

PLEASE READ PRIOR TO FILLING OUT THIS APPLICATION

PROFESSIONAL LAND SURVEYORS - Oklahoma

1. ALL applicants shall complete the 2-hour Oklahoma Land Surveying (OLS) exam prior to licensure. An additional 8-hour Fundamentals of Surveying (FS) examination and/or a 6-hour Principles and Practice (PS) examination also will be required if not previously completed.
2. If the Board requires an applicant to complete the 8-hour Fundamentals (FS) exam, he/she must pass that exam before being scheduled for the Principles and Practice exam (PS) and/or Oklahoma Land Surveying (OLS) exam.

RE-APPLICATION:

If you have filed a like, previous application with our Board, within the past 5 years, complete the application in its entirety, however read the following on the Record of Experience portion and the references: Update your Record of Experience from the date the previous application was submitted. IF YOUR PREVIOUS APPLICATION WAS SUBMITTED WITHIN THE PAST TWO YEARS, AT LEAST TWO OF THE REFERENCES SHOULD BE INDIVIDUALS NOT LISTED ON YOUR PREVIOUS APPLICATION. These new references should verify your work experience SINCE your previous application. Please put an asterisk (*) by the names of the new references. You do not need to order transcripts for your new application unless you have earned additional college credits since your previous application was filed.

IF YOU HAVE NOT FILED AN APPLICATION WITHIN 5 YEARS, A COMPLETE NEW APPLICATION INCLUDING TRANSCRIPTS IS REQUIRED.

NCEES RECORD:

If you have completed an Authorization for Transmittal of Council Record and/or Certificate of Verification with the NCEES for your council record to be forwarded to this office, you will need to complete all parts of this application form EXCEPT Part 7 and Part 14. This will allow you to waive the requirement to submit references and work experience, and you will not be required to send this Board a transcript. You will be required to submit the required application fee.

Instructions for Non-NCEES Record Holders:

1. If you have taken examinations in other states, or are licensed in another state, make as many copies as necessary, and mail a copy of the Verification of Licensure form (Appendix A) and a stamped envelope addressed to: Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, Oklahoma Engineering Center, 201 N.E. 27th St., Room 120, Oklahoma City, OK 73105-2788, to the appropriate state board to verify your current license and your examinations. Addresses of state boards may be obtained from the following website under NCEES Members: "ncees.org" or you may call 1-800-250-3196 for this information. The responding state board will complete the verification form and mail it directly to the Oklahoma Board office.
2.
 - A. Make as many copies of the Experience Verification form (Appendix B) as necessary to send to your references. Fill out the top portion of the form as indicated.
 - B. Attach a copy of your experience record (page 2 of your LS application form) to this form and mail to your references.
 - C. Your reference must place the completed Experience Verification form into a business size envelope, **seal the envelope, and sign across the back flap of the envelope.**
 - D. Your reference must **return the sealed and signed envelope to you. Do not open the envelope.** It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope, as well as a business size envelope, in which to insert the sealed and signed envelope for returning it directly to you.
 - E. You will send the **sealed and signed envelopes** to the Board office along with your application form for the Board's review.
3. Request universities to provide official transcripts of all university work to be sent directly to the Oklahoma Board.
4. Complete the LS application form.
5. Enclose a check for \$150 if this is your original license or \$250 if this is a comity application. Make checks payable to Okla. State Board of PE & LS
6. Complete and have notarized the Verification of Lawful Presence Form and provide documentation.
7. Mail completed application form, reference letters (**sealed in envelopes with signature across the back flap**), Verification of Lawful Presence Form and check to: Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, Oklahoma Engineering Center, 201 NE 27th St, Room 120, Oklahoma City, OK 73105-2788.

After your application is processed and approved by the Board, your name will be provided to the National Council of Engineering and Surveying (NCEES). They will contact you with information regarding the examination and how to register for the exam. The EXAM FEE will be paid directly to NCEES.

7. RECORD OF EXPERIENCE (NCEES RECORD HOLDERS NEED NOT FILL OUT THIS SECTION)

SUBMIT THE ORIGINAL TO THE BOARD OFFICE WITH YOUR APPLICATION, AND MAIL ONE (1) COPY OF THIS PAGE, ALONG WITH A BLANK REFERENCE FORM (SEE APPENDIX B) TO EACH REFERENCE LISTED

The Board requires a complete record of all of your employment. **List the date of each engagement in chronological order beginning with the earliest engagement.** List all engagements of whatever nature, but under the "Total Progressive Land Surveying Experience" column enter only those portions spent in Land Surveying. For each engagement describe explicitly, but concisely, the work **YOU** did. The term "Responsible Charge" means direct control and personal supervision of the work as Party Chief or in responsible charge of making decisions controlling surveys in accordance with the definition of land surveying as stated in Title 59 475.2. (Copy this sheet if additional space is needed)

FROM	TO	For each engagement state in order (a) title of position held, (b) name and location of employer (c) sample projects detailing kind of work done by applicant and degree of personal responsibility for the work (d) name and address of the professional land surveyor in responsible charge of the work.	TOTAL Progressive Land Surveying Experience (Years and months)

8. List Land Surveyor licenses in other states:

State of current residence: State _____ Year of Lic. _____ Lic.No. _____

State of current employment: State _____ Year of Lic. _____ Lic.No. _____

Other States:(attach list if necessary) _____

Land Surveyor Intern: State _____ Year of Cert. _____ Cert.No. _____

9. Have you passed written land surveying examinations conducted by any State Board?

Fundamentals: State _____ Year of Exam _____ No. Hours _____

Principles & Practice: State _____ Year of Exam _____ No. Hours _____

10. Are you a Licensed Professional Engineer?

No Yes State _____ Year of Lic. _____ Lic. No. _____

11. Have you previously filed any application with this Board?

No Yes (If yes please indicate) P.E. _____ E.I. _____ L.S. _____ L.S.I. _____

12. Have you been found guilty of any crime which was a felony or misdemeanor which was not traffic related?

No Yes (If Yes, attach explanation.)

13. Have you ever been disciplined by any professional or vocational licensing authority, or had an application for such licensure denied?

No Yes (If Yes, attach explanation.)

14. List in the following space five persons for reference, at least three of whom are Licensed Professional Land Surveyors, none of whom are members of the Board. **All periods of your experience since the beginning of your employment history must be verified by reference, leaving no gaps in dates.** The Board cannot give credit for land surveying experience that has not been verified by one or more reference(s). Set forth names, complete mailing addresses, including street or box number, occupations and business relationship of each with applicant.

(NCEES RECORD HOLDERS DO NOT FILL OUT PART 14)

15. RELEASE STATEMENT

I state under penalty of perjury under the laws of Oklahoma as follows:

I, the applicant named in the attached application for licensure in Oklahoma, hereby authorize any individual, company or institution with whom I have been associated to furnish the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualifications for professional licensure in Oklahoma 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. I also consent to the confidentiality of the requested evaluation, and waive any right to see or to question the evaluation submitted.

Signature of Applicant: _____

Date of Signature: _____

APPLICANT: Complete the shaded areas of this form and mail to the verifying State Board with a stamped envelope addressed to: Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, Oklahoma Engineering Center, 201 N.E. 27th St., Room 120, Oklahoma City, OK 73105-2788

VERIFICATION OF LICENSURE

TO: Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors

FROM:
(State Board
address)

**State Board
Responding:**
Mail this directly to
the Oklahoma Board Office
DO NOT return to
applicant.

**APPLICANT
NAME &
ADDRESS:**

Date of Birth: _____
Social Security Number:
_____-_____-_____

I. THE ABOVE NAMED PERSON WAS LICENSED AS:

	Registration/License No.	Date Issued	Valid Until
Engineer Intern	_____	_____	_____
Professional Engineer	_____	_____	_____
Land Surveyor Intern	_____	_____	_____
Prof. Land Surveyor	_____	_____	_____

II. BASIS OF LICENSURE:

1. ___ Written Exam	Hours	Results/Scores	NCEES	Date of Exam	NCEES Cut-Score Used
(If NO please explain)					
FE	_____	_____	_____	_____	_____
PE	_____	_____	_____	_____	_____
FS	_____	_____	_____	_____	_____
PS	_____	_____	_____	_____	_____
State	_____	_____	_____	_____	_____

2. ___ FE or FS accepted from: _____ 3. ___ PE, PS or State accepted from: _____
 4. ___ Education and Experience: _____ Years Education _____ Years Experience _____
 5. ___ Other: _____

III. Has applicant ever been disciplined by your board or is disciplinary action pending? ___ Yes ___ No
 If Yes, please supply full details of Board Action on reverse side – or attach documentation.

Signed by: _____

Title: _____

(Board Seal)

Date: _____

PLEASE: If a fee is required, please notify the applicant, but DO NOT delay the processing of this form.

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
Oklahoma Engineering Center, Room 120 * 201 NE 27th St * Oklahoma City, OK 73105-2788 * 405-521-2874

Experience Verification – Professional Land Surveyor Application

To Be Completed by Applicant - Please type or print in black ink.

Instructions to Applicant:

1. Make as many copies of this form as necessary to send to your references. Fill out the top portion of this page.
2. Attach a copy of your experience record from your LS application and mail this form along with your experience record (page 2 of your application form) to your references. Enclose a business size envelope to the reference.
3. Your reference **MUST** place the completed Experience Verification form into the envelope, seal the envelope, and sign across the back flap of the envelope.
4. Your reference **MUST** return the sealed and signed envelope to you. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you.
5. You will send the sealed and signed envelopes to the Board office along with your application form for the Board's review.

Applicant's Name: _____
 Applicant's Address: _____
 Reference Name: _____
 Reference Address: _____

To Be Completed by Respondent - Please type or print in black ink.

Instructions to Respondent:

1. Fill out the "Respondent" portion of this form. Do not fill it out in the presence of the applicant.
2. Place the completed Experience Verification form into the provided envelope, seal the envelope, and sign across the back flap of the envelope.
3. Return the sealed and signed envelope to the applicant as soon as possible.
4. The applicant will send the sealed and signed envelope to the Board office along with his/her application form for the Board's review.

1. Is the attached transcript of the applicant's professional history a fair account as to the degree of responsibility and the extent of professional experience involved. Please give full details.

2. How long have you known the applicant? (During which years?) _____

3. What is/was your business relationship to the applicant? _____

4. Would you recommend this applicant to be licensed as a Professional Land Surveyor? Yes No

Comments: _____

5. Please give your own estimate of the applicant's moral character and personal integrity _____

6. If you have been a co-worker, an employer or client of the applicant, please tell us the general nature of your professional relations with the applicant and your opinion of him/her as a professional land surveyor based on said relationship. _____

Name of Respondent: _____

Respondent's Surveying License: Jurisdiction _____ **Reg./Lic. #** _____

Year of original license _____ **Respondent's Place of Employment and Title:** _____

Address: _____

Signature: _____ **Date:** _____

PLEASE PLACE SEAL IMPRESSION OVER SIGNATURE IF APPLICABLE

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide this Board with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Board's office is staffed with notaries who are available to provide notary service at no cost to Applicants. You will not be allowed to apply for licensure or renew your license without this verification. Please sign and have notarized the applicable form and enclose a document listed on List A or List B (see attached).

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Option 1 - Verification of Citizenship

Affidavit of

Applicant's Name [please print legibly or type] License No. [if applicable]

STATE OF _____)
) ss:
COUNTY OF _____)

_____, of lawful age, being first duly sworn, upon
[Applicant's Name]
oath states, under penalty of perjury, as follows:

I am a United States Citizen.

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this ____ day of _____, 20____, by

[Applicant]

NOTARY

My Commission Expires: _____

(Seal)

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Option 2 – Affidavit Verifying Qualified Alien Status

Affidavit of

Applicant's Name [please print legibly or type]

License No. [if applicable]

STATE OF _____)

) ss:

COUNTY OF _____)

_____, of lawful age, being first duly sworn, upon

[Applicant's Name]

oath states, under penalty of perjury, as follows:

I am a qualified alien under the Federal Immigration and Naturalization Act, and I am lawfully present in the United States.

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this ____ day of _____, 20____, by

[Applicant]

NOTARY

My Commission Expires: _____

(Seal)

LIST A

ACCEPTABLE DOCUMENTS TO ESTABLISH U.S. CITIZENSHIP

A person who is a citizen of the United States as evidenced by one of the following:

1. A copy of a birth certificate issued in or by a city, county, state, or other governmental entity within the United States or its outlying possessions.
2. A U.S. Certificate of Birth Abroad (FS-845, DS-135) or a Report of Birth Abroad of a U.S. Citizen (FS-240).
3. A birth certificate or passport issued from:
 - A. Puerto Rico, on or after January 13, 1941;
 - B. Guan, on or after April 10, 1898;
 - C. U.S. Virgin Islands, on or after February 25, 1927;
 - D. Northern Mariana Islands, after November 4, 1986;
 - E. American Samoa;
 - F. Swain's Island; or
 - G. District of Columbia.
4. A U.S. passport (expired or unexpired).
5. Certificate of Naturalization (N-550, N-57, N-578).
6. Certificate of Citizenship (N-560, N-561, N-645).
7. U.S. Citizen Identification Card (I-179, I-197).
8. An individual Fee Register Receipt (Form G-711) that shows that the person has filed an application for a New Naturalization or Citizenship Paper (Form N-565).
9. Any other document which establishes a U.S. place of birth or indicates U.S. citizenship.

LIST B

ACCEPTABLE DOCUMENTS TO ESTABLISH ALIEN STATUS

An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA) must submit supporting documentation to establish lawful presence under one of the following categories:

- INS Form I-551 (Permanent Resident Card commonly known as a "green card");
- INS Form I-551 Temporary Stamp
- INS Form I-327 Reentry Permit
- INS Form I-94 (Arrival/Departure Document);
- INS Form I-688 (Temporary Resident Card);
- INS Form I-688A (Employment Authorization Card);
- INS Form I-688B (Employment Authorization Card);
- INS Form I-766 (Employment Authorization Card);
- Machine Readable Immigrant VISA (with Temporary I-551 Language);
- Unexpired Foreign Passport

