

April 10, 2015

**\*\*\*TO SURVEYOR INTERN APPLICANTS - PLEASE READ CAREFULLY\*\*\***

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The Fundamentals of Surveying exam, also known as the Surveyor Intern exam, converted from a pencil-and-paper exam to a computer-based exam in early 2014. 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, FS applicants should allow approximately **90 days** to receive notification of Board decisions on their applications.  
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*Please restrict phone calls about your application status to between 2:00 & 4:00 PM. You may call 601-359-6160. (This allows us time to file all the mail received that day, so that you can receive the most current information.) You may also email your questions to :*

[information@pepls.state.ms.us](mailto: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 Surveyor Intern enrollment are:**

*Education-based:*

- BS in geomatics, surveying or surveying technology approved by the board OR
- BS degree in a related science\*\* including completion of approved courses\* OR
- BS degree in a related science\*\* OR
- AS degree including completion of approved courses\*

PLUS

- successfully passing the Fundamental of Surveying (FS) exam

*Experience-based:*

- High school diploma, or its equivalent, and 8 years\*\*\* of qualifying surveying experience

PLUS

- Successfully passing the Fundamentals of Surveying (FS) exam

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\*62 hours of surveying-related courses approved by the board

Surveying	9 hours
Math: alg, trig, calc	9 hours
Physics	8 hours
Graphics	3 hours
Computer Science	6 hours
English/writing	9 hours
Electives	<u>18 hours</u>

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*

*\*\*For Surveyor Intern or Professional Surveyor applicants, a related science curriculum, in order 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.*

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

**To apply for the FS Exam, you must complete and submit the following items:**

***By the application filing deadline:***

***All applicants - the completed application, notarized, with fee and passport-quality photo attached***

***By the documentation deadline:***

***Education-based applicants - official transcripts from all universities attended sent directly from the university to the Board office***

***Experience-based applicants - official transcripts from all universities attended, if any, sent directly from the university to the Board office***

***- completed Surveyor Intern Reference forms which will verify the required amount of qualifying surveying experience, in separate sealed envelopes bearing the references' signature across the envelopes' seals***

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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 applying based on experience, an application will be returned if Section 3 is not completed with the required information. 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 a sufficient amount of 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 it to your PS reference 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 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 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 *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.**

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.

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

The Board reviews completed applications approximately every three months; 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 letter, directing you on the exam registration process with our exam proctor, NCEES ([www.ncees.org](http://www.ncees.org)). It is *very important* that you notify us immediately of any address change.

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. 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.

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