisee passed any portion of the licensing examinations? Yes No

Licensed Supervisor Section

Please explain the purpose for this special supervision request?

Explain your past and present relationship with the supervisee.

What type(s) of survey-related work do you expect to perform during the current supervisory term?

How many survey related projects do you expect to perform before the end of the current supervisory term?

Who will be responsible for the contractual negotiations with the client(s) and receiving payment for services? Please explain.

How will you provide direct supervision for the supervisee? Please provide a detailed explanation.

Please attach a detailed resume of the supervisee's surveying experience and/or education to this application. Attach additional sheets for answers to narrative questions, if necessary.

Supervisee Agreement

I agree to comply with *West Virginia Code* §30-13A-1 (2010), *et seq*, *Legislative Rule* §23CSR5 (2008) *et seq*, any requests from the Board, and the directives and instructions of the supervising licensee while performing surveying activities related to this application. I also agree to keep a detailed daily journal of all survey related activities associated with this application and inform the Board in writing of any change in employment.

Supervisee Signature

Date

Supervising Licensee Acknowledgment

I acknowledge the special supervision activities related to this application are subject to the approval and oversight of the Board. The approval will become invalid if I do not maintain active license status with Board or I become the subject of a disciplinary action or order of the Board, in which case the special supervisory status may only be reinstated when the offending matters are rectified, as set forth in *Legislative Rule* §23CSR5-5.4 (2008). I also acknowledge my responsibility to provide direct supervision for the above-named supervisee and the Board may request a personal interview with the supervisee and me to evaluate this application.