

**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

Application for Initial Licensure as a Professional Land Surveyor

[Application for Oklahoma P.L.S. applicants who previously filed a Form D – Part 1 to take the P.S. exam]

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION

1. Complete the entire P.L.S. application form on the computer and print the application single-sided. **DO NOT PRINT DOUBLE-SIDED. Handwritten applications will not be accepted.**
2. If you have earned additional college credits since you submitted your original application to be admitted to take the P.S. exam, please request that an official transcript(s) showing your updated coursework be sent directly to the Oklahoma Board at the address shown above. Official electronic transcripts may be emailed to rsinger@pels.ok.gov.
3. A. Make as many copies of the Experience Verification and Reference Form (Appendix A) 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 land surveying experience.** This requirement cannot be waived.

B. Attach a copy of your Record of Experience (#18 of the application form) to the Experience Verification and Reference Form and mail it to your references.

C. Your reference must place the completed Experience Verification and Reference form into a business size envelope, seal the envelope and **sign across the sealed portion of the back 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 Experience Verification and Reference Form in an envelope from your reference and it is not signed across the sealed 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. **If you are practicing land surveying through a firm that DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION with the Board, you MUST submit a Certificate of Authorization application along with your P.L.S. application. Application forms are available at www.pels.ok.gov.**
5. Once your P.L.S. application package is complete (including the Certificate of Authorization application, if applicable), your completed application(s) will be presented for review at the next scheduled Board meeting. If approved, you will be contacted to schedule the two-hour Oklahoma Law and Surveying (OLS) examination, which is given quarterly at the Board office.



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Form D
Part 2

Non-NCEES Record Holder – Initial Licensure as a P.L.S.

[Application for Oklahoma P.L.S. applicants who previously filed a Form D - Part 1 to take the P.S. exam]

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

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- you must sign and seal using this exact name)

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)

(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 with this Board, you MUST submit a Certificate of Authorization application along with your P.L.S. application. Application forms are available at www.pels.ok.gov.

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

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

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. Have you been convicted, found guilty or plead 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.***

12. Have you ever been disciplined by any professional or vocational licensing authority (including Oklahoma)?

_____ No _____ Yes (If Yes, attach explanation*) * ***Include formal and informal actions, administrative actions, stipulations and agreements.***

13. 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.)

14. To your knowledge, are you currently under investigation by any professional or licensing authority?

_____ No _____ Yes (If Yes, attach explanation.)

15. 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.)

16. List in the following spaces any institution(s) of higher education that you attended since your previous application to be admitted to the P.S. examination was submitted. 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.

If you have uploaded your transcripts to your MyNCEES account, additional transcripts are not required unless you have earned additional college credits.

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

17. 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. **All periods of your experience since the beginning of your employment history must be verified by a reference, leaving no gaps in dates.**

****PLEASE NOTE: It is your responsibility to mail a copy of the reference form (See Appendix A) along with a copy of your work history (#18 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

18. RECORD OF EXPERIENCE (Please refer to Sample Record of Experience – Appendix B)

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: <ol style="list-style-type: none"> 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)

19. 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

- _____ Record of experience completed with no gaps in time (#18 of application)
- _____ Five References (three of whom are licensed Professional Land Surveyors) included with application
- _____ All sections of application completed and printed single-sided (**DO NOT PRINT DOUBLE-SIDED**)
- _____ 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 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 A and a copy of your experience record (#18 of the 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 sign across the back flap of the envelope.**
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.**

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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)
		<ul style="list-style-type: none"> 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 	