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 Application To Practice Underground Surveying

All applicants requesting an underground certificate will be subject to a written examination that will be offered in conjunction with the WV State Exam. It will specifically cover underground surveying procedures, methods, and minimum standards. The Endorsement Application fee is $200.00 and non-refundable. The examination fee of $200.00 will be due upon notification that the Board has approved your application and scheduling the exam. (§23CSR1.6.2)

Applicant Information

Date: _____ NCEES ID: _____ WV PS License No.: _____

Full Legal Name: _____
First Middle Last Suffix

Date of Birth: _____ SS#: _____

Telephone #: _____ Cell #: _____ Email: _____

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

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

Business Name: _____

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

Professional References – Underground Mining Experience

Applicant will list the names and addresses of not fewer than three (3) Professional Surveyors or Mining Engineers who are unrelated and to whom the applicant has reported or been professionally associated with, and who can attest to the applicant's underground mining experience. No member of the Board will be accepted as a reference. Applicant is responsible for asking listed individuals to provide letters of reference directly to the Board. These may be mailed to the Board office or emailed to wvbps@wv.gov.

1.) Name: _____ Name of Company work was performed for: _____

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

Phone: _____ Cell: _____ Email: _____

2.) Name: _____Name of Company work was performed for: _____

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

Phone: _____ Cell: _____ Email: _____

3.) Name: _____ Name of Company work was performed for: _____

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

Phone: _____ Cell: _____ Email: _____

Sworn Declaration

I, _____, the applicant named in this application, have read the contents thereof and, to the best of my knowledge and belief, the forgoing 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 an underground surveyor with fidelity to the public, my employees, and clients, with fairness and impartially to all. I will interest myself in 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 dealing with fellow land surveyors, I will be fair and tolerant.

Signature of Applicant: _____

Instructions for filing Application

- Please ensure that you have completed all sections of the application and **include** the following with your submission:

  1. Detailed resume of underground surveying experience.

  2. Mine plat or plats that show three closed traverse check surveys performed by the applicant (each marked with a different color) and station numbers. Must cover a minimum of three (3) years of continuous underground experience under a licensed underground surveyor or mining engineer. Surveys must be conducted within three (3) years to date of application.

  3. Field notes and traverse sheets or computer print outs with coordinates, for said check surveys, showing adequate overlap of stations to check for angular closure. Notes shall include your name, title, and date of survey.

  4. Records should comply with all State and Federal laws and regulations. Photocopies and white prints are acceptable.

- 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")