



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: dlibsdhhelp@mt.gov Website: www.landsurveyor.mt.gov

Licensing Requirements and Application Checklist Land Surveyor Intern Certificate

License Requirements for Land Surveyor Intern

Below are the minimum requirements you must meet in order 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 already has passed the NCEES FS exam prior to application is not required to take the exam again as part of their application process.

1. Land surveying education (required for most pathways) – [[MCA 37-67-326](#), [ARM 24.183.303](#), [ARM 24.183.501](#)]
2. Land surveying experience (only if applying without education; pathway closes in October 2022) – [[MCA 37-67-326](#), [ARM 24.183.303](#), [ARM 24.183.802](#)]
3. Passage of the NCEES Fundamentals of Surveying (FS) exam. [[MCA 37-67-326](#), [MCA 37-67-327](#), [ARM 24.183.509](#)]
4. 3 references, at least 1 from a U.S.-licensed Professional Land Surveyor – [[MCA 37-67-326](#), [ARM 24.183.503](#)]
5. For applicants with no education who apply only with experience: 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 37-67-326](#), [ARM 24.183.505](#)]

Checklist of Required Documents to Submit for Application for Land Surveyor Intern

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 (if required by licensure pathway.)
- Educational transcripts (if required by licensure pathway.)
- Exam verifications (if FS exam already has been 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 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 Land Surveyor Intern

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.

- \$25 application fee

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

LAND SURVEYOR INTERN APPLICATION

GENERAL INFORMATION

- By order of the Board, all applications must be typed in at least 10 pt. font. This application now features "fillable fields" that will allow you to use your computer keyboard to input information.
- Applicants shall complete the application form in every detail.
- Complete applications will be reviewed by the Board's executive staff and legal counsel and may require review by the full Board at a public meeting. You must have Board approval prior to sitting for the NCEES Fundamentals of Surveying exam.
- The Land Surveyor Intern certificate is valid for a maximum of two years and may be renewed for additional two-year periods at a cost of \$25 per renewal. The deadline for renewal is June 30. Information will be sent to certificate holders about renewal and a renewal form will be placed on the Board's website.
- Please review the Montana laws and rules regarding the practice of land surveying in Montana.

If you are applying with Land Surveyor education that is not already pre-approved by the Board (see ARM 24.183.303), you must submit a list of course descriptions and credits for your surveying curriculum. You also must note whether or not the courses were taught or supervised by a licensed Professional Land Surveyor.

If you are applying with either 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

APPLICATION PROCEDURES

- The applicant will be notified in writing of any deficient or missing items from the application file.
- You may be requested to provide additional information. In addition, your application may require review by the full Board at a public meeting.
- Any application that requires Board review must be complete, with all required information received by the Board no later than four weeks prior to the next 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.

- Keep the Board office informed at all times of any address changes or name changes. This is essential for timely processing of applications and subsequent licensure.
- For dates of NCEES examinations, please contact NCEES at <http://ncees.org/>

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LAND SURVEYOR INTERN APPLICATION

Land Surveyor Intern - \$25.00

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. EMAIL: _____
8. TELEPHONE: () _____ () _____ () _____
Business Home Fax
9. SOCIAL SECURITY NUMBER: _____
10. DATE OF BIRTH: _____
11. HAVE YOU PASSED THE NCEES FS EXAM PRIOR TO THIS APPLICATION? YES NO

12. PROFESSIONAL LICENSES:

List all professional licenses you hold or ever have held. License verification must be sent directly to Montana from each state/province/territory. See page 17 of the application

State	License #	License Type	Issue Date	Expiration Date	License Method	State Verification Requested?	
						Yes	No
						Yes	No

**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

- | | | |
|--|-----|----|
| 13. 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 |
| 14. 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 |
| 15. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position? | Yes | No |
| 16. 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 |
| 17. Have you ever withdrawn an application for any professional license? | Yes | No |
| 18. 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 |
| 19. 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.

20. 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

21. 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

27. EDUCATION

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

28. PROFESSIONAL, CHARACTER AND REPUTATION REFERENCES:

Please type names and addresses of three references, one of which must be a professional land surveyor having personal knowledge of your land surveying experience.

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

QUALIFICATIONS TO APPLY FOR LSI CERTIFICATION:

PLEASE CHECK ONLY ONE OF THE FOLLOWING:

- Board-approved Baccalaureate degree in Land Surveying.
- Board-approved Associate's degree in Land Surveying.
- Baccalaureate degree with a Minor in Land Surveying that is Board-approved.
- No education, 6 years of experience (4.5 must be progressive—see page 7), plus exhibits.
(Only available until October 1, 2022.)

NOTE to applicants for Professional Land Surveyor and Land Surveyor Intern:

The following are unofficial versions of rules regarding experience approved by the Board of PELS that became effective on December 27, 2016 and will be enforced for applications received after that date.

Official versions of rules are found on the Montana Secretary of State's website at: <http:mtrules.org>

The official versions of these rules will not be posted on that site until sometime in 2017. In the meantime, please use these unofficial versions to guide you in reporting your experience. You also may view the rules proposal and adoption notices on the Board's website: www.landsurveyor.mt.gov in the "Regulations" tab.

24.183.303 DEFINITIONS

(1) "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 WORK EXPERIENCE (See "Classification of Experience, page 6)

- 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 page 8 of this application to break down in months for columns A, B and C.
- c. The definition of what is considered "progressive" experience is found in ARM 24.183.802 (Page 6 of this application.)

Engagement No.	Beginning Date	Ending Date	JOB TITLE & NAME OF EMPLOYER. Begin with your present or recent position.	TIME OF EXPERIENCE			WORK VERIFICATION
				Note time in months			List the name and present address of someone familiar with each engagement listed. Immediate Supervisor preferred. For those applying with work experience, name your supervisor and identify whether that person is licensed.
				Progressive		Other experience (not progressive)	
				Field Experience	Office Experience		
A	B	C					
1			Title: Name of employer:				Name: Address: Supervisor? Yes No Licensed? Yes No License Number _____
2			Title: Name of employer:				Name: Address: Supervisor? Yes No Licensed as LS? Yes No License Number _____
3			Title: Name of employer:				Name: Address: Supervisor? Yes No Licensed as LS? Yes No License Number _____
4			Title: Name of employer:				Name: Address: Supervisor? Yes No Licensed as LS? Yes No License Number _____
5			Title: Name of employer:				Name: Address: Supervisor? Yes No Licensed as LS? Yes No License Number _____
6			Title: Name of employer:				Name: Address: Supervisor? Yes No Licensed as LS? Yes No License Number _____
7			Title: Name of employer:				Name: Address: Supervisor? Yes No Licensed as LS? Yes No License Number _____
TOTAL SUM OF EXPERIENCE							

		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 11	
															TOTALS
1															
2															
3															
4															
5															
6															
7															

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 6 of this application and that the form completed is true and correct. Use additional sheets if necessary.

Signature of Applicant _____ Date _____

Experience Detail Sheet

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

IMPORTANT!

For each engagement listed, the applicant shall identify who the supervisor was and whether the supervisor was licensed.

Engagement #: _____

Title: _____

Employer: _____

Supervisor: _____ Licensed? Yes No

Dates of Employment: From: _____ To: _____

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.**

NOTE: Handwritten Experience Detail Sheets will NOT be accepted.

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character 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 and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature _____

Date _____

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VERIFICATION OF CHARACTER AND REPUTATION

APPLICANT SECTION:

Applicant shall complete the upper portion of this form and mail to each of the character references you have listed on your application (page 6).

Legal signature of Applicant _____ Date _____

(Please Type or Print):

Name of Applicant _____

Address: _____

This verification sent to: _____

CHARACTER REFERENCE SECTION:

Please answer the following questions concerning the applicant's character and reputation. This document is your authorization to release any and all information and opinions you have, favorable or otherwise, directly to the Montana Board of Professional Engineers and Professional Land Surveyors. Your response will be kept confidential.

Name of reference: _____ Daytime phone: _____

Address: _____

Title/profession/position: _____ License Number _____

How long have you known the applicant? _____ In what capacity? _____

To your knowledge, does this applicant have any habits or practices that would adversely affect his/her professional activities? Yes No If your answer is "yes," please explain:

Do you consider this applicant worthy of approval to work as a land surveyor Intern in Montana? Yes No

Please comment on the applicant's character and reputation (attach additional sheet as needed):

Signature of Reference

Date

The Applicant and the Board thank you for your assistance.

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 Montana Board of Professional Engineers and 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 AND 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 AND PROFESSIONAL LAND SURVEYORS.

State of: _____ Full Name of Licensee: _____

License No. _____ Issue Date: _____

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 _____

Please attach any further derogatory information or comments on a separate sheet.

BOARD SEAL HERE

Signed _____

Title: _____

State Board: _____