

COMITY PS APPLICANTS SUBMITTING AN NCEES RECORD
PLEASE READ CAREFULLY

If you are NOT submitting an NCEES record, the entire application must be completed along with all supporting forms and documentation. Therefore, you must download and use the instructions and forms located in our “Comity Professional Surveyor NOT Submitting an NCEES Record” tab. (An NCEES record is your resume booklet, which you have paid to establish with and to be maintained by NCEES for an annual fee; it is not simply a “record” of your exam grades.)

Please restrict phone calls about your application status to between 2:00 & 4:00 PM; call 601-359-6165. This allows us time to file all the mail received each day, so we can give you the most current information. You can also email questions about the status of your application to: barbaram@pepls.state.ms.us.

For privacy reasons, the staff will discuss the status of your application with you only, or with your assistant whom you have designated in a letter or email to us.

The current requirements* for Professional Surveyor (both initial and comity) licensure are:**

Education-based: completion of approved courses* +
the Fundamentals of Surveying (FS) exam +
4, 5, 6 or 7 years of qualifying surveying
experience +
the Principles & Practice of Surveying (PPS) exam +
the Mississippi Section examination (Mississippi state-
specific exam)

OR

Experience-based: the Fundamentals of Surveying (FS) exam +
12 years** of qualifying surveying experience +
the Principles & Practice of Surveying (PPS) exam +
the Mississippi Section examination (Mississippi state-
specific exam)

- * *Surveying* 9 hours
- Math: alg, trig, calc* 9 hours
- Physics* 8 hours
- Graphics* 3 hours
- Computer Science* 6 hours

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English/writing
Electives

9 hours
18 hours

62hours with a GPA of 2.0 or higher on a 4.0 point scale in the technical courses of surveying, math, physics, graphics, and computer science

Recommended electives: accounting, real estate, land law, astronomy, general business, business law

***May be a combination of experience plus education in the approved courses listed above ; applicants not fully complying with the courses requirement, including the required GPA in the technical courses, will be considered as an “experience-based” applicant.*

****Please be advised that Mississippi law for Professional Surveyor licensure changed on July 1, 2016. At that time the required amount of qualifying surveying experience will depend on the level of surveying- related college coursework an applicant has. Applicants without acceptable surveying-related college coursework will be required to have twelve (12) years of qualifying surveying experience. For more information you may refer to section 73-13-77 of the Licensure Law on the Board’s website.*

To apply for COMITY Professional Surveyor licensure with an NCEES Record, you must complete and submit :

By the application filing deadline: - the application, with sections 1, 2, 3 and 6 complete, notarized, with fee, and passport-quality photo attached.

By the documentation deadline: - have your NCEES Record transmitted to our office.

When completing the application form (with NCEES Record transmittals only).

GENERAL INFORMATION - Section 1 - Follow all directions carefully. Your full name (no initials) and social security number are required by state law.

REGISTRATION/LICENSURES - Section 2 – Carefully follow all directions and completely fill out this section. Your NCEES Record should have all the required verifications, exams, enrollments and licensure information.

EDUCATION - Section 3 – Fill out the college or university information section. Your NCEES Record will already contain the necessary transcripts.

EXPERIENCE - Section 4 - Your NCEES Record should already contain your experience, so at this time, it is not necessary for you to fill out any items for Section 4.

However, please note that – if your NCEES Record does not depict your experience in a manner which directly correlates to our statutes and rules, then you should be prepared to not only fill out this section, but to also gather references those for employment engagements.

REFERENCES - Section 5 – Your NCEES Record should already contain your references, so at this time, it is not necessary for you to fill out Section 5.

As noted above, it may be necessary for you to gather additional and or clarifying information. This includes (but not to limited to) references.

For those seeking dual licensures (PS & PE), be advised that Rule 9.01-4 c states, “With reference to Mississippi statutes 73-13-23 and 73-13-77 and Rule 11.18, applicants seeking dual licensure (both Professional Engineer and Professional Surveyor) must meet the experience requirements for each license.”

Complete the application and print it. *Be sure to retain a copy for your records.* Attach your photo (passport quality) and have the application notarized. Submit it with the application fee by mail. Please pay by check payable to the Miss. Board of Licensure. **We do not accept applications by fax or email. We are not responsible for delays or non-delivery by the mail service.** If you are submitting within a week of a deadline, we recommend a next day delivery service.

The Board reviews completed applications approximately every two to three months; they do not review incomplete applications. Once the Board has approved your application and officially cited you to the Mississippi Section examination (MS state specific exam), you will be advised by letter, directing you on the exam registration process. It is *very important* that you notify us immediately of any address change.

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Initial & Comity applicants - Be advised that the 2 hour Mississippi Section examination (MS state specific exam) is now given at a location at or near the Board's office in Jackson, MS.

Be aware that there is an additional fee to take the exam, payable to the Miss. Board of Licensure. The exam fee is to pay for the Board expenses incurred in proctoring and scoring your examination.

For Paper and Pencil Exams (i.e. the MS Section exam, NCEES PE exam):

- On the initial application, an examinee is allowed three (3) citations, that is, three (3) opportunities to pass the exam. We no longer grant “postponements”, regardless of the reason. The citations “count”, whether the examinee actually takes the exam or not. Failure to attend the exam does not count as a *failure* of the exam, but it does count as a citation.
- If the applicant does not pass after three consecutive citations, the initial application is closed. To attempt the exam again, the applicant must submit a new application to be approved by the Board, and will be allowed only one citation per application, subject to the restrictions below. This one citation counts, whether the applicant actually takes the exam or not.
- An applicant having three or more unsuccessful attempts of the same exam, regardless of the jurisdiction in which the exam is administered, must submit an application to be readmitted to future administrations of the same exam. If readmitted by the Board, the applicant may take the exam no sooner than eleven (11) months following the most recent attempt.
- An applicant must have first passed the NCEES PPS exam, before they will be granted citation(s) to the MS Section exam.

**MISSISSIPPI STATE BOARD OF LICENSURE
FOR PROFESSIONAL ENGINEERS & SURVEYORS
660 North Street, Suit 400
JACKSON, MISSISSIPPI 39202
(601) 359-6160**

APPLICATION FOR LICENSURE AS A PROFESSIONAL SURVEYOR

IMPORTANT — Please read and understand this form and the Mississippi laws, Section 73-13-1 through 73-13-105, before you complete this application. All information requested on this form **MUST BE TYPEWRITTEN** and all questions must be answered. If complete addresses for universities and all references are not provided, this application will be returned. Retain a copy for your files.

**Attach a Recent
Photograph
[no staples, please]**

Application should be accompanied by \$75.00 application fee made payable to Board of Licensure and mailed to 660 North Street, Suite 400, Jackson, MS 39202.

1. GENERAL INFORMATION [Circle b. or c. to indicate your preference for your address of record with this Board.]

- a. Name in full* _____, Social Security Number _____
First Middle Last
- b. Residence address _____ () _____
No. Street City County State Zip Telephone Number
- c. Business name and address _____ () _____
Name No Street Telephone Number

City State Zip Position
- d. Birth date _____ Birth Place _____
- e. State of Legal Residence _____
- f. Have you ever filed an application with this State Board? _____ If yes, which application and when? _____
 Has your name been changed since birth? _____ **
- g. Have you been convicted of a felony OR pleaded "nolo contendere" to a criminal charge? _____ **
- h. Have you been denied registration in any state? _____ What state and why? _____ **
- i. Have you ever been disciplined by any state licensing authority? _____ **

*Your full name is a statutory requirement. ** If responses to items f-i are yes, explain on separate sheet and label: Addendum

2. REGISTRATIONS

- j. Are you registered as a PS in another State? _____ State and date of first Licensure _____
 Current? _____ Name other States in which you are **currently** licensed _____
- k. If you have passed an 8 or 14 hour examination in any state, indicate below:
 Fundamentals
 of LS: State _____ Date _____ Hours _____ No. _____
 Principals & Practice
 of LS: State _____ Date _____ Hours _____ No. _____

3. EDUCATION: Provide complete address. If complete addresses are not provided for universities, this application will be returned.

Name and Complete Address of College or University*	Years Attended		Major	Date of Graduation	Degree Received
	From	To			

*Applicant is responsible for having a transcript of secondary education mailed **directly** from the college to the Board office.

4. EXPERIENCE RECORD - If complete addresses for references are not provided, this application will be returned.

E n g a N g u e m b e e r nt	Dates mm/yy From - To	TITLE OF POSITION, NAME OF EMPLOYER AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, include magnitude and complexity of work on which engaged, your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagement run into columns for date or time.) ALL TIME SINCE HIGH SCHOOL OR AGE 18(whichever is later) MUST BE ACCOUNTED FOR INCLUDING MILITARY, ILLNESS, UNEMPLOYMENT, ETC.	TIME Number of years and months					Name, Title and Complete Address of licensed Professional Surveyor who bore responsibility for surveying experience listed in Column 5.
			[1]Field Assignments	[2]Office Assignments	[3]Researching Records	[4]Boundary Surveying	[5]Total	
			[1]	[2]	[3]	[4]	[5]	
PLEASE CONTINUE ON PAGE BELOW								

		Summary [Actual Time in Years and Months]						

5. REFERENCES - If complete addresses are not provided, this application will be returned.

Names and addresses of five references, not relatives, at least three of whom are licensed SURVEYORS, who have personal knowledge of your character and professional reputation and accomplishments.

Name

Address

State of Licensure and Certificate No.

6. AFFIDAVIT CERTIFICATION, AUTHORIZATION AND RELEASE

State of _____ County of _____

_____ being first duly sworn, deposes and says:

[Applicant's Name]

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith.

I also hereby authorize any individual, company or institution with whom I have been associated to furnish the Mississippi Board of Licensure for Professional Engineers and Surveyors with any information concerning my qualifications for professional licensure in Mississippi which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

Subscribed and sworn to before me this

_____ day of _____, _____

[Signature of Applicant]

[SEAL]

My Commission expires _____

[Signature of Notary Public]
