

February, 2014

TO COMITY PS APPLICANTS SUBMITTING AN NCEES RECORD

***** PLEASE READ CAREFULLY *****

IMPORTANT DEADLINES - All applications that require pencil-and-paper examinations shall be filed with the Board by **December 15** for the April examination and by **June 15** for the October examination; **no waivers will be granted**. Applications received after these dates will be processed for the next scheduled examination.

Furthermore, to allow sufficient time for Board review, all required documentation, that is, references and verifications, must be received by **January 15** to be considered for an April examination citation and by **July 15** to be considered for an October examination citation. Applications that are not fully documented by these dates will be considered for later examinations.

Be advised that the 2 hour Mississippi Section PS examination is given in April and October.

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.

Please do not submit application status inquiries to the Board's main email address; this address is for the purposes of general information only.

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 +
3 years of qualifying surveying experience +
the Principles & Practice of Surveying (PPS) exam +
the Mississippi state-specific exam

OR

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

February, 2014

*	<i>Surveying</i>	<i>9 hours</i>
	<i>Math: alg,trig,calc</i>	<i>9 hours</i>
	<i>Physics</i>	<i>8 hours</i>
	<i>Graphics</i>	<i>3 hours</i>
	<i>Computer Science</i>	<i>6 hours</i>
	<i>English/writing</i>	<i>9 hours</i>
	<i>Electives</i>	<i><u>18 hours</u></i>

62 hours 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 will change 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.*

If you are submitting an NCEES record, complete all sections of the online application; see *Steps for Completing the Online Application* at the end of this document. (An NCEES record is your resume booklet maintained by NCEES for an annual fee; it is not simply a "record" of your exam grades.)

You do not have to submit transcripts or references at this time. After the NCEES Record is received and reviewed by the Board office, we will advise you if any additional supporting documentation is required.

An example of additional supporting documentation would be a current reference; the Mississippi Board requires at least one reference to be dated within six months of the application.

Another example of additional supporting documentation would be additional experience verification forms. **PS Comity applicants who have been licensed and practicing for less than ten years** must submit reference forms from PS supervisors who had review and approval authority over the applicant's work; these forms must verify the required amount of qualifying experience. If the reference forms in your NCEES Record don't verify a sufficient amount of qualifying experience, then additional reference forms will be required.

PS Comity applicants who have been licensed and practicing for ten years or more are not required to have PS supervisors verify their experience, and may submit reference forms from PS's who are associates, peers, and co-workers.

February, 2014

The PS Reference Form is included here. Instructions for using this form are as follows:

PS Reference Form: (A) Make as many copies of the PS Reference form as are necessary to verify the required years of qualifying surveying experience. *It is recommended that you begin with the most recent experience and “work backward” in time until the required number of years of experience is verified.* Remember, state law requires five (5) completed reference forms, three (3) of whom **MUST** be Professional Surveyors.

(B) Fill out page one and the top of page two as indicated. Attach a copy of your experience record (from your application) and mail these to your experience verifier(s), with a **stamped business size envelope** addressed to: Miss. Board of Licensure for Professional Engineers & Surveyors, 660 North Street, Suite 400, Jackson, MS 39202.

(C) The verifier must place the completed Reference form into the supplied business size envelope, seal the envelope, and sign across the back flap of the envelope. He/she then must mail it *directly* to the Board office. **BE ADVISED** that we will not accept forms that are not sealed and signed across the back flap. The Board staff does not have the authority to waive this requirement; please do not ask the Board staff or Executive Director to waive this requirement for you.

It is acceptable for you to submit your Reference Forms *along with your application in one large submission*; however, these forms **MUST be in separate envelopes bearing the appropriate signature across the envelope seal. Forms that do not comply with these instructions will not be accepted and the applicant will be instructed to obtain new forms; the Board staff will not remediate forms that do not comply these instructions.** The Board staff does not have the authority to waive this requirement; please do not ask the Board staff or Executive Director to waive this requirement for you.

Steps for Completing the Online Application and REQUIRED DOCUMENTATION

CONTACT INFORMATION – Type in the required contact information. Your full name (no initials) is required by state law.

BIRTH INFORMATION – Type in the required birth information. The social security number is required by state law. If your name has changed since birth, you must provide copies of the following documents that apply: court orders, marriage licenses, divorce decrees.

QUESTIONS - Answer the questions (two screens) about previous applications, whether you are submitting an NCEES Record, previous convictions or guilty pleas, disciplinary actions and license application denials. Submit copies of any court orders or documents related to convictions or pleas and copies of any disciplinary actions from other states.

On the **REQUIRED DOCUMENTS** page, download the Supporting Documentation for PE Comity applications information, and check “Yes” to confirm that you understand this supporting documentation is required to complete your application.

February, 2014

Complete the **AFFIDAVIT** page; type in your name as your signature or insert your electronic signature.

Review the Summary Screen for accuracy, make any necessary changes, then Answer the **STATEMENT OF COMPLIANCE** question.

Create a copy of your application by clicking “Create pdf” and save it to your computer or print it, then click on Submit Application. You will then be taken to the payment screens where you pay the application fee by credit card or electronic check.

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 exam, you will be advised by letter or email, directing you on the exam registration process with our exam proctor, NCEES (www.ncees.org). It is *very important* that you notify us immediately of any email address change and any mailing address change.

Be aware that there is an additional fee to take the PS exam(s), payable to NCEES and the Board. The application fee is to cover all the Board expenses incurred in processing and approving your application. The exam fees are to pay for purchasing, proctoring, and grading your exam. You can find the current exam fee for your exam by logging onto the NCEES web site and going to the Exam Registration/Mississippi link.

- 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.

*Please restrict phone calls about your application status to between 2:00 & 4:00 PM;
call 601-359-6165.*

*You can also email questions about the status of your application to: **barbaram@pepls.state.ms.us***

MISSISSIPPI BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND SURVEYORS

(Name and Address of Reference)

(Name and Address of Applicant)

I have filed my application with the Mississippi Board of Licensure for Professional Engineers and Surveyors for licensure to practice professional surveying in the State of Mississippi. I have given your name as a reference and have submitted to the Board Office a signed, sworn and notarized certification of release statement authorizing "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."

I will appreciate your sending the information requested on the reverse side directly to the Board in the stamped addressed envelope which I have provided.

(Signature of the Applicant)

Board Statement to Reference:

This Board is required by law to ascertain that the applicant has met the experience requirement sections of the Licensure Law: therefore, we need this reference form completed, signed, sealed (if you are a PS), and returned by you. The Board is also required by law to obtain evidence of the good character and qualifications of applicants before licensure. We cannot consider an applicant for licensure or admit a candidate for examination until replies are received from references, including three Professional Surveyors. A prompt reply will expedite our handling of the applicant's request for licensure.

The Board desires to emphasize that evidence submitted on this form should not be perfunctory nor made for the mere purpose of aiding the applicant to be licensed. On the contrary, the execution of this statement by any person will be accepted by the Board as a deliberate act made with full knowledge of the responsibility toward the public interest involved. It should be borne in mind that the applicant is not being considered for membership in an organization but for licensure as a Professional Surveyor, qualified to practice in Mississippi.

This completed reference form is to be mailed directly to the Board Office in Jackson in the enclosed stamped addressed envelope. PLEASE SEAL THE ENVELOPE, SIGNING YOUR NAME ACROSS THE SEALED FLAP. Your assistance will be of value to the profession and your comments, except for the amount of verified experience, will remain confidential within this Board.

REFERENCE FORM: Name of Applicant: _____

1. Are you a licensed Professional Surveyor? _____ If yes, State: _____ Lic. No. _____

2. How well do you know the applicant: very well well slightly not at all

3. List months and years of contact(s) with the applicant: _____ to _____
Mo. & Yr. Mo. & Yr.

4. Basis of contact: as applicant's PS supervisor as applicant's associate other _____

If you are (were) the applicant's PS supervisor, please complete the entire form. If you are (were) not the applicant's PS supervisor, please complete only items 5 & 10.

5. What is your opinion of the applicant's personal integrity and general character? _____

6. The experience I am verifying is (was): full time part time. If part time, how many hours per week? _____

7. According to the definition of surveying, how much experience does the applicant have in:

	<u>Years</u>	<u>Months</u>
Boundary	_____	_____
Topographic	_____	_____
Construction	_____	_____
Other (explain below)	_____	_____
Total Amount of Experience you are verifying	_____	_____

Please describe the applicant's duties in obtaining this experience (continue on attached sheet if needed):

8. Considering the need to protect the public health, safety and welfare, in your opinion how does this applicant rank in professional competence and responsibility:

Qualified Additional Experience Needed Unqualified

9. Do you recommend the applicant for PS licensure? Yes No

10. I certify that the above statements are correct to the best of my knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility toward the public where life, health and property is concerned or involved.

Signature _____

PS Seal

Name _____

Address _____

City _____ State _____ Zip _____

Date _____