

**Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors**  
**FS & SIT Application Checklist**

**All applicants must submit the following items along with the completed application form to PCS:**

- ☐ Check, money order or credit card authorization (*next page*) in the amount of \$134 made payable to “Professional Credential Services / MA ENG”

(certification fees will be assessed when all requirements are met)

- ☐ If applying for an SIT certification, provide documentation of experience, e.g. drawings, calculations, field notes, etc.  
(See application instructions for specifics on what can and cannot be submitted)

- ☐ Social Security Number:

(Pursuant to MGL C62C, §47A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth)

**Applicants must also have the following items transmitted directly to PCS under separate cover:**

- ☐ Transcripts mailed to Professional Credential Services (PCS) in a sealed envelope directly from each college or university that the applicant has attended. Transcripts must indicate the degree conferral date and therefore should not be mailed in until after graduation.
- ☐ Applicants who would like credit for attending colleges outside the United States must have their degree evaluated by NCEES Credentials evaluations services or an evaluation deemed to comply with NCEES educational standards. (See application instructions)
- ☐ A “Request for Verification” form sent directly to Professional Credential Services (PCS) from each **non-Massachusetts** jurisdiction in which the applicant has taken the NCEES sanctioned Fundamentals Exam, Principles and Practices Exam, or where applicant is licensed/registered. (See application instructions)

**Register with NCEES and schedule an exam**

- ☐ Following submission of this application, first time and repeat examination takers must also create an account and/or register with NCEES at [www.ncees.org](http://www.ncees.org). Following approval of this application you may schedule your examination via NCEES.

**Please send this page and the completed application form to:**

USPS Registered or Express Mail: Professional Credential Services / MA ENG • P.O Box 198728 • Nashville, TN 37219-8689

Overnight Delivery: Professional Credential Services / MA ENG • 150 Fourth Avenue North, Suite 800 • Nashville, TN 37219

## Credit Card Authorization

If paying by credit card, the following information must be supplied:

<input type="checkbox"/> Visa <input type="checkbox"/> MC	Card #:	
Amount:	Expiration Date:	3 Digit Sec. Code:
Print name appearing on card:		
Address:		
Email address:		
Authorized Signature:		

# BOARD APPLICATION INSTRUCTIONS FOR THE FS & SIT CERTIFICATION

## **GENERAL INFORMATION**

**AUTHORITY:** You are required to provide all the information requested in the application forms per MGL C112, §81 and 250 CMR. It is the responsibility of the applicant to have read and understood the provisions of these laws, rules, and regulations and the instructions contained herein, before making application.

**FORMS:** The application is comprised of three separate sections, the application form itself, the instruction sheets and Attachment A. Except for the instructions, each must be completed and transmitted to the Board as set forth herein. Provide information only in those spaces indicated on the forms. Do not rearrange or alter this form in any way. Applications will be rejected and application fees forfeited if any portion of this form is altered. If additional space is required, make reference to a numbered addendum and title the top of the addendum "Attachment #\_\_".

**EXAMINATION ELIGIBILITY:** The processing and approval of the submitted application and supporting documentation must be completed prior to the scheduling of any examination. Applications will not be processed until all documentation has been received as set forth herein. The time required to process an application varies, depending on the time required to substantiate application materials and the backlog of applications. The Board is not responsible for delays in receipt of data such as references, verification of education or registration and supplemental documents requested, nor does the Board guarantee admission to any given examination.

**STUDY GUIDES:** Study guides for the Fundamentals of Land Surveying examination may be purchased from NCEES by calling 1-800-250-3196 or by accessing the NCEES web site at [www.ncees.org](http://www.ncees.org).

**WHEN TO FILE:** The NCEES fundamentals examination may be taken following the submission and approval of a complete application.

**FALSE STATEMENTS:** Massachusetts Law provides that applications containing false statements must be rejected regardless of the other qualifications of the applicant.

## **INSTRUCTIONS**

All information appearing on this form must be typewritten or printed. Application materials must be transmitted via postal mail to the processing agency. Applications will not be processed if any part of this form is incomplete. Applications will be rejected and application fees forfeited if any portion of this form is altered.

**Section 1:** Fill in your name as it appears on your birth certificate and appearing with your social security number. This should be the same

name as appears on other registrations/licenses for Massachusetts or in other jurisdictions. If you are known by an alias, answer yes to section 16 and supply the information requested.

**Section 2:** Provide any other name(s) by which you may have been known such as a maiden name. (see also section 17)

**Section 3:** Provide your current residential address and P.O. Box if applicable.

**Section 4:** Provide the company name and address of your current employer.

**Section 5:** Specify where you would like correspondence regarding your application directed.

**Section 6:** Provide your date of birth.

**Section 7:** Provide your place of birth, City, State, Zip.

**Section 8:** Declare your citizenship. If other than the United States, then specify.

**Section 9:** Provide a daytime and evening telephone number where you can be reached during the processing of the application.

**Section 10:** to **Section 19:** Check the correct response for each of these background questions. If the answer to any question is YES, then you must provide the Board with a brief narrative describing the specifics. Attachment A has one box for each of these sections if needed.

In the event that you answered yes to either question 10 or question 13, the enclosed "Request for Verification" form must be forwarded to each jurisdiction for which a yes answer was appropriate. This form must be returned by that jurisdiction directly to PCS.

**Section 20:** Specify the jurisdiction (state), date, score, and certificate number (if passed) of each NCEES Fundamentals of Surveying exam taken. Enclosed is a "Request for Verification" form that must be forward to the state in which you have taken the FS examination and returned by the state directly to the Board's designated processing agency.

**Section 21:** Massachusetts General Laws C.112, §81J (c) and (d) describe two different education and experience requirements for certification as a "Surveyor in Training". Choose the classification that best fits your education and experience background or if you do not comply with either of those two classifications, select classification (c). Note: certification is not a requirement of registration as a Professional Land Surveyor.

## BOARD APPLICATION INSTRUCTIONS FOR THE FS & SIT CERTIFICATION

**Section 22:** Indicate the professional organizations of which you are currently a member. List only those organizations that are related to the profession of land surveying.

**Section 23:** Use this section to list your academic background. If you have not earned a college, university or technical school degree, then your high school data must be provided. Do not list in this section courses of study that were not accredited by an academic institution. These might include short courses, civil service or armed forces schools or similar training, work shops, seminars, etc.

List, chronologically the name and address of each college, university, or technical school attended, the dates of such attendance and the curriculum. If a graduate, list the degree obtained or otherwise list the number of credit hours earned. Graduate work, evening school, and other education for which academic credit is given must be included in the list.

Applicants who attended schools in the United States should not submit transcripts to the Board's designated processing agency, as these must be received directly from the schools. However, it is the applicant's responsibility to ensure that the Board's designated processing agency receives the transcript from the school.

Applicants who attended schools in other countries must request that an evaluation of their foreign degrees be completed through NCEES Credentials evaluations services. The applicant is required to pay any fees associated with this evaluation. Specific instructions for this procedure are available at [http://www.ncees.org/Credentials\\_evaluations.php](http://www.ncees.org/Credentials_evaluations.php).

**Section 24:** Use this section to list all non-academic or other non-degree academic courses of studies completed. This list should include any course, workshop, seminar, etc. which would demonstrate some additional competency in the disciplines of land surveying. Applicant should provide the Division of Professional Licensure's designated processing agency with certificates of completion or other evidence that such courses of study were successfully completed.

**Section 25:** Use this section to indicate other independent programs of study that would provide evidence of your qualifications as a land surveyor, but that do not fit into the previous sections. Use this section to include self study programs, class audits, etc. Indicate the letter designation of the attachment, which describes the program of study. This should be a brief written narrative detailing the time commitment involved, texts, objectives, and date of study.

**Section 26:** Use the experience table to list, in chronological order your employment history. If

additional entries are necessary, they must be supplied as an addendum in the same format.

Applicants applying for SIT certification must also provide their work history in the experience table. (work history is not necessary to sit for the exam) If additional entries will be necessary, they must be supplied as an addendum in the same format. Engagement number one should reflect your current employment experience. Work backwards from engagement number one to your matriculation in a university or your first employment after high school. No record is to be made for work done before the applicant finished high school or for work performed during college vacations. Part time land surveying work performed during a period of full-time study at an educational institution is considered part of the educational program and is not acceptable professional experience. Table entries should cover periods of employment of a particular nature. If the nature of your position, hence the type of experience, within an employment period changes significantly, use a new key in the table to indicate such experience.

Employment that was not directly related to land surveying must also be included in order to leave no gaps in the complete chronological listing. However, if a number of contiguous engagements were unrelated to engineering/land surveying, you may group them together and designate that period as such. Periods of unemployment, or other gaps should be noted rather than leaving a period of time without explanation. If part of the chronological experience record includes time spent in military service, the applicant should furnish a completely legible copy of the "Report of Separation from the Armed Forces of the United States of America" as was issued upon discharge. This may be a DD-214 or a WD-AGO Government Form.

Care must be taken not to claim land surveying experience which is actually part of other professional disciplines. For experience keys that claim responsible charge time, provide sufficient details to distinguish that experience as such (see definition for responsible charge). In describing your experience use specific terms, such as: "I designed", "I reviewed", "I recommended", etc. Avoid vague terms, such as: involved with, participated in, etc.

**Column (a) Engagement Number:** Enter the number of the engagement, beginning with number 1 as the most recent work and increasing by one for each row of the table. Electronic forms may already be numbered. Each engagement should address a particular phase of your experience history. It is not unusual to list more than one engagement for a single employer or academic institution.

**Column (b) Experience Categories:** Choose one of the following three letter acronyms to represent

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the most appropriate experience designation for each engagement.

OWN	Owner: of the business or an officer of the corporation, board member, etc.
MNG	Manager: of business operations.
ADM	Administrator: Either supervises and plans the administration of land surveying services for a project or is assigned to provide the lead services for a project. The latter refers to an individual who is assigned to provide all or most of the contracting, research, reconnaissance, fieldwork, analysis, and documentation for a particular land surveying project.
ANL	Analyst: Evaluates and reconciles record versus physical evidence via law of evidence and state regulation. One who is skilled in the mathematical treatment of such data and the processing of such data by use of computer applications.
INV	Investigator (reconnaissance, research, compile, directs, etc.)
CHF	Party Chief (one or many parties)
RES	Researcher of records at the registry of deeds, probate court, highway department, etc.
PRO	Post Processor of field measurements, deed closures, map checks, etc. but not yet skilled as an Analyst)
CAD	Computer Assisted Drafting person.
INS	Instrument Person on a field party.
ROD	Rod Person on a field party/
TRA	Training or apprentice type activities.
OTH	Other activities unrelated to Land Surveying

Column (c) Fill in the beginning date in the format "month/year" for each engagement number. This should not overlap or be the same as any other ending date.

Column (d) Fill in the ending date in the format "month/year" for each engagement number. This should not overlap or be the same as any other beginning date.

Column (e) Using the beginning and ending dates for each engagement number, compute the elapsed time in years (to the nearest tenth of a year) and enter that amount in this column.

Column (f) For each engagement number, determine what portion of (e) is attributable to land surveying experience obtained while training for a position or prior to being put in a responsible charge at that position. Do not assume that because you achieved a responsible charge position for one duty, that from that time forward all of your time will be considered by the Board to be in responsible charge.

Column (g) For each engagement number, determine what portion of (e) is attributable to land surveying experience in responsible charge and enter that amount in this column. For an explanation of the term "Responsible

Charge" as used in this context, refer to the Glossary.

Column (h) For each engagement number, determine what portion of (e) is attributable to just land surveying experience as defined by the registration law, MGL C112, §81D. This number should equal the total of columns (f) and (g). Experience that does not comply with the definition of land surveying should be listed in column (i).

Column (i) For each engagement number, determine what portion of (e) is associated with academic engagements as noted in section 24 or any employment experience that that does not comply with the definition of land surveying as defined by the registration law, MGL C112, §81D.

Column (j) For each engagement number, provide the name of the supervising Land Surveyor who was in "responsible charge" of your land surveying work for that time period. Include that supervisor's license number, jurisdiction, current daytime telephone number and employer at the time of that engagement number. Note: "independent contractors" and "employees" are hired on a very different contractual basis and hence have very different "direct charge" and supervisory roles with regard to the employees of the contracting firm that is actually providing the client service. For the Board to properly evaluate experience under MGL c 112, you must never designate the employer of an "independent contractor" or "sub-contractor" as being the contracting firm. If the supervisor for an engagement period is deceased, so indicate and provide the name of another senior member of the firm (preferably an land surveyor) who can verify your employment experience.

Column (k) Provide the name, address, and telephone number of the place where you were employed for each engagement. The word "same" can be entered if there was no change from the previous (listed above) employer. If the firm has dissolved or if it is now operating under a different name, such details must be provided. If the firm has dissolved, provide the name of a reference (preferably a professional land surveyor) that can verify the employment experience for that period. If you were self-employed, you must provide the name of an associate or client, preferably a registered Professional Land Surveyor, to verify your employment status for that period.

### **GLOSSARY**

**ACADEMIC:** Of, relating to, or characteristic of an institution or scholarly establishment of higher

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learning offering accredited courses beyond the grade of high school.

ACADEMIC DEGREE: title granted by a college or university, usually signifying completion of an established course of study.

ADDENDUM: When there is insufficient space provided for required information, an addendum should be attached and a reference to it supplied in the space for the applicant's response. Addendum's should be 8.5 by 11 inch sheets entitled "Attachment #\_\_\_" on the top center of the sheet. Use one sheet for each attachment.

APPLICANT: The person making this application and attesting to the truthfulness of the statements and facts contained herein.

APPROVED COURSES: Land surveying courses approved by the Board or comprising one of the core subjects for an academic curriculum in land surveying.

BOARD: The Commonwealth of Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors. Sometimes used to refer to the collective authority of all such Boards of registration for engineers and land surveyors.

CLIENT: A person for whom the practitioner is performing services. A client may be a property owner, contractor, developer, etc.

CMR: Code of Massachusetts Regulations

DIRECT CHARGE: See Direct Supervision

DIRECT SUPERVISION: Direct supervision signifies both the control and the obligation in the performance of professional services that meet or exceed professional standards of practice. It is the act of a duly licensed person for a specified professional discipline who either personally prepares or was in responsible charge over the preparation of work products and has a verifiable record that the individuals preparing such work products were subject to regular and continuing review and supervision during and throughout the development of such products.

DISCIPLINES: In the context of professional practice, the Board considers disciplines as those branches of engineering and land surveying regulated by Massachusetts law and which require special training and knowledge.

ENGAGEMENT NUMBER: Refers to a specific time period for one employer or college associated with primarily one experience category as listed in the experience table.

EMPLOYER: To engage the services of personnel, as defined by federal and state tax laws.

Engagement: employment periods demonstrating experience or education at a given discipline.

EXPERIENCE CLASSIFICATION: The amount of a specified type of experience required for registration by the Board. Usually associated with or linked to a specific type of educational background.

FIRM: A corporation, sole-proprietorship, proprietor trust, P.A., LLP, LLC, company or co-partnership which offers professional land surveying services (as defined by Massachusetts General Laws) by letterhead or professional listing and for whom others may be employed in that service.

JURISDICTION: A state, territory or legislative body with the authority to regulate the practice of Land Surveying as discrete and separate from other professional endeavors.

LAND SURVEYOR: A professional specialist in the technique of measuring land, educated in the basic principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence and all requisite to the surveying of real property and engaged in the practice of land surveying.

LAND SURVEYING: Any service or work, the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence to the act of measuring and locating lines, angles, elevations, natural and man-made features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water for the purpose of determining areas and volumes, for the monumenting of property boundaries, for locating or relocating any of the fixed works embraced within the practice of civil engineering, and for the platting, and layout of land and subdivision thereof, including the topography, alignment and grades of streets, and for the preparation and perpetuation of maps, record plats, field note records, and property descriptions that represent these surveys.

LAW OF EVIDENCE: The aggregate of rules and principles regulating the admissibility, relevancy, and weight and sufficiency of evidence in legal proceedings.

LICENSE: A determination by a governing jurisdiction that a person has completed the required courses of study and acquired the necessary experience thorough a process of application and examination following which the person is registered to practice professionally in that jurisdiction.

MGL: Massachusetts General Laws

MULTIDISCIPLINARY: A person or firm having or employing more than one professional discipline.

NCEES: The National Council of Examiners for Engineering and Surveying. The corporation that prepares the Fundamentals examinations and the Principles and Practices examinations for registration as either an engineer or land surveyor.

## BOARD APPLICATION INSTRUCTIONS FOR THE FS & SIT CERTIFICATION

NON-RESIDENT: Any person who resides outside the Commonwealth of Massachusetts, whether or not their employment is within the Commonwealth.

ORGANIZATION: In the context of this form, means any establishment, society, or concern established for the benefit of the land surveying profession's practitioners, and concerned with issues such as professional ethics, continuing education, public awareness, practice interchange, etc.

PRACTICE: see professional practice.

PRIMARY JURISDICTION: The jurisdiction where a professionally licensed person was first licensed/registered to practice land surveying.

PROFESSIONAL PRACTICE: Services offered by licensed members of a profession as defined by law, regulation, or the normal practice of other competent, similarly situated professional land surveyors of good repute.

REGISTRATION: The process by which the Board first determines that an applicant is qualified to practice and then makes a formal record of such determination and, by virtue of assigning each practitioner a unique license or registration number, issues the practitioner a certificate of such.

RESPONSIBLE CHARGE: Responsible charge experience required for registration as a land surveyor is that portion of the technician's experience that rises to the level of a licensed practitioner by virtue of the degree of responsibility accruing to the technician, provided that such experience was gained while under the "direct supervision" of a licensed practitioner as required by statute and regulation. Such experience must provide a clear indication to the Board that the technician is capable of providing professional level services upon becoming a registered or licensed practitioner. Furthermore, such experience must be comprised of a diverse mix of those duties or responsibilities that would normally accrue to the licensed practitioner, for instance being responsible for the quality, review and evaluation of surveying matters (in field and office) or their presentation to clients, their agents, municipal boards, and other such agencies or persons.

SUPERVISOR: In this context, refers to the person who is charged with all or part of the responsibility of overseeing aspects of a land surveying project. (see direct supervision)

WORK PRODUCT: Work products are tangible items created or identified by the practitioner that communicate information to the client or members of the public regarding the practitioner's opinion or the services performed.

WRITTEN EXAMINATION: Assessment mechanisms comprised of two examinations prepared by NCEES for the Boards and one prepared by the

Board. The first is an eight hour examination of the Fundamentals of Land Surveying. The second is a six hour examination of the Principles and Practices of Land Surveying. The third is a two-hour examination of Massachusetts specific matters.

# Commonwealth of Massachusetts

## Division of Professional Licensure

### Board of Registration of Professional Engineers and Professional Land Surveyors

#### BOARD APPLICATION FOR THE FS AND/OR THE SIT CERTIFICATION

1. Applicant Name: \_\_\_\_\_  
(last) (first) (middle)

2. Other Name: \_\_\_\_\_  
(last) (first) (middle)

3. Residential Address: \_\_\_\_\_  
(home) (number) (street) (apt. #)

\_\_\_\_\_  
(post office box)

\_\_\_\_\_  
(city/town) (state) (zip code)

\_\_\_\_\_  
(email address)

4. Business Address: \_\_\_\_\_  
(current employer) (company name)

\_\_\_\_\_  
(post office box (or number, street, suite #)

\_\_\_\_\_  
(city/town) (state) (zip code)

\_\_\_\_\_  
(email address)

Attach a recent  
passport 2" X 2" type  
photograph of yourself

5. Address for correspondence: ☐ Residential ☐ P.O. Box ☐ Business

6. Date of Birth: \_\_\_\_\_ 7. Place of Birth: \_\_\_\_\_

8. Citizenship: ☐ United States ☐ Other (specify) \_\_\_\_\_

9. Telephone Numbers (with area code): Day: \_\_\_\_\_ Evening: \_\_\_\_\_



## BOARD APPLICATION FOR THE FS AND/OR SIT CERTIFICATION

10. Do you currently or have you ever held a license/registration to practice Land Surveying or Engineering in the United States or in a foreign jurisdiction? If yes, then complete the top section of "Attachment A" indicating the status of each license/certification held and any relevant disciplinary information. See instructions regarding the required "Request for Verification" that must be received for each such state or jurisdiction. ☐ Yes ☐ No
11. Has a licensing/registration Board located in the United States or any country of foreign jurisdiction taken any disciplinary action against you? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information." See instructions regarding the required "Request for Verification" that must be received for each such state or jurisdiction. ☐ Yes ☐ No
12. Are you the subject of pending disciplinary actions by a licensing/registration Board located in the United States or any country of foreign jurisdiction? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information" ☐ Yes ☐ No
13. Have you ever voluntarily surrendered or resigned a professional license/registration to a licensing/registration Board in the United States or any country or foreign jurisdiction? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information." See instructions regarding the required "Request for Verification" that must be received for each such state or jurisdiction. ☐ Yes ☐ No
14. Have you ever applied for and been denied a professional license/registration in the United States or any country or foreign jurisdiction? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information") ☐ Yes ☐ No
15. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$300.00 was assessed? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information." ☐ Yes ☐ No
- NOTE: The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records and other Federal and professional records may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.
16. Did you obtain any of your education or professional experience under a different name? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information" ☐ Yes ☐ No
17. Did you obtain any of your land surveying experience under the direct supervision of a person not licensed to practice as a Professional Land Surveyor? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information" ☐ Yes ☐ No
18. Are you currently employed in a profession other than land surveying or a in position that does not involve the practice of land surveying? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information" ☐ Yes ☐ No
19. Are you currently certified as a Surveyor-in-Training in any other states? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information" ☐ Yes ☐ No

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20. Have you previously taken NCEES sanctioned Fundamentals of Land Surveying examinations? ☐ Yes ☐ No

Jurisdiction	Date of exam	Exam Score: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Certificate Number
Jurisdiction	Date of exam	Exam Score: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Certificate Number

21. Upon successful completion of the fundamentals exam, select the classification below that best describes your eligibility for Surveyor-in-Training certification:

- ☐ (a) Eligible for SIT certification by virtue of holding a Bachelor of Science Degree in an approved curriculum (*surveying degree or engineering degree with at least 18 credit hours of approved land surveying courses*) and having at least two years of land surveying experience under the direct supervision of a registered professional land surveyor, with at least one year in responsible charge, per MGL C112, S81J(3)(c).
- ☐ (b) Eligible for SIT certification by virtue of having obtained two or more years of formal education comprised of at least sixty semester credit hours of which at least 18 credit hours are approved land surveying courses, 12 credit hours are approved math and science courses and having at least four years land surveying experience under the direct supervision of a registered professional land surveyor, with a minimum of two year in responsible charge, per MGL C112, S81J(3)(d)..
- ☐ (c) Eligibility for SIT certification insufficient due to formal education requirements or experience requirements, no certification will be issued upon successful completion of the fundamentals exam.

22. List your membership/affiliations in land surveying organizations or societies:

NAME	Grade	ADMITTED	TYPE MEMBERSHIP

23. List schools & colleges attended

INSTITUTION	CITY, STATE	Graduation Month-YEAR	CURRICULUM	DEGREE	EARNED CREDITS
High School				N/A	N/A
Preparatory School				N/A	N/A
College/University					
College/University					

(list only accredited academic courses of study)

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24. List your most recent non-degree or non-academic courses of study:

COURSE TITLE	OFFERED BY	DATE	CEU's/PDH's

*(for all non-degree courses of study, workshops, seminars, etc.)*

25. List any independent programs of study in land surveying which would indicate your qualifications as a land surveyor:

SUBJECT	SPONSOR	DATE	NARRATIVE
			REFERENCE NARRATIVE:
			REFERENCE NARRATIVE:
			REFERENCE NARRATIVE:
			REFERENCE NARRATIVE:
			REFERENCE NARRATIVE:
			REFERENCE NARRATIVE:
			REFERENCE NARRATIVE:
			REFERENCE NARRATIVE:

*(Includes correspondence school, self-study programs, research projects, etc. Attach narrative for each.)*

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26. Experience Table: *(supplemental information must be furnished)*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Engagement Number	EXPERIENCE CATEGORY <small>(see instructions for designations)</small>	BEGINNING DATE <small>(month/year)</small>	ENDING DATE <small>(month/year)</small>	ELAPSED TIME <small>(decimal years to nearest tenth year)</small>					SUPERVISING LAND SURVEYOR <small>(include license # &amp; Jurisdiction, current daytime telephone # and their employer for that period)</small>	YOUR EMPLOYER <small>(company name, address and telephone number)</small>
				ELAPSED TIME <small>(for this engagement)</small>	PRE-RESPONSIBLE CHARGE <small>(Surveying Experience)</small>	RESPONSIBLE CHARGE <small>(Surveying Experience)</small>	Total Surveying Exp. <small>(sum of columns f &amp; g)</small>	OTHER <small>(non-surveying &amp; academic)</small>		
<b>TOTALS:</b> <small>(column e thorough i)</small>										

# BOARD APPLICATION FOR THE FS AND/OR SIT CERTIFICATION

## AFFIDAVIT & NOTARIZATION

"The undersigned applicant acknowledges that the Commonwealth of Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors (Board), by its usual standards and procedures, will examine and compile a record with respect to all aspects of the applicant's surveying career. The applicant agrees to provide any additional information in connection with the inquiry as may be required by the Board."

"The applicant certifies that the information contained herein truthfully and accurately reflects the applicant's employment and educational background and that the supplemental materials provided are examples of work prepared exclusively by the applicant except as specifically noted thereon. The applicant authorizes the Board to make such investigations and inquiries as may be necessary to substantiate the statements supplied herein. This may include contacting the employers, references and supervisors named herein. Applicant understands that any address or telephone number found to be invalid at the time of the application will automatically invalidate that portion of the submission and may result in a rejection of the application."

"I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Board to deny the application or to suspend or revoke a license issued to me, if said license is issued based upon fraudulently supplied information. I further attest that, pursuant to MGL C62, §49A, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required by law."

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

## NOTARY

Jurisdiction of: \_\_\_\_\_ County of: \_\_\_\_\_ SS: \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for said county, in the jurisdiction aforesaid, DO

HEREBY CERTIFY that \_\_\_\_\_ personally known to me to be the same person

whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged

that he/she signed, sealed and delivered the said instrument as his/her free and voluntary act, for the uses and

purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(my commission expires)

Notarial Seal

# FUNDAMENTALS EXAMINATION APPLICATION

## ATTACHMENT A

Section 10 Response: Provide information for other engineering and land surveying licenses/certifications (see instructions for required "Request for Verification"; provide supplemental sheets if necessary)

JURISDICTION	TYPE	DATE ISSUED	NUMBER	STATUS *	DISCIPLINARY ACTION
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

(\*status: current, inactive, suspended, probation, etc.)

If your answer was yes for any of the questions in sections 11 thorough 19 then you must provide an explanation in the corresponding box below.

Section 11 Response
Section 12 Response
Section 13 Response
Section 14 Response
Section 15
Section 16 Response
Section 17 Response (refer to engagement number in experience table that this response applies to)
Section 18 Response (refer to engagement number in experience table that this response applies to)
Section 19 Response

# Commonwealth of Massachusetts

## Division of Professional Licensure

### The Board of Registration of Professional Engineers and Professional Land Surveyors

#### Request for Verification

For Non-Comity & Non-Massachusetts License, Registration, Examination, Standing

Applicant requesting status of registration/license/examination: (to be filled out by applicant)

Name:		Type of License/Registration:
Street Address:		License/Registration #:
Other:		Last four digits of SS#:
City:		Date of Birth:
State:	Zip:	

Status of applicant's Certificate/Registration/License: (to be filled out by jurisdiction)

Record	Certif. No.	Date Issued	Valid Until	Disciplinary Actions
Engineer In Training EIT				<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Engineer PE				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surveyor in Training SIT				<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Land Surveyor PLS				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No

Disciplinary Actions: \_\_\_\_\_

\_\_\_\_\_

Applicant's examination record: (to be filled out by jurisdiction)

Exam	Hours	Result	Date	NCEES Exam	Branch
FE		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	
P&PE		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	
FLS		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	n/a
P&PLS		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	n/a
Oral		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		By Board	
Other: _____		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks: \_\_\_\_\_

Processing agency's Instructions:

<b>Return completed form to:</b>  Professional Credential Services/MA ENG P.O. Box 198728 Nashville, TN 37219-8689	Attested by:	Board Seal:
	Signature:	
	Title:	
	Date:	