



EXPERIENCE SHEETS

Professional Land Surveyor Applicants Submitting and NCEES Record

The following is language taken from two Board of PE & PLS administrative rules that, together, define experience. Please use these rules to guide you as you complete your Resume of Experience on the following page. To see the full, official versions of these rules, visit the Montana Secretary of State's rules website: rules.mt.gov.

IMPORTANT: Any applicant who was initially licensed in another state without the amount of experience required by [MCA 36-67-325](#) must make up for that prelicensure deficit with post-licensure experience equal to two times the pre-licensure deficit – [MCA 37-67-313](#)

24.183.303 DEFINITIONS

(11) "Progressive land survey experience" means experience obtained under the supervision of a licensed professional land surveyor, on land surveying projects, which, over time, are of increasing quality and require greater responsibility, and which must include experience with the Public Lands Survey System (PLSS) and Bureau of Land Management Manual of Survey Instructions, and may include one or more of the following:

- (a) experience with aliquot part subdivision of sections, retracing existing boundaries, establishing new boundaries, corner search and reestablishment, research existing public records, survey computations, preparation of legal descriptions, certificates of survey, subdivision plats, corner recordation forms, exhibits, and other documents pertinent to such work; or
- (b) experience teaching advanced undergraduate or post-graduate land survey courses offered as part of a board-approved curriculum.

24.183.502 APPLICATIONS

(1) Applicants shall complete all experience required for approval of an application: prior to submission of an application; or at a time approved by the board.

24.183.504 EXPIRATION OF APPLICATIONS

(3) Applications in which the applicant does not already possess the experience required for licensure or approval to take an examination are incomplete and will not be accepted.

24.183.802 CLASSIFICATION OF LAND SURVEYING EXPERIENCE

(1) Applicants for land surveyor licensure or certification shall classify experience listed in their applications as progressive land surveying experience and nonprogressive land surveying experience.

(2) Applicants shall provide documentation of combined office and field experience as follows:

- (a) for applicants seeking licensure under 37-67-325(1)(a), MCA, and are required to obtain at least four years of combined office and field experience, at least 12 months must be office experience, and at least 12 months must be field experience;
- (b) for applicants seeking licensure under 37-67-325(1)(b) and (1)(c), MCA, and are required to obtain at least six years of combined office and field experience, at least 18 months must be office experience, and at least 18 months must be field experience;
- (c) for applicants seeking licensure under 37-67-325(1)(d), MCA, and are required to obtain at least ten years of combined office and field experience, at least 48 months must be office experience, and at least 48 months must be field experience; and
- (d) for applicants seeking certification under 36-67-326(1)(d), MCA, and are required to obtain at least six years of combined office and field experience, at least 29 months must be office experience, and at least 29 months must be field experience.

RESUME OF EXPERIENCE

- Each of the three columns under "time of experiences" shall be filled out for each engagement. Use zeros where necessary, but do not leave blank spaces, and do not use the word "yes".
- The definition of what is considered "progressive" experience is found in ARM 24.183.303.

**EXPERIENCE SUMMARY SHEET**

Engagement #	Beginning Date	Ending Date	JOB TITLE & NAME OF EMPLOYER. Begin with your present or most recent position.	TIME OF EXPERIENCE			Work Supervision
				Note Time in Months			List the name, address, and license number of a licensed PLS who supervised your land surveying work. This may be someone other than a direct supervisor. Note if this supervisor also is a reference for your application
				Progressive		Other (not progressive) Experience	
				Field Experience	Office Experience		
A	B	C					
1			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
2			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
3			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
4			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
5			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
6			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
			SUM OF EXPERIENCE				



LAND SURVEYING EXPERIENCE BREAKDOWN (1/2)

Record work time in months (example: 6 months=6)

IMPORTANT: Totals must be given in each column or application will be returned for completion.

		PROGRESSIVE LAND SURVEYING EXPERIENCE														
		Field					Office									
Engagement No.	Ending Date	Vertical and horizontal control surveys	Establishing new boundaries	Retracing existing boundaries and legal descriptions	Property corner search	Retracing GLO surveys	PLSS corner search and restoration	Teaching advanced level land surveying courses	Drafting certificates of survey and plats	Preparing corner recordation forms	Writing and interpreting legal descriptions	Subdivision and parcel division design	Researching public records	Aliquot part subdivisions of sections	Boundary analysis and associated calculations	RECORD TOTAL OFFICE LAND SURVEYING EXPERIENCE FOR EACH ENGAGEMENT, Column B, " Experience Summary Sheet"
	Beginning Date															
TOTALS																



LAND SURVEYING EXPERIENCE BREAKDOWN (2/2)

Record work time in months (example: 6 months=6)

		OTHER SURVEYING EXPERIENCE										RECORD TOTAL OTHER LAND SURVEYING EXPERIENCE FOREACH ENGAGEMENT, C	
		Field							Office				
Engagement No.	Beginning Date	Ending Date	Line marking	Monumenting and marking property boundaries	As-built surveys	Other construction surveying	Construction staking for land modification	Construction staking of structures	Staking roads or highways	Staking infrastructure	Topographic surveys and mapping		Basic survey calculations and field data reduction
1													
2													
3													
4													
5													
6													
7													
TOTALS													

I hereby certify that I have filled out this form according to the Montana Professional Engineers and Land Surveyors Rule: ARM 24.183.802, "*Classification of Experience*" and that the form completed is true and correct.

Signature of Applicant: _____ Date: _____



EXPERIENCE DETAIL SHEET

Complete this sheet for each working engagement

For each engagement listed, identify a licensed Professional Engineer who supervised your work. The PE does not have to be an immediate supervisor but must have supervised your work. *Duplicate as necessary*

Engagement #: _____

Title: _____

Employer: _____

Dates of Employment. From: _____ To: _____

Supervisor: _____

PLS License #: _____ State: _____

DESCRIPTION OF DUTIES

You may use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. **The Board strongly suggests that you describe exactly what you did during each engagement in a first-person narrative.** The Board will determine from the information presented whether you meet Montana's current requirements. **Incomplete or inadequate descriptions will require further clarification may delay the Board's consideration of your application.**