



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 Principles & Practice of Surveying and WV Exam Application

(Pursuant Legislative Rule §23CSR1-4.1.d and 4.1.g., this application expires ten (10) years from the date of application or after ten (10) failed attempts.)

EDUCATION REQUIREMENTS (effective June 10, 2010)

- ☐ §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.

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: _____

Present Position: _____

Professional Licensure Examinations

Have you applied for licensure in another state? ☐ no ☐ yes If yes, where? _____ When? _____

Did you pass the Fundamentals of Surveying examination in another state? ☐ no ☐ yes State _____ Date _____

Are you a certified Surveyor in Training or Surveyor Intern? ☐ no ☐ yes State _____ Date _____ Number _____

Are you registered / licensed with any other WV Board? ☐ no ☐ yes Board _____ License No. _____

Have you ever been convicted of a crime involving moral turpitude? ☐ no ☐ yes If yes, explain: _____

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 (3) 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 are responsible for asking listed individuals to provide letters of reference directly to the Board via mail (1124 Smith St. Ste. 1200, Charleston, WV 25301) or email (wvbps@wv.gov). Application will not be reviewed until references are received.

Name	Email 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 by that institution, to verify surveying degree conferred.

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.

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				

Required Data to be Submitted with Application

All applicants must furnish two (2) complete surveys completed within the last three (3) years.

- 1.) The **first survey** must be a boundary survey with a signed and sealed plat, description, 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, with 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 PS signature and seal. Supporting documentation may be submitted digitally in PDF format or thumb drive.
- 2.) The **second survey** is the applicant's choice and must also be signed and sealed and include the appropriate supporting documentation.
- 3.) 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 including a recent passport- type photo.
 - Applicants seeking testing accommodation should consult the NCEES website (www.ncees.org).
 - Applications may be mailed to the Board office with a check or money order for the application fee of \$400.00 (\$200 PS Exam and \$200 WV State Exam). 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”)
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