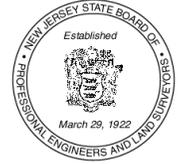




State of New Jersey
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS
STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
P.O. Box 45015, NEWARK, NEW JERSEY 07101
(973) 504-6460



Directions to Apply for Consideration as a Professional Land Surveyor

Failure to follow directions will result in the delay of your application. Any application that does not meet board deadlines will be deferred to the next examination date. All applications must be typed. **Application fee: \$75.00**

INSTRUCTIONS TO APPLICANTS

The application for examination/licensure as a land surveyor provides an opportunity for candidates to sit for both the eight-hour Fundamentals of Land Surveying examination (Part F) and the eight-hour Principles and Practices of Land Surveying examination (Part P).

There is no requirement as to the order in which a candidate must take or pass the exams (F&P).

Applicants should not file both a land surveyor-in-training and a professional land surveyor application during the same examination period. **Applicants who believe they meet the statutory requirements for full licensure should file the professional land surveyor application only.** If both land surveyor-in-training and professional land surveyor applications are filed during the same examination period, the land surveyor-in-training application will be canceled and the fee forfeited. The professional land surveyor application will be the only application of record.

I. GENERAL INFORMATION

Applicants are required to state their full legal name and residence.

Indicate the New Jersey land surveyor-in-training application number if you have applied to be considered as a land surveyor-in-training but are not yet registered as such.

II. PHOTOGRAPH

Applicants are required to attach a photograph two inches by two inches by two and one-quarter inches with the face not less than three-quarters of an inch wide. The photograph should have been taken within six months of filing this application.

III. AFFIDAVIT

All applications must be notarized.

IV. PRESENT LAND SURVEYOR LICENSE STATUS

The Board's enabling legislation does not contain an eminence or grandfather clause, nor does it provide for reciprocity with any state, territory or country.

Comity licensure, pursuant to N.J.S.A. 45:8-35(2)d, shall be granted provided that the minimum requirements for examination and licensure by the issuing agency in effect at the time of application to the issuing agency, which the applicant satisfied in order to qualify for examination by that issuing agency, are at least comparable to those same minimum requirements of the Board which were in effect in this State at that time. The issuing agency also must attest to the licensing criteria at the time of the applicant's original licensure in that jurisdiction, and the applicant must receive a passing grade on the New Jersey specific portion of the current land surveying examination and any portions of a nationally administered two-day examination required by the Board not already passed by the applicant.

The following minimum comparable standards exist:

- A. 1. Graduation from a Board-approved curriculum in surveying of four years or more.

2. *Three full years of Board-approved professional surveying experience.
3. Successful completion of 16 hours of written exams. (Eight hours of the fundamentals of land surveying exam, with a minimum score of 70 percent, six hours of the principles and practices of land surveying exam, with a minimum score of 70 percent, two hours of the New Jersey State Specific exam, with a minimum score of 70 percent, and a passing grade on the New Jersey Law exam.)
*Two years of which must have been gained in the United States.

or

- B.** A certificate of registration issued by any state, territory or possession of the United States, or of any country **if the requirements of that state, territory, possession or country are comparable to New Jersey State requirements** at the time of application.

V. EDUCATION

Indicate the degree you received and the year you graduated.

It is your responsibility to request that your transcript be sent to the Board office.

Transcripts must contain the Board-assigned application number of the applicant, must be sent directly from the institution to the Board office and must contain the seal of the institution's registrar. Transcripts without application numbers **will not be accepted.**

Foreign institutions

- A.** All applicants **must** have their foreign degrees evaluated by a review service selected by the Board. Previous reviews **will not be accepted.** You will receive directions with your acknowledgment letter.
- B.** All applicants who are from non-English speaking countries or countries wherein the primary language is other than English, **prior to board review** of the application, must submit a T.O.E.F.L. (Test of English as a Foreign Language) Certificate with a minimum score of 233, and a T.S.E. (Test of Spoken English) with a minimum score of 50. An applicant who has received a four-year B.S. degree from a country wherein the primary language is English will be exempted. However, the degree must be evaluated to **A** above. The scores must be sent directly to the Board from the Educational Testing Service (ETS). These tests must have been taken within two years of application or at the time of application. For further information, contact:

Director
T.O.E.F.L. Programs and Services
P.O. Box 6159
Princeton, N.J. 08541-6159
(800) 468-6335
<http://www.toefl.org>

VI. REFERENCES OF CHARACTER AND QUALIFICATIONS

Applicants must furnish, on Board forms only, the names of five individuals not related to the applicant. Three of the references must be United States-licensed land surveyors familiar with the applicant's experience or training. No current Board members may be used. Reference forms will be sent to you for distribution with your acknowledgment letter. All reference forms must contain the applicant's Board-assigned number. References which are more than one year old will not be accepted.

VII. REPORT OF PROFESSIONAL EXPERIENCE (RPE)

Experience must be listed in the format provided. Do not attach other formats. The cumulative total of the RPE page must equal the Detailed Breakdown of Experience total.

On the "Report of Professional Experience" (RPE) form, provide a record of your active professional practice in *accordance with the following instructions*:

NOTE: If additional sheets are required, use the same format. On the top of each sheet put your name, signature, the date, the page number and the total of RPE pages. Staple all sheets in sequence on top of the original (first) RPE page.

- (a) In column 1, assign sequential numbers and in column 2, give dates for all engagements. List these in chronological order (earliest first).
- (b) In column 3, describe your experience in each engagement by stating in order:
 1. Title of position held;
 2. Name and address of employer;
 3. A general job description;
 4. A complete list of your surveying duties; and
 5. A description of your personal responsibility for the duties performed in this title.

NOTE: Be specific. Do not use such terms as “involved with,” “responsible for,” “participated in,” “assigned in,” “coordinated” and similar terms. Provide a clear and precise explanation for each job and your specific duties.

List the name and title, address, and the relationship of person to whom you reported, or with whom you were associated, or of some responsible person familiar with the engagement.

- (c) Use separate sheets of paper for each employer.
- (d) Leave a space between engagement entries.

VIII. DETAILED BREAKDOWN OF SURVEYING EXPERIENCE

This page is to list in years and tenths the total time you spent in specific areas of surveying. No one spends 100 percent of their time in one area. Break down each engagement into the specific areas listed. Make sure the total of this page equals the cumulative total of the RPE page.

MISCELLANEOUS INFORMATION

DEADLINES

All applications and supplemental documents must be submitted to the Board office within the prescribed deadlines to be considered for admission to the next regularly scheduled examination. It is the applicant’s responsibility to verify the receipt of all documents by the Board office. Failure to meet prescribed deadlines will result in the deferral of the application and will require rescheduling for a subsequent examination.

FEES

All fees, whether application or examination, shall be retained by the Board and are nonrefundable, and will not be transferred to a subsequent examination. Fees must be submitted by certified check or money order, payable to the State Board of Professional Engineers and Land Surveyors.

Applicants are requested not to file their application for a license unless they are fully prepared to take the written examination when they are notified by the Board. Extension of time for the purpose of taking review or refresher courses for the examination will not be granted by the Board.

EXAMS

Notice of two scheduled written examinations will be sent to the applicant. Failure of the applicant to appear for the examination following such notice or failure to communicate with the Board office should the applicant choose not to appear for the examination following such notice may result in cancellation (destruction) of the application, even though examination fees have been paid.

If an applicant fails to appear for or fails to complete two consecutive examinations because he/she has appeared only for a morning or afternoon session, or if an applicant receives a zero on two consecutive examinations, his/her application will be canceled (destroyed) automatically.

TEMPORARY PERMIT

N.J.S.A. 45:8-40 provides for the issuance of a temporary permit.

A temporary permit, which is valid for 30 days, may only be issued if the required qualifications in the state of original licensure are **comparable** to New Jersey’s licensing requirements.

In order to be reviewed for a temporary permit, you must submit the following:

1. A typed application form;
2. The application fee;

3. Licensure verification sent directly from another state to this office;
4. An official college transcript sent directly from the institution to this office with the Board's assigned application number; and
5. A letter requesting a temporary permit which includes a description of the project (subdivision: topographical/boundary survey), the location of the project (lot/block number, city and county) and the number of days needed to practice in New Jersey. (However, no final plans, surveys or reports may be signed or sealed under this provision.)

HANDLING OTHER MATERIALS

Do not forward material or have material such as transcripts forwarded until your application is on file and you have received your application number. All references and transcripts must be identified by your application number.

REMINDER

- Read all directions.
- Make note of Board deadlines.
- Type the application.
- Notarize the application.
- Fill out all blocks of the application completely.
- Full-face photograph attached to the application with the date of the photograph noted.
- The signature of the applicant on the form.
- Notify your references that a form is coming and that it must be submitted by the deadline.
- The experience section filled out in a comprehensively detailed and thorough manner.
- Application fees (certified check or money order) enclosed, but **not** stapled to the application.
- The Board will distribute reference forms and assign you an application number after your application is on file.