

The Surveyor Intern application is now online!

Thank you for pursuing enrollment as a Surveyor Intern (SI) in the State of Mississippi. It is an important step in your journey to licensure as a Professional Surveyor.

You can start your SI application on our website homepage.

Look for the following:



Then hit next and proceed accordingly.

Select Application type to begin the application process and click on Next

- ☐ Professional Engineer
- ☐ Engineer Intern (FE Exam)
- ☐ Professional Surveyor
- ☒ Surveyor Intern
- ☐ Certificate of Authority

<< Back Next >>

You can find the instructions for the surveyor intern enrollment application attached hereto.

Thank you for your commitment to engineering and / or surveying licensure in the State of Mississippi.

Please feel free to call our office (601-359-6160) for assistance as needed.



SURVEYOR INTERN APPLICATION INSTRUCTIONS

The Fundamentals of Surveying exam, also known as the Surveyor Intern exam, is a computer-based exam. Application submissions for this exam are not subject to a deadline, and are accepted, processed, and presented for Board approval on a continuous basis.

Please email questions regarding your application status to: information@pepls.state.ms.us. Please allow up to 48 hours to receive a response to your email.

For privacy reasons, the staff will discuss the status of your application with you only, or with your assistant whom you have designated in a letter or email to us.

The current requirements for Surveyor Intern enrollment are:

Education-based:

- BS in geomatics, surveying or surveying technology approved by the board OR
- BS degree in a related science¹ including completion of approved courses² OR
- BS degree in a related science¹ OR
- AS degree including completion of approved courses² PLUS
- successfully passing the Fundamental of Surveying (FS) exam

Experience-based:

- High school diploma, or its equivalent, and 8 years³ of qualifying surveying experience PLUS
- Successfully passing the Fundamentals of Surveying (FS) exam

¹For Surveyor Intern or Professional Surveyor applicants, a related science curriculum, to be approved by the board, must be a four-year curriculum leading to a Bachelor of Science degree in engineering, mathematics, forestry, GIS, cartography, or a similar science curriculum deemed acceptable to the board.

²62 semester hours of surveying-related courses approved by the Board

³May be a combination of experience plus education in the approved courses listed above; applicants not complying fully with the course's requirement, including the required GPA in the technical courses, will be considered an "experience-based" applicant.

Mississippi Board of Licensure for Professional Engineers & Surveyors
455 North Lamar Street, Suite 208, Jackson, MS 39202
Office: 601-359-6160 / Email: information@pepls.state.ms.us

Subject	Required Minimum Semester Hours
Surveying	12
Mathematics (Algebra, Trigonometry, Calculus)	6
Technical Courses (Advance Mathematics, Advanced Surveying, Statistic)	6
Graphics (CAD, Computer Science, Drawing, GIS)	6
English (Composition, Oral Communication, Technical Writing)	6
Electives ⁴	26
<i>Minimum Total Hours⁵</i>	62

⁴Recommended Electives include:

Accounting, Astronomy, Business Law, Dendrology, General Business, Land Law, Legal Research, Public Policy, Real Estate Law, and Urban Planning.

⁵*62 semester hours with a GPA of 2.0 or higher on a 4.0-point scale in the technical courses of surveying, math, physics, graphics, and computer science.*

Please refer to the latest copy of the rules and regulations for additional information. You can find the latest rules and regulations on our website at: <https://www.pepls.ms.gov/forms>.

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When completing the application form...

GENERAL INFORMATION - Section 1 - Follow all directions carefully. Your full name (no initials) and social security number are required by state law.

EDUCATION - Section 2 - **You** are responsible for having a transcript of secondary education mailed **directly** from the college to the Board office; you may use the Transcript Request Form supplied on this site. Some universities will take transcript requests by phone with credit card payment. If you attended more than one university, a transcript is required from each university; universities are no longer listing in detail the courses accepted as transfer credit from previously attended universities.

EXPERIENCE - Section 3 – If you are applying based on experience, your experience **must** be verified with the **Professional Surveyors** who supervised your work. These references **must** substantiate the total required years of experience. Experience **cannot be anticipated**, that is, the required amount of experience must be accrued at the time the application is filed with the Board office. Experience under a non-registrant is **not** qualifying experience toward registration. Work experience must be progressive and of an increasing standard of quality and responsibility. It should include field assignments, office assignments, researching records, and property line surveying.

If you have a BS degree, but you do not have all the courses required to be an “education-based” applicant, it is recommended that you have *at least* one year of qualifying surveying experience before you apply.)

REFERENCES - Section 4 – If applying based on experience, Board regulations require that the experience be verified by current/previous supervisors who are Professional Surveyors, having personal knowledge of the applicant's surveying experience. At least one PS reference should be listed in this section, while space for up to five PS references is provided; a complete address for each listed reference should be given.

Surveyor Intern Reference Form: (A) Make as many copies of the Surveyor Intern Reference Form as are necessary to verify the required amount of qualifying surveying experience. This form should be completed only by licensed Professional Surveyors. *It is recommended that you begin with the most recent experience and “work backward” in time until sufficient experience is verified.*

(B) Fill out the top of the page as indicated. Attach a copy of your experience record (from your application) and mail or Email it to your PS reference. Verifications must be received directly from the person verifying your experience and can now be emailed to the agency at information@pepls.state.ms.us or sent by regular mail to the agency at the address listed herein.

(C) The PS reference must place the completed Surveyor Intern Reference Form into the supplied business size envelope, seal the envelope, and sign across the back flap of the envelope. He (she) then must mail it *directly* to the Board office.

BE ADVISED that we will not accept forms via regular mail that are not in envelopes sealed and signed across the back flap. The Board staff does not have the authority to waive this requirement; please do not ask the Board staff or Executive Director to waive this requirement.

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It is acceptable for you to submit your Reference Forms *in one large submission*; however, these forms **MUST be in separate envelopes bearing the signature across the envelope seal.**

Forms that do not comply with these instructions will not be accepted and the applicant will be instructed to obtain new forms.

Be sure to retain a copy of your application for your records.

The application fee is payable by e-check or credit card online as part of the application submittal process. **We do not accept applications by fax or email. We are not responsible for delays or non-delivery by the mail service.**

Once an application is accepted for processing, there is no refund of the application fee.

The Board reviews completed applications continually; they do not review incomplete applications. Once the Board has approved your application and officially cited you to the exam, you will be advised by email notice.

Be aware that there is an additional fee to take the exam, payable to NCEES. The application fee is to cover all the Board expenses incurred in processing and approving your application. The exam fee to NCEES is to pay for purchasing, proctoring, and grading your exam. You can find the current exam fee for your exam by logging onto the NCEES web site and going to the Mississippi link for exam registration.

For each Surveyor Intern application, the Board's official approval to take the FS exam expires after two years.