

STATE OF WEST VIRGINIA  
BOARD OF PROFESSIONAL SURVEYORS  
1124 Smith Street, Suite 1200, Charleston, West Virginia 25301  
Telephone (304) 558-0350  
Website: [www.wvbps.wv.gov](http://www.wvbps.wv.gov) Email: [wvbps@wv.gov](mailto:wvbps@wv.gov)



*Sefton R. Stewart, P.S., CHAIRMAN*      *James T. Rayburn, P.S., Secretary*  
*Gary D. Facemyer, P.E., P.S.- Member*      *Douglas C. McElwee, Esq., Public Member*

Dear Sir/Madam:

\_\_\_\_\_ is applying to this Board for certification as a Surveyor Intern.

Potential candidates must:

- (1) Be of good moral character.
- (2) Be at least eighteen years of age.
- (3) Be a citizen of the United States or eligible for employment in the United States.
- (4) Possess a high school diploma or its equivalent.
- (5) Have not been convicted of a crime involving moral turpitude.
- (6) Meet the educational requirement as set forth in West Virginia Code § 30-13A-8 (2010)
  - a. Possess a four-year degree or a bachelor's degree in surveying approved by the Board, which degree must include a minimum of thirty hours of surveying or surveying-related courses.
  - b. Possess a four-year degree or a bachelor's degree, has completed a minimum of thirty hours of surveying or surveying related courses.
  - c. Possess a 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.
  - d. Final Semester of a two or four-year approved surveying degree program with a grade point average of 3.0 or higher.

Reference information must be from personal knowledge only and must not be made for the mere purpose of aiding the applicant. Reference statement will be taken by the Board as deliberate and made with full realization of the responsibility toward the public involved. The information you provide will be kept confidential.

Your careful consideration and cooperation in responding to the questions asked on the enclosed page will be most appreciated.

West Virginia Board of Professional  
Surveyors 1124 Smith Street, Suite 1200  
Charleston, West Virginia 25301

Date: \_\_\_\_\_

In response to your inquiry regarding \_\_\_\_\_,

(1) I have known the applicant personally for \_\_\_\_\_ years.

(2) Applicant's character and personal reputation are \_\_\_\_\_.

(3) I do not know of anything reflecting adversely on the integrity or general good character of the applicant. (If this statement is not correct, give explanation.)

---

---

---

---

---

---

(4) I endorse the applicant, who, in all moral respects, is a proper person for certification as a Surveyor Intern. \_\_\_ yes \_\_\_ no

(5) My profession or business is \_\_\_\_\_ and I am **not** related to the applicant.

I certify that the above statements, to the best my knowledge and belief, are correct.

Respectfully submitted,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

(If a Professional Surveyor, please indicate license number and State in which registered.)

Lic. Number: \_\_\_\_\_ State: \_\_\_\_\_