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

Instructions for P.L.S. Comity Applicants and P.L.S. Re-Licensure Applicants who are NOT NCEES Record Holders

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION

Am I a NCEES Record Holder? Go to www.ncees.org/records for more information

The NCEES Records Program serves as a verifying agency for an engineer or surveyor who is seeking multiple-jurisdiction licensure by comity. Applicants to the program must already be licensed with at least one licensing board in the United States or its territories. **An NCEES record is not established automatically when an engineering and surveying license is granted**. The engineer or surveyor must initiate the process by making application to NCEES to establish a record.

1. Request universities to provide official transcripts of all university work, even if it is not land surveying related, to be sent directly to the Oklahoma Board. Official electronic transcripts may be emailed to rsinger@pels.ok.gov. Re-Licensure applicants: email rsinger@pels.ok.gov to determine if new transcripts are required and to obtain date of original application.

2. Go to **https://account.ncees.org/login** to verify your current license and your examinations. Either create a new account OR log-in to your existing MyNCEES account. Follow the directions to request verification of your exam results and one from your resident state or state holding your current license. The responding state board will complete the verification form and submit it directly to the Oklahoma Board office. **For any state(s) not using the NCEES verification system, please complete the shaded areas of Appendix F** (Verification of Licensure/Examinations form) and send it to those state boards. That state board will complete the verification form and submit it directly to the Oklahoma Board office. If you took the FS exam by CBT, we will verify your exam through NCEES.

3. A. Make as many copies of the Experience Verification and Reference Form (Appendix D) as necessary to send to your references. Fill out the top portion of the form as indicated. At least five (5) references are required and **three (3) must be from P.L.S.'s having personal knowledge of your surveying experience**. This requirement cannot be waived. Experience may be gained at different times during the steps to obtaining licensure as a professional land surveyor. Please refer to the 4 Paths of Licensure as a P.L.S. (Appendix C) to determine your experience requirements.

   B. Attach a copy of your experience record (No. 20 of the application form) to the Experience Verification form and mail to your references (please refer to the Sample Record of Experience – Appendix E).

   C. Your reference must place the completed Experience Verification form into a business size envelope, **seal the envelope, and sign across the back sealed flap of the envelope**.

   D. **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.

   E. You will send the sealed and signed envelopes to the Board office along with your application form for the Board's review. **If we receive the reference letter in an envelope from your reference and it is not signed and sealed across the back flap it cannot be accepted by this office.**

   F. References verifying experience, who have been disciplined by any professional licensure board within the past 10 years, must submit a copy of the formal disciplinary action taken for the Board's review and consideration.

4. Complete the entire P.L.S. application form. Print the application single sided. DO NOT PRINT DOUBLE-SIDED. **Handwritten applications will not be accepted**.

5. Complete the Core Curriculum Course Form (Appendix A).

6. Complete and have notarized the Verification of Lawful Presence Form (Appendix B) and **submit supporting documentation**. **Do not submit original documents** – photocopies or scanned images will suffice. A driver's license does not qualify as supporting documentation.

7. Enclose a check for **$250.00** payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors (Checks can be made to: OKPELS).

8. Mail the following to the Board office. The Board address can be found on the first page of the instructions.
   A. Completed Application Form (make sure you have signed the last page)
   B. Reference Letters (**signed across the sealed portion of the back flap of the envelope**)
   C. Completed Core Curriculum Course Form (Appendix A)
   D. Notarized Verification of Lawful Presence Form and supporting documents (Appendix B)
   E. $250 check or money order made payable to OKPELS

9. Successfully pass the 2-hour Oklahoma Law and Surveying (OLS) examination, which is given quarterly at the Board office.

10. Successfully pass the 25 question Open Book exam, which is mailed to the applicant following successfully passing the 2-hour OLS exam.

If you are practicing land surveying through a firm that DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION issued by this Board, you MUST submit a Certificate of Authorization application along with your P.L.S. application. Application forms available at www.pels.ok.gov.

Re-Licensure Instructions

If you have filed a previous application with our Board within the past five (5) years, you must still complete this application in its entirety except for the following:

Record of Experience – Update from the date the previous application was submitted.

References – At least one reference should verify your most recent experience engagement.

Transcripts - You do not need to order transcripts for your new application unless you have earned additional college credits since your previous application was filed.

PDH's – Re-licensure applicants must also submit a continuing education log form and proof of attendance / completion certificates verifying 30 PDH's earned during the most recent 24 months.

NOTE; Please be advised that per OAC 245:15-7-5(b), *"If a license revoked for non-payment or a retired license remains canceled or suspended for a period exceeding three (3) consecutive years, such former licensee may be required by the Board to take and pass a current examination as prescribed by the Board."*

OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Form B

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

Application for Professional Land Surveyor Licensing for Comity Licensure or Re-Licensure WITHOUT an NCEES Record

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

☐ Check here if this is a re-licensure application. Original Oklahoma P.L.S. Number _____

ENCLOSE $250.00 APPLICATION FEE - (Checks may be made to: OKPELS)

1. Full **Legal** Name (do not abbreviate) Prefix _____

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

2. Name: _____
   (as you wish it to appear on your certificate- you must sign and seal using this exact name)

3. Date of Birth: _____ 4. Social Security #:_____

5. Residence Physical Address:_____ _____
   (number and street) (city, state and zip code)

   _____ _____ _____
   (telephone) (fax) (e-mail)

6. Business Physical Address: _____ _____
   (number and street) (city, state and zip code)

   _____ _____ _____
   (Official name of place of employment) (your title) (CA # - if applicable) *

   _____ _____ _____
   (telephone) (fax) (e-mail)

**** If you are practicing land surveying through a firm that DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION issued by this Board, you MUST submit a Certificate of Authorization application along with your P.L.S. application. Application forms available at www.pels.ok.gov.***

7. Preferred mailing address (Residence or Business): _____

8. Preferred e-mail address (Residence or Business): _____

9. a. List Professional 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) _____

   b. List Land Surveyor Intern Certification: State _____ Year of Cert. _____ Cert.No._____

10. I passed land surveying examinations conducted by the following State Boards or through NCEES by computer based testing (CBT).

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

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

11. Are you a licensed Professional Engineer?

    ☐ No ☐ Yes State _____ Year of Licensure _____ License No. _____

12. List in the following space institutions of higher education which you attended, including names, locations, degrees earned or major pursued and dates.

For re-licensure applicants: contact rsinger@pels.ok.gov to determine if transcripts are in the original file.

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. **TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.**

SCHOOL(S)	LOCATION(S)	DEGREE(S)	DATE(S)

13. Have you previously filed any application with this Board?
☐ No ☐ Yes (If yes, please indicate) P.E. _____ E.I. _____ P.L.S. _____ L.S.I. _____

14. Have you been convicted, found guilty or pled guilty or nolo contendere to any crime, which was a felony or misdemeanor and not traffic related?
☐ No ☐ Yes (If Yes, attach explanation.) **** DUI's and DWI's must be reported***
***** Include all information, even if a significant period of time has passed.***

15. Have you ever been disciplined by any professional or vocational licensing authority (including Oklahoma)?
☐ No ☐ Yes (If Yes, attach explanation.)
**** Include formal actions, informal actions, administrative actions, stipulations and agreements.***

16. Have you ever had an application for professional or vocational licensing denied for a reason other than you did not meet the educational or experience requirements?
☐ No ☐ Yes (If Yes, attach explanation.)

17. To your knowledge, are you currently under investigation by any professional or licensing authority?
☐ No ☐ Yes (If Yes, attach explanation.)

18. Have you been subject to any court rulings, court mandated registration, or any other public records that would show impropriety or reflect poorly on the profession?
☐ No ☐ Yes (If Yes, attach explanation.)

19. List in the following space five (5) persons for reference, at least three (3) of whom are Licensed Professional Land Surveyors, none of whom are members of this Board. References who have been disciplined by a State Board must attach a copy of the formal action taken by the Board.

PLEASE NOTE: **It is your responsibility to mail a copy of the reference form (See Appendix D) along with a copy of your work history (#20 of this application form) to the listed references, along with a self-addressed stamped envelope. 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. *The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.*

Name of Reference	Occupation	Business or Personal Relationship

20. RECORD OF EXPERIENCE (Please refer to Sample Record of Experience – Appendix E)

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 A) 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, the work **YOU** did. Copy this sheet if additional space is needed.

From (mo. / yr.)	To (mo. / yr.)	**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)

21. AFFIDAVIT AND RELEASE STATEMENT

I, _____, hereby make application for
(full **legal** name - do not abbreviate)
licensure as a professional land surveyor 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(B) 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 and that the statements and representations contained therein are true in every respect.

Furthermore, I 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.

_____ _____

Original Written Signature Date

APPLICATION CHECKLIST

- ☐ FS Results provided to Board
- ☐ College Transcripts provided to Board
- ☐ Record of experience completed with no gaps in time (#20 of application)
- ☐ Five References included with application (three of whom are licensed Professional Land Surveyors)
- ☐ P.L.S. Core Curriculum Course Form completed and included with application (Appendix A)
- ☐ Affidavit of Lawful Presence (with acceptable supporting documentation) included with application (Appendix B)
- ☐ All sections of the application completed and printed single-sided (DO NOT PRINT DOUBLE SIDED)
- ☐ $250 application fee included (made payable to OKPELS)
- ☐ Application signed and dated
- ☐ Certificate of Authorization application submitted (if applicable)

Mailing address of the Board

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105-2802

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PROFESSIONAL ENGINEERS AND LAND SURVEYORS
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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 competed 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				
CREDIT HOURS				

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				
CREDIT HOURS				

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				
CREDIT HOURS				

TOTAL CREDIT HOURS	

_____ _____

Signature Date

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for licensure 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). **A DRIVER'S LICENSE IS NOT AN ACCEPTED DOCUMENT.**

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 _____)
)
COUNTY OF _____)

_____, of lawful age, being first duly sworn, upon oath
[Applicant's Name]
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 oath
[Applicant's Name]
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
(Driver's License DOES NOT Qualify)

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-&45. 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. Guam, 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
(Driver's License DOES NOT Qualify)

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 Re-Entry 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

The preceding lists (A and B) contain the most common documents, which can be used to establish U.S. Citizenship or legal alien status.

4 PATHS TO LICENSURE AS A PLS

#1 PLS REQUIREMENTS:

- 4 YR SURVEYING DEGREE
- 4 YRS PROGRESSIVE EXPERIENCE- (At least 2 years after graduation)
- PASS THE FS EXAM
- PASS THE PS AND OLS EXAMS

REQUIREMENTS FOR CERTIFICATION AS A LSI:

- PROVIDE PROOF OF GRADUATION
- PASS THE FS EXAM

#2 PLS REQUIREMENTS:

- 2 YR SURVEYING DEGREE
- 6 YRS PROGRESSIVE EXPERIENCE
- PASS THE FS EXAM
- PASS THE PS AND OLS EXAMS

REQUIREMENTS FOR CERTIFICAION AS A LSI:

- PROVIDE PROOF OF GRADUATION
- PASS THE FS EXAM

PLS LICENSE

#3 PLS REQUIREMENTS:

- NON-SURVEYING DEGREE (2 YR or 4 YR) INCLUDING THE CORE CURRICULUM
- 6 YEARS PROGRESSIVE EXPERIENCE
- PASS THE FS EXAM
- PASS THE PS AND OLS EXAMS

REQUIREMENTS FOR CERTIFICATION AS A LSI:

- PROVIDE PROOF OF GRADUATION AND COMPLETION OF THE CORE CURRICULUM
- PASS THE FS EXAM

#4 PLS REQUIREMENTS:

- PROVIDE PROOF OF COMPLETION OF 60 COLLEGE CREDIT HOURS INCLUDING THE CORE CURRICULUM
- 6 YEARS PROGRESSIVE EXPERIENCE
- PASS THE FS EXAM
- PASS THE PS AND OLS EXAMS

REQUIREMENTS FOR CERTIFICATION AS A LSI:

- PROVIDE PROOF OF COMPLETION OF 60 COLLEGE CREDIT HOURS INCLUDING THE CORE CURRICULUM
- PASS THE FS EXAM

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
220 NE 28th Street, Suite 120 * Oklahoma City, OK 73105-2802 * 405-521-2874

Professional Land Surveyor Application
Experience Verification and Reference Form

Qualifications of References:

1. References may not be current members of the Board.
2. Three of the five references shall be licensed Professional Land Surveyors having personal knowledge of the applicant's surveying experience.
3. References verifying experience who have been disciplined by a professional licensing board within the past 10 years must submit a copy of the formal disciplinary action taken, along with the completed reference form, for the Board's review and consideration.

Instructions to Applicant:

1. Make as many copies of this form as necessary to send to your references.
2. Fill out the top portion of the following page.
3. Mail both pages of Appendix D and a copy of your experience record (#20 of the P.L.S. application form) to your references.
4. 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. **Your reference MUST place the completed Experience Verification form into the envelope, seal the envelope, and <u>sign across the back flap of the envelope</u>.**
6. Your reference MUST return the sealed and signed envelope to you. You will send the sealed and signed envelopes to the Board office along with your application form for the Board's review.
7. The Board cannot give credit for surveying experience which has not been satisfactorily verified by one or more acceptable references.

Instructions to Reference:

1. After reviewing the applicant's experience record, complete the Experience Verification and Reference Form provided by the applicant.
2. Fill out the form with sincere and conscientious consideration of this Board's need for accurate data and objective appraisal of the applicant's education, ability and/or potential to practice surveying. **Do not fill out the form in the presence of the applicant.**
3. Once completed and signed, place the Experience Verification Form into the envelope provided, **seal the envelope, and sign across the back sealed flap of the envelope**.
4. If you have been disciplined by a professional licensing board within the past 10 years, submit a copy of the formal action taken for the Board's review and consideration along with the Experience Verification Form.
5. **Return the sealed and signed envelope to the applicant**.

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
220 NE 28th Street, Suite 120 * Oklahoma City, OK 73105-2802 * 405-521-2874

Experience Verification & Reference Form – Professional Land Surveyor Application

Applicant's Name: _____

Applicant's Address:_____

Reference Name:_____

Reference Address:_____

Please thoroughly respond to all questions. Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.

1. Are you verifying a specific experience engagement? _____Yes _____No. If yes, please indicate the time period for the experience engagement you are verifying_____
2. Are you related to the applicant? ____Yes ____No. If yes, explain:_____
3. Please give your own estimation of the applicant's moral character and personal integrity. _____

_____

4. What is/was your business relationship to the applicant? _____
5. Are/Were you in direct control and responsible charge of the applicant's land surveying work? _____ Yes ____ No
6. For the experience engagement you are verifying, did the applicant give an accurate account of the type of work personally performed, degree of their personal responsibility and the extent of the experience involved? Please give full details. _____

_____

_____

_____

7. Please give your own estimation of the applicant's experience and ability in conducting the research and analysis necessary to retrace existing property boundaries and creating legal descriptions for new parcels. _____

_____

_____

8. To your knowledge, has the applicant been responsible for applying U.S. Public Land Survey System survey principles to boundary retracement surveys, including subdivision of sections and restoring lost or obliterated corners? Please give full details. _____

_____

_____

9. Please provide the Board any additional information or comments regarding the applicant's surveying experience, capabilities or limitations, if any. _____

_____

10. Based upon your object appraisal of the applicant's ability and/or potential to practice surveying, do you recommend this applicant to be considered for licensure as a Professional Land Surveyor at this time? _____ Yes _____ No

Name of Reference (Please print or Type):_____

Reference's Surveying License: Jurisdiction_____ Reg./Lic. #_____ Year of original license _____

Reference's Place of Employment and Title:_____

Signature:_____ Date:_____

PLEASE PLACE SEAL IMPRESSION OVER SIGNATURE IF APPLICABLE

SAMPLE RECORD OF EXPERIENCE

Do not copy verbatim. This is an **example of the required level of detail and completeness expected regarding the type of work experience** you are claiming and your personal responsibility regarding that work. More detail may be provided if necessary. **Dates and total years of experience must be included on the actual form.**

(a) Title of the position(s) held
(b) Name and location of employer
(c) Give an accurate account of the type of **land surveying work you personally performed and the degree of your personal responsibility for the work**. Include a list of sample projects and your responsibility for each.
(d) Name and address of the Professional Land Surveyor in responsible charge of the work.

Sample Land Surveying Engagement

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 A) 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, the work **YOU** did. Copy this sheet if additional space is needed.

From (mo. / yr.)	To (mo. / yr.)	**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)
		a. Project Surveyor Intern b. ABC Surveying Company Duncan, Oklahoma c. I analyzed the deed description of the land to be surveyed and gathered available boundary survey information including researching public records. I instructed the survey crew on the project requirements, what physical evidence to search for and what measurements to make. When the field work was complete, I analyzed the data, performed calculations as necessary (including subdivision of section calculations), and assisted the PLS in determining the final boundary location. I reviewed the plat of survey for completeness and accuracy and reviewed title documents to be shown on the survey. I prepared legal descriptions and performed filed checks when required. Sample projects include ALTA/ACSM Land Title Surveys for retail shopping centers in Oklahoma City, Edmond and Norman, Oklahoma; boundary surveys for the development of Fox Run and Blue Pheasant Subdivisions in Oklahoma City; and the boundary and subdivision of 14 sections of land in Cleveland County for a wind farm. d. PLS in responsible charge: John A. Brown, PLS 1076 220 NE 28th Street, Suite 276 Oklahoma City, OK 73105	

VERIFICATION OF LICENSURE/EXAMINATIONS

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
220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105-2802

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

FROM: (Address of verifying State Board)

APPLICANT NAME AND ADDRESS:

Date of Birth: _____

Social Security No: X X X - X X - _____

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

1. EXAMINATION RESULTS

EXAM	HOURS	RESULT/SCORE	NCEES	DATE OF EXAM	ADDITIONAL INFORMATION
FE					
PE					
FS					
PS					
State					

2. LICENSURE or CERTIFICATION

	License or Certification No.	Date Issued	Valid Until
_____ **Engineer Intern**	_____	_____	_____
_____ **Professional Engineer**	_____	_____	_____
_____ **Land Surveyor Intern**	_____	_____	_____
_____ **Professional Land Surveyor**	_____	_____	_____

The applicant qualified for licensure or certification through:

A. Written Examination: _____ B. Comity or Reciprocity: _____ State _____

C. Education and Experience: Years of Education _____ Years of Experience _____

D. Other: _____

3. Has applicant ever been disciplined by your board or is disciplinary action pending? _____ Yes _____ No
If **Yes**, please attach documentation with full details of Board Action.

Verifier's Name: _____

Verifier's Title: _____ **(Board Seal)**

Signature: _____ Date: _____

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