

March 4, 2014

*****TO SURVEYOR INTERN APPLICANTS - PLEASE READ CAREFULLY*****

The Fundamentals of Surveying exam, also known as the Surveyor Intern exam, converted from a pencil-and-paper exam to a computer-based exam in 2014. Upon that conversion, applications for this exam are no longer subject to a deadline, and will be accepted, processed, and presented for Board approval on a continuous basis. Following notice that the application appears to be complete, FS/SI applicants should allow **up to 90 days** to receive notification of Board decisions on their applications.

Please restrict phone calls about your application status to between 2:00 & 4:00 PM. You may call 601-359-6165. (This allows us time to file all the mid-day mail received that day, so that we can give you the most current information.) You may also email your questions 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 Surveyor Intern enrollment are:

Education-based:

- BS in geomatics, surveying or surveying technology approved by the board OR
- BS degree in a related science** including completion of approved courses* OR
- BS degree in a related science** OR
- AS degree including completion of approved courses*

PLUS

- Mississippi residency
- successfully passing the Fundamental of Surveying (FS) exam

Experience-based:

- High school diploma, or its equivalent, and 8 years*** of qualifying surveying experience

PLUS

- Mississippi residency
- Successfully passing the Fundamentals of Surveying (FS) exam

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*62 hours of surveying-related courses approved by the board

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

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

***For Surveyor Intern or Professional Surveyor applicants, a related science curriculum, in order to be approved by the board, must be a four-year curriculum leading to a bachelor of science degree in engineering, mathematics, forestry, GIS, cartography, or a similar science curriculum deemed acceptable to the board.*

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

Steps for completing the online application.....

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 about previous applications, 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.

EDUCATION - Supply the required information on all of your degree(s). **This won't work! It needs to be degrees OR college coursework.**

TRANSCRIPTS: If you are applying based on your education, or if you want experience “credit” for the college courses you have taken, you are required to submit an official transcript(s) as verification of your education. **You are responsible for arranging to have your official transcript(s) sent DIRECTLY from the college or university to the Board office;** you may use the Transcript Request Form supplied

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here. Some universities will take transcript requests by phone with credit card payment. **You must do this for each college you attended in order to get credit for any courses taken at that college.** (If you do not have all the courses required to be an “education-based” applicant, it is recommended that you have *at least* one year of qualifying surveying experience before you apply.)

EXPERIENCE RECORD – If you are applying based on your experience, or a *combination* of education and experience, complete the section describing your experience. Type in your best estimate of the beginning and ending dates of employment. If you don’t know the exact day of the month, use “01” (the first of the month).

Experience must be verified by the Professional Surveyors who supervised your work; experience under an unlicensed person is not qualifying experience toward PS licensure. Work experience must be progressive and of an increasing standard of quality and responsibility.

REFERENCES – Complete the Reference section with the information of the Professional Surveyors who will be verifying your experience to the Board. If you are an “education-based” applicant, no references are required. If you are an “experience-based” applicant, at least one (1) PS reference is required; submit as many references as are required to verify the required amount of experience.

The Surveyor Intern Reference Form is included here. Instructions for using it are as follows:

(A) Make as many copies of the Surveyor Intern Reference Form as are necessary to verify the required amount of qualifying surveying experience. This form should be completed only by licensed Professional Surveyors. *It is recommended that you begin with the most recent experience and “work backward” in time until a sufficient amount of experience is verified.*

(B) Fill out the top of the page as indicated. Attach a copy of your experience record (from your application) and mail it to your PS reference 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 PS reference must place the completed Surveyor Intern 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 in envelopes 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.

It is acceptable for you to submit your Reference Forms in one large envelope; however, these forms MUST be in separate envelopes bearing the security 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 with these instructions.

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

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.

We are not responsible for delays or non-delivery by the mail service. Once an application is accepted for processing, there is no refund of the application fee.

The Board reviews completed applications approximately every 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 an mailing address change or an email address change.

Be aware that there is an additional fee to take the exam, payable to NCEES. The application fee is to cover all the Board expenses incurred in processing and approving your application. The exam fee to NCEES is 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 Mississippi link for exam registration.

- On the initial application (the first 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 Board’s official approval to take the exam expires after one year, whether the applicant has utilized his three citations or not. During that year the applicant is allowed three citations to take and pass the exam; if the applicant is not successful by the third citation, the initial the application is closed.
- After 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. The Board’s official approval to take the exam expires after six months, whether the applicant has utilized his one citation 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

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exam no sooner than eleven (11) months following the most recent attempt.

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THE REGISTRAR

Dear Sir or Madam:

I am applying for enrollment/registration as a/an ____Engineer Intern ____Professional Engineer
____Surveyor Intern ____Professional Surveyor. The Mississippi Board of Licensure for
Professional Engineers and Surveyors requires an official transcript of my record. I attended

_____ from _____ to _____ and
(College/University) (date) (date)
graduated on _____ with _____ degree in _____.
(date) (type of degree) (major)

My social security number is _____.

I will appreciate your forwarding an official transcript of my record to:

Mississippi Board of Licensure for Professional Engineer & Surveyors
660 North Street, Suite 400
Jackson, MS 39202

in the enclosed stamped addressed envelope, as soon as possible, since my application will not be
considered by the Board until the transcript is received in the Board office.

If there is a charge for this service, please forward a statement to me at the above address.

Sincerely,

