

All Applicants Filing Instructions

Please read and follow carefully, failure to do so may delay processing of your application. Office hours are 7 a.m. to 4 p.m. closed for lunch from 12 p.m. to 1 p.m. and all State-recognized holidays.

General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- Before filing, the affidavit must be signed and notarized.
- The application **must be** completed online and printed out, or may be typewritten.
- The correct application fee **must** accompany the application.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS*.
- **All application fees are nonrefundable.**

References:

- References are required by both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and then mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference, and the description of employment should be identical to that defined in Section 4 of the application.
- When completing reference forms, at least two (2) of the three (3) required, must be registered in the profession in which registration is sought (i.e. engineers must have 2 PE's and land surveyors must have 2 PLS references).
- References should correspond with the supervisors listed under items 4 and 5 of the application.
- If unable to provide the names and addresses of supervisory references for at least three (3) engagements, please provide a written, sworn explanation in Section 5 of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of engineering or land surveying experience. The references must send the completed forms directly to the Board.
- **Completed reference forms sent to this office by the applicant will not be accepted.**

Verifications:

- It is the responsibility of all applicants to contact the State Board in which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.

Transcripts:

- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.

NCEES Record Book Holders:

- Section 1, 2, 3 and 6 of the application form must be completed in its entirety (if not, the application will be returned).
- Evidence of Lawful Presence form should be sent with the application to prevent delays.

Engineer-In-Training Applications:

- Refer to Chapter 4, Section 6 of the Board's Rules and Regulations

Land Surveyor-In-Training Applications:

- Refer to Chapter 4, Section 9 of the Board's Rules and Regulations
- Provide references and complete Section 4 of the application for all applicants that have an Associates degree in Surveying Technology.
- Those applicants that have a BS in Surveying or Engineering need to complete Sections 1, 2, 3, and 6 of the application form.

Evidence of Lawful Presence:

- All applicants, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A). Failure to provide this information will delay processing of your application for Board review and registration process.

Board Meetings/Deadlines:

- Applications filed after the deadline date will be processed for the following Board meeting.
- If at the end of six (6) months from the date of filing an application, it is not complete, it will be cancelled by the Board for lack of interest.

<u>Applicants Filing For Spring Exam (April) Deadlines</u>		
Board Meetings	Dates <i>examination</i> applications must be received	Date ALL <i>examination</i> application materials must be completed and received (no exceptions)
<i>November</i>	June 1 – September 1	October 1
<i>February</i>	September 1 – December 1	January 1
Final Filing Dates for Spring Exam	December 1	January 1

<u>Applicants Filing For Fall Exam (October) Deadlines</u>		
Board Meetings	Dates <i>examination</i> applications must be received	Date ALL <i>examination</i> application materials must be completed and received (no exceptions)
<i>May</i>	January 1 – March 1	April 1
<i>July</i>	April 1 – May 1	June 1
Final Filing Dates for Fall Exam	May 1	June 1

WYOMING STATE BOARD OF REGISTRATION FOR
 PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS
 6920 Yellowtail Drive, Suite 100, Cheyenne, WY 82002
 Telephone Number (307) 777-6155

NONREFUNDABLE

Application Fee \$100

- By Examination
- By Comity

**APPLICATION FOR REGISTRATION FOR
 PROFESSIONAL LAND SURVEYOR**

1. GENERAL INFORMATION

Email address:		Daytime Phone:		Date:	
Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Name in Full:			Social Security No.:
Birthplace:		Date of Birth:		Age:	Citizenship:
CHECK MAILING ADDRESS YOU PREFER (CHECK ONLY ONE PLEASE)					
<input type="checkbox"/> Residence Address	City:		State:	Zip:	
Employer:			Position Held:		
<input type="checkbox"/> Business Address	City:		State:	Zip:	
Date of Residence in Wyoming:		If you are an out-of-state resident, why do you wish registration in WY?			

2. EDUCATION

ALL EDUCATION MUST BE VERIFIED BY CERTIFIED TRANSCRIPTS FORWARDED DIRECTLY FROM THE OFFICE OF THE REGISTRAR OF THE COLLEGE OR UNIVERSITY ATTENDED.

State in chronological order the name and location of each college, university or technical school attended, the time spent at each and if graduated, the year of graduation. Also list graduate work, evening school, correspondence school, etc.

Name and Location of Institution:	Month & Year From - To	Date Graduated	Tech. Course Curriculum	Degree Received

Check if NCEES Record Book is forthcoming.

3. REGISTRATION

Have you ever taken a written Engineering examination in any state or U.S. territory? Yes No

Where:	When:	Hours:	Result:	
Surveyor Intern				LSIT Number:
Prof. Surveyor				LS Number:

LICENSURE HISTORY: Do you now hold or have you ever held a license or registration to practice surveying in any state or U.S. Territory? Yes No If YES, show all such licenses below:

State: License Number: Year Issued: Type of License: If license is not now in force, why & when did validity cease:

- A. Have you ever been convicted or found guilty – regardless of adjudication – of a crime in any jurisdiction, or have you ever been found guilty by a military court-martial? (Do **not** include parking or speeding violations.) If yes, please list date, jurisdiction (state and county), offense disposition, and all other relevant information on attached sheet. Yes No
 - B. Have you ever been denied the right to take an Surveying examination in any state? Yes No
 - C. Have you ever been refused an Surveying license – or the renewal thereof – in any state? Yes No
 - D. Have you ever had a certificate of registration to practice Surveying revoked, suspended, or otherwise acted against (including probation, fine, or reprimand) in any state? Yes No
- If 3B, 3C, or 3D above are answered "YES," you must provide complete details as to state(s), license number (2), dates, and relevant circumstances on attached sheets.

ENGAGEMENT NUMBER	DATE IN MONTHS & YEARS		TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF ENGAGEMENT	TIME IN YEARS AND MONTHS						NAME AND ADDRESS OF SUPERVISOR FOR EACH ENGAGEMENT
	FROM	TO		(1) SURVEYING WORK (ACTUAL)		(2) NON SURVEYING WORK (ACTUAL)		(3) TOTAL TIME (ACTUAL)		
				YEARS	MO.	YEARS	MO.	YEARS	MO.	
10										
TOTAL TIME										
BOARD VERIFICATION OF EXPERIENCE CLAIMED										

LAND SURVEYOR BOUNDARY QUESTIONNAIRE

Questions are to be answered by each applicant concerning details on boundary surveying experience. Additional paper may be used if necessary.

1. How many months have you actually spent in the field as a crew member in a non-decision making capacity on surveys having to do with retracing old boundaries or establishing new boundaries? Explain the position you held and the nature of the work.

2. How many months have you actually spent in the field as party chief or in a position to make decisions on surveys having to do with retracing old boundaries or establishing new boundaries? Describe the position you held and details of the work.

3. Have you ever used copies of the original survey notes of the public lands when retracing the public land survey? If your answer is yes, explain in detail.

4. Explain in detail the methods used while searching for section corners or property corners, in which you have participated.

5. Have you participated in surveys involving the subdivision of sections into aliquot parts? If answer is yes, explain your role in such surveys.

6. Have you completed the necessary calculations and participated in the field work in reestablishing a lost corner by proportionate methods? If answer is yes, in what capacity and define lost?

7. Have you participated in the field work in retracing old surveys, gathering evidence to reestablish obliterated corners, interviewed witnesses, other surveyors, searched the public records or other records for evidence to be used in reestablishing obliterated corners? If answer is yes, give details.

8. Have you made calculations for closure, adjustment and area of surveys of irregularly shaped tracts? If answer is yes, explain in detail.

9. Have you written any legal boundary descriptions to be incorporated into deeds for land transactions? If answer is yes, explain in detail and enclose a typical description of the item if not being submitted under Question 13.

10. Have you participated in the field or office work of a survey, or layout, or of an addition to a town, city, or subdivision outside the corporate limits of a town or city? If answer is yes, give details of your work and responsibility.

11. Explain, in detail, the preparation, layout, drafting, and calculations that you have done in preparing plats or corner records to be filed for public record.

12. Submit copies of your work products listed below with your application and questionnaire explanation of your portion of the work product submitted if you can not then forward on.

- (a) Addition to a town or city or a subdivision outside the corporate limits of a town or city.
- (b) Plat showing a legal division of a section.
- (c) Plat of a Record of Survey
- (d) A Wyoming water-right.
- (e) Five (5) Certified Land Corner Recordation Certificates

For an original Wyoming registration application, the work products should be for projects that you were in responsible charge of, and signed by your mentor, preferably with credit given to you in the Certificate of Surveyor.

For comity applicants, work products that you have signed with your present registration/licensure or work products for projects that you were in responsible charge, signed by your supervisor, preferable with credit given to you in the Certificate of Surveyor.

A submission of the above-named documents may satisfy the product portions of Questions 10 and 12.

The applicant should prepare himself and expect to be tested on the following subjects:

1. Various grades of accuracy needed and the field procedures necessary to obtain them, plus an understanding of the difference between accuracy, precision and consistency.
2. Types of surveying errors and how they are handled.
3. Taping corrections and stadia reductions.
4. Adjusting and calculating the area of a closed transit and chain traverse.
5. Volume calculation by the AEA method.
6. Simple horizontal curves.
7. Vertical curves.
8. Hydraulics as they apply to Wyoming water rights and procedures for filing water right applications.
9. Determination of a true bearing by celestial or solar observations.
10. A working knowledge of the NGS and USGS triangulation and level networks over the state.
11. A working knowledge of the state plane coordinate system.
12. Basic principles of photogrammetry and the applications of land surveying.
13. A working knowledge of electronic and light distance measuring devices.
14. Construction staking procedures.
15. A general knowledge of the history and layout of the Public Land Survey System in Wyoming together with a thorough understanding of the surveying procedures and principles involved.
16. Knowledge of the state laws as they pertain to surveying and the filing of plats.
17. Knowledge of the public records available, their location, and how to use them.
18. Understanding and writing of the various kinds of land descriptions.
19. The proper relationship between the different deed calls and the proper handling of discrepancies between deed calls and monuments.
20. Senior and Junior deed rights.
21. State mining laws as they relate to surveying.
22. Importance of original monuments.
23. Proper procedures for restoring or witnessing monuments.
24. Proper procedures for EVALUATING evidence and restoring LOST or OBLITERATED corners.
25. Legal subdivisions of a section to properly locate interior aliquot parts of a section.
26. Basic Riparian Rights.
27. Survey procedures and data necessary for the preparation of a plat for filing of a subdivision without the incorporated limits of a city or town or an addition within the incorporated limits of a city or town.
28. Duties and responsibilities of a surveyor to the public, his clients or employers and to the profession.
29. Statutory monumentation of surveys.
30. Wyoming Statutes, 1997, as amended, Section 33-29-140 through 33-29-149 Corner Perpetuation and Filing Act.
31. Wyoming Statutes, 1987, Section 33-29-114 through 33-29-139 Surveyors and Engineers Practice Act.

Education Requirement Form for
Applicants for the LS Examinations

Date: _____

Name: _____

The State Board of Registration for Professional Engineers and Professional Land Surveyors (the Board) and their associated Wyoming State Statutes require that applicants for the Land Surveying Exams must meet one of the following three education requirements:

1. Have a bachelor of science degree in a land surveying curriculum accredited by ABET/ASAC (or which is deemed by the Board to be ABET/ASAC equivalent) which includes at least thirty (30) semester credit hours in surveying, mapping, and other courses approved by the board.
2. Have a bachelor of science degree in an engineering curriculum accredited by ABET/EAC (or which is deemed by the Board to be ABET/EAC equivalent) which includes at least thirty (30) semester credit hours in surveying, mapping, and other courses approved by the board.
3. Have an associate degree in surveying technology in a curriculum accredited by ABET/ASAC (or which is deemed by the Board to be ABET/ASAC equivalent) plus four (4) years of combined office and field experience in land surveying, of which two (2) years shall have been in boundary land surveying projects under the supervision of a registered professional land surveyor.

Under which of the three options listed above do you wish to be considered? _____

Name of institution at which you received your degree: _____

Date when you received your degree: _____

<p><i>For Board Use Only</i></p> <p><i>Accredited Program?</i> _____</p> <p><i>ABET/EAC or ABET/ASAC Equivalent?</i> _____</p>

Note: The Board will contact ABET to determine the accreditation status of your degree. If it was not accredited at the time you received it, the Board will use the most current ABET/EAC or ABET/ASAC guidelines to determine if your degree is ABET/EAC or ABET/ASAC equivalent. (As an example, the appendix to this document provides the Board's current guidelines for an equivalent Associates Degree in Surveying.)

All applicants must complete the following:

List the specific course(s) and credit hours that you believe fulfill each of the following land surveying subjects.

Core Subjects – Minimum of 22 semester credit hours is needed from this category

Subject	Course(s) and Credit Hours
<p><i>Elementary and Advanced Surveying</i> – this subject may incorporate the following:</p> <ul style="list-style-type: none"> • care and use of instruments • leveling • traversing • area calculation • earthwork volume calculation • astronomy • note scrivener (scribe) • topographic data acquisition • triangulation • coordinate geometry • photogrammetry • public land survey system • section subdivision • ethics for professional surveyors • global positioning systems 	<p>Minimum of 10 credit hours</p>
<p><i>Office Tasks (Office Practicum)</i> - this subject may incorporate the following:</p> <ul style="list-style-type: none"> • board drafting • computer aided drafting • map preparation • subdivision drafting and design • data management and analysis 	<p>Minimum of 3 credit hours</p>
<p><i>Route Surveying</i> - this subject may incorporate the following:</p> <ul style="list-style-type: none"> • P-line/center line establishment • curves – horizontal, vertical, etc. • route types – utility & transportation • construction staking and calculation 	<p>Minimum of 3 credit hours</p>
<p><i>Boundary Law</i> – this subject may incorporate the following:</p> <ul style="list-style-type: none"> • record research • field search and identification • real property law interpretation • document preparation <ul style="list-style-type: none"> ○ land descriptions ○ maps and plats ○ report of survey 	<p>Minimum of 6 credit hours</p>
<p><i>Total credit hours for core subjects:</i></p>	

Elective Subjects – Minimum of 8 semester credit hours is needed from this category, with a maximum of 4 semester credit hours in any one major area

Subject	Course(s) and Credit Hours
<i>Mine Surveying -</i>	
<p><i>Water and water rights -</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • water law • hydrology • hydraulic engineering • hydrographic surveying <ul style="list-style-type: none"> ○ inland water boundaries 	
<p><i>Geodesy –</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • horizontal control surveys and computations • vertical control surveys and computations • geodetic datum • global positioning systems • precise control surveys 	
<p><i>Cartography-</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • map projections • property subdivisions • utility and transportation mapping • geographic information systems 	
<p><i>Advanced Surveying Courses in subjects not covered above –</i> Some examples:</p> <ul style="list-style-type: none"> • State specific laws • survey data management • site planning 	
<i>Total credit hours in elective subjects</i>	
<i>Total credit hours for both core and elective subjects (must be at least 30 semester credit hours)</i>	

Appendix
Board Guidelines for an equivalent Associates Degree in Surveying
(developed from ABET/ASAC guidelines)

- A minimum of 60 credit hours of college credit
- “A combination of college level mathematics and basic sciences (with a laboratory component) appropriate to the discipline.”
 - Mathematics (8-10 semester credit hours) must include, at least:
 - college algebra
 - college trigonometry
 - technical statistics (e.g. non-business statistics)
 - Basic Sciences (8-10 semester credit hours) must include lab-based courses in at least two of the following areas:
 - physics (preferred)
 - geology (preferred)
 - chemistry
 - biology
- “A general education component that complements the technical content of the curriculum.”
 - English (6-8 semester credit hours), which can include:
 - composition
 - literature
 - public speaking
 - technical report writing
 - Other (5-8 semester credit hours)
 - social sciences (e.g. economics, history, political science, psychology, sociology, geography, etc)
 - humanities (e.g. philosophy, religion, literature, etc)
 - visual and performing arts (e.g. music, art, theatre, etc)
 - business and management
- A minimum of 30 semester credit hours in surveying subjects as described on the previous pages.