

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 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>

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

(7) "Nonprogressive 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) construction layout of buildings and miscellaneous structures;
- (b) surveys necessary to obtain data and location of highways, roads, pipelines, canals, etc.;
- (c) construction staking for land modification, highways, roads, utilities, etc.; or
- (d) other construction surveying experience.

(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) Nonprogressive land surveying experience shall be credited at one-half time and shall be limited to a total of no more than two years.

(3) 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 12)

- 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 15 & 16 of this application to break down experience in months and transfer totals to columns A, B and C on page 14.
- c. The definition of what is considered “progressive” and “non-progressive” experience is found in ARM 24.183.303. (See page 12.)
- d. “Non-progressive experience” must only be counted at 50%. (Example: 12 months of “non-progressive experience” only counts as 6 months.) Be sure to adjust appropriately.

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LAND SURVEYING EXPERIENCE
Revised 6/2018

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		Non-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			<u>x.5 =</u>	

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 (Note whether experience occurred prior to or after licensure)															
		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 _____

		NON-PROGRESSIVE SURVEYING EXPERIENCE (50% credit)												
		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.**
