

COMITY PS APPLICANTS SUBMITTING AN NCEES RECORD

PLEASE READ CAREFULLY

If you are NOT submitting an NCEES record, the entire application must be completed along with all supporting forms and documentation. Therefore, you must download and use the instructions and forms located in our “Comity Professional Surveyor NOT Submitting an NCEES Record” tab. (An NCEES record is your resume booklet, which you have paid to establish with and to be maintained by NCEES for an annual fee; it is not simply a “record” of your exam grades.)

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.

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

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English/writing
Electives

9 hours
18 hours

62hours 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 COMITY Professional Surveyor licensure with an NCEES Record, you must complete and submit :

By the application filing deadline: - the application, with sections 1, 2, 3 and 6 complete, notarized, with fee, and passport-quality photo attached.

By the documentation deadline: - have your NCEES Record transmitted to our office.

When completing the application form (with NCEES Record transmittals only).

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

REGISTRATION/LICENSURES - Section 2 – Carefully follow all directions and completely fill out this section. Your NCEES Record should have all the required verifications, exams, enrollments and licensure information.

EDUCATION - Section 3 – Fill out the college or university information section. Your NCEES Record will already contain the necessary transcripts.

EXPERIENCE - Section 4 - Your NCEES Record should already contain your experience, so at this time, it is not necessary for you to fill out any items for Section 4.

However, please note that – if your NCEES Record does not depict your experience in a manner which directly correlates to our statutes and rules, then you should be prepared to not only fill out this section, but to also gather references those for employment engagements.

REFERENCES - Section 5 – Your NCEES Record should already contain your references, so at this time, it is not necessary for you to fill out Section 5.

As noted above, it may be necessary for you to gather additional and or clarifying information. This includes (but not to limited to) references.

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 Mississippi Section examination (MS state specific exam), you will be advised by letter, directing you on the exam registration process. It is *very important* that you notify us immediately of any address change.

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Initial & Comity applicants - Be advised that the 2 hour Mississippi Section examination (MS state specific exam) is now given at a location at or near the Board's office in Jackson, MS.

Be aware that there is an additional fee to take the exam, payable to the Miss. Board of Licensure. The exam fee is to pay for the Board expenses incurred in proctoring and scoring your examination.

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.
- 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.