

April 10, 2015

**\*\*\*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 early 2014. Application submissions for this exam are not 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 applicants should allow approximately **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 mail received that day, so that you can receive the most current information.) You may also email your questions to :*

[barbaram@pepls.state.ms.us](mailto: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

- successfully passing the Fundamental of Surveying (FS) exam

*Experience-based:*

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

PLUS

- 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.*

**To apply for the FS Exam, you must complete and submit the following items:**

***By the application filing deadline:***

***All applicants - the completed application, notarized, with fee and passport-quality photo attached***

***By the documentation deadline:***

***Education-based applicants - official transcripts from all universities attended sent directly from the university to the Board office***

***Experience-based applicants - official transcripts from all universities attended, if any, sent directly from the university to the Board office***

***- completed Surveyor Intern Reference forms which will verify the required amount of qualifying surveying experience, in separate sealed envelopes bearing the references' signature across the envelopes' seals***

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### ***When completing the application form...***

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

**EDUCATION - Section 2** - **You** are responsible for having a transcript of secondary education mailed **directly** from the college to the Board office; you may use the Transcript Request Form supplied on this site. Some universities will take transcript requests by phone with credit card payment. If you attended more than one university, a transcript is required from each university; universities are no longer listing in detail the courses accepted as transfer credit from previously attended universities.

**EXPERIENCE - Section 3** – If you are applying based on experience, your experience **must** be verified with the **Professional Surveyors** who supervised your work. These references **must** substantiate the total required years of experience. Experience **cannot be anticipated**, that is, the required amount of experience must be accrued at the time the application is filed with the Board office. Experience under a non-registrant is **not** qualifying experience toward registration. Work experience must be progressive and of an increasing standard of quality and responsibility. It should include field assignments, office assignments, researching records, and property line surveying.

**(If applying based on experience, an application will be returned if Section 3 is not completed with the required information. If you have a BS degree, but 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.*)**

**REFERENCES - Section 4** – If applying based on experience, Board regulations require that the experience be verified by current/previous supervisors who are Professional Surveyors, having personal knowledge of the applicant's surveying experience. At least one PS reference should be listed in this section, while space for up to five PS references is provided; a complete address for each listed reference should be given.

**Surveyor Intern Reference Form:** (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.

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**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 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.**

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.

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, directing you on the exam registration process with our exam proctor, NCEES ([www.ncees.org](http://www.ncees.org)). It is *very important* that you notify us immediately of any 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.

For each Surveyor Intern application, the Board's official approval to take the FS exam expires after two years. The applicant is allowed up to three citations (opportunities) during each year to take and pass the exam. So it is possible for an applicant to take the exam up to six times over a two year period. We do not grant "postponements," regardless of the reason. The Board's official approval to take the exam expires after two years, whether the applicant has utilized six citations or not. If the applicant is not successful by the end of the second year, the application is closed and a new application is required.

*Please restrict phone calls about your application status to between 2:00 & 4:00 PM. You may call 601-359-6165. You may also email your questions to : **barbaram@pepls.state.ms.us.***

MISSISSIPPI STATE BOARD OF LICENSURE  
FOR PROFESSIONAL ENGINEERS & SURVEYORS  
660 NORTH STREET, SUITE 400  
JACKSON, MISSISSIPPI 39202  
(601) 359-6160

## APPLICATION FOR ENROLLMENT AS A SURVEYOR INTERN

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

**Attach a Recent Photograph  
(no staples, please)**

**Application should be accompanied by \$25.00 application fee made payable to the 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 \_\_\_\_\_ [\_\_\_\_\_] \_\_\_\_\_ Telephone Number \_\_\_\_\_  
No. Street                      City                      County                      State                      Zip

c. Business name and address \_\_\_\_\_ [\_\_\_\_\_] \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Name                      No. Street

\_\_\_\_\_ Position \_\_\_\_\_  
City                      State                      Zip

d. Birth date \_\_\_\_\_

e. State of Legal Residence \_\_\_\_\_

f. Have you ever filed an application with this State Board? \_\_\_\_\_ If yes, type of application \_\_\_\_\_ When \_\_\_\_\_

Has your name been changed since birth? \_\_\_\_\_ \*\* Was your previous application made with the same name? \_\_\_\_\_

g. Have you ever been disciplined by any state licensing authority? \_\_\_\_\_ \*\*

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

2. EDUCATION

Education \_\_\_\_\_ Date graduated \_\_\_\_\_  
(Name of High or Preparatory School)

Name and <b>Complete</b> Address of College or University	Years Attended		Major	Date of Graduation	Degree Received
	From	To			

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

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

E n g N a u g m e r n t	Dates From (MM/YY)   To (MM/YY)	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 engagements 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 Years and/or number of months			Name, Title and Complete Address of Licensed Professional Surveyor who bore responsibility for surveying experience listed in Column 3.
			[1]  Academic Engagement	[2]  Non-Surveying Employment	[3]  Surveying Experience prior to FLS examination	
<b>Summary (Actual time in years and months)</b>						

4. REFERENCES

Names and addresses of references who are Licensed Professional Surveyors and who have personal knowledge of your character and professional reputation and educational qualifications.

Name	Address	State of Licensure and Certificate No.

5. 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]

If you have not received verification that your application has been received by the Board within 10 days of mailing it, please contact this office.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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,



MISSISSIPPI BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS & SURVEYORS 660 NORTH STREET, SUITE 400 JACKSON, MS 39202 (601)359-6160

TO:

RE: (applicant's name)

Dear Sir or Madam:

The individual whose name is given above has applied to this Board for enrollment as a Surveyor Intern in the State of Mississippi under Section 73-13-77 of the Licensure Law which requires a specific record of experience in surveying work of a character satisfactory to the Board. The applicant has either given your name as a reference or has stated that he/she has worked for or with you. Except for the amount of verified experience, the information will remain confidential within this Board. Please reply to the following inquiries and return this form as soon as possible, as the application cannot be acted upon by the Board until we receive your response. PLEASE SEAL THE ENVELOPE PROVIDED, SIGNING YOUR NAME ACROSS THE SEALED FLAP.

Sincerely,

MISSISSIPPI BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS & SURVEYORS

- 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: Mo. & Yr. to 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 & 8.

- 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: Boundary, Topographic, Construction, Other. Total Amount of Experience you are verifying

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

9. Do you recommend the applicant for Surveyor Intern enrollment? Yes No (continue on attached sheet if needed)

Signature

Name

PS Seal

Address

City State Zip Date