



## **LICENSING REQUIREMENTS AND APPLICATION CHECKLIST**

### **Professional Land Surveyor for Comity Applicants Submitting an NCEES Record**

Below are the minimum requirements an applicant must meet to sit for the Montana state-specific Land Surveyor Exam. Following board review and approval, staff will register applicants for the exam. A license will be issued only after the applicant passes that exam.

- Land surveying experience (amount depends on statutory pathway to licensure chosen) – [MCA 37-67-35, ARM 24.183.303, ARM 24.183.802](#)
- Land surveying education (not required for all pathways until October 1, 2022) – [MCA 37-67-325, ARM 24.183.303, ARM 24.183.501](#)
- Passage of the NCEES Fundamentals of Surveying (FS) exam – [MCA 37-67-325, MCA 37-67-327, ARM 24.183.509](#)
- 5 references, at least 3 from U.S.-licensed Professional Land Surveyors – [MCA 37-67-325, ARM 24.183.503](#)
- 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 37-67-325, ARM 24.183.505](#)

#### **Additional materials required**

If you answer "Yes" to any personal history 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.)

Educational transcripts (if required by licensure pathway)

If applying through an education pathway that is not pre-approved by the board, include descriptions of all land surveying courses, noting whether your instructor was a licensed professional land surveyor.

Contact NCEES to have your NCEES record transmitted directly to the board office. To find out more about NCEES Records, please visit <http://ncees.org/>

\$75 application fee (*make checks payable to the Board of PE & PLS*)

\$100 Montana state-specific Land Surveyor Exam fee (assessed per attempt, 3 attempts allowed per application). Make checks payable to the Board of PE & PLS.

**Fees assessed by NCEES are not collected by the Board.**

**Include a valid e-mail address with your application. E-mail is the Board's primary form of communication.**



## LICENSING REQUIREMENTS AND APPLICATION CHECKLIST

### Professional Land Surveyor by Exam Applicants Submitting an NCEES Record

Below are the minimum requirements an applicant must meet to sit for the Principles & Practices of Surveying (PS) licensure exam administered by the National Council of Examiners for Engineering and Surveying (NCEES) as well as the Montana state-specific Land Surveyor Exam. A license will be issued only after both exams are passed.

- Land surveying experience (amount depends on statutory pathway to licensure chosen) – [MCA 37-67-325](#), [ARM 24.183.303](#), [ARM 24.183.802](#)
- Land surveying education (not required for all pathways until October 1, 2022) – [MCA 37-67-325](#), [ARM 24.183.303](#), [ARM 24.183.501](#)
- Passage of the NCEES Fundamentals of Surveying (FS) exam. [MCA 37-67-325](#), [MCA 37-67-327](#), [ARM 24.183.509](#)
- 5 references, at least 3 from U.S.-licensed Professional Land Surveyors – [MCA 37-67-325](#), [ARM 24.183.503](#)
- 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 37-67-325](#), [ARM 24.183.505](#)

#### Additional Materials Required

Educational transcripts (if required by licensure pathway)

If applying through an education pathway that is not pre-approved by the board, include descriptions of all land surveying courses, noting whether your instructor was a licensed professional land surveyor.

Contact NCEES to have your NCEES record transmitted directly to the board office. To find out more about NCEES Records, please visit <http://ncees.org/>

If you answer "Yes" to any personal history 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.)

\$75 application fee (*make checks payable to the Board of PE & PLS*)

\$100 fee for Montana state-specific Land Surveyor Exam fee (assessed per attempt, 3 attempts allowed per application). *Make checks payable to the Board of PE & PLS.*

**Fees assessed by NCEES are not collected by the Board.**

**Include a valid e-mail address with your application. E-mail is the Board's primary form of communication.**



## GENERAL INFORMATION

### Professional Land Surveyor Applicants Submitting an NCEES Record

- Except for third party character references, hand-written documents from the applicant will not be accepted.
- The Board reviews all PLS applications. Only complete applications will be reviewed by the full Board.
- Applicants must be approved to sit for the (state-specific) Montana Land Surveyor Exam by the Board. Applicants will have unlimited attempts to pass the exam.
- Professional Land Surveyors are not permitted to practice in Montana in any manner without an active Montana Professional Land Surveyor license.
- Review the Montana laws and rules regarding the practice of a Professional Land Surveying in Montana.
- Any applicant who was licensed initially in another state without the amount of experience required by Montana in [MCA 37-67-325](#) must demonstrate twice the pre-licensure deficit following initial licensure.

### License Requirements for Applicants ("By exam" or "By comity")

All applicants for licensure (whether "by Exam" or "by Comity") must meet one of the following requirements to be licensed. In addition, applicants "by Comity" must demonstrate passage of the NCEES Principles & Practices of Land Surveying exam and must hold a current PLS license in another jurisdiction at the time of application. Unlicensed applicants who have passed the NCEES "PS" exam must apply to the Board "by Exam."

NOTE: For information on references and exhibits currently required by the Board, see "Required Documents for All Applicants."

- A Baccalaureate degree in Land Surveying that meets the Board-approved Land Surveying curriculum, 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 degree in Land Surveying that meets the Board-approved Land Surveying curriculum, 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, 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.

If you do not meet any of the sets of requirements listed above or did not meet them prior to licensure in another state, your application could be considered incomplete or be denied by the Board.



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Phone: 406-444-6880 | Email: [dlibsddhelp@mt.gov](mailto:dlibsddhelp@mt.gov) | Website: [www.landsurveyor.mt.gov](http://www.landsurveyor.mt.gov)

## PROFESSIONAL LAND SURVEYOR APPLICATION

**By Exam: \$75**

**By Comity: \$75**

**Fee for Montana Land Surveyor Exam - \$100**

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. Mailing Address: Business \_\_\_\_\_ Home \_\_\_\_\_

7. E-Mail: \_\_\_\_\_

8. Telephone: Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Office (\_\_\_\_) \_\_\_\_\_

9. Social Security Number: \_\_\_\_\_

10. Date of Birth: \_\_\_\_\_

11. Are you submitting a current NCEES Record? Yes \_\_\_\_\_ No \_\_\_\_\_



12. List all Professional Licenses/& Certificates (Surveyor or Surveyor Intern)

State	License #	License Type	Issue Date	Expiration Date	License Method: Exam or Comity	Have you requested the issuing authority to verify the license? License verification in NCEES Records are accepted.
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No

**Personal History Questions**

Notice & Instructions

- 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.

Yes      No

1. 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?
2. 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?
3. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position?
4. 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?
5. Have you ever withdrawn an application for any professional license?
6. 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?
7. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?)



Yes      No

8. 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?
9. 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?

*Note: "Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.*

10. 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?

*Note: 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.*

11. Are you now subject to criminal prosecution or pending criminal charges?

12. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization?

13. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession?

14. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons?

#### **Licensure Qualifications Selection: Check One Pathway**

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 directsupervision of a Professional Land Surveyor. I have passed the NCEES Fundamentals of Surveying examination.

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.

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.

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 degrees obtained in land surveying or related science.

Name of University or College	City and State/Province/Territory	Dates of Attendance	Degree Received?	
			Yes	No
			Yes	No
			Yes	No

### Examinations

List the state that you sat and pass the fundamentals of engineering exam and the principles and practices of engineering exams.

State	Exam	Exam Date	Verification Requested?	
	FS		Yes	No
	PS		Yes	No



# **SUMMARY OF LAND SURVEYING EDUCATION**

This form is to be completed by Land Surveyor applicants who are applying through an education pathway. Applicants who have completed the following board approved programs do not need to complete this form:

- Surveying A.A.S. at Flathead Valley Community College
- An engineering degree with a minor in land surveying from Montana State University-Bozeman
- Civil Engineering Technology degree with Land Surveying Certificate from Montana Technological University

All other education pathway applicants are to use this form to demonstrate how their coursework meets the definition of “Board-approved curricula” as stated in ARM 24.183.303. Review the transcripts and course descriptions you have provided with your application. You may list course work from multiple institutions on this form.

For each course, indicate the course name and number as it appears on official transcripts. Indicate only those courses for which credit was given.

APPLICANT NAME: \_\_\_\_\_

DEGREES EARNED: \_\_\_\_\_

**TOTAL CREDITS CLAIMED:** \_\_\_\_\_ (minimum 60 semester credits required)

## 1. SURVEYING TECHNIQUES COURSES Examples include:

- Basic field survey techniques (traversing, leveling, GPS, note keeping and records, etc.)
- Basic survey calculations (field data reduction, traverse entry, etc.)
- Creating topographic maps by field measurements
- Construction surveying
- Route surveying
- Creating or analyzing maps and images with photogrammetric or remote sensing methods



**2. PRINCIPLES AND PRACTICE OF LAND SURVEYING COURSES** Examples include:

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

Course	Credits Earned
Total (Minimum 15 required):	

**3. ENGLISH**

Course	Credits Earned
Total (6 required):	

**4. MATHEMATICS**

Course	Credits Earned
Total (7 required):	

**5. DRAFTING**

Course	Credits Earned
Total (6 required, three of which must be survey drafting):	

**6. BASIC SCIENCE**

Course	Credits Earned
Total (9 required):	

**7. HUMANITIES, SOCIAL SCIENCE**

Course	Credits Earned
Total (5 required):	



## EXPERIENCE SHEETS

### Professional Land Surveyor Applicants Submitting and NCEES Record

The following is language taken from two Board of PE & PLS administrative rules that, together, define experience. Please use these rules to guide you as you complete your Resume of Experience on the following page. To see the full, official versions of these rules, visit the Montana Secretary of State's rules website: [rules.mt.gov](http://rules.mt.gov).

**IMPORTANT:** Any applicant who was initially licensed in another state without the amount of experience required by [MCA 36-67-325](#) must make up for that prelicensure deficit with post-licensure experience equal to two times the pre-licensure deficit – [MCA 37-67-313](#)

#### 24.183.303 DEFINITIONS

(11) "Progressive land survey experience" means experience obtained under the supervision of a licensed professional land surveyor, on land surveying projects, which, over time, are of increasing quality and require greater responsibility, and which must include experience with the Public Lands Survey System (PLSS) and Bureau of Land Management Manual of Survey Instructions, and may include one or more of the following:

(a) 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

(b) 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: prior to submission of an application; or 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 EXPERIENCE

- Each of the three columns under "time of experiences" shall be filled out for each engagement. Use zeros where necessary, but do not leave blank spaces, and do not use the word "yes".
- The definition of what is considered "progressive" experience is found in ARM 24.183.303.



## EXPERIENCE SUMMARY SHEET



## LAND SURVEYING EXPERIENCE BREAKDOWN (1/2)

Record work time in months (example: 6 months=6)

IMPORTANT: Totals must be given in each column or application will be returned for completion.

PROGRESSIVE LAND SURVEYING EXPERIENCE						
RECORD TOTAL OFFICE LAND SURVEYING EXPERIENCE FOR EACH ENGAGEMENT, Column B, "Experience Summary Sheet"						
	Boundary analysis and associated calculations					
	Aliquot part subdivisions of sections					
	Researching public records					
Office	Subdivision and parcel division design					
	Writing and interpreting legal descriptions					
	Preparing corner recordation forms					
Drafting certificates of survey and plats						
Teaching advanced level land surveying courses						
RECORD TOTAL FIELD LAND SURVEYING EXPERIENCE FOR EACH ENGAGEMENT, Column A, "Experience Summary Sheet"						
Field	PLSS corner search and restoration					
	Retracing GLO surveys					
Property corner search						
Retracing existing boundaries and legal descriptions						
Establishing new boundaries						
Vertical and horizontal control surveys						
Ending Date						
Beginning Date						
Engagement No.	1	2	3	4	5	6
						7
TOTALS						



## LAND SURVEYING EXPERIENCE BREAKDOWN (2/2)

Record work time in months (example: 6 months=6)

		OTHER SURVEYING EXPERIENCE							Office	
		Field								
		Topographic surveys and mapping								
		Staking infrastructure								
		Staking roads or highways								
		Construction staking of structures								
		Construction staking for land modification								
		Other construction surveying								
		As-built surveys								
		Monumenting and marking property boundaries								
		Line marking								
		Ending Date								
		Beginning Date								
		Engagement No.	1	2	3	4	5	6		
		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*" and that the form completed is true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## PROFESSIONAL LAND SURVEYOR LAW & RULE QUESTIONNAIRE

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

This licensing law and rule questionnaire 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 questionnaire may not be duplicated or provided to other applicants.

Montana Land Surveyor Licensing Law and Rule Questionnaire Note: This completed exam must accompany application			
No.	T/F	Statement	Legal Reference
Ex		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 engineers licensed by the Board.	37-1-101
1.		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.		The Board is obligated by Montana law to enforce rules governing licensure of engineers and land surveyors.	
3.		The Board may issue subpoenas in connection with investigations and disciplinary proceedings.	
4.		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.	
5.		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.	
6.		If a person is licensed to practice land surveying in another state, has passed the NCEES PS exam, and meets the same qualifications as an applicant applying for licensure by examination, then that person may be issued a Montana license.	
7.		A land surveyor may affix his seal and signature on any plans or drawings after their license has expired, provided they have notified the Board.	
8.		Failure to renew a professional land surveyor license on time will result in additional fees to the licensee	



No.	T/F	Statement	Legal Reference
9.		A business entity may engage in the practice of land surveying in Montana, provided one employee of the firm is a licensed land surveyor in Montana and is in responsible charge	
10.		The board can revoke a license for failing to comply with the Corner Recordation Act.	
11.		It is a criminal offense if a person knowingly presents or attempts to use the license or the seal of another person.	
12.		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.	
13.		The term "direct supervision" means the licensee, has exercised regular and direct oversight and guidance of land surveying work, which includes plans, designs, surveys, and client advice at the time the work occurs, and the licensee takes responsibility for the work.	
14.		For licensure, progressive land surveying experience is broken down into two areas: office and field.	
15.		Approved comity applicants must take a closed book Montana specific law land surveying examination.	
16.		The form for corner recordation is approved by the Board and is available on the Board's website.	
17.		To be licensed as a land surveyor in Montana, an applicant must have been previously licensed as a land surveyor intern.	
18.		If the renewal process is not completed within one year, the licensee will be considered a new applicant, potentially requiring re-testing.	
19.		New licensees by exam or comity are exempt from obtaining professional development hours (PDH) during their first renewal cycle.	
20.		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.	
21.		Anyone wishing to enter a complaint against a professional land surveyor may do so by making an anonymous complaint.	



## 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, the administrative rules of the Board of Professional Engineers and Professional Land Surveyors and the instructions to applicants for licensure. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

License Seal if Applicable