



North Dakota State Board of Registration for Professional Engineers and Land Surveyors

~~Instructions for Completion of the Application for the~~ Principles and Practice of Surveying Examination

- ✓ **Carefully read Title 28 of the North Dakota Administrative Code (NDAC).** Title 28 contains all rules, regulations and requirements pertaining to registration in North Dakota. In addition, all definitions of terms necessary for completion of the application are also contained in Title 28. The complete text of Title 28, NDAC is available on the State Board's webpage at www.ndpelsboard.org.
 - ✓ Complete the application form in its entirety, preferably typed. Illegible applications will be returned and the application fee will be forfeit.
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Instructions for Application Form A

1. General Information

- a. Date the application.
- b. Provide your social security number for required background check.
- c. Provide first, middle and last name; if you do not have a middle name, please indicate so.
- d. Provide your name as you sign drawings, etc. If you do not use a middle initial, please indicate so. If you desire to use your full name, indicate "same".
- e. Provide the address you want the Board to use to correspond with you and indicate a email address.
- f. Provide your place and date of birth.
- g. Provide your email address.

2. Company Information

All businesses except sole proprietors who are **not** operating under a trade name must have a Certificate of Commercial Practice issued by the Board of Registration prior to practicing or offering to practice engineering in North Dakota. Application forms and instructions for a Certificate of Commercial Practice are on our web site at www.ndpelsboard.org.

- a. Provide the full name of the company you work for.
- b. Provide the mailing address for the company.
- c. Provide the Certificate of Commercial Practice number issued to your company by the North Dakota State Board of Registration for Professional Engineers and Land Surveyors. If you are not sure if your company has been issued such a number, please call the Board office at (701) 258-0786. If your company is in the process of applying for a Certificate of Commercial Practice, check the "Pending" box. If your employer is a sole practitioner who is using a trade name, a Certificate of Commercial Practice is required.

3. References

- a. Provide the name, registration number, address, position, and telephone number of five individuals you wish to provide reference letters in support of your application.
- b. At least 3 of the 5 references must be licensed Professional Land Surveyors who can verify at least a portion of your experience. The remaining two references may be personal.
- c. Refer to the instructions for completing the Reference Letter Form B.

4. Education

- a. Provide, in chronological order, the name and location of each school you have attended.
- b. Indicate the duration of time you spent in each school.
- c. If you graduated from the school, provide the date of your graduation.
- d. List any degrees received from each school.
- e. Official transcripts of all courses and grades of colleges, universities, or technical schools attended are required. The transcript must be sent to the Board office directly from the issuing university or arrive in a sealed envelope with the university registrar's seal or signature.

5. NCEES Examinations

- a. Check the appropriate box and give the date and jurisdiction where you have already taken the Fundamentals of Surveying examination.
- b. Please list the date, jurisdiction and type of any other NCEES examination you have already taken.

6. Technical and Other Examinations

- a. If you have taken any technical examinations for trade certification, please list.
- b. If you have taken any state specific examinations as in another jurisdiction, please list.

7. Experience Record

- a. Show the title of position, name of employer, and character of each engagement. This should be a detailed statement as to the duties performed, degree of responsibility, and character of work. If necessary, attach additional sheets. Inadequate experience descriptions are a frequent cause for deferral of applications.
- b. Provide name, title, address, telephone number, state of professional registration, and registration number of the supervisor for each engagement.
- c. When calculating time in columns 1 – 5, follow the instructions on Form A carefully.
- d. **All time must be accounted for and be current to the date of the application!** Make certain that there are no time gaps in your experience record even if that time is a period of non-professional work, unemployment, or even a short time gap during the transition period from one place of employment to another.

8. Code of Ethics

- a. Your professional practice in North Dakota is bound not only by statutes and rules, but also by the Code of Ethics. The Code of Ethics is located in North Dakota Administrative Code § 28-03.1-01-01. Read the Code of Ethics carefully. When you have read the Code of Ethics, sign your name on the line provided.

9. Affidavit

- a. Answer yes or no. If you have had registration refused or revoked in any jurisdiction, please attach a statement giving full details and include any correspondence from the jurisdiction that refused or revoked your registration.
- b. Answer yes or no. If you have been convicted of a criminal offense in any jurisdiction, please attach a statement giving full details. Include all criminal convictions including DUI's. Also include non-felony convictions such as Minor in Consumption, open container, petty theft, possession, etc.
- c. When you are satisfied that all information in your application is true and accurate, sign your name to the application in the presence of a notary public. Be sure the notary seals the affidavit.
- d. All signatures must be original and in blue or black ink.

Instructions for Reference Letter Form B

1. On the first blank line on page 1 of Form B, type your name. The remainder of page 1 is to be completed by your references.
2. On page 2 of the form, enter your name on the top line. Complete the remainder of the form giving a detailed description of each term of employment with the beginning and ending month and year. The experience must include all of the information you furnished on Form A in Section 7 "Experience Record". If the experience record submitted on Form A is of such length that the record cannot be typed on the back of Reference Letter Form B, use additional sheets.
3. Each professional reference must initial that part of your experience record with which the reference has personal knowledge. Failure of the reference to initial that portion of the experience listed with which the reference has personal knowledge will result in voiding the opinion of that reference. Be sure to tell your references to initial the form. **Reference letters that are not initialed is a frequent cause for deferral of applications.**
4. **All time must be accounted for to the date of the application!** Make certain that there are no time gaps in your experience record even if that time is a period of non-professional work, unemployment, or even a short time gap during the transition period from one place of employment to another.
5. Make five (5) copies of the completed Reference Letter Form B.
6. Send the forms directly to the references listed on Form A, Section 3 along with a stamped envelope addressed to the Board. The references are to return the completed Reference Letter Form B **directly to the Board office.**

Instructions for Surveying Experience Worksheet Form C

1. The Surveying Experience Worksheet is attached to this application in Word format. An Excel version is also available on our web site at www.ndpelsboard.org.
2. Print your name on the line at the top left corner above the column labeled "Activity".
3. The "Activity" column on the left of the worksheet is a listing of the most common surveying activities. Blank lines are left for you to list any other activities that are not contained on the list. The Board does not expect you to have experience in all areas; however you must have some boundary and cadastral surveying experience. The Board uses this worksheet as a tool to determine the scope and variety of the surveying experience you have listed in the Experience Record.
4. In the Time/Engagement columns, you will list the amount of time (by engagement) that you have obtained for each of the activity descriptions. The engagement identifiers such as Engmt A must refer back to engagement A as listed in the experience portion of your application. When adding up all of the "activity" totals in a column, the total time cannot exceed the total time as listed for that engagement in the experience portion of your application. If you have five engagements listed on your application, you should be completing the columns for Engmt A – Engmt E on the Experience Worksheet. When you list the time spent in an activity for a particular engagement, be sure you list the time in tenths of a year. For example a ½ year would be listed as .5 yr. The total amount of experience recapped on this form cannot exceed the total amount of experience listed in your application.
5. Add the time in each activity and place the total in the shaded boxes on the far right. Also, add the time listed in each engagement and place the total in the shaded boxes in the bottom row. The total of the far right column and the total of the bottom row must be the same.
6. **Sign and date the Experience Worksheet.** If the Experience Worksheet is not signed and dated, it will not be accepted by the Board and may result in deferral of your application.

Instructions for Verification of Registration Form D

The North Dakota Board requires verification of your successful completion of the NCEES or state licensure examinations. Only the state in which you took the examinations can make this verification. Follow the instructions below to complete the Verification of Registration form, send it to the verifying state, and have the verification form sent to the North Dakota Board. Your application is not complete and will not be sent to the Board for review without the appropriate verification form(s). **If you are submitting an NCEES record**, you do not need to complete Form C; it is contained within your council record. Many states are now participating in an **electronic verification system**. Log in to your "My NCEES" account at ncees.org to initiate an electronic verification request. If you request verification electronically, you do not need to complete form C.

1. In the upper right hand corner, fill in your name, address, and date of birth.
2. If you took the Fundamentals exam and the Principles and Practice exam in different states, make a copy of the form and prepare a separate verification form for each state.
3. On the left side under "From:", fill in the name and address of the state board(s) from which you are requesting verification of your examinations.
4. Under "I.", check the appropriate lines for the type of registration you hold in that state.
5. Contact the board(s) from which you are requesting verification to find out if they charge a fee for completing verification forms. Send the form to the board per their instructions with the correct fee, if required. It is your responsibility to pay any required fees and complete the process to request verification.
6. Request that the completed verification be sent to the North Dakota Board of Registration. The North Dakota Board will not accept a verification form from an individual. The verification must be mailed directly from the state that is making the verification.
7. The North Dakota Board office will add the verification form to your application file.
8. **If you took any NCEES examination in North Dakota**, mark it in Section 5 on Form A. You do not need to send Form D to the North Dakota board office.

Additional Information

Fees

1. Principles and Practices of Surveying Examination
 - a. Effective December 1, 2011, there is no processing fee for new exam applications.
 - b. If you are approved by the State Board to take an examination, you will be directed to go to www.ncees.org where you will register for the examination and pay the appropriate examination fee.

North Dakota Orientation Examination

2. North Dakota Land Surveying Orientation Examination
 - a. If you pass the Principles and Practice of Surveying examination, you will be eligible to take the North Dakota Land Surveying Orientation Examination. This is a two- hour, 60- question, open book, multiple choice examination. **You do**

not need to complete an additional application form to take this examination. The examination covers the standards of practice, rules, and laws specific to land surveying in North Dakota. A compendium titled the “Digest of Laws” is available on the board’s web site at www.ndpelsboard.org.

- b. You will receive additional information about scheduling the examination as well as a list of other acceptable reference materials when you are notified that you have passed the Principles and Practice of Surveying examination. The examination is given in Bismarck at the board office. No other exam locations are permitted.

Checklist

In order for your application to be completed, the Board office must receive the following documentation:

- a. Completed application, signed and notarized
- b. Signed Code of Ethics statement
- c. Completed Surveying Experience Worksheet, signed and dated
- d. Official college transcripts sent directly from the university or in a sealed envelope bearing the university registrar’s seal or signature.
- e. Five completed reference letter forms; signed, dated and initialed where appropriate. Reference letters must be sent directly to the Board office by the reference.
- f. A verification of examinations from the jurisdiction in which you took your examinations. The verification form must come directly from the verifying Board.

Board Contact Information

ND State Board of Registration
PO Box 1357
Bismarck, ND 58502-1357

-or-

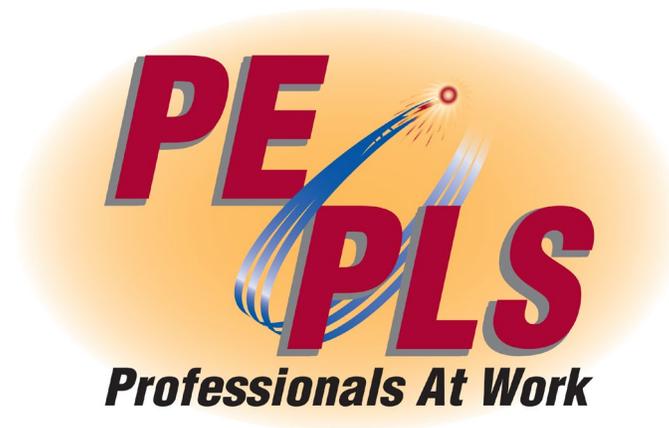
ND State Board of Registration
723 Memorial Highway
Bismarck, ND 58504

Telephone: 701-258-0786

Fax: 701.258.7471

Email: contact@ndpelsboard.org

THE RESPONSIBILITY FOR COMPLYING WITH ALL REQUIREMENTS
FOR REGISTRATION RESTS WITH THE APPLICANT





NORTH DAKOTA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Application for Principles and Practice of Surveying Examination

1. GENERAL INFORMATION

Form section 1 containing fields for Date, Social Security No., Name in full, Maiden Name, Mailing Address, City, State, Zip, Tel, Birthplace, Date, Email Address, and questions about military service and licensure.

2. COMPANY INFORMATION

Form section 2 containing fields for Company Name in full, Mailing Address, City, State, Zip, Tel, and North Dakota Certificate of Commercial Practice number.

3. REFERENCES

Give name and address of five (5) or more references, not relatives, not members of the Board, having personal knowledge of your character and professional reputation, and from whom you have requested Reference Letters. At least three (3) references must be from individuals registered as professional land surveyors.

Table with 5 columns: Name, Reg. No., Address, Position, Telephone # and 5 rows for reference entries.

4. EDUCATION

State in chronological order the name and location of each high or preparatory school, college, university or technical school attended, the time spent at each, and if graduated, the year of graduation. Also list graduate work, evening school, correspondence school, research work, etc. Request a transcript of courses and grades be sent to the Board office for each college attended.

Name and Location of Institution	Years From-To	Date Graduated	Technical Course	Degree Received

5. NCEES EXAMINATIONS

Have you taken the Fundamentals of Surveying (FS) Examination?

Yes

No

If "Yes":

Date

State

Have you taken any other NCEES Examinations?

Yes

No

If "Yes":

Date

State

Exam

6. TECHNICAL AND OTHER EXAMINATIONS

(Give information regarding any technical examinations or other state specific examinations.)

Conducted By	Address	Classification	Date	Rating

7. EXPERIENCE RECORD

APPLICANT MUST FILL OUT ALL COLUMNS

Instructions: Each of the five columns under "Time" shall be filled out for each engagement. Use zeros where necessary, but do not leave blank spaces, and do not use the word "yes". The time in "Sub-Professional Work" plus the time in "Professional Work" must equal the time entered under "Total Time". Any of the time entered in column (2) as "Professional Work" which has been in "Responsible Charge" must also be entered in column (4), and any time which has been in "Design" must also be entered in column (5); if appropriate, all or part of the time entered in column (2) must also be entered in both columns (4) and (5).

The Board requires a detailed description of each engagement. List several representative projects on each engagement and describe the magnitude and complexity of the work as well as your duties and degree of responsibility. If you need additional space, you may attach an additional sheet. **Inadequate experience descriptions are a frequent cause for deferral of applications.** Designate each engagement or change in position by separate letter.

All time must be accounted for and be current to the date of application! Make certain that there are no time gaps in your experience record even if that time is a period of non-professional work, unemployment, or even a short time gap during the transition period from one place of employment to another.

E N G A G E M E N T	DATE	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT - INCLUDE NAME, TITLE, REGISTRATION NO., ADDRESS & TELEPHONE NUMBER OF SOME PERSON (NOT DECEASED) FAMILIAR WITH EACH ENGAGEMENT, PREFERABLY THE PERSON TO WHOM YOU REPORTED	TIME (Years in Decimals to Tenths)				
	FROM TO		(1) Sub-professional Work	(2) Professional Work	(3) Total Time (1)+(2)	(4) Responsible Charge	(5) Design
A		Name, Title, Address, Telephone, Email & Registration Number <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
Detailed description of Engagement:							

E N G A G E M E N T	DATE	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT - INCLUDE NAME, TITLE, REGISTRATION NO., ADDRESS & TELEPHONE NUMBER OF SOME PERSON (NOT DECEASED) FAMILIAR WITH EACH ENGAGEMENT, PREFERABLY THE PERSON TO WHOM YOU REPORTED	TIME (Years in Decimals to Tenths)				
	FROM TO		(1) Sub-professional Work	(2) Professional Work	(3) Total Time (1)+(2)	(4) Responsible Charge	(5) Design
		Name, Title, Address, Telephone, Email & Registration Number <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
Detailed description of Engagement:							
		Name, Title, Address, Telephone, Email & Registration Number <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
Detailed description of Engagement:							

8. CODE OF ETHICS

I certify that I have read the Code of Ethics contained in Title 28 of the North Dakota Administrative Code and that I have knowledge and understanding of the requirements outlined. I have also read the remainder of Title 28 of the North Dakota Administrative Code. I have a general knowledge and understanding of the administrative rules and laws relevant to the practice of professional engineering or professional land surveying in North Dakota. I further certify that I will abide by and subscribe to the Code of Ethics to the best of my ability.

Signature of Applicant

9. AFFIDAVIT

Have there ever been any formal sanctions imposed against you including but not limited to fine, reprimand, probation, censure, admonition, revocation, suspension, surrender, restriction or limitation? Yes No
If yes, provide a written explanation on a separate sheet of paper.

Have you ever been convicted of a criminal offense? Include criminal traffic such as DUI. Also include non-felony convictions such as Minor in Consumption, open container, petty theft, possession, etc. Yes No

STATE OF
COUNTY OF ss.

, being first duly sworn, deposes and says: I am the Applicant named in this application and, to the best of my knowledge and belief, the foregoing statements are true and correct in every respect. Dated this _____ day of _____, 20____

-SEAL-

(Signature of Applicant)

(Signature of Notary Public)

My commission expires _____

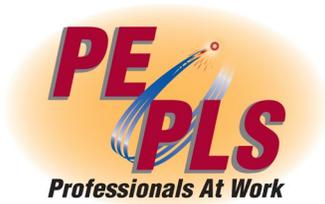
10. RECORD OF THE BOARD

(This space not to be used by Applicant)

Examination given:

Principles & Practice of Surveying

Date _____ Score _____



NORTH DAKOTA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

PO Box 1357, Bismarck, ND 58502-1357

Reference Letter for Principles and Practice of Surveying Exam Application

_____ has applied to take the Principles and Practice of Surveying examination in the State of North Dakota under the Act to regulate the practice of professional engineering and land surveying.

The applicant has referred to you as having knowledge of his/her personal and professional qualifications and the Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without the assistance of the applicant. The record of the applicant, as verified here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with facts, as you see them, relative to the applicant's competency to practice the profession for which he/she has applied for licensure. All information secured from references is for use by the Board. Please give the information requested below and make any comments that may be of value to the Board in evaluating this application. Please be sure to initial any engagements on the experience abstract with which you are familiar! Sign and return this form to the above address at your earliest convenience.

- 1. A. How many years have you known the applicant?
B. What is his/her usual occupation?
C. Has the applicant ever rendered you professional services as a land surveyor?
2. A. Have you ever been associated with the applicant as employer partner professional associate or client?
3. A. Would you recommend the applicant be approved to take the Principles & Practice of Surveying Examination?
4. A. I have reviewed the attached experience record and have initialed those engagements I can substantiate.
B. I am familiar with the applicant but cannot substantiate any of the engagements on the attached experience sheet.

Reference's Information:

Signature

Licensed in the Profession of

Date

Licensed and in good standing in the state(s) of

Printed Name

Registration Number

Address

Daytime Telephone Number

City, State, Zip Code

Email address

Professional Record of _____

Abstract of applicant's Practical and Professional Experience:

Please initial all statements you can substantiate on this margin.

Name of Reference _____

I am not able to verify any experience _____

Please Initial



VERIFICATION OF REGISTRATION

To: North Dakota State Board of Registration for
Professional Engineers and Land Surveyors
PO Box 1357
Bismarck, ND 58502-1357

Name of Applicant

From:

Address

City State Zip

Date of Birth

I. The above person was registered as:

	Cert. Number	Date Issued	Valid Until	Branches of Reg.
___ Engineer Intern	_____	_____	_____	_____
___ Professional Engineer	_____	_____	_____	_____
___ Land Surveyor Intern	_____	_____	_____	_____
___ Professional Land Surveyor	_____	_____	_____	_____

II. Basis of Registration:

1. Written Examination:	Hours	Grade	NCEES Exam
___ FE Examination	_____	_____	_____
___ PE Examination	_____	_____	_____
___ LSIT Examination	_____	_____	_____
___ LS Examination	_____	_____	_____
___ Public Domain	_____	_____	_____

EIT accepted from: _____

2. Reciprocity with: _____

3. Educational Experience: If less than 8 years experience including graduation from CPD engineering curriculum, details are on other side if checked here: _____

III. Questions:

1. Has disciplinary action ever been taken against the applicant? Yes No
2. If so, has this disciplinary case been satisfied to the Board's requirements? Yes No
3. Was the NCEES Cut Score used? Yes No
If "No", please explain: _____

BY: _____

TITLE: _____

(BOARD SEAL)

DATE: _____