

****** TO PS APPLICANTS - PLEASE READ CAREFULLY ******

The Principles and Practice of Surveying exam, also known as the PS exam, converted from a pencil and-paper exam to a computer-based exam in October 2016. Application submissions for this exam are not subject to a deadline, and will be accepted, processed, and presented for Board approval on a continuous basis. Following notice that the application appears to be complete, PS applicants should allow approximately 90 days to receive notification of Board decisions on their applications.

Please restrict phone calls about your application status to between 2:00 & 4:00 PM; call 601-359-6160. This allows us time to file all the mail received each day, so we can give you the most current information. You can also email questions about the status of your application to: information@pepls.state.ms.us.

Please do not submit application status inquiries to the Board’s main email address; this address is for the purposes of general information only.

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 Professional Surveyor (both initial and comity) licensure are:**

Education-based: completion of approved courses* +
the Fundamentals of Surveying (FS) exam +
4, 5, 6 or 7 years of qualifying surveying
experience +
the Principles & Practice of Surveying (PPS) exam +
the Mississippi Section examination (Mississippi state-specific exam)

OR

Experience-based: the Fundamentals of Surveying (FS) exam +
12 years** of qualifying surveying experience +
the Principles & Practice of Surveying (PPS) exam +
the Mississippi Section examination (Mississippi state-specific exam)

- * *Surveying* 9 hours
- Math: alg, trig, calc* 9 hours
- Physics* 8 hours
- Graphics* 3 hours
- Computer Science* 6 hours

English/writing 9 hours

Electives 18 hours

62 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

Recommended electives: accounting, real estate, land law, astronomy, general business, business law

***May be a combination of experience plus education in the approved courses listed above; applicants not fully complying with the courses requirement, including the required GPA in the technical courses, will be considered as an “experience-based” applicant.*

****Please be advised that Mississippi law for Professional Surveyor licensure changed on July 1, 2016. At that time the required amount of qualifying surveying experience will depend on the level of surveying-related college coursework an applicant has. Applicants without acceptable surveying-related college coursework will be required to have twelve (12) years of qualifying surveying experience. For more information you may refer to section 73-13-77 of the Licensure Law on the Board’s website.*

To apply for INITIAL (first-time) Professional Surveyor licensure you must complete and submit:

By the application filing deadline: - ***the completed application, notarized, with fee and passport-quality photo attached***

By the documentation deadline: - ***official transcripts from all universities attended, if any, sent directly from the university to the Board office (unless you are a Mississippi-enrolled Surveyor Intern)***

- ***Verification of your FS exam, if passed in a state other than Mississippi, using this electronically secure verification link: <https://verify.ncees.org/>. Complete the request form to have your FS exam verified electronically to the Mississippi Board. This verification is not necessary if you passed the FS exam in Mississippi.***

But what if the other state is not in the list (does not participate in electronic board-to-board verifications)? Then use the Licensure/Exam Verification form, which is the last form in this packet and be sure to follow the instructions at the top of the page.

- ***Five (5) Professional Surveyor Reference forms in separate sealed envelopes bearing the references’ signatures across the envelopes’ seal (At least 3 forms must be completed by Professional Surveyors. You are required to submit as many as are necessary to verify the required amount of qualifying***

surveying experience: 4, 5, 6 or 7 years for education-based applicants and up to 12 years for experience-based applicants.)

To apply for COMITY Professional Surveyor licensure, you must complete and submit :

- By the application filing deadline:*** - ***the completed application, notarized, with fee and passport-quality photo attached***
- By the documentation deadline:*** - ***if applying based on your education, official transcripts from all universities attended sent directly from the university to the Board office (unless you are a Mississippi-enrolled Surveyor Intern); if you are applying based on 12 years or more of experience, transcripts are not required.***
- ***Verification of both FS and PPS exams and current licensure in your current home state, using this electronically secure link: <https://verify.ncees.org/>. Complete the request form as many times as necessary to have your FS and PS exams and your PS licensure in your current home state verified to the Mississippi Board. (For instance, if you took your FS exam in one state, your PS exam in a second state, and you now reside and practice in a third state, then you'll need to request verifications from three different state boards to be sent to the Mississippi Board.) Be aware that some states charge a verification fee; you'll see these charges during the verification request process.***
- But what if the other state is not in the list (does not participate in electronic board-to-board verifications) ? Then use the Licensure/Exam Verification form, which is the last form in this packet and be sure to follow the instructions at the top of the page.***
- If you passed either the FS or PPS exam in Mississippi, it is not necessary to submit a verification request to the Mississippi Board; just disclose your Mississippi exam on the application form at the bottom of page 1 and the Board staff will gather the appropriate documentation for your application.***
- ***Five (5) Professional Surveyor Reference forms in separate sealed envelopes bearing the references' signatures across the***

envelopes' seal (At least 3 forms must be completed by Professional Surveyors. You are required to submit as many as are necessary to verify the required amount of qualifying surveying experience: 4, 5, 6 or 7 years for education-based applicants and up to 12 years for experience-based applicants.)

PS Reference Form: (A) Make as many copies of the PS Reference form as are necessary to verify the required years of qualifying surveying experience. *It is recommended that you begin with the most recent experience and "work backward" in time until sufficient years of experience are verified.* Remember, state law requires five (5) completed reference forms, three (3) of whom **MUST** be Professional Surveyors.

(B) Fill out page one and the top of page two as indicated. Attach a copy of your experience record (from your application) and mail these to your references, with a **stamped business size envelope** addressed to: Miss. Board of Licensure for Professional Engineers & Surveyors, 660 North Street, Suite 400, Jackson, MS 39202.

(C) The referencing individual must place the completed 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 that are not 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 for you.

(D) **PS comity** applicants who have been licensed and practicing for less than ten years must submit reference forms from PS supervisors who had review and approval authority over the applicant's work. PS comity applicants who have been licensed and practicing for ten years or more may submit reference forms from PS's who are associates, peers, and co-workers. If a comity applicant's experience cannot be verified and documented in accordance with these procedures, the Board may deny licensure, or, in the alternative, may require substantial additional documentation to verify the applicant's experience to the Board's satisfaction.

(E) Applicants for **initial (first-time)** PS licensure must submit reference forms from at least one PS supervisor, verifying the total required years of experience.

It is acceptable for you to submit your Reference Forms *along with your application 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; the Board staff will not remediate forms that do not comply with these instructions.** 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 for you.

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.

LICENSURES - Section 2

Comity applicants: If you are submitting an NCEES record, complete Sections 1, 2, 3 and 6 of the application. If you are not submitting an NCEES record, the **entire** application must be completed. (An NCEES record is your resume booklet maintained by NCEES for an annual fee; it is not simply a “record” of your exam grades.) Comity applicants must supply the required information on their FS and PPS examinations. “No.” refers to the enrollment or licensure number you were assigned when you passed your exam. **Initial & Comity applicants** - Be advised that the 2 hour Mississippi Section examination (Mississippi state-specific exam) **is now given at a location at or near the Board's office in Jackson, MS.**

Initial applicants - Supply the required information on your FS (Surveyor Intern/Surveyor-in-Training/Fundamentals of Surveying) Exam.

EDUCATION - Section 3 - 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 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 previous-attended universities.

EXPERIENCE - Section 4 - Experience for initial PS applicants **must** be verified with the **Professional Surveyors** who supervised the applicant’s work. If there is no PS supervisor who can verify the experience of a Comity PS applicant, then the applicant must submit a letter of explanation for the Board’s consideration.

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-licensee is **not qualifying experience** toward licensure. 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.

Please be advised that an application will be returned if Section 4 is not completed with the required information.

REFERENCES - Section 5 - The law requires that the application contain the names of five references, three of whom must be Professional Surveyors, having personal knowledge of the applicant's surveying experience. Provide a complete address for each reference.

PS Reference Form: (A) Make as many copies of the PS Reference Form as are necessary to verify the required years of qualifying surveying experience. *It is recommended that you begin with the most recent experience and “work backward” in time until sufficient years of experience are verified.*

(B) Fill out page one and the top of page two as indicated. Attach a copy of your experience record (from your application) and mail these to your experience verifier(s), with a **stamped business size envelope** addressed to: Miss. Board of Licensure for Professional Engineers & Surveyors, 660 North Street, Suite 400, Jackson, MS 39202.

(C) The referencing individual must place the completed PS 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 that are not sealed. 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 for you. **It is acceptable for you to submit your Reference Forms *along with your application 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; the Board staff will not remediate forms that do not comply with these instructions.**

For those seeking dual licensures (PS & PE), be advised that Rule 9.01-4 c states, “With reference to Mississippi statutes 73-13-23 and 73-13-77 and Rule 11.18, applicants seeking dual licensure (both Professional Engineer and Professional Surveyor) must meet the experience requirements for each license.”

Complete the application and print it. *Be sure to retain a copy for your records.* Attach your photo (passport quality) and have the application notarized. Submit it with the application fee by mail. Please pay by check payable to the Miss. Board of Licensure. **We do not accept applications by fax or email. We are not responsible for delays or non-delivery by the mail service.** If you are submitting within a week of a deadline, we recommend a next day delivery service.

The Board reviews completed applications approximately every two to three months; they do not review incomplete applications. Once the Board has approved your application and officially cited you to the exam(s), you will be advised by letter, directing you on the exam registration process for: the PPS with our exam proctor, NCEES (www.ncees.org); and for the Mississippi Section examination (MS state specific exam) which is proctored by the Board’s staff in Jackson, MS. It is *very important* that you notify us immediately of any address change.

Be aware that there is an additional fee to take the PPS exam, payable to NCEES. The application fee is to cover all the Board expenses incurred in processing and approving your application. The exam fee 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 Exam Registration/Mississippi link.

There is also a fee to take the Mississippi Section examination (MS state specific exam).

For Paper and Pencil Exams (i.e. the MS Section exam, NCEES PE exam):

- On the initial application, an examinee is allowed three (3) citations, that is, three (3) opportunities to pass the exam. We no longer grant “postponements”, regardless of the reason. The citations “count”, whether the examinee actually takes the exam or not. Failure to attend the exam does not count as a *failure* of the exam, but it does count as a citation.
- If the applicant does not pass after three consecutive citations, the initial application is closed. To attempt the exam again, the applicant must submit a new application to be approved by the Board, and will be allowed only one citation per application, subject to the restrictions below. This one citation counts, whether the applicant actually takes the exam or not.

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- An applicant having three or more unsuccessful attempts of the same exam, regardless of the jurisdiction in which the exam is administered, must submit an application to be readmitted to future administrations of the same exam. If readmitted by the Board, the applicant may take the exam no sooner than eleven (11) months following the most recent attempt.
- An applicant must have first passed the NCEES PPS exam, before they will be granted citation(s) to the MS Section exam.

For Computer Based Testing (CBT) exams (i.e. the NCEES PPS, FS & FE exams):

- For each Professional Surveyor application, the Board's official approval to take the NCEES CBT PPS exam, expires after two years
- The applicant is allowed up to three citations (opportunities) during each year to take and pass the exam. So it is possible for an applicant to take the exam up to six times over a two year period.
- We do not grant "postponements", regardless of the reason.
- The Board's official approval to take the exam expires after two years, whether the applicant has utilized six citations or not. If the applicant is not successful by the end of the second year, the application is closed and a new application is required

It is to your benefit to routinely check on the status of your application.

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information@pepls.state.ms.us