

**Oklahoma State Board of Licensure for  
Professional Engineers and Land Surveyors  
220 N.E. 28<sup>th</sup> Street, Suite 120  
Oklahoma City, OK 73105**

**Application for Certification as an Land Surveyor Intern**

***(Must be typewritten or computer generated or application will be returned)***

1. Go to <https://account.ncees.org/login> to verify your **FS examination**. Either create a new account OR log-in to your existing account. Follow the directions to request verification of your exam results.
2. Request universities send **OFFICIAL transcripts** of all course work directly to the Board office at the address listed above. Official electronic transcripts may be emailed to [rsinger@pels.ok.gov](mailto:rsinger@pels.ok.gov). Please provide your NCEES ID number on number 3 of the application if you have uploaded the transcript(s) to your MyNCEES account. **TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.**
3. Follow the Core Curriculum Course Evaluation Form Instructions (Appendix A / Page 1) to **complete the LS/P.L.S. Core Curriculum Course Form (Appendix A / Page 2)**.
4.
  - A. Fill out the top portion of the **Surveyor Intern Reference Form (Appendix B)** and then make three (3) copies to send to your references. The references must be individuals who are familiar with your work, character and reputation, but cannot be relatives or members of this Board.
  - B. Your reference must place the completed Surveyor Intern Reference Form into a business size envelope, seal the envelope and **sign across the sealed portion of the back flap of the envelope.**
  - C. **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, as well as a business size envelope, in which to insert the sealed and signed envelope for returning it directly to you.
  - D. You will send the sealed and signed envelopes to the Board office along with your application form for the Board's review.
5. Mail the following to the Board Office. The Board address is listed above.
  - A. Completed application form.

**Print the application single-side.**  
Handwritten applications will **NOT** be accepted.  
Affidavit and Release Statement **must be signed and dated** (Item 13 of the application)
  - B. Completed Core Curriculum Course Form.
  - C. Reference Letters (signed across the sealed portion of the back flap of the envelope).
  - D. \$50 check or money order made payable to OKPELS.



**OKLAHOMA STATE BOARD OF LICENSURE FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

220 N.E. 28th Street, Suite 120  
Oklahoma City, OK 73105 (405) 521-2874

**Application for Land Surveyor Intern Certification**

**MUST BE TYPEWRITTEN OR COMPUTER GENERATED - HANDWRITTEN APPLICATIONS WILL BE RETURNED**

**ENCLOSE \$50.00 APPLICATION FEE - (Checks may be made to: OKPELS)**

1. Full **Legal** Name (do not abbreviate) \_\_\_\_\_

Maiden Name or other last name previously used (if applicable) \_\_\_\_\_

2. Name: \_\_\_\_\_  
(As you wish it to appear on your certificate)

3. NCEES ID Number \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ 5. Social Security #: \_\_\_\_\_

6. Residence Physical Address: \_\_\_\_\_  
(number and street) (city, state and zip code)

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(telephone) (fax) (e-mail)

7. Business Physical Address: \_\_\_\_\_  
(number and street) (city, state and zip code)

\_\_\_\_\_ (place of employment) \_\_\_\_\_ (your title)

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(telephone) (fax) (e-mail)

8. Preferred e-mail address: \_\_\_\_\_

9. Preferred mailing address: \_\_\_\_\_  
(number and street) (city, state and zip code)

10. A. Date of successful completion of FS exam \_\_\_\_\_

B. State in which you took the FS exam \_\_\_\_\_

11. List in the following space, all institutions of higher education which you attended, including names, locations, degrees earned or major pursued and dates. Substantiate each listing by requesting each institution send an OFFICIAL signed and sealed transcript directly to this office. Electronic OFFICIAL transcripts may be sent to [rsinger@pels.ok.gov](mailto:rsinger@pels.ok.gov). **TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.**

SCHOOL	LOCATION	DEGREE	DATE

12. List in the following space three (3) persons for reference, **none of whom are relatives or members of this Board**. Include names, occupations and professional relationship of each with applicant. *The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.*

REFERENCES		
Name	Occupation	Professional Relationship

**13. AFFIDAVIT AND RELEASE STATEMENT**

I, \_\_\_\_\_, hereby make application for certification as an surveyor intern under the provisions of 59 O.S. § 475.1-475.22a, and the rules and regulations of your Board. My application is based on the provisions of 475.12(A)(2) and Oklahoma Administrative Code 245:15-3-4. I declare under penalty of perjury under the laws of Oklahoma that I am the person described in this application, that I have full knowledge of the subject matter thereof, and that the statements and representations contained therein are true in every respect. I also 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 certification in Oklahoma which they have on record or otherwise and do hereby release the individual, company or institution all individuals connected therewith from any liability for any damage whatsoever incurred by me as a result of their furnishing such information.

\_\_\_\_\_  
 (Date of Signature)

\_\_\_\_\_  
 (Original Written Signature)

**OKLAHOMA STATE BOARD OF LICENSURE FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

220 N.E. 28th Street, Suite 120  
Oklahoma City, OK 73105-2802  
(405) 521-2874

## **Core Curriculum Course Evaluation Form Instructions**

An applicant for certification as a Land Surveying Intern, or an applicant for licensure as a Professional Land Surveyor must meet the education requirements set forth in Title 59 O.S. § 475.1 *et. seq.* which includes the completion of at least twenty-seven (27) semester credit hours of the Surveying Core Curriculum approved by the Board. The 27 hours in the Core Curriculum must be completed with a grade of “C” or above.

These 27 semester credit hours must include the following:

1. A minimum of fifteen (15) semester credit hours in **Elementary and Advanced Surveying** courses;
2. A minimum of six (6) semester credit hours in **Boundary Surveying and Legal Principles** courses;
3. A minimum of six (6) hours in **Geographical Communications and Land Development Principles** courses.
4. In addition to the Core Curriculum, a minimum of a **3-hour class in either Analytical Geometry or Trigonometry is also required.**

To assist the Board in its review of your college credit hours, please complete the following summary by inserting the number of credit hours earned for each subject, your grade, the course number and title and the college or university where the credit was earned.

If there is any question about the course content for a listed course, it shall be the applicant’s responsibility to provide syllabi and/or course outlines for those courses.

Multiple courses covering the same subject matter will not be accepted, e.g. applicants taking Basic Surveying courses at two different institutions will only receive credit for one course.

Depending on the course content, some courses may be eligible for partial credit towards the 27 hour requirement. For example, a course in Transportation engineering usually qualifies for 1 hour of Advanced Surveying credit.

Name \_\_\_\_\_

### LSI / PLS Core Curriculum Course Form

Please complete the summary below by inserting the number of credit hours earned for each subject, your grade, the course number and title and the college or university where the credit was earned. Your college transcript should support each course reference. Depending on content, some courses may only be eligible for partial credit toward the 30 hour requirement.

#### Credit Hours of Mathematics

Subject	Credit Hours	Grade	Course Number and Title	College or University

#### Credit Hours of Elementary and Advanced Surveying (Minimum-15 hours) (Maximum of 6 hours per subject)

Subject	Credit Hours	Grade	Course Number and Title	College or University
Basic/Elementary Surveying				
Advanced Surveying				
Route Surveying/Geometrics				
Engineering Surveying				
Subdivision/Roadway Design				
Geodetic Surveying/GPS				
Construction Surveying/MGMT				
Photogrammetry				
<b>CREDIT HOURS</b>				

#### Credit Hours of Boundary Surveying and Legal Principles (Minimum-6 Hours)

Subject	Credit Hours	Grade	Course Number and Title	College or University
Legal Principles of Surveying I				
Legal Principles of Surveying II				
Evidence and Boundary Analysis				
U.S. Public Land Survey System				
Oklahoma State Specific Laws				
<b>CREDIT HOURS</b>				

#### Credit Hours of Mapping and Land Survey Systems (Minimum-6 Hours)

Subject	Credit Hours	Grade	Course Number and Title	College or University
Drafting/Graphics/CAD				
Geodesy				
GIS				
Mapping				
Cartography				
Aerial Photo Interpretation / Remote Sensing				
<b>CREDIT HOURS</b>				

<b>TOTAL CREDIT HOURS</b>	
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Signature \_\_\_\_\_

Date \_\_\_\_\_

Oklahoma State Board of Licensure for  
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220 N.E. 28<sup>th</sup> Street, Suite 120  
Oklahoma City, OK 73105

Land Surveyor Intern Reference Form



**Applicant:** Print your name in the space provided below and *print the name and address of the Reference in the shaded area to the left.* Provide the Reference with a **stamped envelope addressed to the Board** (address listed above).

To Whom It May Concern:

\_\_\_\_\_ is applying for certification as a Land Surveyor Intern with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.

Please provide the information requested below and make any comments that may be of value to the Board in assessing his/her qualifications. Information secured from references is for the confidential use by the Board and the source of this information will not be divulged, except in special cases when requested by legally constituted State Boards of Licensure.

Please use the stamped envelope provided by the applicant to return the completed form directly to the Board office.

Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.

1. Applicant's present position \_\_\_\_\_

2. Number of years you have known applicant \_\_\_\_\_

3. Applicant's character and personal reputation are \_\_\_\_\_

4. Has applicant worked or studied under your supervision? \_\_\_\_\_

a. If so, please explain \_\_\_\_\_

5. Has applicant engaged in active land surveying work? \_\_\_\_\_

Additional Remarks:

Printed Name \_\_\_\_\_

Place of Employment and Title: \_\_\_\_\_

Are you a licensed Professional Land Surveyor? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_