



LICENSING REQUIREMENTS AND APPLICATION CHECKLIST

Professional Land Surveyor by Comity Applicants NOT 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 37-67-325](#), [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

References, sent directly to the Board from the individual providing the reference

Exam verifications (if exam was taken in another state)

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.

Official license verifications from states and jurisdictions in which the applicant holds or has ever held a professional license of any type

If you answer “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.).

Exhibits & Narratives

\$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 NOT 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

References, sent directly to the Board from the individual providing the reference.

Exhibits and narratives

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.

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

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 Montana state-specific Land Surveyor Exam (fee assessed per attempt, three (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 NOT 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 applications determined to be complete 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 must pass that exam within two years and a maximum of three attempts.
- 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, please 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's 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.

REQUIRED SUPPLEMENTAL DOCUMENTS FOR APPLICANTS WITHOUT AN NCEES RECORD

A completed application:

Complete all portions of the application and make arrangements for the following 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, you must submit descriptions of all land surveying courses. You also must 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:

References must not be related to the applicant. Three of the references must be licensed Professional Land Surveyors having personal knowledge of the applicant’s experience. Montana Board members may act as a reference. **References are to transmit completed forms directly to the board office.**

Exhibits:

In accordance with ARM 24.183.505, applicants must submit no fewer than two (2) and no more than four (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 knowledge of the principles and practices of boundary surveying.

Verification of Licensure:

The verification of licensure must be completed by all states where you hold or have ever held a professional license or Land Surveyor Intern certificate.

Experience Sheets:

Experience sheets included in the application must be completed.



PO Box 200513 | 301 S Park, 4th Floor | Helena, MT 59620-0513
 Phone: 406-444-6880 | Email: dlibsdhcp@mt.gov | Website: 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 direct supervision 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
			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

Course	Credits Earned
Total (Minimum 12 required):	



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.

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**

Engagement #	Beginning Date	Ending Date	JOB TITLE & NAME OF EMPLOYER. Begin with your present or most recent position.	TIME OF EXPERIENCE			Work Supervision
				Note Time in Months			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 supervisor also is a reference for your application
				Progressive		Other (not progressive) Experience	
				Field Experience	Office Experience		
A	B	C					
1			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
2			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
3			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
4			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
5			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
6			Title: Name of Employer:				Name: Address: Supervisor? Yes No License #: State Listed As Reference? Yes No
			SUM OF EXPERIENCE				



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																																			
		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	RECORD TOTAL FIELD LAND SURVEYING EXPERIENCE FOREACH ENGAGEMENT, Column A, "Experience Summary Sheet"	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, "Experience Summary Sheet"																			
																			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										RECORD TOTAL OTHER LAND SURVEYING EXPERIENCE FOREACH ENGAGEMENT, C	
		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
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*" and that the form completed is true and correct.

Signature of Applicant: _____ Date: _____



EXPERIENCE DETAIL SHEET

Complete this sheet for each working engagement

For each engagement listed, identify a licensed Professional Engineer who supervised your work. The PE does not have to be an immediate supervisor but must have supervised your work. *Duplicate as necessary*

Engagement #: _____

Title: _____

Employer: _____

Dates of Employment. From: _____ To: _____

Supervisor: _____

PLS License #: _____ State: _____

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 you meet Montana's current requirements. **Incomplete or inadequate descriptions will require further clarification may delay the Board's consideration of your application.**



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 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:

PO Box 200513 | 301 S Park, 4th Floor | Helena, MT 59620-0513
Phone: 406-444-6880 | Email: dlibsdlhelp@mt.gov | Website: www.engineer.mt.gov

Name: _____ Signed: _____
(Please Print) (Signature)

Full Address: _____

License Number: _____

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 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: _____

BOARD SEAL:

Signed: _____

Title: _____

State Board: _____ Date: _____



PROFESSIONAL & CHARACTER REFERENCE FORM

Applicant: provide this form to references.

References: send the completed form directly to the board office.

_____ of _____ has applied to this Board for licensure in the State of Montana as
 (Name of applicant) (Company)
 a/an: **Engineer Intern** **Professional Engineer** **Land Surveyor Intern** **Land Surveyor**
 (check one) and has given your name either as a reference or has stated that he/she has worked for or with you.
 Information provided is confidential.

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.



REFERENCE FORM

The board is required by law to obtain evidence of the good character and qualifications of applicants.

Applicant: give this form to references

References: send the completed form directly to the Board to one of the following address(s)

Mail: PO Box 200513 | 301 S Park, 4th Floor | Helena, MT 59620-0513
Email: dlibsdhel@mt.gov

RE: Application of: _____
(Name of applicant)

For: Land Surveyor Engineer Land Surveyor Intern Engineer Intern

1. My Full name: _____

2. My mailing address: _____

3. My present business or profession: _____

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 regarding his or her:

Character Personal Reputation Professional Competency

6. From Personal knowledge, I know that his or her professional reputation is (choose one)

Excellent Above-Average Average Below Average Poor

7. Please indicate your relationship to this applicant: _____
(Example: co-worker, supervisor, etc.)

8. I do do not have personal knowledge of this applicant's experience

Signature: _____ Date: _____
License Seal, if Applicable:



PROFESSIONAL & CHARACTER REFERENCE LIST

Professional Engineers & Professional Land Surveyor Applicants

Type or print names and addresses of 5 references; 3 of the references must be professional engineers or professional land surveyors having personal knowledge of your 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 overseen, recommendations by references, and a review of these categories. The board may require an interview as necessary.

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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 works 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