



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 Fundamentals of Surveying 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.
- ☐ §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.
- ☐ §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.

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: _____

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 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.

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			

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, _____, the applicant named in this application, have read the contents described thereof, and, to the best of my knowledge and belief, that these answers are true and correct.

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 \$120.00. 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”)