

Information and Instructions for the Fundamentals of Surveying (FS) Exam Application www.bels.alabama.gov

APPLICATION FORM

The application **must be typed** and all questions must be answered. The application form must have an original signature and notarized when submitted. E-mail, copies and faxed applications will not be accepted. The application can be completed and printed from the website.

First time applicants submit - The application with all questions answered and \$130 application and exam fee

Re-exam applicants submit - The application with only questions 1-12 and 15 completed and the \$175 re-exam fee

NEW EXAM PROCESS

Effective April 2009, there will be 2 steps in the exam registration process.

Step 1 - Submit your application and exam fee to the Board office by the deadline date.

Your name will be provided to NCEES and you will be notified by email that you can continue with the exam registration process.

Step 2 – You will then go to NCEES' website – <http://www.ncees.org> under Exam Registration link and then under the Alabama link and follow the steps to create an account for exam registration and reserve your seat. No additional fee is required.

If you do not complete this final step of the exam registration process, you will not be able to sit for the exam even though you have paid the fee. The exam fee is non-refundable and cannot be rolled to another exam.

DEADLINES

Application and fee must be received in the Board office no later than January 15 for the April exam and no later than July 1 for the October exam.

Exams are given twice yearly, in April and October. See Dates and Deadlines on our website for current exam dates.

We are experiencing a great deal of delays in mail being received by this office; therefore we would caution you that you should allow sufficient time for your application to reach us. **This office cannot be responsible for delays in the receipt of applications caused by the mail service. Applications received after the filing deadline will be processed for the next scheduled exam.**

Questions 1-12 & 14 should be self explanatory

Question 13:

Section 34-11-4(4)a

Graduate from a four year surveying curriculum.

Requirements after passing the exam for certification as a Land Surveyor Intern: Requires transcript sent directly from school to the Board Office.

Section 34-11-4(4)b.1

Graduate from an approved four year curriculum related to surveying including 15 semester hours or 22.5 quarter hours of surveying courses.

Requirements after passing the exam for certification as a Land Surveyor Intern: Requires transcript sent directly from school to the Board Office **plus** two years of combined office and field experience that is acceptable to the Board.

Section 34-11-4(4)b.2

Graduate from a four year related science curriculum.

Requirements after passing the exam for certification as a Land Surveyor Intern: Requires transcript sent directly from school to the Board Office **plus** four years of combined office and field experience that is acceptable to the Board.

Question 15: A notary is a public officer who attests or certifies writings to make them authentic and takes affidavits, depositions, and protests of negotiable paper. A notary can be found at most banks, companies, and universities.

FEE

First time applicants - \$130 application and exam fee

Re-exam applicants - \$175 exam fee

Your check or money order should be made payable to the "PE & LS Fund." Cash and credit cards are not acceptable.

Should you fail to appear for the exam or fail to pass the exam, you will be required to refile the application with only certain questions completed and pay the exam fee in order to be admitted to another exam.

Please note: All fees are non-refundable and non-transferable

WHERE TO MAIL THE APPLICATION

The typed application form, completed in its entirety, should be mailed with the appropriate fee to:

*Alabama State Board of Licensure for
Professional Engineers and Land Surveyors
P.O. Box 304451
Montgomery, Alabama 36130-4451*

Street address: (FedEx or UPS Address Only) The RSA Union, 100 N Union Street, Suite 382, Montgomery, AL 36104-3702

QUESTIONS

If you have any questions concerning the FS application, you can contact Bonnie at (334) 242-5098 or bonnie.kelly@bels.alabama.gov

FAQ's

General

Who do I make my check payable to?

PE & LS Fund.

Do you accept credit cards?

No.

Does my FS application have to be typed?

Yes. There are no exceptions. You can type in the PDF file on the website and then print the application or you may print the form out and type on a typewriter.

What if my application is received after the deadline?

Exam - your application will be processed for the next exam. **There are no exceptions per the Board members.**

How can I find out if you received my exam fee?

You can check the website under Forms & Status then under FL [Application Status](#) down towards the bottom of the page and click on the FLS exam link.

What address do I send my application to?

It depends on how you are sending it. First class mail - use the PO Box address. Overnight mail - use the street address.

Can the FS application form be faxed or e-mailed?

No. We must have the form with the original signature and the check.

I live outside the United States. Will I be able to apply in Alabama for the exam?

Yes if you meet Alabama's education requirements and you have a United States Social Security Number. There is no waiver to these requirements.

Can the FS exam be waived?

No. Our law has no provisions to waive the exam regardless of degrees received or experience.

Exam

After I pay the exam fee, is there anything else I have to do?

Yes. There is now a 2 step process for exam registration. After you submit your application and exam fee, you will be notified that we received your fee and you would then need to go to NCEES' website and continue with the exam registration process to reserve your seat.

How many times can I take the exam?

Your application is approved for 4 failures or 5 years whichever occurs first.

What happens after I fail the exam 4 times or my five years is up?

You will be notified that your application is closed and you will be required to file another application and meet the requirements at the time of reapplication.

Does me not showing up at the exam count as one of my 4 times?

No. Only if you show up and fail.

Will I be allowed to take the exam if I have been charged or found guilty of a crime?

You would be required to file documentation concerning the matter. You would only be allowed to take the FS exam. If you have lost your civil rights, you would not be certified or allowed to take the PS & ALLS exams until your civil rights have been restored.

Do I have to be a resident of Alabama to take an exam?

No but if you make application in Alabama, you will be required to come to Alabama to take the exam.

What can I bring into the exam?

Since NCEES administers the exam for us, you need to contact [NCEES](#) at (877) 536-7729 or www.ncees.org.

I've paid for the exam and can't attend the exam. Can my exam fee be refunded or applied to another exam?

No. No exceptions. Our law does not provide for either.

I failed the exam. Can I have my exam regraded?

Yes. NCEES charges \$75 to regrade an exam. The request and \$75 check made payable to NCEES must be sent to the Board office within 30 days of your exam results. NCEES will be forwarded your request and fee. They will then take the scoring template and place it over your answer sheet to ensure the computer scored your exam correctly. There has never been a change in exam scores based on this regrade method.

I failed the exam. Why can't I review my exam?

NCEES reserves the right to repeat questions, and the integrity of the questions is compromised by overexposure. If some examinees are allowed to review questions, it may give them an unfair advantage over other examinees. NCEES has provided a diagnostic report that should help you determine the area you need to improve.

How does NCEES score the exams?

Go to NCEES' website - www.ncees.org under Exam Scoring to answer all questions concerning scoring of the exam.

Can I find out my score?

No. We only release the results as pass or fail. If you fail, you will receive a diagnostic report to help you determine where you need to improve.

When are admission cards mailed?

After you have completed Step 2 of the exam registration process, NCEES will notify you by email approximately 21 days prior to the exam that you can download your admission notice from their website.

Where can I find study material?

[NCEES](http://www.ncees.org) has study material for the FLS exam on their website - www.ncees.org.

When will I receive my exam results?

If you took the exam in April, approximately June 15. If you took the exam in October, approximately December 15.

What is covered on the exams?

[NCEES](http://www.ncees.org) has available on their website all the exam content information for the FS exam.

Can my exam be proctored?

No. If you made application in Alabama but lived in another state when you made application or if you lived here in Alabama and moved away, we would not allow the exam to be proctored.

Education

Are correspondence classes/distance learning degrees acceptable?

No.

Do I have to have a degree?

Yes or be enrolled in school. You do not have to have graduated when you make application. You will only be certified after you pass and once you graduate you have your transcript sent.

Does my transcript have to be mailed directly to you from my school?

Yes. We cannot accept a transcript from the applicant.

I received my land surveying degree outside the United States. Is that acceptable?

Yes. Your foreign degree will be required to be evaluated by one of the board approved agencies.

Does my foreign degree have to be evaluated?

Yes. The Board requires that your education be evaluated through Center for Professional Engineering Education Services (CPEES) regardless of additional degrees received. Please contact CPEES at www.cpees.org to request an education evaluation packet. They will provide you with information and instructions regarding what they need to evaluate your education. We must have a course-by-course evaluation. There is no waiver to this requirement. If you had an evaluation performed by AACRAO or Josef Silny & Associates prior to July 1, 2009, we would accept those evaluations.

My degree was evaluated by a different agency than one of the board approved agencies. Will you still accept my evaluation?

No. The board only accepts evaluations performed by CPEES. There is no waiver to the requirement. Evaluations performed prior to July 1, 2009 by AACRAO or Josef Silny will be accepted.

Are 2 year degrees acceptable?

No.

Do you need transcripts from all my schools or just where a BS degree was earned?

Just from the school where you received your BS degree.