

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
900 SW Jackson Street, Suite 507 Topeka, KS 66612-1257
<http://www.kansas.gov/ksbtp> (785) 296-3053

All applicants should read all statutes, rules and regulations for specific detail regarding the application requirements.

IMPORTANT INFORMATION FOR FUNDAMENTALS OF SURVEYING EXAM APPLICANTS
This application is good only for the FS exam. When you are ready to take the PS exam, you must file a new PS application form.

Included here is one set of necessary forms and instructions for making application to the board for the Fundamentals of Surveying exam and the subsequent issuance of your Intern Land Surveyor certificate. If you need more room than is provided on any of the forms, you may copy the blank forms and submit attachments.

FILING DEADLINES - The completed application filing deadline for the April exam is January 15 and for the October exam is June 15. An application file will be established upon receipt of your application form. However, your file will not be considered complete until all required documentation has been received including the completed application form; requisite references; official transcript; and verifications, where applicable.

REGISTER WITH NCEES FOR AN EXAM - Once your application has been approved by the Board you will receive a letter with instructions to contact NCEES to register for the exam. You will pay a fee directly to NCEES for the exam and administration. Anyone requiring special accommodations to take the exam will make application for these directly to NCEES.

SOCIAL SECURITY ADVISORY - Pursuant to K.S.A. 74-139 and 74-148, the Board requests that you provide your social security number. Providing your social security number is voluntary. Should you provide it, it may be disclosed to the Director of Taxation and/or the Kansas Department of Social and Rehabilitation Services (SRS) for child support enforcement purposes.

TRANSCRIPTS - Official transcripts are required for all educational credit claimed. If you have an official transcript, you may send it with your application, or you may have one forwarded to the Board office by your school. Transcripts transmitted via the internet are not acceptable.

EDUCATION AND EXPERIENCE REQUIREMENTS - Applicants should carefully review the Table of Requirements Form (page 10 of 15) enclosed with this packet. In order to receive experience credit, any land surveying work experience after May 1, 1988, must have been supervised by a licensed land surveyor.

NOTE: Supply verification of only the minimum required number of years of experience, even if you have more.

REFERENCES – You are required to supply one reference for each experience engagement. The number of references may be as few as one if you have had only one engagement with one supervisor.

APPLICANTS WHO ARE GRADUATES OF AN ACCREDITED 4-YEAR OR AN ACCREDITED 2- YEAR LAND SURVEYING CURRICULUM OR HAVE COMPLETED THE SURVEYING CURRICULUM SPECIFIED IN K.A.R. 66-9-5(e) must complete page 3 of 15 of this application and supply official transcripts for your education.

APPLICANTS WHO ARE GRADUATES OF AN ACCREDITED 4-YEAR ENGINEERING CURRICULUM OR A 4-YEAR RELATED SCIENCE CURRICULUM must complete pages 3 - 5 of this application. If claiming any "progressive" experience you must also complete pages 11-15. It is not necessary to have experience in all eight (8) elements on this form to qualify for the Fundamentals exam. Any experience you want to receive credit for must be verified by your supervisor. Send a copy of your experience record (pg 4), along with a reference form (pgs. 6-7), to all individuals who will be verifying your experience. All reference forms must be returned directly to the Board office by the person who is supplying the information. Individuals supplying references cannot be related to you. Supply official transcripts for your education.

APPLICANTS WHO ARE NON-GRADUATES must complete pages 3 - 5 and 11-15 of this application. (NOTE: it is not necessary to have experience in all eight (8) elements on pages 11-15 to qualify for the Fundamentals exam.) Any experience you want to receive credit for must be verified by your supervisor. Send a copy of your experience record (pg 4), along with a reference form (pgs. 6-7), to all individuals who will be verifying your experience. All reference forms must be returned directly to the Board office by the person who is supplying the information. Individuals supplying references cannot be related to you. Supply official transcripts for any education you wish credit for. **(This provision requiring no education will no longer be available after June 30, 2008.)**

When your file is complete, it will be submitted to the Board for their evaluation. You will be promptly notified of any action they may take on your application

Following is a checklist to help in preparing your application for submission to the Board.

CHECKLIST FOR SUBMITTING YOUR APPLICATION

- _____ Send completed application form, experience record form(s) (if applicable), and classification of task worksheet (if applicable) to the Board office.
- _____ Send official transcripts of any college credit claimed with your application, or have it forwarded from your school.
- _____ Send a copy of your experience record form along with a reference form(s) to each person who will verify your professional experience (if applicable).

No fee is due to the Board office with this application.

Mail all application materials to:

Kansas State Board of Technical Professions
900 SW Jackson St., Suite 507
Topeka, KS 66612-1257

NOTE: Improperly completed and/or incomplete applications will be returned. Pending application files may be retained for a period of one (1) year, after which time a new application must be submitted.

Any questions regarding your application should be directed to (785) 296-3052.

IT IS YOUR RESPONSIBILITY TO KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

PROFESSIONAL EXPERIENCE RECORD

Important: Read all instructions in this section before completing experience record.

Applicants who have graduated from either an accredited 4-year engineering curriculum or a 4-year related science curriculum are required to have 2 years of surveying experience before applying to take the Fundamentals of Surveying Exam. This experience can be either "basic" or "progressive."

Applicants who are not graduates are required to have 4 years of surveying experience before applying to take the Fundamentals Exam. A maximum of 2 years of "basic" experience will be counted. The remainder must be "progressive" land surveying experience. ***(This provision will no longer be available after June 30, 2008.)***

Any experience you want to receive credit for must be verified by your supervisor. Any land surveying work performed after May 1, 1988, must be under the direct supervision of a licensed land surveyor, per K.A.R. 66-10-12(a)(2).

NOTE: Supply only the minimum required number of years of experience, even if you have more.

1. In chronological order beginning with your first engagement, enter month and year of engagement. Do **NOT** use "Present". The letter (a) designates your first experience engagement. Letter subsequent engagements consecutively with (b), (c), etc.
2. State the title of your position, the name and location of your employer. Land Surveying experience must be explained in detail giving specific examples. If you have been employed by more than one employer, each is considered a separate engagement. Use a separate form for each engagement. (Make separate copies of this blank form as needed.) If your land surveying experience was interrupted by work in other fields, illness, military service, etc., then complete the form titled "Non-Land Surveying Employment". (Page 5)
3. Refer to the information regarding Survey Experience of a Character Satisfactory to the Board and Classification of Tasks for Progressive Land Surveying Experience (pages 9 and 11-15), to assist you in determining how to categorize your work experience. Enter the amount of time that was spent in (1) non-surveying, (2) basic surveying, (3) progressive land surveying. Enter in (4) the TOTAL time spent on each specific engagement. (1), (2) and (3) must equal (4). Use Years/Months. (Example: 3 years, 4 months)
4. Enter the name of the individual who will verify each engagement. Send a reference form (pgs. 6-7) and a copy of your experience record to each individual listed on this page. Each land surveying engagement must be verified to obtain credit. (You are required to supply one reference for each experience engagement. The number of references may be as few as one if you have had only one engagement with one supervisor.)

Name of Applicant _____

Engagement:_____ Position(s) Held:_____

Name and Address of Employer:_____

Name of Supervisor: _____

Dates (Month & Year): From _____ To _____

Experience: _____

(1) Non Survey Time:_____ (2) Basic Survey Time: _____

(3) Progressive Survey Time:_____ (4) Total Time: _____

NON-LAND SURVEYING EMPLOYMENT

Name of Applicant: _____

Engagement: _____

Position: _____

Dates (Month & Year): From _____ To _____

Engagement: _____

Position: _____

Dates (Month & Year): From _____ To _____

Engagement: _____

Position: _____

Dates (Month & Year): From _____ To _____

Engagement: _____

Position: _____

Dates (Month & Year): From _____ To _____

Engagement: _____

Position: _____

Dates (Month & Year): From _____ To _____

Total Non Survey Time: _____

Kansas State Board of Technical Professions
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REFERENCE FORM

To be filled out by Applicant:

1. Your name: _____
2. Date you mailed this form: _____
3. Date by which you are requesting your reference to return this form: _____
4. Name and address of person to whom you are sending this form:

To the Reference:

The applicant named above has given your name as a supervisor for one or more of the experience engagements listed in the experience record form accompanying this reference form. This Board is required by law to obtain evidence of the technical ability of applicants for registration. Statements by responsible individuals with personal knowledge of the applicant's qualifications will be considered as evidence. Additional information may be attached.

The Board would like to emphasize that evidence submitted on this form must not be perfunctory nor made for the mere purpose of aiding the applicant to be registered. The execution of this statement will be accepted by the Board as a deliberate act made with full knowledge of the responsibility to protect the public health, safety and welfare. It should be borne in mind that the applicant is not being considered for membership in an organization but for registration as a land surveyor in Kansas.

Since the Board cannot process this application until it receives this reference, a prompt reply will expedite our handling of the application. **Your professional seal is required on this form. If you have no seal, please send a copy of your license.**

THE INFORMATION YOU GIVE WILL BE TREATED IN THE STRICTEST CONFIDENCE.

This form is to be returned directly to the Board office at the following address:

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
 900 SW Jackson, Suite 507
 Topeka, Kansas 66612-1257

Jean Boline, Executive Director

REFERENCE FORM

Print or Type Applicant's Name

NOTE: One Engagement per Form.

1. Are you a licensed/registered professional engineer or land surveyor? _____
If so, please give your state(s) of licensure and license number(s): _____

2. During what time period did you know the applicant well? _____
3. What was your job relationship? Supervisor _____ Fellow Employee _____
Other, please specify: _____
4. Are you related to the applicant? _____
5. Please give in brief your opinion of the applicant's capabilities in surveying and any other comments.

6. Please read the enclosed experience record form. Indicate the engagement with which you are familiar and give the information asked for.
 - a. Engagement being verified (a, b, c, etc.): _____
 - b. Your position and company name for engagement being verified: _____

 - c. Has applicant accurately described his/her participation in engagement? _____
 - d. Did the applicant demonstrate work experience in the eight (8) required elements of "progressive" land surveying experience?

1. Project Management:	___ Yes	___ No	
2. Research:	___ Yes	___ No	
3. Measurements and Locations:	___ Yes	___ No	
4. Computations and Analysis:	___ Yes	___ No	
5. Legal Principles and Reconciliation:	___ Yes	___ No	
6. Land Planning and Design:	___ Yes	___ No	
7. Monumentation:	___ Yes	___ No	
8. Documentation and Land Information Systems:	___ Yes	___ No	

I hereby certify that the information above is correct to the best of my knowledge and belief.

Name (Please type or print)

Company Name and Position Title



REFERENCE SUMMARY FORM

Please list the name and license number of the supervisor that will be verifying each engagement:

ENGAGEMENT	NAME OF SUPERVISOR	PROFESSIONAL LICENSE NUMBER

NOTE: Supervisor must be a licensed land surveyor in order to receive credit for any experience after May 1, 1988.

PLEASE RETURN THIS FORM WITH YOUR APPLICATION

SURVEY EXPERIENCE OF A CHARACTER SATISFACTORY TO THE BOARD

The Kansas Board has determined that a certain amount of land surveying experience must consist of "Progressive" land surveying experience. The following guidelines shall be used to assign credit for work experience:

Progressive land surveying experience may include the following eight (8) elements of professional land surveying: project management; research; measurements and locations; computations and analysis; legal principles and reconciliation; land planning and design; monumentation; and documentation and land information systems. These guidelines closely follow the NCEES guidelines which were developed from a comprehensive task analysis of work performed by licensed professional land surveyors throughout the country. NOTE: it is not necessary to have experience in all eight (8) elements to qualify for the FLS.

1. **PROJECT MANAGEMENT** – A surveyor should have a knowledge of: Prevailing professional standards, practices and ethics; being able to communicate with clients, contractors, government agencies, etc.; dealing with administrative problems concerning selection of appropriate control and necessary data for a project; estimating required time and materials; selecting safety standards and policies; determining what supervisory controls, priorities, interpersonal relations, record documentation and procedures to use; and managing drafting work, survey and computer use.
2. **RESEARCH** – A surveyor should have a knowledge of how and where to obtain information necessary to complete a project and the relevance of various information to a particular application, including: land records, land descriptions, soils and vegetation, rules of evidence, court decisions, regulations, riparian determinations, highway maps and plans, land title, real property acquisition, rights of way, workplans, standards, policies and procedures.
3. **MEASUREMENTS AND LOCATIONS** – A surveyor should have a knowledge of various measurement techniques and mathematics involved such as: title surveys, topographic surveys, plane and geodetic surveys, boundary determinations, taping, leveling, electronic distance measurement, horizontal and vertical control, direction, traverse, triangulation, trilateration, stadia, celestial observations and error balancing and reduction techniques; also have a knowledge of use and maintenance of surveying and related equipment such as: tape, transit, theodolite, electronic distance measuring (EDM) equipment, total stations, level, rods, compass, photogrammetric equipment, plumb bob, odometers, etc.; and be able to understand and conform with codes and standards.
4. **COMPUTATIONS AND ANALYSIS** – A surveyor should have a knowledge of: mathematics including algebra, trigonometry, geometry and statistics; computational techniques including computer application and usage associated with accuracy, traverse, triangulation, trilateration, differential and trigonometric leveling, angles and directions, geographic position, public land system, state plane coordinates, errors and adjustments, horizontal and vertical curves, photogrammetry, earthwork quantities, plane and geodetic surveys, area, volume, and construction layout; and analyzing data and evidence using computations, prevailing professional standards, judgment and legal standards, land titles, survey plats and parcel descriptions.
5. **LEGAL PRINCIPLES AND RECONCILIATION** – A surveyor should have a knowledge of legal principles applicable to: real estate, surveying, mapping and contract law, resolution of conflicts through analyzing data and records, court decisions and land title, standards, policies and procedures, rules of evidence and land descriptions.
6. **LAND PLANNING AND DESIGN** – A surveyor should have a knowledge of: basic land planning (including lot and street layout), general requirements for land development, determine constraining factors which may limit development, earthwork quantities, required control, plans and maps, computations for design and layout, horizontal and vertical control, photogrammetric mapping, topographic surveys, boundary information, land ownership and planning and zoning.
7. **MONUMENTATION** – A surveyor should have a knowledge of: vertical and horizontal monumentation, types and priorities of existing monumentation, placement or replace of monuments, determination of validity of existing natural or manmade monumentation, lost or obliterated corners and monuments of record, the use of highway plans or survey plats for information on monumentation, construction layout and boundary determination.
8. **DOCUMENTATION AND LAND INFORMATION SYSTEMS** – A surveyor should have a knowledge of: maintaining records, preparing maps and plats, documenting field and record evidence, writing property descriptions, drafting techniques, standards and regulations. A surveyor should also have a knowledge of: vertical and horizontal monumentation, types and priorities of existing monumentation, placement or replacement of monuments, determination of validity of existing natural or manmade monumentation, lost or obliterated corners and monuments of record, the use of highway plans or survey plats for information on monumentation, construction layout and boundary determination.

Basic land surveying experience is considered by the Board to include land surveying experience which is normally identified with engineering projects. This would include construction staking, curb and gutter projects, sanitary sewers, and design surveys for highways or bridges other than those that relate to right-of-way surveys.

TABLE OF REQUIREMENTS FOR LAND SURVEYOR EXAMINATION

	Maximum Credit Allowed for Education in Years	Maximum Credit Allowed for "Basic" Surveying Experience In Years	Minimum "Progressive" Surveying Experience Required In Years	Total Education & Experience Required for FLS Exam	Maximum Credit Allowed for "Basic" Surveying Experience In Years	Minimum "Progressive" Surveying Experience Required In Years	Total Education & Experience Required for PLS Exam
I. Graduate of accredited 4-year land surveying curriculum K.A.R. 66-9-5(b)	4 66-10-10a(a)	-	-	4	-	4	8
II. Graduate of accredited 2-year surveying curriculum K.A.R. 66-9-5(c)	2 66-10-10a(b)	-	-	2	2**	4	8
III. Completion of land surveying curriculum specified in K.A.R. 66-9-5(e)	2 66-10-10a(b)	-	-	2	2**	4	8
IV. Graduate of accredited 4-year engineering curriculum K.A.R. 66-9-5(a)	2 66-10-10	2	0	4	-	4	8
V. Graduate of a 4-year related science curriculum* K.A.R. 66-9-5(d)	2 66-10-10b	2	0	4	-	4	8
VI. Experience Only (Must apply for FS exam by 6/30/08)	0*** 66-10-11	2	2	4	-	4	8

*Related Science Curriculum - Degrees in subjects which are related to land surveying may include geology, math, chemistry and physics.

**The total number of years of experience must be 6. All six years could be in "progressive" surveying. The maximum "basic" experience allowed is 2 years, but there is no minimum requirement for "basic" surveying experience.

***Experience credit in basic surveying may be granted for completed years in accredited engineering or surveying curriculum, on a year for year basis.

***Experience credit in basic surveying may be granted for partial years of surveying and related technical courses such as math, drafting, etc., evaluated in 15 semester hour segments at 0.5 year credit per segment.

NOTE: All educational credit allowed for degrees received, and all educational credit granted for non-graduate education, must be verified by transcripts. Transcripts may be sent with application forms, or may be forwarded to the board office by schools or colleges. It is the responsibility of the applicant to see that a transcript is furnished to the board. Transcripts transmitted via the internet are not acceptable.

This table is provided only as a guideline. All education and experience are evaluated by the board.

