

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES



**WILTON SIMPSON
COMMISSIONER**

**BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS
APPLICATION FOR LICENSURE BY EXAMINATION OR ENDORSEMENT**

Chapter 472, Florida Statutes
Rule 5J-17.029(1)(b), Florida Administrative Code

Florida Department of Agriculture and Consumer Services
Board of Professional Surveyors and Mappers
Application for Licensure by Examination or Endorsement

If you have any questions or need assistance in completing this application, please contact the Florida Department of Agriculture and Consumer Services at 1-800-HELP-FLA (435-7352) or 850-410-3800.

When filing an application, be certain that the application is completely filled out, that all questions are answered truthfully and that all information requested is provided. Please read all questions thoroughly.

INSTRUCTIONS

Only complete applications will be presented for board review. The schedule for examinations is available online at: www.FDACS.gov/psm.

In order to become licensed as a Professional Surveyor and Mapper, an applicant must successfully pass three (3) exams:

1. NCEES Fundamentals of Land Surveying (FS) – Part I
2. NCEES Principles and Practices of Surveying (PS) – Part II
3. Florida Jurisdictional – Part III

VERIFICATION OF LICENSURE

If licensed in another state, please use the included verification of licensure.

VERIFICATION OF EXPERIENCE

The Board will evaluate your experience as outlined and substantiated by licensed Professional Surveyors and Mappers, who have verified an applicant's experience in surveying and mapping. As much experience as possible should be verified.

VERIFICATION OF EDUCATION

An official transcript must be submitted to the Department directly from the colleges or universities.

Foreign graduates must have their transcript(s) evaluated by a Professional Evaluation Service for degree equivalency. Additional information may be obtained by visiting our website at www.FDACS.gov/psm.

FEES

Testing fees will be paid directly to National Council of Examiners for Engineering and Surveying (NCEES) after Florida Board approval. All other fees must be submitted to the Department with completed applications except those to be paid to NCEES for examination.

EXAMINATION

NCEES Exam Administration Services is responsible for the administration of the exam. Upon approval of the Board, you must register with NCEES to reserve your seat and pay the associated examination costs. Registration can be completed online at www.ncees.org.

Application Checklist

- | | | |
|--|--------------------------|---|
| Initial Application for Licensure | <input type="checkbox"/> | Submit this application along with your required \$255 fee. |
| Application for Temporary Certificate | <input type="checkbox"/> | Submit this application along with your required \$155 fee. |
| Endorsement Application for Licensure | <input type="checkbox"/> | Submit this application along with your required \$255 fee. |

Make all checks payable to the Florida Department of Agriculture and Consumer Services (FDACS).

APPLICATION REQUIREMENTS

- Submit official transcripts to the Department from the college/university.
- Foreign equivalency (if applicable).
- Employment Verification

Please send your completed application, documentation and required fee(s) to:

FDACS
Surveyors and Mappers
P.O. Box 6700
Tallahassee, FL 32314-6700

Contact Number(s):

(_____) _____ - _____
Home Phone

(_____) _____ - _____
Cellular Phone

(_____) _____ - _____
Business Phone

(_____) _____ - _____
Facsimile

PRIOR NAME INFORMATION

Have you used, been known as, or called by another name (example: maiden name, pseudonym, nickname) or alias other than the name signed to the application?

Yes No

If you answered yes, please provide name(s) below:

Name: _____

Suffix: _____

Name: _____

Suffix: _____

EDUCATION HISTORY

Highest Grade Completed (Please check one):

High School:
1 2 3 4

College:
1 2 3 4

Graduate School:
1 2

Name and Address of Schools, Colleges, or Universities Attended	Year of Graduation	Degree and Major	Currently enrolled? <i>If Yes*, date of anticipated graduation.</i>	Foreign School <i>Was your school located overseas?</i>
			<input type="checkbox"/> Yes* <input type="checkbox"/> No ____*	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes* <input type="checkbox"/> No ____*	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes* <input type="checkbox"/> No ____*	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes* <input type="checkbox"/> No ____*	<input type="checkbox"/> Yes <input type="checkbox"/> No

BACKGROUND INFORMATION

Please select either yes or no to the questions below. **If you answered yes to any of the following, please explain your answer below** (make additional copies as needed).

a. Have you ever been convicted or found guilty of, or entered a plea of guilty, no contest, or nolo contendere to, regardless of adjudication, a crime in any jurisdiction? This question applies to any criminal violation of the laws of any municipality, county, state, or nation, including felony, misdemeanor, and traffic offenses (but not parking, speeding, inspection, or traffic signal violations), without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to section 943.0585 or 943.059, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO." FAILURE TO ANSWER THIS QUESTION ACCURATELY MAY RESULT IN THE DENIAL OR REVOCATION OF YOUR LICENSE. IF YOU DO NOT FULLY UNDERSTAND THIS QUESTION, CONSULT WITH AN ATTORNEY OR CONTACT THE DEPARTMENT. Yes No

b. Has any judgment or decree of a court been entered against you in this or any other state, province, district, territory, possession, or nation, in which you were charged in the petition, complaint, declaration, answer, counterclaim, or other pleading with any fraud or deceit, or is there any such case or investigation pending? Yes No

- c. Have you ever had any license, registration, certificate, or permit to practice any regulated profession, occupation, vocation, or business revoked, suspended, or otherwise acted against, including the denial of licensure, by the licensing authority in Florida or any other jurisdiction, or is any such proceeding or investigation now pending? Yes No

Please provide this information for each separate conviction, judgment, etc. Please attach additional sheets, if necessary.

Court or administrative agency rendering the decision, judgment, or order:

State / Governmental agency which brought the action:

Nature of conviction, judgment, order, or action:

Date of Action _____ / _____ / _____ **Docket Number:** _____ **Have all sanctions been satisfied?**
 Yes No

Description:

OUT OF STATE LICENSES

Please list all your out of state licenses (attach additional sheets if necessary).

State 1	a. Issuing State: _____ License Number: _____ Expiration Date: _____		
	Original Issue Date: _____		
	b. License obtained by:		
	<input type="checkbox"/> Examination <input type="checkbox"/> Grandfather Clause <input type="checkbox"/> Reciprocity/Endorsement <input type="checkbox"/> Other: _____		
	c. Was a licensure exam taken?		
	<input type="checkbox"/> Yes* <input type="checkbox"/> No		
	* If Yes:		
	Was the examination(s) a National Council of Examiners for Engineering and Surveying (NCEES) exam? If so, please select the examination(s) completed:		
	<input type="checkbox"/> Fundamentals of Land Surveying (Part I) <input type="checkbox"/> Principles and Practice (Part II)		
	Please select if the examination(s) was a state exam: <input type="checkbox"/>		
d. Is the license in good standing?			
<input type="checkbox"/> Yes <input type="checkbox"/> No*			
* If No, please provide explanation:			

State 2

a. Issuing State: _____ License Number: _____ Expiration Date: _____
 Original Issue Date: _____

b. License obtained by:
 Examination Grandfather Clause Reciprocity/Endorsement Other: _____

c. Was a licensure exam taken?
 Yes* No

* If Yes:
Was the examination(s) a National Council of Examiners for Engineering and Surveying (NCEES) exam?
 If so, please select the examination(s) completed:
 Fundamentals of Land Surveying (Part I) Principles and Practice (Part II)

Please select if the examination(s) was a state exam:

d. Is the license in good standing?
 Yes No*

* If No, please provide explanation:

EMPLOYMENT HISTORY

A specific experience record is required for licensure as a surveyor and mapper. The experience must be as a subordinate to a licensed surveyor and mapper in the active practice of surveying and mapping. A specific amount of time consisting of responsible charge is also required.

472.005(6), Florida Statutes The term "**responsible charge**" means direct control and personal supervision of surveying and mapping work, but does not include experience as a chairperson, rodperson, instrument person, ordinary draftsman, digitizer, scribe, photo lab technician, ordinary stereo plotter operator, aerial photo pilot, photo interpreter or other positions of routine work.

Please list all your previous employers where you have gained experience as a surveyor and mapper (attach additional sheets as necessary):

Employer 1	Employer / Company Name: _____	Employer / Company Address: _____	
	City: _____	State: _____	Zip Code: _____
	Supervisor's Name: _____	License Number: _____	Contact Number: _____
	Dates of Employment:	Number of Hours Per Week:	
	From: _____	To: _____	_____
	Did you ever work on a part-time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Hours Per Week:	
	From: _____	To: _____	_____
	From: _____	To: _____	_____
	Total Months of Experience:		
	Routine (in months): _____	Responsible Charge (in months): _____	
Summary of Experience			

Employer 2	Employer / Company Name: _____		Employer / Company Address: _____	
	City: _____		State: _____	Zip Code: _____
	Supervisor's Name: _____		License Number: _____	Contact Number: _____
	Dates of Employment:		Number of Hours Per Week:	
	From: _____	To: _____	_____	
	Did you ever work on a part-time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Hours Per Week:	
	From: _____	To: _____	_____	
	From: _____	To: _____	_____	
	From: _____	To: _____	_____	
	Total Months of Experience:			
Routine (in months): _____	Responsible Charge (in months): _____			
Summary of Experience				

EXAMINATION INFORMATION

Please complete the following:

NCEES Fundamentals of Land Surveying (Part I).

Have you passed this exam? Yes No

State Board: _____ Year Passed: _____

NCEES Principles and Practice (Part II)

Have you passed this exam? Yes No

State Board: _____ Year Passed: _____

Florida Jurisdictional 100 Item Multiple Choice (Part III)

Have you passed this exam? Yes No

State Board: _____ Year Passed: _____

SPECIAL TESTING ACCOMMODATIONS

Please indicate if you require special testing accommodations due to disability.

Yes** No

*** If yes, please contact the Florida Department of Agriculture and Consumer Services immediately at 1-800-HELP-FLA (435-7352) or 850-410-3800.*

I authorize all institutions or organizations, my references, employers (past and present), business and professional associates (past and present), and all government agencies and instrumentalities (local, state, federal, or foreign) to release to the Florida Department of Agriculture and Consumer Services any information, files or records requested by the Department in connection with the processing of this application. I further authorize the Florida Department of Agriculture and Consumer Services to release any information which is material to my application to the organizations, individuals and groups listed above.

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare, under penalty of perjury, that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of any license to practice in the State of Florida for the profession for which I am applying.

Applicant Signature: _____ Date: _____

**THIS FORM IS TO BE COMPLETED BY FORMER OR CURRENT EMPLOYER VERIFYING WORK EXPERIENCE.
Make additional copies as needed.**

Florida Department of Agriculture and Consumer Services
Division of Consumer Services



**WILTON SIMPSON
COMMISSIONER**

**BOARD OF PROFESSIONAL
SURVEYORS AND MAPPERS
EMPLOYMENT VERIFICATION**

Chapter 472, Florida Statutes
Rule 5J-17.029(1)(b), Florida Administrative Code

1-800-HELP-FLA (435-7352) • 850-410-3800
www.FDACS.gov • 850-410-3804 Fax

Please return this form to:

FDACS
Division of Consumer Services
Surveyors and Mappers
2005 Apalachee Parkway
Tallahassee, FL 32399-6500

A specific experience record is required for licensure as a professional surveyor and mapper. The experience must be as a subordinate to a registered surveyor and mapper in the active practice of surveying and mapping. A specific amount of time consisting of responsible charge is also required.

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Please list employment where the applicant has gained experience as a surveyor and mapper (attach additional sheets as necessary):

Applicant Name: _____		Title: _____	
Employer / Company Name: _____		Employer / Company Address: _____	
City: _____	State: _____	Zip Code: _____	
Employer Contact Name: _____		Contact Number: _____	
Dates of Employment:		Number of Hours Per Week:	
From: _____	To*: _____	_____	
Did the applicant ever work on a part-time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Hours Per Week:	
From: _____	To: _____	_____	
From: _____	To: _____	_____	
From: _____	To: _____	_____	
Total Months of Experience:			
Routine (in months): _____ + Responsible Charge (in months): _____ = Total Months of Experience _____			
If you have questions concerning whether experience gained by the applicant qualifies as either routine or responsible charge, please review the definition of "responsible charge" above.			
Verifying Surveyor: Please provide a summary of experience and duties performed by the applicant			
_____	_____	_____	_____
<i>Print name and license number of surveyor and mapper verifying experience</i>	<i>Sealed</i>	<i>Signature of licensed surveyor and mapper verifying experience</i>	<i>Date</i>

* If you indicate to "present," the time will be calculated to the day this form is signed and sealed.

