



**INSTRUCTIONS AND GUIDELINES FOR COMPLETING
THE SUPPLEMENTAL EXPERIENCE RECORD
FOR CERTIFICATION AS AN LAND SURVEYOR INTERN IN ALABAMA**

Alabama Board of Licensure for Professional Engineers and Land Surveyors

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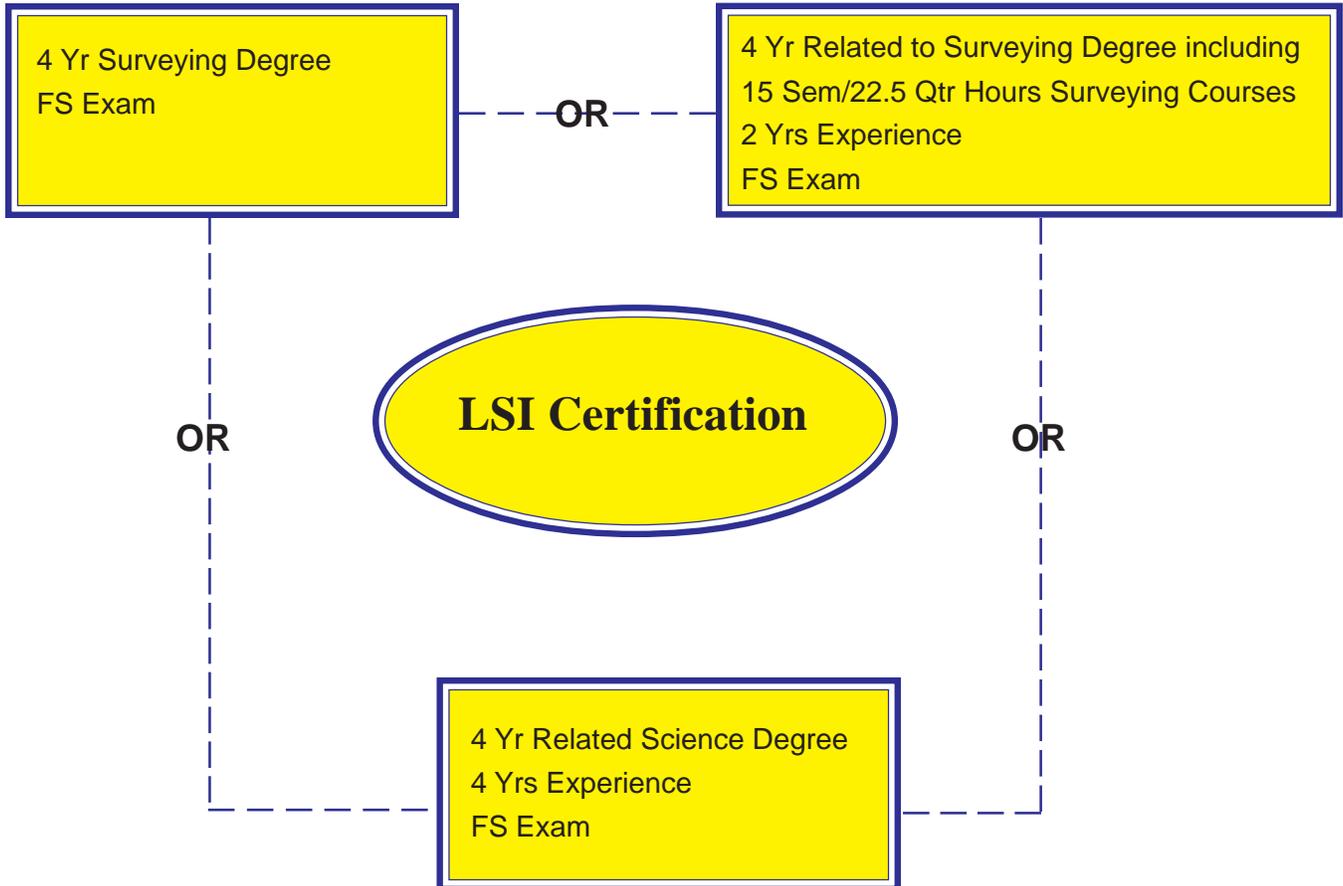
Point of Contact

If you have any questions concerning the application or requirements, go to our website under Contact Us and find the contact information for the staff member who handles the Land Surveyor Intern Certifications.

Important:

If you have this application for 6 months or longer before filing, check with the Board office or on-line to make sure there are no changes to the form, requirements or deadlines before using.

3 Paths to LSI Certification



APPLICATION PACKAGE

If you are uncertain if you meet the requirements prior to filing an application, go to our website under Contact Us and find the contact information for the staff member who handles the LSI certifications. If after filing the application you do not meet the licensing requirements of this State, your application will not be returned and your fees are non-refundable.

Substitute forms, such as resumes, personal work samples or copies of application forms filed with other state boards are not acceptable and, if received, will be returned.

To apply for LSI certification with a degree in something other than surveying that includes 15 semester hours or 22.5 quarter hours of surveying courses, you must complete and submit the following items:

- application for Certification as an Land Surveyor Intern and application fee
- Supplemental Experience Record
- transcripts directly from the college/university to the Board office
- experience verification (you will need 1 for each engagement)
- board evaluation of transcript related to surveying form

To apply for LSI certification with a degree in something other than surveying and you do not have 15 semester hours or 22.5 quarter hours of surveying courses, you must complete and submit the following items:

- application for Certification as an Land Surveyor Intern and application fee
- Supplemental Experience Record
- transcripts directly from the college/university to the Board office
- experience verification (you will need 1 for each engagement)
- board evaluation of transcript related science form

COMPLETING THE APPLICATION

The application form is to be typed and all questions must be answered. The application, instructions and associated forms can be typed in the PDF file and then printed. The application must have an original signature and notary seal. **E-mail or faxed applications will be not accepted.**

Questions 1 through 5 should be self explanatory

Section 2 Transcripts are required of all applicants. **We do not accept faxed nor emailed transcripts.** You must contact the university and have the transcript sent directly to the Board office.

To qualify as a related to surveying graduate, your degree must include 15 semester hours or 22.5 quarter hours of surveying courses. It will be necessary that you submit a Request for Board Evaluation Related to Surveying form along with your application.

To qualify as a related science graduate, it will be necessary that you submit a Request for Board Evaluation Related Science form along with your application.

Section 3 The experience record should begin after graduation from a university whether or not it was land surveying experience. **All time must be accounted for, including military time, illness, unemployment, etc.** Each company you worked for is considered an engagement. If you were promoted within a company, do not indicate a change in engagements. If an engagement was part time work, indicate part time and the number of hours you worked per week. Experience must be started on the application form first. If you need to use additional pages, please number accordingly. Experience cannot be anticipated. **You must have the required experience when the application is submitted.**

The only experience prior to graduation the Board is currently accepting is if you were in a formal co-op program through your school or if it took you 6 years or longer to get your BS degree and you were working gaining land surveying experience under a PLS. Normally the maximum credit the Board will consider is 6 months. This experience **must** be verified by a PLS.

You will receive one years credit for a MS or PhD in land surveying in a program whose undergraduate or graduate degree is accredited by ABET or 2 years for a MS and PhD in land surveying. If you were working and going to school at the same time, you cannot receive credit for your degree and the experience. You will receive credit for one but not both.

Section 4

You must send an experience verification form to your PLS supervisor or associate for each land surveying engagement listed under Section 3 that can be verified. If an engagement cannot be verified, list why the experience cannot be verified. Any experience not verified does not count.

All experience must be verified by PLS Supervisors or Associates who were licensed **prior to the time being verified**. If no PLS supervisors or associates were inside or outside the company that you worked with that has personal knowledge of your experience, if there was a graduate land surveyor in the company, that individual can file an experience verification form and background information form for the board's review. If the board determines they are substantially equivalent to a PLS at the time you worked with them, you will get credit for the experience. If not, no credit will be given.

You are to send the experience verification form along with an envelope for them to return the forms to you to those individuals you list under Section 4. The individuals are to seal the envelope shut and sign across the back flap of the envelope. **DO NOT** open the envelope when it is returned to you. You are to collect the sealed envelopes and submit them along with your application.

Section 5 should be self explanatory

GRADUATES OF FOREIGN UNIVERSITIES

All applicants who attended and graduated with a four year Bachelor of Science land surveying degree from a foreign institution regardless of additional degrees received, must contact NCEES at www.ncees.org to request an education evaluation packet to have your transcript evaluated. NCEES will provide you with the information and instructions necessary for the evaluation of your education. **There is no waiver to this requirement.** If you had an evaluation performed by AACRAO, ECEI or Josef Silny prior to July 1, 2009, we would accept those evaluations.

FILING DEADLINES AND BOARD MEETING DATES

In order to provide sufficient time for receiving, processing and presenting an application to the Board for review, certain deadlines must be met. It is the responsibility of the applicant to assure that the required information is received prior to the deadlines. This office cannot be responsible for the delays in the receipt of applications, in any information pertaining to the application caused by the mail service, or by your respondents.

The Board meets approximately every two months. The Board Meeting dates and filing deadlines are tentatively set and subject to change. The dates and filing deadlines can be found on the website under Other Info and then under Dates & Deadlines.

Applications are added to the agenda for Board review as the processing is completed; i.e. all references, experience verification forms, transcripts and verifications of the Fundamentals of Surveying have been received. The agenda is closed on the agenda deadline and applications received and completed after that date are added to the next Board Meeting agenda, no exceptions.