



Montana Board of Professional Engineers and Land Surveyors

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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.