



Montana Board of Professional Engineers and Land Surveyors

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

Licensing Requirements and Application Checklist Professional Land Surveyor (by Exam)

License Requirements for PLS (by Exam)

Below are the minimum requirements you must meet in order to sit for the Principles & Practices of Surveying (PS) licensure exam administered by the National Council of Examiners for Engineering and Surveying (NCEES) as well as the Montana state-specific Land Surveyor Exam. A license will be issued only after both exams are passed.

NOTE: An applicant who already has passed the NCEES PS exam but does not possess a license in any jurisdiction must apply "by Exam."

1. Land surveying experience (amount depends on statutory pathway to licensure chosen) – [[MCA 37-67-325](#), [ARM 24.183.303](#), [ARM 24.183.802](#)]
2. Land surveying education (not required for all pathways until October 1, 2022) – [[MCA 37-67-325](#), [ARM 24.183.303](#), [ARM 24.183.501](#)]
3. Passage of the NCEES Fundamentals of Surveying (FS) exam. [[MCA 37-67-325](#), [MCA 37-67-327](#), [ARM 24.183.509](#)]
4. 5 references, at least 3 from U.S.-licensed Professional Land Surveyors – [[MCA 37-67-325](#), [ARM 24.183.503](#)]
5. At least 2—and not more than 4—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 37-67-325](#), [ARM 24.183.505](#)]

Checklist of Required Documents to Submit for Application for PLS (by Exam)

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, references, out-of-state exam verifications or license or certificate verifications, must be sent to the board directly from the source.

- References, sent directly to the Board from the individual providing the reference.
- Exhibits and narratives.
- Educational transcripts (if required by licensure pathway.)
- Exam verifications (if exam was taken 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 discipline 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.)



Application Fee(s) for PLS (by Exam)

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$100 application fee
- \$100 Montana state-specific Land Surveyor Exam (fee assessed per attempt, 3 allowed/application)

NOTE: Examination fees assessed by NCEES are not collected by the Board.

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.



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Licensing Requirements and Application Checklist Professional Land Surveyor (by Comity)

License Requirements for PLS (by Comity)

Below are the minimum requirements you must meet in order to sit for the Montana state-specific Land Surveyor Exam. A license will be issued only after the applicant passes that exam.

1. Land surveying experience (amount depends on statutory pathway to licensure chosen) – [[MCA 37-67-313](#), [MCA 37-67-325](#), [ARM 24.183.303](#), [ARM 24.183.801](#), [ARM 24.183.802](#)]
2. Land surveying education (not required for all pathways until October 1, 2022) – [[MCA 37-67-313](#), [MCA 37-67-325](#), [ARM 24.183.303](#), [ARM 24.183.501](#), [ARM 24.183.801](#)]
3. Passage of the NCEES Fundamentals of Surveying (FS) and Principles & Practices of Surveying (PS) exams. [[MCA 37-67-325](#), [MCA 37-67-327](#), [ARM 24.183.509](#)]
4. 5 references, at least 3 from U.S.-licensed Professional Land Surveyors – [[MCA 37-67-313](#), [MCA 37-67-325](#), [ARM 24.183.503](#)]
5. At least 2—and not more than 4—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 37-67-313](#), [MCA 37-67-325](#), [ARM 24.183.505](#)]

Checklist of Required Documents to Submit for Application for PLS (by Comity)

NOTE: The Montana Board of PELS accepts NCEES Records (career summaries) prepared by NCEES with some limitations. Please read the details below before reviewing the checklist on page 2.

- **For applicants submitting an NCEES Record with their application**, the Board will accept educational transcripts, exam verifications and references contained in the Record. License verifications contained in the Record must be 6 months old or less. The Board may ask for new or additional license verifications if those contained in the NCEES Record are incomplete or dated.
- **For applicants NOT submitting an NCEES Record**, educational transcripts, exam and license verifications, and references must be sent to the board directly from the source. If received from the applicant, they will not be accepted.

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, references, out-of-state exam or license verifications, must be sent to the board directly from the source.

- References, sent directly to the Board from the individual providing the reference.
- Exhibits and narratives.
- Educational transcripts (if required by licensure pathway.)
- Exam verifications (if exam was taken 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.
- The Board's PLS Laws and Rules Questionnaire, completed in full.

(cont. on next page)



- All experience pages contained in the PLS by Comity application. (Experience information contained within a NCEES Record will not be accepted.)
- If you answered yes to discipline 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.)

Application Fee(s) for PLS (by Comity)

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$200 application fee
- \$100 Montana state-specific Land Surveyor Exam (fee assessed per attempt, 3 allowed/application)

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.

MONTANA BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

301 South Park, 4TH Floor – (Delivery)

P. O. Box 200513

Helena MT 59620-0513

(406) 444-5773 FAX (406) 841-2305

Email: dlibsdpels@mt.gov

Website: www.landsurveyor.mt.gov

PROFESSIONAL LAND SURVEYOR APPLICATION

GENERAL INFORMATION

- By order of the Board, no hand-written documents from the applicant will be accepted. Character references from third parties are exempt from this order. This application has "fillable fields" that allow you to use your computer keyboard to input information.
- The Board reviews all PLS applications. Only complete applications will be reviewed by the full Board.
- Applicants must be approved to sit for the (state-specific) Montana Land Surveyor Exam by the Board. Applicants must pass that exam within two years and a maximum of three attempts.
- Professional Land Surveyors are not permitted to practice in Montana in any manner without an active Montana Professional Land Surveyor license.
Please review the Montana laws and rules regarding the practice of a Professional Land Surveying in Montana.

Any applicant who was licensed initially in another state without the amount of experience required by Montana in 37-67-325 must demonstrate twice the pre-licensure deficit following initial licensure.

FEES

Application for Professional Land Surveyor by Exam: \$100.00

Application for Professional Land Surveyor by Comity: \$200.00

Examination fee for Montana state-specific law exam: \$100.00

To pay both fees at the same time with a "by Exam" application: \$200.00

To pay both fees at the same time with a "by Comity" application: \$300.00

Make check or money order payable to the Montana Board of PELS.

DEADLINE DATES FOR APPLICATIONS:

Please be aware that all applications for Professional Land Surveyor by Comity require Board review at a scheduled public meeting.

To be considered by the Board, an application must be complete (all required elements and information received) no later than four weeks prior to the next regularly-scheduled Board meeting. (The Board usually meets the first week of February, May, August and November, but specific dates are subject to change.)

Please visit the Board's website to check for the next scheduled meeting date.

Please be aware that your application will not be considered by the Board unless all required documentation has been received by the deadline. Postmarks will not be considered.

LICENSE REQUIREMENTS

All applicants for licensure (whether "by Exam" or "by Comity") must meet one of the following sets of requirements in order to be licensed. In addition, applicants "by Comity" must demonstrate passage of the NCEES Principles & Practices of Land Surveying exam and must hold a current PLS license in another jurisdiction at the time of application. Unlicensed applicants who have passed the NCEES "PS" exam must apply to the Board "by Exam."

NOTE: For information on references and exhibits currently required by the Board, please see "Required Documents for All Applicants."

- A Baccalaureate degree in Land Surveying that meets the Board-approved Land Surveying curriculum (see page 8), passage of the NCEES Fundamentals of Surveying exam, at least 4 years of combined office and field experience in land surveying under the direct supervision of a licensed Professional Land Surveyor (of which at least 3 years must be progressive experience on land surveying projects), and character references and exhibits of land surveying projects required by the Board.
- An Associate's degree in Land Surveying that meets the Board-approved Land Surveying curriculum (see page 8), passage of the NCEES 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 4.5 years must be progressive experience in charge of land surveying projects), and character references and exhibits of land surveying projects required by the Board.
- A Baccalaureate degree with a Minor in Land Surveying that meets the Board-approved Land Surveying curriculum (see page 8), passage of the NCEES 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 4.5 years must be progressive experience in charge of land surveying projects), and character references and exhibits of land surveying projects required by the Board.
- Passage of the NCEES Fundamentals of Surveying examination, at least 10 years of combined office and field experience in land surveying under the direct supervision of a licensed Professional Land Surveyor (of which at least 6 years must be progressive experience in charge of land surveying projects), and character references and exhibits of land surveying projects required by the Board

NOTE: This "experience only" pathway will exist until October 1, 2022. After that date, applicants for Professional Land Surveyor by Exam must submit proof of acceptable Land Surveyor education.

REQUIRED DOCUMENTS FOR ALL APPLICANTS

A COMPLETED APPLICATION:

Complete all portions of the application and make arrangements for the following additional items to be submitted to the board office:

EDUCATIONAL TRANSCRIPTS:

Official transcripts of college credits sent directly to the Board office from the school, college, or university. Transcripts marked "ISSUED TO STUDENT" will **not** be accepted. Also, unless your degree program has been pre-approved by the Board, you must submit descriptions of all land surveying courses. You also must note whether or not your instructor was a licensed professional land surveyor.

FOR APPLICANTS WITH FOREIGN DEGREES:

Any applicant who holds a foreign degree is required to have a foreign degree evaluation completed by the NCEES Credentialing Services. The completed evaluation will be submitted directly to the Board office by NCEES. For more information please go to <http://ncees.org/>

- **REFERENCE FORM LETTERS:**

Make five copies of the reference forms found on pages 19 and 20 and send them to references listed on page 10 of this application. References must be reputable citizens, unrelated to the applicant. Three of the references must be licensed Professional Land Surveyors having personal knowledge of the applicant's experience. No member of the Montana Board will be accepted as a reference.

References are to complete the form and mail it directly to the board office.

- **EXHIBITS:**

In accordance with ARM 24.183.505, you must submit no fewer than 2 and no more than 4 exhibits of your land surveying work, along with narratives describing the exhibit and the professional decision-making processes related to the project. At least one exhibit must demonstrate the applicant's knowledge of the principles and practices of boundary surveying.

- **VERIFICATION OF EXAMINATION INFORMATION:**

Applicants by comity who are not submitting an NCEES Record must request verification from the state in which they passed any or all NCEES examinations. Examination verification must be sent directly to the Montana board from each state/province/territory.

- **VERIFICATION OF LICENSURE:**

The verification of licensure form on page 18 of the application must be completed by all states where you hold or have ever held a professional license or Land Surveyor Intern certificate. License verification must be sent directly to Montana from each state/province/territory.

License verifications contained in an NCEES Record are not acceptable if more than 1 year old.

- **FOR "BY COMITY" APPLICANTS: A COPY OF YOUR CURRENT NCEES RECORD (OPTIONAL):**

If you have a current NCEES Record and wish to submit it with your application, contact NCEES Records Department at 864-654-6824 to have your NCEES record transmitted directly to the board office. To find out more about NCEES Records, call (864) 654-6824 or visit <http://ncees.org/>

NOTE: Applicants with NCEES Records still must fill out the experience pages of this application.

MONTANA STATE-SPECIFIC LAND SURVEYING EXAMINATION

All approved applicants, whether "by Exam" or "by Comity" must sit for and pass the Montana Land Surveying Examination. The Board must approve all examinees for this state-specific exam. It is administered through Schroeder Measurement Technologies and ISO-Quality Testing. Please visit www.smttest.com for further information on testing locations.

Do not register for this exam with NCEES.

Upon approval of your application you will be notified by the Board office with specific instructions for the Montana exam.

APPLICATION PROCEDURES

- The applicant will be notified in writing of any deficient or missing items needed to complete the application.
- When the application file is complete, it will be reviewed by the Board's executive staff and legal counsel and will be referred to the full Board for review at a scheduled public meeting.
- If you have answered "yes" to any of the disciplinary questions you may be requested to provide additional information or make a personal appearance before the Board during a scheduled public meeting.
- Once the board confirms you meet its requirements and have passed the NCEES PS exam and the Montana Land Surveyor Examination, a license will be issued.
- Keep the board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.

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PROFESSIONAL LAND SURVEYOR APPLICATION

APPLICATION TYPE: "By Exam" (Fee: \$100.00) "By Comity" (Fee: \$200.00)
Fee for Montana Land Surveyor Exam - \$100.00

1. FULL NAME: _____
Last First Middle

2. OTHER NAME(S) KNOWN BY _____

3. BUSINESS NAME _____

4. BUSINESS ADDRESS _____
Street or PO Box # City and State Zip

5. HOME ADDRESS _____
Street or PO Box # City and State Zip

6. PREFERRED MAILING ADDRESS Business Home

7. E-MAIL _____

8. TELEPHONE (____) _____ (____) _____ (____) _____
Business Home Fax

9. SOCIAL SECURITY NUMBER _____

10. DATE OF BIRTH _____

11. ARE YOU SUBMITTING A CURRENT NCEES RECORD? YES NO

12. PROFESSIONAL LICENSES & CERTIFICATIONS

List all professional licenses or LSI certifications you hold or ever have held. License/certificate verifications must be sent directly to Montana from each state/province/territory. See page 19 of the application.

State	License #	License Type	Issue Date	Expiration Date	License Method	Requested State Verification
						Yes <input type="radio"/> NO <input type="radio"/>
						Yes <input type="radio"/> NO <input type="radio"/>
						Yes <input type="radio"/> NO <input type="radio"/>
						Yes <input type="radio"/> NO <input type="radio"/>

PERSONAL HISTORY QUESTIONS - IMPORTANT INSTRUCTIONS AND NOTICE

- Please 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 information requested.

PERSONAL HISTORY QUESTIONS

- 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? YES NO
- Have you ever surrendered a credential like those listed in number 1, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority? YES NO
- Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position? YES NO
- 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? YES NO
- Have you ever withdrawn an application for any professional license? YES NO
- 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? YES NO
- Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?) YES NO

"Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.

- 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? YES NO
- 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? YES NO

The following information is provided for Question 22 below:

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.

22. 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? YES NO

23. Are you now subject to criminal prosecution or pending criminal charges? YES NO

24. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization? YES NO

25. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession? YES NO

26. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons? YES NO

QUALIFICATIONS TO APPLY FOR LICENSURE: (CHECK ONLY ONE)

Indicate which of the following statements describes your qualifications:

I have a Baccalaureate degree in Land Surveying in a Board-approved curriculum and at least 4 years of combined office and field experience in land surveying with a minimum of 3 years of progressive experience on land surveying projects under the direct supervision of a Professional Land Surveyor. I have passed the NCEES Fundamentals of Surveying examination.

The following information must be provided if applying under this set of qualifications:

Name of School _____ Type of Degree _____

Credits earned in:

Surveying Techniques _____ Principles and Practices of Land Surveying _____

English _____ Math _____ Drafting _____ Basic Science _____

Humanities, Social Science or approved AAS benchmarks _____

TOTAL CREDITS EARNED: _____

NOTE: You must attach a list of course descriptions and credits for the surveying curriculum.

The Board-approved Land Surveying curriculum can be found at ARM 24.183.303.

I have an Associate degree in Land Surveying in a Board-approved curriculum, and at least 6 years of combined office and field experience in land surveying, satisfactory to the Board, with a minimum of 4.5 years of progressive experience on land surveying projects under the direct supervision of a Professional Land Surveyor. I have passed the NCEES Fundamentals of Surveying examination.

The following information must be provided if applying under this set of qualifications.

Name of School _____ Type of Degree _____

NOTE: If you hold an A.A.S. degree in Land Surveying from Flathead Valley Community College, you do not have to submit information on credits earned.

For any other degree, fill in the fields below. You also must submit descriptions of land surveyor courses and credits and note whether or not the instructors were licensed.

Credits earned in:

Surveying Techniques _____ Principles and Practices of Land Surveying _____

English _____ Math _____ Drafting _____ Basic Science _____

Humanities, Social Science or approved AAS benchmarks _____

TOTAL CREDITS EARNED: _____

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I have a Baccalaureate degree with a Board-approved minor in Land Surveying, and at least 6 years of combined office and field experience in land surveying, with a minimum of 4.5 years of progressive experience on land surveying projects, under the direct supervision of a professional land surveyor. I have passed the NCEES Fundamentals of Surveying examination.

The following information must be provided if applying under this set of qualifications.

Name of School _____

Baccalaureate Degree _____ Minor: _____

I have at least 10 years of combined office and field experience in land surveying under the direct supervision of a Professional Land Surveyor, with a minimum of 6 years of progressive experience on land surveying projects. I have passed the NCEES Fundamentals of Surveying examination.
(This pathway to licensure will expire on October 1, 2022.)

PROFESSIONAL EDUCATION:

List all colleges, universities, and institutions where you have obtained an official land surveying, engineering or related science degree, or other relevant education. Official transcripts must be sent directly to the Board Office from the college or university.

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

EXAMINATION VERIFICATION:

Identify the state or other jurisdiction where you sat and passed the NCEES FS & PS exams. Verification from another jurisdiction must be sent directly to Montana from that jurisdiction.

State	Exam	Exam Date	Verification Requested?
	FS		Yes <input type="radio"/> No <input type="radio"/>
	PS		Yes <input type="radio"/> No <input type="radio"/>

PROFESSIONAL & CHARACTER REFERENCES:

Please type or print names and addresses of 5 references; 3 of the references must be professional land surveyors having personal knowledge of the applicant's land surveying experience. The evaluation of a land surveyor applicant's qualifications involves a consideration of the applicant's education, technical and land surveying experience, exhibits of land surveying projects that the applicant has been in charge of, recommendations by references, and a review of these categories. The board may require an interview if it considers one necessary.

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

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 pre-licensure deficit with post-licensure experience equal to two times the pre-licensure deficit. (MCA 37-67-313)

The following are unofficial versions of rules regarding experience approved by the Board of PELS. Official versions of rules are found on the Montana Secretary of State's website at: <http://mtrules.org>

24.183.303 DEFINITIONS

(11) "Progressive land survey experience" means experience obtained under the supervision of a licensed professional land surveyor and may include one or more of the following:

- (a) experience on land surveying projects which, over time, are of increasing quality and require greater responsibility of the applicant;
- (b) 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
- (c) 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:

- (a) prior to submission of an application; or
- (b) 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 (See “Classification of Experience, page 11)

- a. Each of the three columns under “time of experience” shall be filled out for each engagement. Use zeros where necessary, but do not leave blank spaces, and do not use the word “yes”.
- b. Use pages 14 & 15 of this application to break down experience in months and transfer totals to columns A, B and C on page 13.
- c. The definition of what is considered “progressive” experience is found in ARM 24.183.303. (See page 11.)

IMPORTANT NOTE: 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 pre-licensure deficit with post-licensure experience equal to two times the pre-licensure deficit. (MCA 37-67-313)

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Engagement No.	Beginning Date	Ending Date	JOB TITLE & NAME OF EMPLOYER. Begin with your present or most recent position.	TIME OF EXPERIENCE			WORK SUPERVISION 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 person also is a reference for your application.
				Note time in months			
				Progressive		Other Experience (not progressive)	
				Field Experience	Office Experience		
A	B	C					
1			Title: Name of employer:				Name: Address: Supervisor? Yes <input type="radio"/> No <input type="radio"/> Licensed as LS? Yes <input type="radio"/> No <input type="radio"/> Number _____ Listed as a reference? Yes <input type="radio"/> No <input type="radio"/>
2			Title: Name of employer:				Name: Address: Supervisor? Yes <input type="radio"/> No <input type="radio"/> Licensed as LS? Yes <input type="radio"/> No <input type="radio"/> Number _____ Listed as a reference? Yes <input type="radio"/> No <input type="radio"/>
3			Title: Name of employer:				Name: Address: Supervisor? Yes <input type="radio"/> No <input type="radio"/> Licensed as LS? Yes <input type="radio"/> No <input type="radio"/> Number _____ Listed as a reference? Yes <input type="radio"/> No <input type="radio"/>
4			Title: Name of employer:				Name: Address: Supervisor? Yes <input type="radio"/> No <input type="radio"/> Licensed as LS? Yes <input type="radio"/> No <input type="radio"/> Number _____ Listed as a reference? Yes <input type="radio"/> No <input type="radio"/>
5			Title: Name of employer:				Name: Address: Supervisor? Yes <input type="radio"/> No <input type="radio"/> Licensed as LS? Yes <input type="radio"/> No <input type="radio"/> Number _____ Listed as a reference? Yes <input type="radio"/> No <input type="radio"/>
6			Title: Name of employer:				Name: Address: Supervisor? Yes <input type="radio"/> No <input type="radio"/> Licensed as LS? Yes <input type="radio"/> No <input type="radio"/> Number _____ Listed as a reference? Yes <input type="radio"/> No <input type="radio"/>
7			Title: Name of employer:				Name: Address: Supervisor? Yes <input type="radio"/> No <input type="radio"/> Licensed as LS? Yes <input type="radio"/> No <input type="radio"/> Number _____ Listed as a reference? Yes <input type="radio"/> No <input type="radio"/>
			TOTAL SUM OF EXPERIENCE				

LAND SURVEYING EXPERIENCE BREAKDOWN (This page and next page.)
 Please record work time in months (example: 6 mo.)

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

		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	Aliquot part subdivisions of sections	Boundary analysis and associated calculations	RECORD TOTAL OFFICE LAND SURVEYING EXPERIENCE FOR EACH ENGAGEMENT, Column B, Page 14
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**" as shown on page 12 of this application and that the form completed is true and correct. Use additional sheets if necessary.

Signature of Applicant _____ Date _____

		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 FOR EACH ENGAGEMENT, Column C, Page 14
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**" as shown on page 12 of this application 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

(You may duplicate this sheet with a word processor or copy machine)

IMPORTANT!

For each engagement listed, the applicant shall identify a licensed Professional Land Surveyor who supervised the work done in the engagement.

Engagement #: _____

Title: _____

Employer: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____

Was this person licensed? YES NO

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 or not you meet Montana's current requirements. **Descriptions considered incomplete or inadequate may lead to a request for further detail which could delay the Board's consideration of your application.**

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 licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature_____Date_____

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 land surveying 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 the **BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS, P. O. BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513**. Your early response is appreciated.

(Signature) Name: _____
(Please print)

Address:

My License Number is: _____

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 is 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: _____

**MONTANA BOARD OF PROFESSIONAL ENGINEERS &
PROFESSIONAL LAND SURVEYORS**

301 South Park Avenue PO Box 200513

Helena, Montana 59620-0513

Phone: 406-444-5773 Fax: 406-841-2305

E-MAIL: dlibsdpels@mt.gov WEBSITE: www.landsurveyor.mt.gov

Applicant is to give this form to References.

References are to mail completed form directly to the Board Office at the above address.

_____ of _____ has applied to this Board for licensure
(Name of applicant) (Company, Town, & State)

in the State of Montana as a/an **Engineer Intern, Professional Engineer, Land Surveyor Intern, Land Surveyor** (circle one), and has given your name either as a reference or has stated that he/she has worked for or with you. We would appreciate you sending us the information requested on the reverse of this form and assure you that such information will be treated in the strictest confidence.

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."

PROFESSIONAL LAND SURVEYOR APPLICATION

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MONTANA BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

301 South Park, 4TH Floor (Delivery)
P. O. Box 200513
Helena MT 59620-0513
(406) 444-5773 FAX (406) 841-2305
Email: dlibsdpels@mt.gov
Website: www.landsurveyor.mt.gov

REFERENCE FORM

The Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as professional engineers or professional land surveyors before licensure.

Applicant is to give this form to References.

References are to mail completed form directly to the Board Office at the above address.

RE: Application of _____ for Land Surveyor
(Name of applicant)

1. My full name _____

2. My mailing address is _____
(Street & number) (City & State) (Zip)

3. My present business or profession is _____

Please check which apply:

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 with regard to his or her:
 character personal reputation professional competency

6. From personal knowledge, I know that this individual's professional reputation is (please choose one):
 excellent above average average below average poor

7. Please indicate your relationship to this applicant: _____
[examples: co-worker, supervisor, etc.]

8. I **do** have personal knowledge of this applicant's experience.

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

License Seal if Applicable

Date

Signature

APPLICANT'S NAME: _____ **DATE:** _____

This licensing law and rule examination is an integral part of the application process. All answers can be found at the website: <http://www.landsurveyor.mt.gov> by clicking the "Regulations" tab and using the links to Administrative Rules and Statutes. Please indicate your answers by selecting "T" for true or "F" for false for each statement and typing in the legal reference for the statement. This exam may not be duplicated or shared with other applicants.

Montana Land Surveyor Licensing Law and Rule Questionnaire			
Note: This completed exam must accompany application			
No.	T / F	Statement	Legal Reference
	<input checked="" type="radio"/> / <input type="radio"/>	One of the duties of the Board of Professional Engineers and Professional Land Surveyors (Board) is to investigate, complaints of illegal or unethical conduct of land surveyors licensed by the Board.	37-1-101
1.	<input type="radio"/> / <input type="radio"/>	Under Montana law, it is the duty of all applicants for license or renewal to report any legal or disciplinary actions against them, which relate to the applicant's practice or fitness to practice.	
2.	<input type="radio"/> / <input type="radio"/>	The Board is not obligated by Montana law to enforce rules governing licensure of engineers and land surveyors.	
3.	<input type="radio"/> / <input type="radio"/>	The Board is not required by law to conduct a contested case hearing when a license is denied or a probationary license is issued.	
4.	<input type="radio"/> / <input type="radio"/>	The Board cannot issue subpoenas in connection with investigations and disciplinary proceedings.	
5.	<input type="radio"/> / <input type="radio"/>	A person or private entity, filing a complaint in good faith is immune from suit in a civil action related to filing or contents of the complaint.	
6.	<input type="radio"/> / <input type="radio"/>	Assisting in the unlicensed practice of a profession or occupation or allowing another person or organization to practice or offer to practice by use of the licensee's license is considered unprofessional conduct by Montana law.	
7.	<input type="radio"/> / <input type="radio"/>	Teaching of land surveying subjects is not defined as land surveying in Montana.	
8.	<input type="radio"/> / <input type="radio"/>	A person must be considered to practice land surveying, within the meaning and intent of Montana law, who by verbal claim, advertisement, letterhead, card, or in any other way represents that the person is a land surveyor.	
9.	<input type="radio"/> / <input type="radio"/>	A person is practicing land surveying, within the meaning and intent of Montana law, when by verbal claim, advertisement, letterhead, card, or in any other way they represent that they are a land surveyor.	
10.	<input type="radio"/> / <input type="radio"/>	The Board may not adopt rules for proper performance of its duties, as only the Montana Legislature can do this.	
11.	<input type="radio"/> / <input type="radio"/>	In order to safeguard life, health, and property and to promote the public welfare, a person in either a public or private capacity practicing or offering to practice land surveying is required to submit evidence that the person is qualified to practice and is licensed as provided by Montana law.	

PROFESSIONAL LAND SURVEYOR BY COMITY APPLICATION

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Montana Land Surveyor Licensing Law and Rule Questionnaire

Note: This completed exam must accompany application

No.	T / F		Statement	Legal Reference
12.	<input type="radio"/>	<input type="radio"/>	Until October 1, 2022, formal education is required to qualify for licensure in Montana as a Land Surveyor.	
13.	<input type="radio"/>	<input type="radio"/>	If a person is licensed to practice land surveying in another state, has passed the NCEES PS exam, and meets the same qualifications as an applicant applying for licensure by examination, then that person may be issued a Montana license.	
14.	<input type="radio"/>	<input type="radio"/>	A land surveyor may affix his seal and signature on any plans or drawings after their license has expired, provided they have notified the Board.	
15.	<input type="radio"/>	<input type="radio"/>	Professional land surveyor licenses are valid for 1 year.	
16.	<input type="radio"/>	<input type="radio"/>	Failure to renew a professional land surveyor license on time will result in additional fees to the licensee.	
17.	<input type="radio"/>	<input type="radio"/>	A business entity may engage in the practice of land surveying in Montana, provided one employee of the firm is a licensed land surveyor in Montana and is in responsible charge.	
18.	<input type="radio"/>	<input type="radio"/>	A business entity with multiple branches must obtain a certificate of authorization from the Board for each branch in order for the each branch to provide land surveying services in Montana.	
19.	<input type="radio"/>	<input type="radio"/>	The board can revoke a license for failing to comply with the Corner Recordation Act.	
20.	<input type="radio"/>	<input type="radio"/>	It is a criminal offense if a person knowingly presents or attempts to use the license or the seal of another person.	
21.	<input type="radio"/>	<input type="radio"/>	To be in “responsible charge” a land surveyor must personally make land-surveying decisions, or review and approve proposed land surveying decisions prior to their implementation.	
22.	<input type="radio"/>	<input type="radio"/>	The term “direct supervision” means the licensee, has exercised regular and direct oversight and guidance of land surveying work, which includes plans, designs, surveys, and client advice at the time the works occurs, and the licensee takes responsibility for the work.	
23.	<input type="radio"/>	<input type="radio"/>	The Board has a list of approved Montana surveying ed programs.	
24.	<input type="radio"/>	<input type="radio"/>	A licensed professional land surveyor’s seal cannot be of the rubber stamp variety.	
25.	<input type="radio"/>	<input type="radio"/>	A substantial portion of experience claimed by an applicant applying for land surveying licensure must be progressive land surveying experience.	
26.	<input type="radio"/>	<input type="radio"/>	For licensure, progressive land surveying experience is broken down into two areas: office and field.	
27.	<input type="radio"/>	<input type="radio"/>	Approved comity applicants must take a closed book Montana specific law land surveying examination.	
28.	<input type="radio"/>	<input type="radio"/>	The form for corner recordation is approved by the Board and is available on the Board’s website.	

PROFESSIONAL LAND SURVEYOR BY COMITY APPLICATION

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Montana Land Surveyor Licensing Law and Rule Questionnaire				
Note: This completed exam must accompany application				
No.	T / F		Statement	Legal Reference
29.	<input type="radio"/>	<input type="radio"/>	A licensee may not practice any professional land surveying in the state of Montana while the license is in an inactive status.	
30.	<input type="radio"/>	<input type="radio"/>	To be licensed as a land surveyor in Montana, an applicant must have been previously licensed as a land surveyor intern.	
31.	<input type="radio"/>	<input type="radio"/>	If the renewal process is not completed within one year, the licensee will be considered a new applicant, potentially requiring re-testing.	
32.	<input type="radio"/>	<input type="radio"/>	A licensed land surveyor in Montana must certify at license renewal time that he (she) has completed 45 hours of professional development/continuing education during the previous licensing period.	
33.	<input type="radio"/>	<input type="radio"/>	New licensees by exam or comity are exempt from obtaining professional development hours (PDH) during their first renewal cycle.	
34.	<input type="radio"/>	<input type="radio"/>	Licensees with direct knowledge of an alleged violation of the laws and rules of professional conduct regulating land surveying are not required to report such violations to the Board.	
35.	<input type="radio"/>	<input type="radio"/>	Licensees' primary obligation is to protect the safety, health property and welfare of the public and shall notify their employer, client and such other authority when their professional judgment is overruled in such a manner as to endanger the safety, health, property or welfare of the public.	
36.	<input type="radio"/>	<input type="radio"/>	Licensees can perform services outside their area of competence.	
37.	<input type="radio"/>	<input type="radio"/>	Licensees shall not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.	
38.	<input type="radio"/>	<input type="radio"/>	Due to the competitive nature of some projects, licensees may attempt to supplant other licensees or firms from work that is in progress without notifying the other licensee.	
39.	<input type="radio"/>	<input type="radio"/>	Licensees shall issue no statements, criticism or arguments on technical matters which are inspired or paid for by interested parties, unless licensees preface their comments by explicitly identifying the interested parties on whose behalf they are speaking and by revealing the existence of any interest the licensees may have in the matters.	
40.	<input type="radio"/>	<input type="radio"/>	Anyone wishing to enter a complaint against a professional land surveyor may do so by making an anonymous complaint.	