APPLICATION FOR EXAMINATION

FUNDAMENTALS OF SURVEYING (FS) BY COMPUTER BASED TESTING (CBT)

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. Application fees are non-refundable.

This application expires six (6) years from the date of application or after six (6) failed attempts [See W. Va. Code R. §23CSR1-4.1.g and W. Va. Code R. §23CSR1-4.1.e]

EDUCATION REQUIREMENTS – (Effective June 10, 2010)

☐ §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.

☐ §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.

☐ §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.

☐ §30-13A-8(b) Final Semester of a two or four-year approved surveying degree program with a grade point average of 3.0 or higher.

I. GENERAL INFORMATION

Date ______________________  20 __________

Full Legal Name ______________________________ Social Security No. __________________

Last First Middle

Birth Date ______________________ Birthplace __________________ Citizenship __________________

Have you ever been convicted of a crime involving moral turpitude? ______ If Yes, Explain: ______________________________________

(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. 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, 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.

Applicant will be responsible for asking the listed individuals to provide letters of reference directly to the Board.

<table>
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<tr>
<th>NAME</th>
<th>MAILING ADDRESS/ZIP CODE</th>
<th>RELATION</th>
<th>YEARS KNOWN</th>
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III. 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 degree conferred. Applicant will provide a list of courses they wish to be considered as surveying related.

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<tr>
<th>NAME AND LOCATION OF INSTITUTION</th>
<th>YEARS: FROM-TO</th>
<th>DATE GRADUATED</th>
<th>TOTAL TIME</th>
<th>TECHNICAL COURSES</th>
<th>DEGREE RECEIVED</th>
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<td>Preparatory Education – High and Private Schools</td>
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<td>Surveying Education – Name of College or University</td>
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<td>Other Higher Education – Name of College or University</td>
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<td>Technical or Vocational Schools – Certificate or Certification Program</td>
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IV. INSTRUCTIONS FOR FILING APPLICATION

1. Submit completed Application for Examination with required documentation and $120 fee.
2. Upon review and approval by the Board, register with NCEES during the open registration period.
3. Pay NCEES directly for the FS examination related expenses during the registration process.

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.

Payment of $120 application fee shall be by Check or Money Order, payable to the West Virginia Board of Professional Surveyors (WVBPS). 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. Examination fees are paid directly to NCEES during the registration process.

V. 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.

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 ☐ N/A ☐
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

(Notary Seal)

RECORD OF BOARD (This space NOT to be used by Applicant)

Board Action: Approved ____________________________ Denied ____________________________ Date ____________________________

Fundamentals Examination Passed: ____________________________ SI Number ____________ Certificate Issued ____________________________

(Date)