



**STATE OF MAINE**  
**DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**  
**OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION**  
**BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS**

**PLS LICENSE APPLICATION**

<b>APPLICANT INFORMATION (please print)</b>			
FULL LEGAL NAME	FIRST	MIDDLE INITIAL	LAST
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	mm / dd / yyyy	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ( )	FAX # ( )	E-MAIL	
<b>DISCIPLINARY ACTION DISCLOSURE</b>			
<i>NOTE: Failure to disciplinary action may result in denial, fines, suspension and/or revocation of a license.</i>			
<b>1. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)</b>			
		<b>NO</b>	<b>YES</b>
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 Professional & Occupational Regulation 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.			
<b>SIGNATURE</b>		<b>DATE</b>	

**LICENSE APPLICATION**  
**PROFESSIONAL LAND SURVEYOR (PLS)**

- A check or money order in the amount of \$296.00 must accompany this application OR you may use the credit card form below.
- Please make checks payable to "Treasurer State of Maine".
- All fees for whatever purpose, are non-refundable.

Office Use Only:

1421—\$ 275.00  
2619—\$ 21.00

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)	FIRST	MIDDLE INITIAL	LAST
MAILING ADDRESS OF CARDHOLDER (please print)			
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my			
VISA		MASTERCARD	
the following amount: \$ _____			
<b>I UNDERSTAND THAT FEES ARE NON-REFUNDABLE</b>			
Card number:	XXXX-XXXX-XXXX-XXXX	Expiration Date	mm / yyyy
<b>SIGNATURE</b>		<b>DATE</b>	

## I. GENERAL INFORMATION

1. Are you registered or licensed as a Land Surveyor 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

## II. EDUCATION

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

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

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

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

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

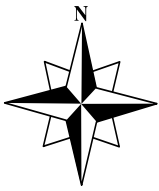
**APPLICANT’S SWORN STATEMENT AND SIGNATURE**

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**\_\_\_\_\_



STATE OF MAINE  
BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS  
35 STATE HOUSE STATION  
AUGUSTA, ME 04333-0035  
(207) 624-8522

KEY NUMBER

VERIFICATION OF EXPERIENCE FORM

**INSTRUCTIONS TO APPLICANT:** Complete Sections I and III, make a copy for your records, and forward this original from to your endorser. Be sure the endorser Key Number in the box at the top right corner of this form corresponds with the appropriate endorser Key Number and information on your application. **NOTE:** Sections I and III of this form must be typewritten or printed in ink.

SECTION I: TO BE COMPLETED BY APPLICANT

NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

TELEPHONE: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Home Business

**EXPERIENCE DESCRIBED ON THIS FORM WAS OBTAINED WHILE EMPLOYED BY:**

FIRM OR ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BEGINNING: \_\_\_\_\_ / \_\_\_\_\_ ENDING: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year ☐ FULL-TIME ☐ PART-TIME \_\_\_\_\_  
Hours/Week

I hereby certify that the work experience described on the reverse side of this form and the time claimed for that experience are true and accurate.

\_\_\_\_\_  
Applicant's Signature

**INSTRUCTIONS TO ENDORSER:**

SECTION II: TO BE COMPLETED BY ENDORSER PREFERABLY NOT IN THE PRESENCE OF APPLICANT.  
PLEASE TYPE OR PRINT.

- Read carefully the applicant's Report of Professional Experience on the back of this form and any continuation sheets;
- Provide the requested information below and complete items 1-6;
- If you disagree with any information presented by the applicant on this form, or wish to provide any other information for consideration by the Board relative to the applicant, please submit a separate letter with this form. If you do so, please identify applicant by full name and Key Number in your letter and indicate that the candidate is an applicant for land surveying;
- Sign the Endorser's Affidavit in Section IV on the back of this form and at the bottom of each continuation sheet, if any, or if you do not sign the Affidavit please explain in a separate letter attached to this form;

ENDORSER NAME: \_\_\_\_\_ PHONE NO: ( ) \_\_\_\_\_ - \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
Street City State Zip Code

Are you a licensed Land Surveyor? ☐ Yes ☐ No If yes, State in which licensed: \_\_\_\_\_ License #: \_\_\_\_\_

**WITH RESPECT TO APPLICANT'S REPORT OF PROFESSIONAL EXPERIENCE AS DESCRIBED ON THIS APPLICATION:**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Does the description accurately reflect the work personally performed by the applicant?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Does the time claimed by the applicant for this experience reasonably reflect actual time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Was the applicant's work performed in an adequate, reliable, and professional manner?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are you attaching a separate letter with additional information about the applicant?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Identify your work relationship to the applicant at the time. If none, please explain.     | <hr/>                        |                             |

6. Comments:

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<b>SECTION III: TO BE COMPLETED BY THE APPLICANT</b>
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A. Describe your general surveying duties during your employment with the firm named on the front of this form.

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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.

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<b>SECTION IV: ENDORSER'S AFFIDAVIT</b>
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- ☐ 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.

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Endorser's Signature

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Date



**Department of Professional and Financial Regulation**  
**Office Of Professional and Occupational Regulation**  
**Board of Licensure for Professional Land Surveyors**  
35 State House Station Augusta, Me 04333  
architects.board@maine.gov



**CERTIFICATION OF EXPERIENCE – PROFESSIONAL LAND SURVEYOR**

Applicant Name: \_\_\_\_\_

Applicant's experience includes significant responsibility in the following areas:

- \_\_\_\_\_ Research
- \_\_\_\_\_ Field Work
- \_\_\_\_\_ Computations
- \_\_\_\_\_ Data Analysis
- \_\_\_\_\_ Plan Development
- \_\_\_\_\_ Drafting or Written Descriptions
- \_\_\_\_\_ Reports
- \_\_\_\_\_ Correspondence

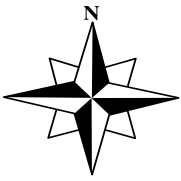
Experience includes teaching topics in elementary or advanced surveying, or another curriculum of the application of surveying to real property: YES ☐ NO ☐

If yes, what percentage of the required 24 months of experience was in teaching? \_\_\_\_\_%

By my signature, I hereby certify that the information provided on this form is true and accurate to the best of my knowledge and belief.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICATION GUIDE FOR LICENSURE AS A PROFESSIONAL LAND SURVEYOR

## APPLICATIONS

Your application must be typewritten or printed neatly in ink. If you need additional space, attach 8 1/2" x 11" sheets. Put your name at the top of the front page of each attachment sheet.

## INSTRUCTIONS

⇒ If you hold a valid license as a Maine Land Surveyor-in-Training, you must:

1. Successfully complete of both sections of the exam:
  - ✓ Maine Specific Multiple Choice Exam (MSMC)
  - ✓ NCEES Professional Surveyor Exam (PS)
2. Verify 24 months experience satisfactory to the Board as of your first license date as a Maine Land Surveyor-In-Training. (This date is listed on your Maine LSIT license, not the date you passed the exam.)
3. Enclose the \$296.00 fee

⇒ If you are applying for licensure as a PLS in Maine via reciprocity from another state, territory or possession of the United States, you must:

1. Submit Verification of Licensure from your current license state **Please note this is NOT a copy of your license**. You must contact the licensing authority in the jurisdiction you are licensed to request the verification.
1. Submit Verification of passage of the NCEES Exams ( both the FS and PS) from the state where you took the exams
2. Submit Verification of passage of the Maine Specific Multiple Choice Exam (MSMC)
3. Submit evidence of education and/or experience equivalent to that required by this state
4. (Please refer to 32 MRSA, Chapter §§18223, 18224, 18227 and Board Rules Chapters 40 & 50)
5. Enclose the \$296.00 fee

## FEES

- NCEES charges additional fees paid directly to them for the administration of the National Principles and Practices of Surveying Exam (PS). Go to [www.NCEES.org](http://www.NCEES.org) for more information.
- The Maine Board license fee is \$296.00 payable with this application either by check or credit card.
- If paying by check or money order, please make payable to "Treasurer State of Maine".
- All fees for whatever purpose, are non-refundable.

## **SURVEYING CURRICULUM**

You will find a description of the minimum core curriculum in Chapter 40 §2 of the current Rules.

## **EXPERIENCE**

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.

### **WHEN FILLING OUT THE EXPERIENCE SECTION OF YOUR APPLICATION, PLEASE FOLLOW THESE GUIDELINES:**

#### **A. KEY NUMBER**

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. A work period is usually work done for one employer.

#### **B. VERIFICATION OF EXPERIENCE FORM**

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.

#### **C. DATES OF EMPLOYMENT**

Dates of employment are the total time of each engagement, regardless of the type of work.

#### **D. TIME IN LAND SURVEYING**

Time in land surveying is that portion of each Dates of Employment entry that was involved in land survey time as defined in the licensing law.



## **SUGGESTED STUDY MATERIALS FOR THE MAINE SPECIFIC EXAM**

The following texts and publications have been cited by surveyors as being valuable for preparing for the Maine Section of the PLS examination. They are available from the sources listed. The Maine Board of Licensure for Professional Land Surveyors does not imply that this is an exclusive or exhaustive list. With the exception of the Laws and Rules of the Board, none of the referenced publications are available from the Board.

[1001 Solved Surveying Fundamentals Problems, John E. Keen](#)

[Boundary Control and Legal Principles, Curtis M. Brown, Walter G. Robillard and Donald A. Wilson -](#)

[Clark on Surveying and Boundaries, Walter G. Robillard](#)

[Code of Ethics of the National Society of Professional Surveyors](#) National Society of Professional Surveyors

[Counties, Cities, Towns, and Plantations of Maine: A Handbook of Incorporations, Dissolutions and Boundary Changes.](#) Maine State Archives, 84 State House Station, Augusta, ME 04333-0084.

[Contracts for Surveyors,](#)

[Guide for the Preparation of Survey Reports.](#) Pennsylvania Society of Land Surveyors, 4303 Derry Street, Harrisburg, PA.

[Counties, Cities, Towns, and Plantations of Maine: A Handbook of Incorporations, Dissolutions and Boundary Changes.](#) Maine State Archives, 84 State House Station, Augusta, ME 04333-0084. - <http://www.state.me.us/sos/arc/publications/>

[Handbook of Annotated Forms for the Surveying Practice](#)

[Definitions of Surveying and Associated Terms, ACSM](#)

[Easements and Reversions, Donald A. Wilson](#)

[Evidence and Procedures for Boundary Location, Walter G. Robillard and Donald A. Wilson](#)

[Guide for the Preparation of Survey Reports, Pennsylvania Society of Land Surveyors, 4303 Derry Street, Harrisburg, PA.](#)

[Handbook of Annotated Forms for the Surveying Practice – Available at: http://search.barnesandnoble.com](#)

[Maine Planning and Land Use Laws \(Information Pamphlet\).](#) Office of Comprehensive Land Use Planning, 130 State House Station, Augusta, ME 04333-0130. OR CALL LAND USE REGULATORY COMMISSION 287-2633

[Sample Contract Forms.](#) American Congress of Surveying and Mapping (ACSM), 5410 Grosvenor Lane, Bethesda, MD 20814

[Roads & Easements in Maine, Knud Hermansen](#)

[Writing Legal Descriptions.](#) Gurdon Wattles (ISBN 0960696288)

[Sample Contract Forms, American Congress of Surveying and Mapping \(ACSM\), 5410 Grosvenor Lane, Bethesda, MD 20814](#)

[Surveying - 10<sup>th</sup> Edition, Francis H. Moffitt and John D. Bossler.](#)

[Town Line Retracement in Maine, Knud Hermansen](#)

[Trouble Shooting Boundary Line Problems, John E. Keen.](#)

[Typical Land Surveyor's Exam Questions with Solutions, John E. Keen.](#)

[Water Boundaries, George M. Cole](#)

[Writing Legal Descriptions, Gurdon Wattles \(ISBN 0960696288\)](#)

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](http://www.maine.gov/professionallicensing)

### Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you physically located?** 76 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 emailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://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.
- **How many parts are there to the exam?** There are two parts to the professional exam:
  1. NCEES Principles & Practices of Surveying (PS)
  2. Maine Specific Multiple Choice (MSMC)
- **What do I need to sit for the professional land surveyor exam?**

There are no requirements to sit for the exam other than the one page exam application, however, upon passage of both sections of the exam (PS and MSMC) you must provide the following within 48 months:

  - ♦ Must have been a land surveyor-in-training for a minimum of 24 months
  - ♦ Must demonstrate progressive responsibilities as an LSIT via experience forms signed by your supervisor who is a licensed land surveyor.
  - ♦ Lastly, complete a license application and submit it to the board with the appropriate documentation and fees.
- **Who administers the exam?** NCEES administers the PS exam through a testing vendor and the Board administers the MSMC exam.
- **When is the exam administered?** The MSMC exam is given in April and October at the Board Office. The PS exam is administered electronically through NCEES via testing centers nationwide multiple times per year.
- **How many times may I re-take the exam?** You may take it as many times as you need to.

### 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 Professional and Occupational Regulation 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. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 36 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). 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 disciplinary action 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.