

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

GENERAL INFORMATION

There are several steps to become licensed as a Land Surveyor-In-Training (LSIT) in Maine.

- The first step is to decide which path to licensure you qualify for (see below).
- Second, you must pass the National Council for Examiners for Engineers and Surveyors (NCEES) “Fundamentals of Land Surveying” exam (FS). The exam is administered through computer-based testing (CBT) at testing centers nationwide currently in conjunction with Pearson VUE. **You must take and pass the FS exam before applying for an LSIT license.**
- After passing the exam, you have 48 months to complete all education and/or experience requirements for licensure 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.

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 pathways listed below. All applicants must pass the NCEES “Fundamentals of Land Surveying” exam (FS) 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 in one of the four categories below:

PATH	SECTION OF LAW	EDUCATION	EXPERIENCE	EXAM
1	18223(2)(a)	4 Year Degree Core Curriculum	None	NCEES FS Exam
2	18223(2)(B)	2 Year Degree Core Curriculum	Two years	NCEES FS Exam
3	18223(2)(C)	Core Curriculum	Six Years	NCEES FS Exam
4	18223(2)(D)	High School Diploma or GED	Seven Years	NCEES FS Exam

EXAMINATION

REGISTERING FOR THE EXAM

To sit for the NCEES Fundamentals of Surveying Exam (FS) you must register with NCEES directly. The website is: <http://ncees.org/exams/fs-exam>

EXAMINATION DATES

The examination is administered via computer-based testing (CBT) by NCEES/Pearson VUE and is available during four testing windows throughout the year: January-February, April-May, July-August, and October-November. Registration will be open year-round, but seating will only be available during the open testing windows.

EXAMINATION FEES

Exam fees are paid directly to NCEES when you register for the exam.

NATURE OF EXAMINATION

This is an 8-hour examination on the “Fundamentals of Land Surveying” (FS) which is prepared and scored by the NCEES.

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” keypads may **not** be used. There is a list of acceptable calculators at the NCEES website: www.ncees.org.

INSTRUCTIONAL MATERIALS

NCEES publishes a “NCEES Examinee Guide” which explains the exam process in more detail which is available on their website: www.ncees.org. Samples questions are also available on the NCEES website.

REQUEST FOR RE-EXAMINATION

If you fail an examination, you may re-take it in the next testing window which is described further in the *NCEES Examinee Guide*.

After passing the FS exam with NCEES, you have 48 hours to complete all education and/or experience requirements for licensure and submit a complete license application to the board. If you do not meet all the qualifications requirements within that 48-month period, then you must re-take the examination and submit a new application.

LICENSE APPLICATION

Three of the four paths to licensure noted above to become licensed as an LSIT in Maine require the successful completion of 33 credit hours of college-level courses in the subject area listed below.

CORE CURRICULUM

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

EXPERIENCE

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 on any part-time work in terms of the actual amount of time spent.

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

VERIFICATION OF EXPERIENCE FORM AND KEY NUMBER

Fill out the Employment Experience Summary portion of the application first, then complete a verification of experience form for each employer listed in the summary. The key Number listed on the summary should correspond with the Key Number entered in the right-hand corner of each verification of experience form(s).

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Mailing Address: 35 State House Station, Augusta, Maine 04333

Courier/Delivery address: 76 Northern Avenue, Gardiner, Maine 04345

Phone: (207) 624-8603 TTY users call Maine Relay 711 Fax: (207) 624-8637 www.maine.gov/professionallicensing

Frequently Asked Questions:

- **Where do I send my application?** Mailing address: 35 State House Station, Augusta, ME 04333-0035
- **Where are you physically located?** 76 Northern Ave, Gardiner ME
- **What hours are you open:** 8:00 a.m. to 5:00 p.m. weekdays
- **How can I contact the Board?** Phone: 207-624-8522 or email: prolandsur.board@maine.gov
- **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 emailed to you, unless you request otherwise.
- **How long does it take to process an application?** This varies depending on several factors. You can call the office or email the Board for status of your application.
- **How far back do I go answering the criminal question?** Any conviction, ever.
- **What exam do I take?** For a LSIT, there is one exam: NCEES Fundamentals of Land Surveying (FS)
- **When is the exam administered?** The exam is available multiple times per year via computer-based testing.
- **Who administers the exam?** The exam is administered by NCEES.
- **How many times may I re-take the exam?** You may take it as many times as you need.
- **What are the fees?** There are separate fees for the exam registration with the test administrator, NCEES, and for the license one you have passed the exam.
- **Is there a deadline to register for the exam?** No.