



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

WV Comity Application Form (WV State Exam)

EDUCATION & EXPERIENCE REQUIREMENTS

☐ Licensed in other jurisdiction after 2004

☐ §30-13A-8(a)(1) 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, plus two years or more of experience in surveying in responsible charge.

☐ §30-13A-8(a)(2) Four-year degree or a bachelor's 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.

☐ Experience in lieu of formal education and licensed on or before December 31, 2004.

General Information

Date: _____ NCEES ID: _____

Full Legal Name: _____
First Middle Last Suffix

Social Security No.: _____ Birthdate: _____ Birthplace: _____

US Citizenship: ☐ yes ☐ no

Home Address: _____
Street/ PO Box City State Zip Code

Mailing Address: _____
Street/ PO Box City State Zip Code

Business Address: _____
Street/ PO Box City State Zip Code

Telephone #: _____ Cell #: _____ Email: _____

Professional Licensure / Registration(s)

State Board first licensed with: _____ Date of Licensure: _____ License #: _____

Is license currently active? ☐ yes ☐ no If not, Why? _____

If you are licensed as a Professional Surveyor in other states, list states, license numbers, and status.

Are you being investigated by a disciplinary authority in another state or do you have charges pending against your license to practice surveying in another state? ☐ no ☐ yes If yes, which State: _____Has your license ever been suspended or revoked? ☐ no ☐ yes If yes, which state? _____

Why? _____

Have you ever been convicted of a crime involving moral turpitude? ☐ no ☐ yes If yes, please explain: _____***Applicants must request all listed state PS Boards to provide verification of exam scores and licensure as well as any disciplinary actions to WVBPS or NCEES before application is reviewed by WV Board.****References of Character and Qualifications**

Applicant will list the names and addresses of not fewer than five (5) 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. Applicants will be responsible for asking listed individuals to provide letters of reference directly to the Board or upload them to NCEES. ***If available on NCEES, you may reference NCEES instead of listing references.**

Name	Mailing address	Relationship	Years Known

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. Applicants will request an official college or university transcript, to be sent directly to the Board or NCEES by that institution, to verify surveying degree conferred. ***If information is available on NCEES, you may reference NCEES instead of listing education information here.**

Name and Location of Institution	Years: From - To	Date Graduated	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 – Certificates or Certification Programs			

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, encompassing the last 10 years of your experience. 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.

*** If information is available on your NCEES Record, you may reference NCEES instead of listing here.**

Date MM/YY to MM/YY	Title of Position Name of Employer Location of Engagement	Total Time Years/Months	Technician Level	Responsible Charge	Name of Superior of Person Applicant Reported
	Total Time				

Resume

All Applicants shall furnish a Resume of their surveying experience, including types of survey projects and their involvement.

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

Sworn Declaration

I, _____, 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.

Signature of Applicant

Instructions for filing Application

- Please ensure that you have completed all sections and that all requested documentation is provided or uploaded on NCEES.
- Applicants seeking testing accommodation should contact the Board office.
- Applications may be mailed to the Board office with a check or money order for the application fee of \$200.00. You may email your applications with your online payment receipt to WVBPS@wv.gov. To pay your application fee by credit card, please use the online payment link on our website: wvbps.wv.gov. (Scroll to the bottom of the homepage and look to the right side of the screen. You will see “WVBPS Payment Link”)