

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

301 South Park, 4<sup>TH</sup> Floor – (Delivery)

P. O. Box 200513

Helena MT 59620-0513

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

Email: [dlibsdpels@mt.gov](mailto:dlibsdpels@mt.gov)

Website: [www.landsurveyor.mt.gov](http://www.landsurveyor.mt.gov)

**PROFESSIONAL LAND SURVEYOR BY EXAM APPLICATION**

**GENERAL INFORMATION**

- By order of the Board, all applications must be typed in at least 10 pt. font. This application now features "fillable forms" that allow you to use your computer keyboard to input information.
- Applicants for licensure by exam shall complete the application form in every detail.
- Only complete applications will be reviewed by the full Board for approval. Applicants may not sit for the NCEES Principles & Practices of Surveying exam or the required Montana Land Surveyor Exam without prior approval by the Board.
- Applicants must pass both the NCEES PS exam and the Montana Land Surveyor Exam before being issued a license. 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.

**SPECIAL NOTE:** As of February 19, 2015, the qualifications required to sit for the NCEES Principles & Practices of Surveying exam in Montana have changed through the provisions of HB 63. This application reflects those changes. Please visit the Board's website or contact the Board office for more information.

**FEES**

**Application for Professional Land Surveyor by Exam: \$100.00**

**Fee for Montana (state-specific) Land Surveyor Examination: \$100.00**

**To pay both fees at the same time: \$200.00**

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

**DEADLINE DATES FOR APPLICATIONS:**

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

**To be considered by the Board, all elements of an application must be received by the Board office 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.**

**REQUIREMENTS TO BE A PROFESSIONAL LAND SURVEYOR BY EXAM:**

Applicants for licensure as a Professional Land Surveyor by Exam must meet one of the following sets of requirements.

**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 (See page 8) you must submit descriptions of all land surveying courses plus 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 20 and 21 and send them to references listed on page 11 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.

- **MONTANA LAW & RULE QUESTIONNAIRE:**

All applicants must complete the Law and Rule Questionnaire included with this application on pages 22-24. (This is not the Montana Land Surveyor Examination.)

- **VERIFICATION OF LICENSURE (IF APPLICABLE):**

The verification of licensure form on page 21 of the application must be completed by all states where you hold or have ever held a professional license. License verification must be sent directly to Montana from each state/province/territory.

## **EXAMINATION INFORMATION**

### **NCEES EXAMINATION REGISTRATION**

The NCEES Principles & Practices of Surveying exam is administered by the NCEES Exam Administration Services. Please go to <http://ncees.org/> for information on current examination registration fees, registration deadlines and other information. Fees paid to NCEES for examination registration are separate from the examination application fee paid to the Board office.

All examination applicants are urged to submit their applications as early as possible as delays sometimes occur in processing. If you are unsure about any instructions or procedures, contact the Board office at: (406) 444-5773 or e-mail questions [to:tdlibsdpels@mt.gov](mailto:tdlibsdpels@mt.gov)

**WARNING: DO NOT REGISTER WITH NCEES UNTIL YOU HAVE RECEIVED WRITTEN NOTIFICATION FROM THE BOARD OFFICE THAT YOUR APPLICATION HAS BEEN APPROVED.**

### **MONTANA LAW STATE SPECIFIC LAND SURVEYING EXAMINATION**

All approved applicants must sit for and pass the Montana Land Surveying Examination. The Board must approve all examinees for this state-specific exam. It is administered only at the Board office on specific dates set by the Board.

**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 for approval to sit for the NCEES Principles and Practices of Land Surveying (PS) examination and the Montana Land Surveying Examination. The Board's review will take place 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.
- All verifications of licensure and examination must be sent directly from each state board in which the applicant is currently or has ever been licensed. Please make copies of the attached verification request form as needed. Some states may charge a fee for verifications. Contact each state board prior to sending the request.
- Please be sure the five individual references you listed on your application complete the reference questionnaire form and return the form directly to the Board office as soon as possible in order to complete your application.
- Once the board office receives notification from NCEES that you have passed the principles and practices of land surveying examination and confirms you have passed 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 BY EXAM APPLICATION**

By order of the Board, all applications must be typed in at least 10 pt. font. This application now features “fillable fields” that allow you to use your computer keyboard to input information.

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 A MONTANA LAND SURVEYOR INTERN?**

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 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"/>
						Yes <input type="radio"/> No <input type="radio"/>

**DISCIPLINARY QUESTIONS**

Please read carefully & answer questions completely and truthfully, it may affect your licensure.

13. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. YES  NO

14. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. YES  NO

15. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source. YES  NO

16. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source. YES  NO

17. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source. YES  NO

18. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. YES  NO

19. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. YES  NO

20. Is there a pending complaint against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source. YES  NO

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21. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source.

YES  NO

22. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition.

YES  NO

23. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purpose of this question includes a deferred imposition of sentence and/or deferred prosecution.

YES  NO

If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years and that resulted in fines of less than \$200; and (2) convictions prior to your 18th birthday unless you were tried as an adult.

24. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source.

YES  NO

25. Have you ever been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation.

YES  NO

26. Have you ever been court martialled or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation from the source.

YES  NO

**MONTANA BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS**  
**Land Surveying Curriculum approved by the Full Board by rule adopted November 21, 2014**

**Total Required Credits: 60 semester credits (quarter credits shall be credited at 2/3 semester credit)**

**Basic Courses: Minimum 33 semester credits**

English: 6 credits, including but not limited to

- English composition
- English writing
- Public speaking

Math: 7 credits, including but not limited to

- Algebra
- Trigonometry

Drafting: 6 credits

A minimum of 3 credits must be in survey drafting

Basic Science: 9 credits including but not limited to

- Computer hardware
- Computer software
- Introduction to GPS
- Introduction to GIS
- Physical science

Humanities, Social Science or approved Associate of Applied Science benchmarks: 5 credits

**Surveying Techniques courses: Minimum 11 semester credits**

**NOTE: All courses must be taught by a licensed professional land surveyor.**

1. Basic field survey techniques (traversing, leveling, GPS, notekeeping and records, etc.)
2. Basic survey calculations (field data reduction, traverse entry, etc)
3. Creating topographic maps by field measurements
4. Construction surveying
5. Route surveying
6. Creating or analyzing maps and images with photogrammetric or remote sensing methods

**Principles and Practice of Land Surveying courses: Minimum 16 semester credits**

**NOTE: All courses must be taught by a licensed professional land surveyor.**

1. In depth study of the Public Land Survey System (PLSS)
2. Surveying calculations for boundary analysis and aliquot part subdivision of sections
3. Legal principles of property boundaries
4. Writing and interpreting legal descriptions
5. Land development design and local/state regulations
6. Montana laws concerning surveying (statutes, administrative rules, case law)
7. Public records research
8. Advanced survey-grade GPS control and analysis

The Board of Professional Engineers and Professional Land Surveyors has approved the following college's and university's land surveying curricula:

- **Flathead Valley Community College - Associates in Applied Science in Surveying**
- **Montana State University–Bozeman – Minor in Land Surveying and/or Land Surveying Certificate**

Other curricula will be considered by the board on a case-by-case basis.

**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 on page 8 of this application.

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.**

**If you hold an A.A.S. degree in Land Surveying from Flathead Valley Community College, note only the Name of School and Type of Degree.**

**For any other degree, note credits for each curriculum area. You also must attach a list of land surveyor course descriptions and credits and note if the instructors are licensed.**

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: \_\_\_\_\_

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 (province, territory) in which you sat and passed the NCEES Fundamentals of Surveying exam. Verification must be sent directly to Montana from that jurisdiction.

State	Type of Exam	Exam Date	Requested State Verification
	FS		YES <input type="radio"/> NO <input type="radio"/>

**PROFESSIONAL & CHARACTER REFERENCES:**

Please type or print names and addresses of 5 references; three 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.

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

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

**24.183.802 CLASSIFICATION OF LAND SURVEYING EXPERIENCE**

(As amended by the Board. The Notice of Adoption of this rule was published by the Secretary of State on Nov. 20, 2014. The following text is not the official version of the rule. The official version is available on the Secretary of State's website.)

(1) Land surveying experience for the purpose of application for licensure shall be classified as progressive and non-progressive.

(2) Non-progressive experience is experience that must be gained under the supervision of a licensed professional land surveyor and may include:

- (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.

(3) Non-progressive experience shall be credited at one-half the time value of progressive experience and shall be limited to a total of no more than two years.

(4) Progressive experience is experience that must be gained 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 indicate the experience is of increasing quality and requiring greater responsibility;
- (b) experience not obtained in violation of the licensure act;
- (c) experience such as aliquot part subdivision of sections, retracing existing boundaries, establishing new boundaries, corner search and reestablishment, researching 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
- (d) experience teaching surveying subjects at an advanced undergraduate or postgraduate level in an accredited college or university offering a land surveying curriculum supervised by a licensed land surveyor.

(5) All experience must be completed at the time of application.

(6) Land surveyor applicants may be asked by the board to provide a more detailed explanation of their experience in the field aspects of the profession.

**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. **IMPORTANT: You must note whether experience was gained prior to licensure (pre-professional) or after licensure (professional.) If licensing occurred in the middle of an engagement, you must note what portion of the engagement occurred prior to licensing and what portion occurred after licensing. Failure to do this may lead to your application being declared incomplete.**
- d. The definition of what is considered “progressive” and “non-progressive” experience is found in ARM 24.183.802. (See page 12.)
- e. “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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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		Non-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						<u>x.5 =</u>			



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		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 11	
1															
2															
3															
4															
5															
6															
7															
<b>TOTALS</b>															

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 9 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 who the supervisor was and whether the supervisor was licensed.**

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

---

Signature of Applicant

---

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 surveyor 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:

Signed: \_\_\_\_\_

**BOARD SEAL**

Title: \_\_\_\_\_

State Board: \_\_\_\_\_ Date: \_\_\_\_\_

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

301 South Park, 4<sup>TH</sup> Floor (Delivery)  
P. O. Box 200513  
Helena MT 59620-0513  
(406) 444-5773 FAX (406) 841-2305  
Email: [dlibsdpels@mt.gov](mailto:dlibsdpels@mt.gov)  
Website: [www.landsurveyor.mt.gov](http://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 appreciate you providing 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."

**PLEASE NOTE: If the required reference forms are not received within a period of three months after the date of receipt of the application in the office of the board, the application shall be rejected and the application fees forfeited. This is in accordance with ARM 24.183.503(2)**

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**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.

<b>Montana Land Surveyor Licensing Law and Rule Questionnaire</b>				
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 not considered to be practicing land surveying when the work does not include final land surveying and is done under the direct supervision of a person holding a professional land surveyor's license.	
10.	<input type="radio"/>	<input type="radio"/>	The Board may not adopt rules for proper performance of its duties, as the Montana Legislature can only 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.	

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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"/>	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 and that state has licensing laws and rules that are at least equivalent with Montana laws and rules, then that person can be issued a Montana license after passing a state specific examinations.	
14.	<input type="radio"/> / <input type="radio"/>	A land surveyor may affix his seal and signature on any plans or drawings after his (her) license has expired, provided he (she) has 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 partnership or corporation may engage in the practice of land surveying in Montana, provided the member of the firm who is in responsible charge is a licensed land surveyor in Montana.	
18.	<input type="radio"/> / <input type="radio"/>	A partnership, corporation or sole proprietorship does not need a certificate of authorization from the Board in order 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, by regular participation, has exercised directing, guiding and restraining power on matters embodied in the plans, designs, and advice involved in the land surveying work and accepts responsibility for the contents.	
23.	<input type="radio"/> / <input type="radio"/>	The Board maintains a list of approved land surveying curriculum.	
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 must be spent in charge of work related to property conveyance and/or boundary line determination.	
26.	<input type="radio"/> / <input type="radio"/>	Land surveying experience is broken down into two areas: land surveying and other.	
27.	<input type="radio"/> / <input type="radio"/>	Approved comity applicants must take a closed book two-hour 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 from the Montana Association of Registered Land Surveyors.	

<b>Montana Land Surveyor Licensing Law and Rule Questionnaire</b>				
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"/>	Failure to receive a renewal notice from the board relieves the licensee of the licensee's obligation to pay renewal fees in such a manner that they are postmarked on or before the renewal date.	
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 are not required to have knowledge of the laws and rules of their profession as they can have their attorneys provide guidance as matters arise.	
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.	
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 making a verbal complaint.	