

STATE OF ALABAMA
BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS

APPLICATION
FOR
PROFESSIONAL LAND SURVEYOR LICENSURE

Board Use Only
File No.
Date
Lic. No.
Date

Important - All information must be typed and all questions must be answered. Copies of the application cannot be accepted. The application, instructions and associated forms can be completed and/or printed from our web site - www.bels.alabama.gov

The application, \$25 application fee, all references, experience verification forms, transcripts (if applicable) and verifications of the fundamentals of land surveying and the principles and practice of land surveying exams must be received by January 15 for the April exam or July 1 for the October exam. If you hold a NCEES record, complete questions 1-15, 20 and 22-23. Non-graduates must apply before December 31, 2007.

1. Full Legal Name Mr Ms

2. Addresses (furnish both addresses and indicate preferred mailing address with an "X" in the appropriate box)

Residence: Telephone No.

Firm Name: Telephone No.

Firm Address:

Email Address:

3. Date of birth / / 4. Social Security No. - -

5. LS examinations: Part I (FLS), Part II (PLS), & Part III (Alabama History & Law) are required.

Indicate below which exam (Parts I, II or III) and date of exam for which you are applying (See Dates and Deadlines on web page)

If you have passed the FLS, PLS or other exams, list the State(s) where you passed the exam(s) under question 6.

Will you require special assistance or accommodations to take the examination due to a disability? Yes No

6. Indicate Alabama or other jurisdictions where you passed the FLS, PLS and other exams - see page 3 of the instructions

FLS: State Exam date: LSIT No.

PLS: State Exam date: PLS No.

Other: State Exam date:

7. State of first PLS Licensure Date Current to / /

8. Other States in which you are licensed

9. Do you hold a current NCEES Record? Contact NCEES to have your record sent

(Affirmative answers to questions 10-15 must be explained under Question 20)

10. Has your name changed since birth? Yes No

11. Have you previously filed a PE or PLS application with this Board? Yes No

12. Have you ever been denied licensure in any State or Territory? Yes No

13. Have you ever been disciplined by another State Board? Yes No

14. Do you have charges pending against you? Yes No

15. Have you ever been charged with, convicted of, entered a plea of guilty or nolo contendere for any felony, misdemeanor or any offense other than a minor traffic violation (DWI and DUI are not minor traffic violations) whether related to the practice of land surveying or not? Yes No

**16. Undergraduate/Graduate Record - List all colleges or universities in the order you attended
Transcripts are required of all applicants who have completed degrees**

University and Location	No. of Years Attended	Entrance Date	Leaving Date	Degree & Curriculum Obtained	Board Use Only

You must contact the University and have your transcripts showing your degree sent directly to the Board Office from the University - we do not have a form for this request.

If you are certified as a Land Surveyor Intern in Alabama, your transcript should be on file, unless an additional degree has been obtained.

17. Experience Record (Read Instructions Carefully Before Completing This Section)

Engagement Number	Date From (mo & yr) To (mo & yr)	<p>The experience record should begin after graduation from a university or the first employment after high school, whether or not it was land surveying experience. All time must be accounted for, including military time, illness, unemployment, etc. List engagements in chronological order, experience after college or high school as No. 1. For each engagement, list experience in the following format: (1) Title of Position (2) Name of Firm and City and State where employed (3) Description of experience (one line is not sufficient) detailing, in first person, the work you personally performed in land surveying in the areas of field experience including boundary, office experience and record research experience and indicating the time you spent in each. Columns A-D under Surveying Experience should be completed for each engagement. Column D should be the Total of columns A, B and C. This work should be progressive and should include boundary. 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. You must send a verification (V-2) form to your PLS supervisor or associate for each surveying engagement listed below that can be verified.</p>	Non-Surveying Experience (List Months)	Surveying Experience			
				List Number of Months			
				A	B	C	D
				Field Experience	Office Experience	Record Research Experience	Total Surveying Experience
(Total Surveying Time may not exceed Total Calendar Time)			Total Months				

17. Continuation of Experience Record

Name _____

Engagement Number	Date From (mo & yr) To (mo & yr)	For each engagement, list experience in the following format: (1) Title of Position (2) Name of Firm and City and State where employed (3) Description of experience (one line is not sufficient) detailing, in first person, the work you personally performed in land surveying in the areas of field experience including boundary, office experience and record research experience and indicating the time you spent in each. Columns A-D under Surveying Experience should be completed for each engagement. Column D should be the Total of columns A, B and C. This work should be progressive and should include boundary. If an engagement was part time work, indicate part time and the number of hours you worked per week.	Non-Surveying Experience (List Months)	Surveying Experience			
				List Number of Months			
				A	B	C	D
			Field Experience	Office Experience	Record Research Experience	Total Surveying Experience	
(Total Surveying Time may not exceed Total Calendar Time)			Total Months				

18. Verification of Land Surveying Experience - A Verification (V-2) form must be sent to those listed below
 List only your land surveying engagements from Question 17 (experience record) that can be verified by a PLS and send a verification (V-2) form to each person listed below. **Engagement Number and Company name of Employer should correspond with Experience Record.** If engagement cannot be verified, do not list in this section but explain under 21. Your PLS supervisor or associate must have been licensed prior to the time being verified.

Engagement Number	Company Name of Employer	Name of PLS Endorser	PLS Supervisor	PLS Associate	Endorser's State of PLS Licensure	Your Months Surveying Experience	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	

(duplicate this section if necessary and attach) Total Surveying Experience Verified

Do Not Write
in this column

For
Board Use

Only

19. References - A Reference (R-2) form must be sent to those listed below
 List names and addresses of five references who have personal knowledge of your character and professional reputation. Three of your five references must be licensed Professional Land Surveyors who have personal knowledge of your surveying experience. You may use your PLS supervisors.

Name	Address	State of PLS Licensure
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE TO APPLICANT: It is your responsibility to see that the experience verification forms and the reference forms are returned directly to the Board Office. This application cannot be considered until all transcripts, experience verification forms, reference forms and verification of any exams are returned. This office will not be responsible for the delay of any information pertaining to your application caused by the mail service or by your respondents.

22. **RULES OF PROFESSIONAL CONDUCT** (Code of Ethics) - Excerpts from the Rules of Professional Conduct as set forth in their entirety in Rule 330-X-14, Administrative Code.

- Canon I The Engineer and/or Land Surveyor shall exercise independent judgements, decisions and practices on behalf of clients and employers.
- Canon II The Engineer and/or Land Surveyor shall act competently and use proper care in performing engineering and/or land surveying services for clients or employers and shall act only in fields in which qualified by education and experience.
- Canon III The Engineer and/or Land Surveyor shall safeguard and preserve the confidences and private information of clients and employers.
- Canon IV The Engineer and/or Land Surveyor shall endeavor to build a practice and professional reputation on the merit of services.
- Canon V The Engineer and/or Land Surveyor shall contribute to the maintenance, integrity, independence and competency of the engineering and/or land surveying profession.

23. **AFFIDAVIT CERTIFICATION, AUTHORIZATION AND RELEASE**

State of _____

County of _____

_____, being
(Applicant's Name)

first duly sworn, deposes and says:

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith and I hereby subscribe to and agree to conform with the Rules of Professional Conduct set forth in the Administrative Code, Rule 330-X-14. In accordance with Administrative Code Section 330-X-3-.01(1) withholding information, misrepresentation, or untrue statements will be cause for denial of application. The Code of Alabama 1975, Section 34-11-11(a)(1) states that the Board shall have the power to take disciplinary action against any licensee, engineer intern, land surveyor intern or firm for the practice of fraud or deceit in obtaining a certificate.

I also hereby authorize any individual, company or institution with whom I have been associated to furnish the Alabama State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualification for professional licensure in Alabama which they have on record or otherwise, and do hereby release the individual company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information. The Alabama Child Support Reform Act of 1997 requires you to provide your social security number for the purpose of administering the State child support program.

Subscribed and sworn to before me this

_____ day of _____, _____

(Signature of Applicant)

My Commission expires _____

(Signature of Notary Public)

24. **Record of Board (Board Use Only)**

Board Action: _____

Exam Offerings-Grades

FLS _____

PLS _____

ALSS _____

(SEAL)