



Montana Board of Professional Engineers and Land Surveyors

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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.