



**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ()	FAX # ()	E-MAIL	
CRIMINAL BACKGROUND DISCLOSURE			
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>			
1. Have you ever been convicted by any court of any crime? (circle one) NO YES			
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.			
2. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one) NO YES			
If yes, enclose a detailed explanation and copies of all documents.			
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
SIGNATURE		DATE	

**BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS
REQUEST FOR EXAMINATION AS A LAND SURVEYOR-IN-TRAINING**

**\$50.00 APPLICATION FEE
ALL FEES ARE NON-REFUNDABLE**

Office Use Only: 1446 -\$50

CHECKS PAYABLE TO TREASURER STATE OF MAINE -OR- YOU MAY USE YOUR CREDIT CARD

EXAM ADMINISTRATION DATE - CHECK ONE ✓

April October

Office Use Only Check # _____ Amount: _____ Cash # _____ Lic. # _____ Issue Date _____ Exp. Date _____
--

This is the exam application to sit for the NCEES Fundamentals of Surveying exam which is administered by ELSSES. Once you have registered for the exam with the board by submitting this exam application and application fee, you will receive further information from ELSSES regarding the exam. You will be charged a separate exam fee by ELSSES.

PAYMENT OPTIONS:			
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:			
NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	the following amount: \$ _____	
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
SIGNATURE		DATE	



APPLICATION GUIDE FOR LICENSURE AS A LAND SURVEYOR-IN-TRAINING

GENERAL INFORMATION

There are several steps to become licensed as a Land Surveyor-In-Training in Maine. The first of which is to decide which path to licensure you qualify for (see below). Secondly you must pass the NCEES “Fundamentals of Land Surveying” exam. The exam is administered in April and October of each year by the testing company, ELSEES. You do not have to apply for licensure before taking the examination, but you must register for the exam with the board. After passing the exam, you have 48 months to complete all education and/or experience requirements and submit a complete license application to the board. If you do not meet all the qualification requirements within that 48-month period, then you must re-take the examination and submit a new application.

APPLICATIONS

There are two applications that you need to complete:

Exam application – Used to register for the exam; there is a \$50.00 fee to file this form with the board. There is a separate exam fee paid to the testing company.

License application – File this form with the board after you pass the exam. There is a \$175.00 license fee and a \$21.00 criminal history background check fee that must be submitted with this application.

PATHS TO LICENSURE AS AN LSIT

To be licensed as a Maine Land Surveyor-In-Training, you must complete the requirements of one of the four categories listed below. All applicants must pass the NCEES examination on “Fundamentals of Land Surveying” which is described below. If you now hold a Non-Maine LSIT license and wish to become licensed in Maine, you must demonstrate to the Board that you can meet the requirements of one of the four categories:

PATH	SECTION OF LAW	EDUCATION	EXPERIENCE
1	13905 (A)	4 YEAR DEGREE CORE CURRICULUM EXAM	NONE
2	13905 (B)	2 YEAR DEGREE CORE CURRICULUM EXAM	TWO YEARS
3	13905 (C)	CORE CURRICULUM EXAM	SIX YEARS
4	13905 (D)	EXAM	SEVEN YEARS

CORE CURRICULUM:

The Board requires the successful completion of 33 credit hours of college-level courses in the subject areas listed below. Some flexibility is allowed, but it is up to you to satisfy the Board that you have met the requirements.

<u>CREDIT HOURS</u>	<u>SUBJECT AREA</u>
3	SURVEYING
3	ADVANCED SURVEYING
3	BOUNDARY LAW
3	ENGLISH COMPOSITION
6	MATHEMATICS: <i>ADVANCED ALGEBRA, ANALYTICAL TRIGONOMETRY OR GEOMETRY, DIFFERENTIAL OR INTEGRAL CALCULUS, SPHERICAL TRIGONOMETRY, OR STATISTICAL ANALYSIS</i>
3	ADVANCED COMMUNICATION: <i>CREATIVE OR TECHNICAL WRITING OR SPEECH</i>
3	BUSINESS AND LAW: <i>LEGAL PRINCIPLES, ACCOUNTING, CONTRACTS, BUSINESS LAW, BUSINESS ADMINISTRATION, OR PROFESSIONAL ETHICS</i>
6	SCIENCE: <i>CHEMISTRY, PHYSICS, BIOLOGY, GEOLOGY, BOTANY, ASTRONOMY, SOILS, DENDROLOGY, OR ECOLOGY</i>
3	COMPUTER USAGE: <i>COMPUTER SCIENCE OR PROGRAMMING, OR COMPUTER ASSISTED DRAFTING</i>

A description of experience satisfactory to the Board also appears in Chapter 50 of the current Rules.

Your land surveying experience should become increasingly more complex and encompass all facets of the work, including research, field work of all types, plan development, the writing of deed descriptions and reports, and time spent as a party chief. Report any part-time work in terms of the actual amount of time spent.

EXPERIENCE

IF APPLICABLE, WHEN FILLING OUT THE EXPERIENCE SECTION OF YOUR APPLICATION, PLEASE FOLLOW THESE GUIDELINES:

A. VERIFICATION OF EXPERIENCE FORM AND KEY NUMBER

Fill out a separate Verification of Experience Form for each employer you have listed and send it to that employer for confirmation and transmittal to the Board. Use the same key numbers on these forms.

Fill out the Employment Experience Summary first, then the experience detail pages of the application form. The same key number or numbers, dates, employers, etc., should be used in both areas. Each key number should refer to a work period and not to a client engagement.

EXAMINATION

A. EXAMINATION DATES

The examinations are held in April and October which are administered by the testing company, ELSEES.

B. EXAMINATION FEES

The exam registration fee is \$50.00 payable to "Treasurer State of Maine. There is a separate exam fee payable to the testing company.

C. NATURE OF EXAMINATION

This is an 8-hour examination on the "Fundamentals of Land Surveying". The exam is prepared and scored by the National Council of Examiners for Engineering and Surveying. The morning session is 'closed book' and consists of multiple choice questions. The afternoon session is 'closed book' and consists of problems.

No copies of examinations may be kept by the examinee, and none will be furnished for study. Battery-powered, non-printing, silent calculators may be used. Electronic devices with "QWERTY" key pads may **not** be used. There is a list of acceptable calculators at the NCEES web site: www.ncees.org.

D. INSTRUCTIONAL MATERIALS

NCEES publishes a "Professional Land Surveyors Candidate Handbook" which explains the exam in more detail and provides sample questions. An order form accompanies your application forms.

NOTE: Purchase of the handbook is not required by this Board. Information about it is provided as a service to applicants.

I. EXAM RESULTS

Exam scores are usually available about 2 months after the exam date although the exact time frame can vary. The Board clerk will mail out the score results to candidates as soon as **all** scores have been received.

J. REQUEST FOR RE-EXAMINATION

If you fail an examination and wish to be scheduled for re-examination, you must re-register with the testing company by September 1st for the October exam and March 1st for the April exam and pay the exam fee.

FEES

- A check or money order in the amount of \$50.00 must accompany your initial exam application.
- There is a separate exam fee payable to the testing company.
- A \$21.00 criminal history background verification fee is to be submitted with the license application, and
- A \$175.00 license fee to be submitted with the license application.
- All fees for whatever purpose, are non-refundable.
- All checks and money orders must be made out to the Treasurer, State of Maine except for the exam fee, which is paid directly to the testing company.

**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ()	FAX # ()	E-MAIL	
CRIMINAL BACKGROUND DISCLOSURE			
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>			
1. Have you ever been convicted by any court of any crime? (circle one) NO YES			
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.			
2. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one) NO YES			
If yes, enclose a detailed explanation and copies of all documents.			
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
SIGNATURE		DATE	

**BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS
APPLICATION FOR LICENSURE AS A LAND SURVEYOR-IN-TRAINING**

- A \$21.00 criminal history background verification fee is to be submitted with the license application.
- A \$175.00 license fee is to be submitted with the license application.
- All fees for whatever purpose, are non-refundable.

All checks and money orders must be made out to the Treasurer, State of Maine.

Office Use Only: 1421 -\$175 2619—\$21
--

Office Use Only
Check # _____
Amount: _____
Cash # _____
Lic. # _____
Issue Date _____
Exp. Date _____

PAYMENT OPTIONS:			
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:			
NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	the following amount: \$ _____	
Card number: _____	XXXX-XXXX-XXXX-XXXX	Expiration Date	<i>mm / yyyy</i>
SIGNATURE		DATE	

I. GENERAL INFORMATION

1. Are you registered or licensed as a Land Surveyor-In-Training in any other state(s)? Yes No
 If yes, please give registration or license number (s) _____
 Date issued _____ Expire Date _____ State _____
2. Did you qualify by written examination? Yes No
 If yes, state place, date and length of examination: _____
 Was it a NCEES examination? Yes No

3.

II. EDUCATION

An applicant holding a Maine LSIT license need not complete this section.

p Official post-secondary school transcripts must be sent directly from educational institutions to this board.

Institution and Location	No. of Years Attended	Entrance Date	Leaving Date	Diploma or Degree Obtained

III. EMPLOYMENT EXPERIENCE SUMMARY-- PLEASE LIST MOST RECENT WORK FIRST.

WORK UNDER LICENSED SURVEYOR	TITLE OR POSITION	NAME AND ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT		TIME IN LAND SURVEYING	
			FROM MO/YR	TO MO/YR	YEARS	MONTHS
KEY 1			FROM MO/YR	TO MO/YR	YEARS	MONTHS
KEY 2			FROM MO/YR	TO MO/YR	YEARS	ONTHS
KEY 3			FROM MO/YR	TO MO/YR	YEARS	MONTHS
KEY 4			FROM MO/YR	TO MO/YR	YEARS	MONTHS

NEXT PAGE

III. EXPERIENCE SUMMARY CONTINUED....

COMPLETE A VERIFICATION OF EXPERIENCE FORM FOR EACH "KEY" LISTED ABOVE. GIVE COMPLETE AND DETAILED INFORMATION PERTAINING TO TRAINING AND EXPERIENCE INCLUDING DATES AND LENGTHS OF TIME INVOLVED. PLEASE INCLUDE DETAILS OF TYPE AND SCOPE OF LAND SURVEYING. YOU MAY USE PLAIN 8 1/2 x 11 INCH SHEETS AS SUPPLEMENTAL PAGES TO THE FORM IF NECESSARY. EACH PAGE SHOULD BE IDENTIFIED BY "KEY" NUMBER AND SIGNED BY THE APPLICANT **AND** THE ENDORSER.

APPLICANT'S SWORN STATEMENT AND SIGNATURE

READ THE STATEMENT BELOW AND SIGN WHERE INDICATED AS YOUR CERTIFICATION OF THE INFORMATION PROVIDED ON THIS APPLICATION.

BY MY SIGNATURE, I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. BY SUBMITTING THIS APPLICATION I UNDERSTAND THAT THE MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS WILL RELY UPON THIS INFORMATION FOR ISSUANCE OF MY LICENSE AND THAT THIS INFORMATION IS TRUTHFUL AND FACTUAL. I FURTHER UNDERSTAND THAT SANCTIONS MAY BE IMPOSED, INCLUDING DENIAL, SUSPENSION OR REVOCATION OF MY LICENSE, IF THIS INFORMATION IS FOUND TO BE FALSE.

APPLICANT'S SIGNATURE _____ DATE _____

APPLICANT NAME _____

CORE CURRICULUM:

The Board requires the successful completion of the college-level courses in the subject areas indicated in the chart below. Please complete the chart as you feel is applicable and authorize transmittal an official transcript from your school(s) be sent to the Board. **You must complete this form in full and the Board must have received your transcripts** before your application can be presented to the Board for review.

CREDIT HOURS REQUIRED	SUBJECT	SCHOOL	COURSE NAME	COURSE ID #	CREDIT HOURS EARNED
3	SURVEYING				
3	ADVANCED SURVEYING				
3	BOUNDARY LAW				
3	MATHEMATICS ¹				
3	MATHEMATICS ¹				
3	BUSINESS / LAW ²				
3	SCIENCE ³				
3	SCIENCE ³				
3	COMPUTER USAGE ⁴				
3	ENGLISH COMPOSITION				
3	ADVANCED COMMUNICATION ₅				

¹ ADVANCED ALGEBRA, ANALYTICAL TRIGONOMETRY OR GEOMETRY, DIFFERENTIAL OR INTEGRAL CALCULUS, SPHERICAL TRIGONOMETRY, OR STATISTICAL ANALYSIS

² LEGAL PRINCIPLES, ACCOUNTING, CONTRACTS, BUSINESS LAW, BUSINESS ADMINISTRATION, OR PROFESSIONAL ETHICS

³ CHEMISTRY, PHYSICS, BIOLOGY, GEOLOGY, BOTANY, ASTRONOMY, SOILS, DENDROLOGY, ECOLOGY OR ZOOLOGY

⁴ COMPUTER SCIENCE OR PROGRAMMING, OR COMPUTER ASSISTED DRAFTING

⁵ TECHNICAL OR CREATIVE WRITING OR SPEECH

5. Identify your work relationship to the applicant at the time. If none, please explain. _____

6. Comments

SECTION III: TO BE COMPLETED BY THE APPLICANT

Describe your general surveying duties during your employment with the firm named on the front of this form.

B. Describe in separate paragraphs the specific kinds of surveying work you personally performed while employed by the firm named on the front of this form. Use specific project assignments as examples. Then indicate separately the time you spent on each such kind of work. If you need more than one endorser from a single firm, use a separate form for each endorser. If you do not have enough space on this form, use one or more continuation sheets. **BOTH YOU AND YOUR ENDORSER MUST SIGN EVERY SHEET.**

C. Describe briefly your personal level of responsibility or authority for the work described above. Explain here any changes in your title resulting from promotions or other job changes during this period of employment.

SECTION IV: ENDORSER'S AFFIDAVIT

- I have read the applicant's Verification of Experience Form. I hereby certify that I am knowledgeable about and qualified to attest to, the applicant's work and land surveying ability and that, except as otherwise noted on the front side of this form, or in attached correspondence, the work experience described by the applicant and the time claimed therefore are generally true and accurate.

- I cannot so certify. Letter of explanation attached.

Endorser's Signature

Date

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 122 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays.
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: www.maine.gov/professionallicensing. Your license will show up as PENDING at first; as soon as your status is ACTIVE, you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.
- **What do I need to become licensed as a land surveyor-in-training?** There is a two step process to become licensed as a land surveyor-in-training:
 1. Pass the NCEES Fundamentals of Surveying Exam
 2. Qualify for the license: There are four paths to licensure

	Education	Experience	Exam
Path 1	Core Curriculum & BA Degree	None	Yes
Path 2	Core Curriculum & BA Degree	2 years	Yes
Path 3	Core Curriculum	6 years	Yes
Path 4	None	7 years	Yes

What exam do I take? There is just one exam: NCEES Fundamentals of Land Surveying

When is the exam administered? The exam is given in April and October on a Saturday. The exam schedule is posted on the testing company's web site.

Who administers the exam? The exam is administered by the testing company, ELSEES, an affiliate of NCEES.

How many times may I re-take the exam? You may take it as many times as you need to.

What are the fees? There are separate fees for the exam and for the license. Exam fees are paid to the testing company and license fees are paid to the board.

To apply for the exam, complete an exam application and submit it to the board with the \$50 application fee payable to Maine State Treasurer. You will be charged a separate fee by the testing company for the exam later.

To apply for the license, complete a license application and submit it to the board with the appropriate documentation, \$71 payable to Maine State Treasurer (\$50 application fee, \$21 criminal check). You will pay the \$175 license fee after you pass the exam and are approved for licensure by the board.

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.