



LICENSING REQUIREMENTS AND APPLICATION CHECKLIST

Land Surveyor Intern Certificate Applicants

Below are the minimum requirements you must meet to sit for the Fundamentals of Surveying (FS) licensure exam administered by the National Council of Examiners for Engineering and Surveying (NCEES.) Certification as a Land Surveyor Intern does not authorize the holder to practice as a Professional Land Surveyor.

NOTE: An applicant who has already passed the NCEES FS exam prior to application is not required to take the exam again as part of their application process.

- Land surveying experience (amount depends on statutory pathway to licensure chosen) – [MCA 37-67-326](#), [ARM 24.183.303](#), [ARM 24.183.802](#)
- Land surveying education (required for most pathways) – [MCA 37-67-326](#), [ARM 24.183.303](#), [ARM 24.183.501](#)
- Passage of the NCEES Fundamentals of Surveying (FS) exam – [MCA 37-67-326](#), [MCA 37-67-327](#), [ARM 24.183.509](#)
- 3 references, at least 1 from a U.S.-licensed Professional Land Surveyor – [MCA 37-67-326](#), [ARM 24.183.503](#)
- For applicants who apply under the experience-only pathway: at least 2 and not more than four exhibits of land surveying projects with written narratives accompanying each. At least 1 exhibit shall demonstrate the applicant's knowledge of the principles and practices of boundary surveying – [MCA 37-67-326](#), [ARM 24.183.505](#)

Additional Materials Required

Educational transcripts (if required by licensure pathway)

If applying through an education pathway that is not pre-approved by the board, include descriptions of all land surveying courses, noting whether your instructor was a licensed professional land surveyor.

Exam verifications (if FS exam was taken and passed in another state)

Official license verifications from states and jurisdictions in which the applicant holds or has ever held a professional license of any type

If you answered "Yes" to any personal history questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

\$25 application fee (*make checks payable to the Board of Professional Engineers & Land Surveyors*)

Fees assessed by NCEES are not collected by the Board.

Include a valid e-mail address with your application. E-mail is the Board's primary form of communication.



GENERAL INFORMATION

Land Surveyor Intern Applicants

- Except for third party character references, hand-written documents from the applicant will not be accepted.
- Applications determined to be complete are reviewed by the Board's executive staff and may require full Board review during a public meeting.
- Land Surveyor Intern certificates are valid for a maximum of two years. They may be renewed for additional two-year periods at a cost of \$25 per renewal. The deadline for renewal is June 30.
- Review the Montana laws & rules regarding the practice of land surveying in Montana. License and certificate holders are bound by the laws & rules under the Board.
- If you are applying with land surveyor education that is not already pre-approved by the Board you must complete the education summary form including whether or not the courses were taught or supervised by a licensed Professional Land Surveyor.
- If you are applying with one of the following education credentials, you do not need to submit course descriptions and instructor information:
 - A.A.S Degree in Surveying, Flathead Valley Community College
 - Minor in Land Surveying/LS Certificate, Montana State University-Bozeman
 - A Civil Engineering Technology degree with Land Surveying Certificate from Montana Technological University

APPLICATION PROCEDURES

- Following initial review, additional information may be necessary for processing. If so, further information on deficient or missing items will be requested via email.
- Some applications require review by the Board at a public meeting.
- Inform the Board office of any address or name changes. Maintenance of accurate contact information makes timely processing and subsequent licensure possible.
- Contact NCEES at <http://ncees.org/> for dates of NCEES examinations.



Montana Department of
LABOR & INDUSTRY

PO Box 200513 | 301 S Park, 4th Floor | Helena, MT 59620-0513
Phone: 406-444-6880 | Email: dlibsdhel@mt.gov | Website: www.landsurveyor.mt.gov

LAND SURVEYOR INTERN CERTIFICATE APPLICATION

Application Fee for Land Surveyor Intern - \$25

1. Full Name: _____

Last
First
Middle
2. Other name(s) known by: _____
3. Business name: _____
4. Business address: _____

Street or PO Box #
City
State
Zip
5. Home address: _____

Street or PO Box #
City
State
Zip
6. Mailing address: Business Home
7. E-mail: _____
8. Telephone: Home (____) _____ Cell (____) _____ Office (____) _____
9. Social Security Number: _____
10. Date of Birth: _____
11. Have you passed the NCEES FS Exam prior to submitting this application? Yes No



12. List all professional licenses & certificates you hold or have ever held. Verifications must be sent directly to the Board.

State	License #	License Type	Issue Date	Expiration Date	License Method: Exam or Comity	Have you requested the issuing authority to verify the license?	
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

Personal History Questions

Notice & Instructions

- Read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, [37-1-105, MCA](#).
- You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.
- Upon submittal of your application form, for every “yes” answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all requested information.

Yes No

1. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority?
2. Have you ever surrendered a credential like those listed in question 1, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority?
3. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position?
4. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position?
5. Have you ever withdrawn an application for any professional license?
6. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold?
7. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?)



Yes No

8. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?
9. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?
Note: "Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.
10. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or "juvenile convicted as an adult" in any state, federal, tribal, or foreign jurisdiction?
Note: A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.
11. Are you now subject to criminal prosecution or pending criminal charges?
12. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization?
13. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession?
14. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons?

October 1, 2022).

Qualifications for Application for LSI Certification

Board-approved Baccalaureate degree in Land Surveying

Board-approved Associate degree in Land Surveying

Baccalaureate degree with a Minor in Land Surveying that is Board-approved

No education, 6 years of experience (4.5 progressive) plus exhibits
(Only Available until October 1, 2022)

Professional Education

List all degrees obtained in land surveying.

Name of University or College	City and State/Province/Territory	Dates of Attendance	Degree Earned



SUMMARY OF LAND SURVEYING EDUCATION

This form is to be completed by Land Surveyor applicants who are applying through an education pathway. Applicants who have completed the following board approved programs do not need to complete this form:

- Surveying A.A.S. at Flathead Valley Community College
- An engineering degree with a minor in land surveying from Montana State University-Bozeman
- Civil Engineering Technology degree with Land Surveying Certificate from Montana Technological University

All other education pathway applicants are to use this form to demonstrate how their coursework meets the definition of “Board-approved curricula” as stated in ARM 24.183.303. Review the transcripts and course descriptions you have provided with your application. You may list course work from multiple institutions on this form.

For each course, indicate the course name and number as it appears on official transcripts. Indicate only those courses for which credit was given.

APPLICANT NAME: _____

DEGREES EARNED: _____

TOTAL CREDITS CLAIMED: _____ (minimum 60 semester credits required)

1. SURVEYING TECHNIQUES COURSES Examples include:

- Basic field survey techniques (traversing, leveling, GPS, note keeping and records, etc.)
- Basic survey calculations (field data reduction, traverse entry, etc.)
- Creating topographic maps by field measurements
- Construction surveying
- Route surveying
- Creating or analyzing maps and images with photogrammetric or remote sensing methods

Course	Credits Earned
Total (Minimum 12 required):	



2. PRINCIPLES AND PRACTICE OF LAND SURVEYING COURSES Examples include:

- In depth study of the Public Land Survey System (PLSS)
- Surveying calculations for boundary analysis and aliquot part subdivision of sections
- Legal principles of property boundaries
- Writing and interpreting legal descriptions
- Land development design and local/state regulations
- Montana laws concerning surveying (statutes, administrative rules, case law)
- Public records research
- Advanced survey-grade GPS control and analysis

Course	Credits Earned
Total (Minimum 15 required):	

3. ENGLISH

Course	Credits Earned
Total (6 required):	

4. MATHEMATICS

Course	Credits Earned
Total (7 required):	



5. DRAFTING

Course	Credits Earned
Total (6 required, three of which must be survey drafting):	

6. BASIC SCIENCE

Course	Credits Earned
Total (9 required):	

7. HUMANITIES, SOCIAL SCIENCE

Course	Credits Earned
Total (5 required):	



EXPERIENCE SHEETS

Land Surveyor Intern

The following resume of experience and experience detail sheets are required for applicants applying through pathway (1)(d), only. **If applying through pathways (1)(a)-(c) you may skip these pages.**

IMPORTANT NOTE ABOUT EXPERIENCE REQUIREMENTS: Any applicant who was initially licensed in another state without the amount of experience required in Montana 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](#))

37-67-326. QUALIFICATIONS OF APPLICANT FOR EXAMINATION AND CERTIFICATION AS LAND SURVEYOR INTERN. (1) An applicant who meets any of the following sets of requirements must be admitted to the fundamentals of surveying examination:

- (a) a baccalaureate degree in land surveying that meets the board-approved land surveying curriculum, passage of the fundamentals of surveying examination, and references as required by the board;
 - (b) an associate degree in land surveying that meets the board-approved land surveying curriculum, passage of the fundamentals of surveying examination, and references as required by the board;
 - (c) a baccalaureate degree with a minor in land surveying that meets the board-approved land surveying curriculum, passage of the fundamentals of surveying examination, and references as required by the board; or
 - (d) before October 1, 2022, passage of the fundamentals of surveying examination, at least 6 years of combined office and field experience in land surveying under the direct supervision of a licensed professional land surveyor of which at least 4 1/2 years must be progressive experience in charge of land surveying projects, and references and exhibits as required by the board.
- (2) Upon passage of the fundamentals of surveying examination, an applicant must be granted a certificate as a Montana land surveyor intern.
- (3) Certification as a land surveyor intern does not authorize the holder to practice as a professional land surveyor.

The following is language taken from two Board of Professional Engineers & Professional Land Surveyors administrative rules that, together, define land surveying experience. Use these rules 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:

www.mtrules.org

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.



RESUME OF EXPERIENCE

Complete all portions of this form, including as many columns as are appropriate for your application. Use zeros where necessary, but do not leave blank spaces, and do not use the word "yes".

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 whether 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? 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 mo.)

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

		PROGRESSIVE LAND SURVEYING EXPERIENCE																					
		Field					Office																
Engagement No.	Beginning Date	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	Alliquot part subdivisions of sections	Boundary analysis and associated calculations	RECORD TOTAL OFFICE LAND SURVEYING EXPERIENCE FOR EACH ENGAGEMENT, Column B, "Experience Summary Sheet"						
																	RECORD TOTAL FIELD LAND SURVEYING EXPERIENCE FOR EACH ENGAGEMENT, Column A, "EXPERIENCE SUMMARY SHEET"						
1																							
2																							
3																							
4																							
5																							
6																							
7																							
TOTALS																							



LAND SURVEYING EXPERIENCE BREAKDOWN (2/2)

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

			OTHER SURVEYING EXPERIENCE												
			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	Other survey related drafting	RECORD TOTAL OTHER LAND SURVEYING EXPERIENCE FOREACH ENGAGEMENT, C	
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 Land Surveying Experience*" and that the form completed is true and correct. Use additional sheets if necessary.

Signature of Applicant: _____ Date: _____



EXPERIENCE DETAIL SHEET

Complete this sheet for each working engagement. Duplicate this page as necessary.

IMPORTANT: For one each engagement listed, you must identify a licensed Professional Land Surveyor who supervised your work. The PLS does not have to be an immediate supervisor but must have supervised your work.

Engagement #: _____

Title: _____

Employer: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____

Was this person licensed? Yes: No: License Number: _____ 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.**



VERIFICATION OF LICENSURE

THIS IS NOT AN ENDORSEMENT CERTIFICATION

Please complete this section of the form and mail to each state board in which you are now or have ever been licensed to practice as a _____. You may copy this form as many times as needed. Some boards require a fee for this service.

STATE BOARD: _____

I am applying for a license to practice in the State of Montana. The Board of Professional Engineers & Professional Land Surveyors requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, directly to:

PO Box 200513 | 301 S Park, 4th Floor | Helena, MT 59620-0513
Phone: 406-444-6880 | Email: dlibsdhhelp@mt.gov | Website: www.engineer.mt.gov

Name: _____ Signed: _____
(Please Print) (Signature)

Full Address: _____

License Number: _____

DO NOT DETACH – THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS:

Full Name of Licensee: _____

License No.: _____ Issue Date: _____

Exams taken in your state? Yes No If YES, please provide the following information:

FE/FS – Exam Date: _____ NCEES Exam? Yes No Results: Pass Fail

PE/PS – Exam Date: _____ NCEES Exam? Yes No Results: Pass Fail

License Current? Yes No If NO, explain

Has license been suspended, revoked, placed on probation or otherwise disciplined? Yes No

If YES, explain and attach documentation: _____

Has licensee ever been requested to appear before your Board? Yes No

If yes, explain: _____

Derogatory information, if any: _____

Comments, if any: _____

BOARD SEAL:

Signed: _____

Title: _____

State Board: _____ Date: _____



PROFESSIONAL & CHARACTER REFERENCE FORM

Applicant: provide this form to references.

References: send the completed form directly to the board office.

_____ of _____ has applied to this Board for licensure in the State of Montana as
 (Name of applicant) (Company)
 a/an: **Engineer Intern** **Professional Engineer** **Land Surveyor Intern** **Land Surveyor**
 (check one) and has given your name either as a reference or has stated that he/she has worked for or with you.
 Information provided is confidential.

The practice of professional engineering and land surveying is regulated by statute in Montana for the protection of the public against incompetent or unscrupulous persons in accordance with Chapter 37, Title 67, Montana Code Annotated.

37-67-301. License required to practice or offer to practice. In order to safeguard life, health, and property and to promote the public welfare, any person in either public or private capacity practicing or offering to practice engineering or land surveying shall hereafter be required to submit evidence that he is qualified so to practice and shall be registered as hereinafter provided. From and after January 1, 1958, it shall be unlawful for any person to practice or to offer to practice in this state engineering or land surveying, as defined in this chapter, or to use in connection with his name or otherwise assume, use, or advertise any title or description tending to convey the impression that he is a professional engineer or a professional land surveyor unless such person has been duly registered under the provisions of this chapter.

37-67-101. Definitions. As used in this chapter, the following definitions apply:

(5) (a) "Practice of engineering" means:

- (i) any service or creative work the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to the services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, planning the use of water, teaching of advanced engineering subjects, engineering surveys, and the inspection of construction for the purpose of ensuring compliance with drawings and specifications;
 - (ii) any of the functions described in subsection (5)(a)(i) that embrace the services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of mechanical, electrical, hydraulic, pneumatic, or thermal nature insofar as they involve safeguarding life, health, or property.
- (b) The term includes other professional services necessary to the planning, progress, and completion of any engineering services.
- (c) The term does not include the work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines.

37-67-101. Definitions. As used in this chapter, the following definitions apply:

- (6) "Practice of land surveying" means any service or work, the performance of which requires the application of special knowledge of the principles of mathematics, physical sciences, applied sciences, and:
- (a) the principles of property boundary law to the recovery and preservation of evidence pertaining to earlier land surveys;
 - (b) teaching of land surveying subjects;
 - (c) measurement and allocation of lines, angles, elevations, and coordinate systems;
 - (d) location of natural and constructed features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water, including work for the determination of areas and volumes;
 - (e) monumenting of property boundaries;
 - (f) platting and layout of lands and the subdivisions of land, including the alignment and grades of streets and roads in subdivisions; and
 - (g) preparation and perpetuation of maps, plats, field note records, and property descriptions.



REFERENCE FORM

The board is required by law to obtain evidence of the good character and qualifications of applicants.

Applicant: give this form to references

References: send the completed form directly to the Board to one of the following address(s)

Mail: PO Box 200513 | 301 S Park, 4th Floor | Helena, MT 59620-0513
Email: dlibsdhel@mt.gov

RE: Application of: _____
(Name of applicant)

For: Land Surveyor Engineer Land Surveyor Intern Engineer Intern

1. My Full name: _____

2. My mailing address: _____

3. My present business or profession: _____

4. I am am not a registered professional _____ in _____
(Engineer or Land Surveyor) (State)

Branch/Discipline _____ License Number _____

5. My personal knowledge of the applicant is primarily regarding his or her:

Character Personal Reputation Professional Competency

6. From Personal knowledge, I know that his or her professional reputation is (choose one)

Excellent Above-Average Average Below Average Poor

7. Please indicate your relationship to this applicant: _____
(Example: co-worker, supervisor, etc.)

8. I do do not have personal knowledge of this applicant's experience

Signature: _____ Date: _____
License Seal, if Applicable:



CHARACTER REFERENCE LIST

Engineer & Land Surveyor Intern Applicants

Engineer intern applicants: references need not be professional engineers but must have personal knowledge of your experience.

Land surveyor intern applicants: one reference must be a professional land surveyor having personal knowledge of your experience. The board may require an interview as necessary.

Name:
Address:
Email:
Telephone:

Name:
Address:
Email:
Telephone:

Name:
Address:
Email:
Telephone:



AFFIDAVIT

I, _____ authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Professional Engineers and Professional Land Surveyors.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds.

I have read and am familiar with the applicable licensure laws of the State of Montana, the administrative rules of the Board of Professional Engineers and Professional Land Surveyors and the instructions to applicants for licensure. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature: _____

Date: _____

License Seal if Applicable