

Missouri Board for Architects, Professional Engineers,
Professional Land Surveyors and Landscape Architects
3605 Missouri Boulevard
Jefferson City, Missouri 65109
Telephone: (573) 751-0047
Fax: (573) 751-8046
web site: pr.mo.gov/apelsla

**APPLICATION FOR
LICENSURE AS A
PROFESSIONAL LAND SURVEYOR
UNDER SECTION 327.391 RSMo**

**INSTRUCTIONS FOR
PREPARING APPLICATION FOR
LICENSURE AS A
PROFESSIONAL LAND SURVEYOR
UNDER SECTION 327.391 RSMo**



STATE OF MISSOURI

DIVISION OF PROFESSIONAL REGISTRATION

**INSTRUCTIONS FOR PREPARING PROFESSIONAL LAND SURVEYING
APPLICATION UNDER SECTION 327.391 RSMo**

MISSOURI BOARD FOR ARCHITECTS,
PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND
LANDSCAPE ARCHITECTS
3605 MISSOURI BLVD.
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047 FAX: 573/751-8046

READ CAREFULLY

Before beginning to prepare your application, read it through part by part, including the affidavit, and be sure that you understand each part before typing in the information required.

PLEASE NOTE THAT ALL INFORMATION ON THE APPLICATION MUST BE TYPEWRITTEN.

Assemble all data necessary to enable you to complete the application.

Attach your photograph in the blank space provided for that purpose on the first page of the application.

Enclose proof of your graduation in the form of an OFFICIAL transcript of grades showing date of graduation and degree received, with an impression of the school's embossing seal - unless previously submitted with Missouri LSIT application.

Photostatic copy of diploma or record of grades is not acceptable. If you are not a college graduate, you will need to submit proof of all land surveying course work in the form of an official transcript with the impression of the school's embossing seal, unless previously submitted with your Missouri LSIT application. In addition, you must submit proof of your education in the form of a letter on school letterhead giving the date you graduated from high school. This must be signed in ink by the Registrar or other school official. We will also accept an official transcript from the high school provided it shows the date you graduated and bears the ink signature of the Registrar or the embossing seal of the school. If the school you attended will not provide you with an official transcript, you may have the school send it directly to the Board office. Be sure to indicate on the "check list" if your official transcript will be coming from your school.

The five letters of reference must be executed and returned to you sealed in the special envelopes enclosed with said letters, and you must return them to the Board with your application. PLEASE NOTE: Reference letters will not be accepted if they are dated more than six months prior to acceptance of your application for filing.

Please provide an envelope marked "CONFIDENTIAL TO THE PROFESSIONAL LAND SURVEYOR TO WHOM PRESENTED" to the three professional land surveyors completing your professional letters of reference. The envelope shall also reflect your name. The professional land surveyor must complete the reference letter, seal it in the envelope provided, **affix his/her signature across the seal of the envelope** and return it to you to be included with the application.

Please provide an envelope marked "CONFIDENTIAL TO THE PERSON TO WHOM PRESENTED" to the two individuals completing your personal letters of reference. The envelope shall also reflect your name. The individual providing the personal reference must complete the reference letter, seal it in the envelope provided, **affix his/her signature across the seal of the envelope** and return it to you to be included with the application.

Complete a **separate** "Part IV--Professional Experience Form" for **each** land surveying engagement and have the appropriate supervising land surveyors and/or clients complete the "Verification of Supervising Land Surveyor, Supervisor or Client" and **return them to the Board WITH your application.** If you previously submitted a Missouri LSIT application it will only be necessary for you to document the land surveying experience you acquired since filing your Missouri LSIT application.

Prepare "Summary of Professional and Non-Professional Experience," in chronological order, in spaces provided for that purpose in Part V of the application. Enter total at bottom of form. ALL applicants must account for 100% of their time, including military service, etc. **If you left the field of land surveying for any period of time, for any reason, this time period and explanation of what you were doing MUST be included.** If you previously submitted a Missouri LSIT application it will only be necessary for you to document the land surveying experience you acquired since filing your Missouri LSIT application.

A verification must be requested from the state board from which you received your original licensure. The verification must be requested by accessing the NCEES Electronic License and Exam Verification System <https://verify.ncees.org/>. If you took the Fundamentals of Surveying Examination in one state and the Principles and Practice of Surveying Examination in another state, a verification must be requested from BOTH states. If you took the Fundamentals of Surveying Examination in the state of Missouri it is not necessary for you to request a verification from the Missouri Board.

Upon completion of your application go before a Notary Public and sign your name exactly as it appears on the first page of the application, on the line provided for that purpose in the affidavit, and make oath or affirmation to the application.

Attach to the application your filing fee payable to the "Missouri Board for Professional Land Surveyors".

If supplementary sheets are attached to your application, they must be 8½ x 11 inches and you must sign each sheet.

Having completed your application and affidavit, check to see if you have signed your name in all spaces required, then mail your application (with fee, all certificates, verification of experience, summary of professional and non-professional experience and reference letters required) under first-class postage to: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects, 3605 Missouri Boulevard, Jefferson City, Missouri 65109.

PLEASE BEAR IN MIND that the mailing of an application, even by certified by mail, and its receipt by the Board does NOT mean that it is, or will be, filed. It may have to be returned for applicant's failure to include filing fee; all information required by any of its applicable parts; or, for failure to include all documents required to be filed with the application.

FAILURE TO INCLUDE ALL DOCUMENTS AND INFORMATION REQUIRED, OR FAILURE TO FOLLOW INSTRUCTIONS IN FILLING OUT YOUR APPLICATION, WILL RESULT IN THE RETURN OF YOUR APPLICATION WITHOUT FILING.

Information regarding the examination format and specifications may be obtained by accessing the National Council of Examiners for Engineering and Surveying (NCEES) web site, www.ncees.org.

A list of the examination dates can be viewed by accessing www.ncees.org or pr.mo.gov/apelsla

Study materials can be purchased by contacting NCEES; Telephone number 800-250-3196 or www.ncees.org.

SOCIAL SECURITY NUMBER DISCLOSURE NOTICE

You must provide your social security number pursuant to state and federal law. ¹

If you fail or refuse to provide your social security number, we will consider your initial application or renewal application incomplete and return it to you. Continued failure or refusal to provide your social security number is grounds for denial of your application and could result in the imposition of late fees, administrative revocation of your license, a lapsed license or disciplinary action against your license.

Pursuant to state and federal law, licensing authorities must assemble your social security number with other relevant information (name, address, etc.) and transmit the data to the Division of Child Support Enforcement of the Department of Social Services to be used in a database for the following purposes:

- (1) locating individuals who are under an obligation to pay child support or provide child custody or visitation rights, against whom such an obligation is sought or to whom such an obligation is owed;
- (2) identifying whether an individual who owes overdue child support or who has failed to comply with a subpoena relating to paternity or child support proceedings holds or has applied for a professional or occupational license (under certain circumstances, a person who owes overdue child support or fails to comply with a subpoena relating to the above-stated proceedings may be subject to an order of a court, after notice and opportunity for hearing in that court, suspending, withholding or restricting the person's license).

In addition to these uses, the licensing authorities will continue their practice of using social security numbers for the following purposes:

- (1) for internal identification purposes (e.g., some licensing authorities use your social security number as your license number);
- (2) to conduct criminal record checks (discovery of relevant criminal history may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (3) to verify information provided by you in your application (discovery of false information in your application may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (4) to verify licensure with another state's licensing authority for reciprocity licensure;
- (5) for identification purposes in national disciplinary databases (the discovery of a disciplined license in another state may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (6) for test identification purposes.

¹ Senate Bill 361, 89th General Assembly, First General Session (1997); Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Pub. L. No. 104-193.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**INSTRUCTIONS FOR PREPARING PROFESSIONAL LAND
SURVEYING APPLICATION UNDER SECTION 327.391 RSMo**

MISSOURI BOARD FOR ARCHITECTS,
PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND
LANDSCAPE ARCHITECTS
3605 MISSOURI BLVD.
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047 FAX: 573/751-8046

LAND SURVEYING EXAMINATIONS REQUIRED

- 1) The NCEES Fundamentals of Surveying Examination (FS) is a one-day, eight-hour written examination, which is given biannually, usually in April and October.
- 2) The NCEES Principles and Practice of Surveying Examination (PS) is a one-day, six-hour written examination, which is given biannually, usually in April and October.
- 3) The Missouri State Specific Land Surveying Examination is a two part, one hour each open book examination designed to test the applicant's knowledge of Missouri statutes, laws, rules and regulations, the U.S. Public Land Survey System (both for original GLO surveys and resurveys) and land surveying practice.

The candidate may bring textbooks, handbooks and bound reference material. Loose papers, tablets, etc. are not allowed. Battery-operated, silent, non-printing calculators are allowed. Laptop, "notebook" or other portable computers are not allowed.

The Board recommends each candidate purchase and study the **PROFESSIONAL LAND SURVEYING CANDIDATE HANDBOOK** which is published by NCEES. This booklet contains information on the content of the PS exam, and it also has sample questions.

GRADING OF LAND SURVEYING EXAMINATIONS

In grading the examination, weight will be given as follows:

NCEES Fundamentals of Surveying	8 hours – 100%
NCEES Principles and Practice of Surveying	6 hours – 100%
Missouri State-Specific Examination (Two Part)	2 hours – 100%

To become a Professional Land Surveyor, the candidate must pass all sections of the Surveying exams.

TO HOLDERS OF AN NCEES RECORD

If you wish to apply for licensure as a Professional Land Surveyor on the basis of an NCEES COUNCIL RECORD, you may do so. However, it will be necessary for you to contact the National Council of Examiners for Engineering and Surveying, P.O. Box 1686, Clemson, South Carolina 29633-1686, and request them to send us a verified, certified copy of your NCEES COUNCIL RECORD.

If you apply for licensure on the basis of an NCEES COUNCIL RECORD, you are to fill in Parts I, II, VI, VII and VIII of the enclosed Missouri Land Surveying application form along with a photograph as indicated on page one of the application.

When your Missouri Land Surveying application form is returned to us, it should be accompanied by a letter from you advising us that you have requested the National Council of Examiners for Engineering and Surveying to furnish us with a copy of your NCEES COUNCIL RECORD. We will then delay processing of your Missouri application until your NCEES COUNCIL RECORD has been received.

NOTICE TO ALL APPLICANTS

Notice to applicants who are employees or officers or directors of a professional corporation, general business corporation or a limited liability company having the practice of architecture and/or engineering and/or land surveying as one of its purposes.

Section 327.401 of the Missouri Licensure Law requires such corporations and/or limited liability companies to obtain a certificate of authority in each category from this Board. If your corporation does not have a certificate of authority, the Board should be notified and an application will be provided.

AMERICANS WITH DISABILITIES ACT

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the National Council of Examiners for Engineering and Surveying, Attention: Missouri Examination Coordinator, Post Office Box 1686, Clemson, SC 29633-1686; telephone number (862) 654-6824.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
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3605 MISSOURI BLVD.
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047 FAX: 573/751-8046

CHECK LIST – LAND SURVEYOR

TO BE RETURNED WITH COMPLETED APPLICATION.

DATE: _____

TO THE APPLICANT:

Please read “Instructions for Preparing Application” enclosed with application forms.

To avoid delay due to the possibility of having to return your application, if not received in the proper form, please read the items below as you fill in your application and check each item as it is completed.

When application is ready to mail, **enclose this form**, with the items checked, and date filled in.

- ☐ 1. Filing fee payable to the “Missouri Board for Professional Land Surveyors”.
- ☐ 2. Photograph taken within the last five years.
- ☐ 3. Proof of graduation and/or proof of all land surveying course work in the form of an OFFICIAL transcript of grades with an impression of the school’s embossing seal - unless previously submitted with Missouri LSIT application. **Photostatic copy of diploma or record of grades is not acceptable.** Proof of high school graduation is required if you are not a college graduate.
 - ☐ Check here if the school will be forwarding your official transcript directly to the Board office.
- ☐ 4. A **separate** “Part IV - Professional Experience Form” completed for **each** land surveying engagement and “Verification of Supervising Land Surveyor, Supervisor or Client” completed by supervising land surveyor or client. If you previously submitted a Missouri LSIT application it will only be necessary for you to document the land surveying experience you acquired since filing your Missouri LSIT application.
- ☐ 5. Summary of Professional and Non-Professional Experience, prepared in chronological order, in spaces provided for that purpose in Part V of the application. Total is entered at the bottom of the form. If you previously submitted a Missouri LSIT application it will only be necessary for you to document the land surveying experience you acquired since filing your Missouri LSIT application.
- ☐ 6. Verification requested from appropriate registration board(s), if applicable.
- ☐ 7. “Affidavit” signed before a Notary Public.
- ☐ 8. Five letters of reference filled out and enclosed. (Three professional references and two personal references.) Do NOT name your relatives, members of this Board or references used in Part IV and Part V. PLEASE NOTE: Reference letters will not be accepted if they are dated more than six months prior to acceptance of application for filing.
- ☐ 9. Examination Request
- ☐ 10. NCEES Council Record, if applicable.

PLEASE UNDERSTAND THAT THE BOARD HAS NO CHOICE EXCEPT TO RETURN THE APPLICATION TO YOU IF IT IS NOT IN PROPER FORM AND COMPLETE IN EVERY RESPECT.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
PROFESSIONAL LAND SURVEYING EXAMINATION REQUEST

MISSOURI BOARD FOR ARCHITECTS,
PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND
LANDSCAPE ARCHITECTS
3605 MISSOURI BLVD.
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047 FAX: 573/751-8046

TO BE RETURNED WITH COMPLETED APPLICATION.

For your information, all fees of the Board are deposited on the day of receipt and are nonrefundable pursuant to Board Rule 20 CSR 2030-6.010. If, for any reason, I fail to appear for the examination indicated, I understand that before I can be rescheduled for a future examination, I will be required to submit a reexamination/rescheduling application to the Board accompanied by the required fee.

In addition, I understand it will be necessary to complete the final scheduling of the examination with NCEES by completing their Examination Registration Form and submitting the required examination fee(s) to NCEES not later than their filing deadline.

The NCEES Fundamentals of Surveying (FS) is a one-day, eight-hour written examination.

The NCEES Principles of Surveying (PS) is a one-day, six-hour written examination.

The Missouri Specific Examination for licensure as a professional land surveyor in Missouri is a two part, one hour each written examination.

A list of examination dates can be viewed by accessing www.ncees.org or <http://pr.mo.gov/apelsla.asp>.

Completed application must be filed (received) in the Board office as follows (No Exceptions)

Spring Examination: on or before December 1
Fall Examination: on or before June 1

Indicate below of which examination you wish to be notified:

- ☐ **I wish to be notified of the Spring examination.**
☐ **I wish to be notified of the Fall examination.**

Applications for examination filed after the filing deadline will be processed for the next examination.

Applications are not considered as having been filed until they are complete in all respects and all information called for has been furnished. Any applications found to be incomplete will be returned to the sender for correction/completion.

NAME	SOCIAL SECURITY NUMBER
SIGNATURE	DATE

**APPLICATION
FOR
LICENSURE AS A
PROFESSIONAL LAND SURVEYOR
UNDER SECTION 327.391 RSMo**

**STATE OF MISSOURI**

DIVISION OF PROFESSIONAL REGISTRATION

APPLICATION FOR LICENSURE AS A PROFESSIONAL LAND SURVEYOR UNDER SECTION 327.391 RSMo

LS

GENERAL INFORMATION - PLEASE READ BEFORE PREPARING APPLICATION**ALL INFORMATION REQUESTED ON THIS FORM MUST BE TYPEWRITTEN.**

The filing fee for licensure under Section 327.391, is \$200.

We are unable to accept cash in payment of your application fee. Remittances must be in the form of a personal check, money order, or cashier's check and should be made payable to **Missouri Board for Professional Land Surveyors**. Application fees are deposited on the day of receipt and are non-refundable.

Copies of transcripts and other information required to be filed with an application are retained by the Board as part of an applicant's file and are not returned to applicant. For that reason certified copies, rather than originals should be filed.

Applicant must attach a photograph taken within the last 5 years. This application will not be filed unless your photograph is attached in this space.

Use bust photo approximately 2½ x 3 inches, with signature across bottom of photo.

PLEASE ADDRESS ALL COMMUNICATIONS, MAIL, APPLICATIONS AND OTHER SUPPORTING DATA TO: MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND LANDSCAPE ARCHITECTS, 3605 MISSOURI BLVD., JEFFERSON CITY, MISSOURI 65109. (573) 751-0047. 1-800-735-2966 TEXT TELEPHONE (TDD).

I. GENERAL INFORMATION INDICATE "CONTACT AT" ADDRESS BY CHECKING ONE OF THE BOXES BELOW

NAME (AS YOU WANT IT TO APPEAR ON YOUR LICENSE) (FIRST, MIDDLE, LAST)				SOCIAL SECURITY NUMBER	
RESIDENCE ADDRESS AS LISTED WITH THE U.S. POST OFFICE ☐	APT. #	CITY	STATE	ZIP CODE	HOME TELEPHONE NO.
BUSINESS NAME ☐		BUSINESS ADDRESS AS LISTED WITH THE U.S. POST OFFICE			
CITY			STATE	ZIP CODE	BUSINESS TELEPHONE NO.
BIRTHPLACE	DATE OF BIRTH	CITIZENSHIP	E-MAIL ADDRESS		

II. ENROLLMENT OR LICENSURE IN OTHER STATES

1. IN WHICH STATE DID YOU PASS THE FUNDAMENTALS OF LAND SURVEYING EXAMINATION (LSIT OR FUNDAMENTALS OF LAND SURVEYING)?				NAME OF STATE
2. LIST BELOW ALL LAND SURVEYING LICENSES HELD IN OTHER STATES				
STATE	DATE OF LICENSURE	LICENSE NUMBER	HOW LICENSED (WRITTEN EXAM, ORAL EXAM, COMITY, EXPERIENCE, OTHER)	

Pursuant to Section 324.010 RSMo:

☐ CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.

False statements are subject to criminal penalties and/or license discipline.

If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200 or e-mail income@dor.mo.gov.

III. EDUCATION

Schools and Colleges attended. Show below, the nature and extent of education in High or Preparatory school, College or University, or in Home study, Correspondence School, Evening School, Research Work, Civil Service Examinations, etc.

ENCLOSE TRANSCRIPT OF SCHOOL RECORD. This must be an official transcript showing all college credits and/or degrees received.

NAME OF INSTITUTION	YRS. ATTENDED		DATE OF GRADUATION	DEGREE	COURSE COMPLETED
	FROM	TO			

IV. REFERENCES

LIST BELOW FIVE PERSONS, AT LEAST THREE OF WHOM SHALL BE LICENSED PROFESSIONAL LAND SURVEYORS, FROM WHOM YOU ARE SUBMITTING LETTERS OF REFERENCE.

NAME	ADDRESS	OCCUPATION	BUSINESS RELATION TO APPLICANT

V. MEMBERSHIP IN TECHNICAL SOCIETIES OR PROFESSIONAL ORGANIZATIONS

NAME OF ORGANIZATION	LOCATION	GRADE OF MEMBERSHIP	DATE OF MEMBERSHIP

VI. RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON APPLICANT
--

a. HAVE YOU EVER BEEN DENIED LICENSURE IN ANOTHER STATE? IF SO, NAME THE STATE(S) AND EXPLAIN SUCH DENIAL(S). ▶	☐ YES ☐ NO
b. HAS A COMPLAINT BEEN FILED OR HAS FORMAL DISCIPLINARY ACTION EVER BEEN TAKEN AGAINST YOU IN ANOTHER STATE? IF SO, NAME THE STATE(S) AND EXPLAIN SUCH CHARGE(S). ▶	☐ YES ☐ NO
c. HAVE YOU EVER BEEN CONVICTED OF ANY FELONY? IF SO, EXPLAIN SUCH CHARGE(S). ▶	☐ YES ☐ NO
d. HAVE YOU EVER BEEN FINALLY ADJUDICATED AND FOUND GUILTY, OR ENTERED A PLEA OF GUILTY OR NOLO CONTENDRE, IN A CRIMINAL PROSECUTION UNDER THE LAWS OF ANY STATE OR OF THE UNITED STATES, WHETHER OR NOT SENTENCE WAS IMPOSED? IF SO, EXPLAIN SUCH CHARGE(S). ▶	☐ YES ☐ NO
e. ARE YOU WORKING IN THE PRACTICE OF LAND SURVEYING AT THIS TIME? IF NOT, STATE PRESENT OCCUPATION ▶	☐ YES ☐ NO

VII. PLEDGE

I hereby make, and promise to keep, the following pledge while retaining the status of a licensed Professional Land Surveyor in the State of Missouri to wit: (a) I will obey the Constitution and laws of the United States of America, the Constitution and the laws of the state of Missouri, and the rules and regulations of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects; (b) I will discharge with diligence and fidelity the obligation of every professional employment in which I may engage within the state of Missouri or elsewhere; (c) I will not, during the pendency of this application, engage in any land surveying work in Missouri, except such as may be within the exemptions of the law, or under the direction of a licensed professional land surveyor in good standing and authorized to practice land surveying in Missouri.	
APPLICANT SIGNATURE ▶	DATE

VIII. AFFIDAVIT

I, the undersigned applicant for licensure by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects as a PROFESSIONAL LAND SURVEYOR, on my oath, or affirmation, and the purpose of securing such license, declare that the statements and representations made in the foregoing application are true.			
MUST BE SIGNED IN PRESENCE OF NOTARY		AFFIANT SIGNATURE ▶	
NOTARY PUBLIC EMBOSSER SEAL	STATE OF		COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF YEAR		
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	USE RUBBER STAMP IN CLEAR AREA BELOW.
	NOTARY PUBLIC NAME (TYPED OR PRINTED)		

**INSTRUCTIONS ON HOW TO
EXECUTE PART IV
PROFESSIONAL EXPERIENCE –
LAND SURVEYOR**



STATE OF MISSOURI

DIVISION OF PROFESSIONAL REGISTRATION

**INSTRUCTIONS ON HOW TO EXECUTE PART IV – PROFESSIONAL EXPERIENCE –
LAND SURVEYOR**

Attached are three copies of the “Part IV - Professional Experience” Form. You are to fill in a **separate** “Part IV - Professional Experience” form for **each** land surveying work engagement. Time spent outside the field of land surveying need not be typed on this form. Time spent in military service does not need to be typed on this form **unless you are claiming land surveying experience acquired while in the service**. If more than three forms are needed, applicant may reproduce additional copies of the attached forms.

After you have listed each land surveying engagement on a separate form, you must have the appropriate supervising land surveyors or clients review the experience you are claiming and then complete the “Verification of Supervising Land Surveyor or Client”. If you previously submitted a Missouri LSIT Application it will only be necessary for you to document the land surveying experience you acquired since filing your Missouri LSIT application.

Amount of Land Surveying Experience to be Verified by Supervising Land Surveyors or Clients:

1. If you are applying for licensure by examination:

- 1.1 100% of all land surveying work experience acquired after applicant graduated from high school or after applicant received a Bachelor of Science degree, whichever is applicable to applicant’s case.

2. If you are applying for licensure by comity:

- 2.1 All land surveying work experience acquired in the last 15 years;

- 2.1.1 If you are a president or vice-president of a firm or if you are self-employed, experience must be verified by **at least three major** clients.

- 2.1.2 If you are a president or vice-president of a firm or if you are self-employed for less than 15 years, experience record(s) from previous employer(s) must also be submitted.

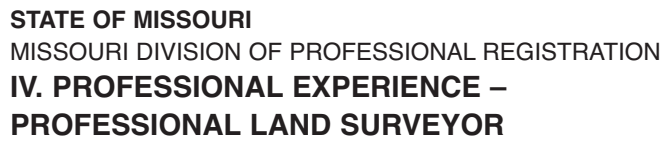
3. If you are applying for licensure under Section 327.391 RSMO.:

- 3.1 A **minimum** of 20 years land surveying experience.

IMPORTANT

An applicant’s land surveying experience record is evaluated from information furnished by the applicant as well as by corroborative testimony from an applicant’s employers, references and clients. For this reason, an applicant’s experience record must be set out in such a manner that a clear determination can be made as to what type of work you have actually performed in each work engagement. For each engagement you should set forth typical major projects you have worked on. For each project you list, you should describe the scope of the project (what it involved) and your duties and responsibilities on that project; e.g., number of employees supervised, if any, duration of project, etc. **This information is required of all applicants.**

Statistics indicate that approximately 15% of all applications filed for licensure as a land surveyor must be returned to the applicant because he/she did not furnish enough detail on “Part IV - Professional Experience.” Please bear in mind that if you are applying for licensure by examination and your application is returned to you because you did not properly complete “Part IV - Professional Experience,” your application must be resubmitted prior to the filing deadline. Applications resubmitted after the filing deadline will be processed for the next following examination.



THIS FORM MAY BE REPRODUCED

INSTRUCTIONS (ALL INFORMATION ON THIS SHEET MUST BE TYPEWRITTEN)

- | ENGAGEMENT
NUMBER | DATE | | TITLE OF POSITION, NAME OF EMPLOYER, CHARACTER AND DESCRIPTION OF EACH ENGAGEMENT. State definitely the CHARACTER AND DESCRIPTION of your work. Any necessary amplifications may be made on extra sheets of paper attached to this sheet. You MUST state clearly what you did. | TIME AT THIS ENGAGEMENT
(USE YEARS AND MONTHS) | | | |
|----------------------|-----------------|---------------|--|---|-------|---|----------------------------|
| | FROM
MO./YR. | TO
MO./YR. | | LAND (BOUNDARY)
SURVEYING | | ENGINEERING
SURVEYING
(Month X .25) | TOTAL
LAND
SURVEYING |
| | | | | OFFICE | FIELD | | |
| | | | | | | | |

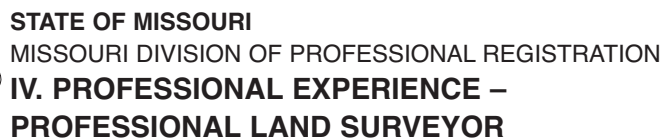
By my signature, I hereby verify that the above record of experience of this candidate is to the best of my knowledge and belief a true and accurate record of his/her work experience.

SIGNATURE	DATE
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HOW LONG HAVE YOU BEEN ACQUAINTED WITH THE APPLICANT AND IN WHAT CAPACITY?



THIS FORM MAY BE REPRODUCED



THIS FORM MAY BE REPRODUCED

ENGAGEMENT NUMBER	DATE		TITLE OF POSITION, NAME OF EMPLOYER, CHARACTER AND DESCRIPTION OF EACH ENGAGEMENT. State definitely the CHARACTER AND DESCRIPTION of your work. Any necessary amplifications may be made on extra sheets of paper attached to this sheet. You MUST state clearly what you did.	TIME AT THIS ENGAGEMENT (USE YEARS AND MONTHS)			
	FROM MO./YR.	TO MO./YR.		LAND (BOUNDARY) SURVEYING		ENGINEERING SURVEYING (Month X .25)	TOTAL LAND SURVEYING
				OFFICE	FIELD		

HOW LONG HAVE YOU BEEN ACQUAINTED WITH THE APPLICANT AND IN WHAT CAPACITY?

**INSTRUCTIONS ON HOW TO
EXECUTE PART V
SUMMARY OF PROFESSIONAL
AND NON-PROFESSIONAL
EXPERIENCE – LAND SURVEYOR**



STATE OF MISSOURI
MISSOURI DIVISION OF PROFESSIONAL REGISTRATION
V. SUMMARY OF PROFESSIONAL AND NON-PROFESSIONAL EXPERIENCE – LAND SURVEYOR

INSTRUCTIONS ON HOW TO EXECUTE PART V.

You are to summarize **all** of your experience, land surveying **and** non-land surveying, commencing **AFTER YOUR ENROLLMENT AS A LAND SURVEYOR-IN-TRAINING**. All applicants must account for 100% of their time, including military service, etc. If you left the land surveying field for any period of time, for any reason, this time period and explanation of what you were doing **must** be included. **Summary must be prepared in chronological order. Be sure you have entered the total at the bottom of the summary sheet.**

RECORD OF	DATE
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ALL INFORMATION ON THIS SHEET MUST BE TYPEWRITTEN

ENGAGEMENT NUMBER	DATE		NAME OF EMPLOYER AND TITLE OF POSITION	TIME	Name & complete address of licensed Land Surveyor or client who supervised your work
	FROM MO./YR.	TO MO./YR.		Total number of years and months at this engagement	

ENGAGEMENT NUMBER	DATE		NAME OF EMPLOYER AND TITLE OF POSITION	TIME	Name & complete address of licensed Land Surveyor or client who supervised your work
	FROM MO./YR.	TO MO./YR.		Total number of years and months at this engagement	
TOTAL ▶					

PROFESSIONAL LETTER OF REFERENCE “PROFESSIONAL LAND SURVEYOR”

NOTE: Please provide an envelope marked “Confidential To The Land Surveyor To Whom Presented” to the three Professional Land Surveyors completing your professional letters of reference. The envelope shall also reflect your name. The Professional Land Surveyor must complete the reference letter, seal it in the envelope provided, **affix his/her signature across the seal of the envelope** and return it to you to be included with the application.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
PROFESSIONAL LETTER OF REFERENCE - LAND SURVEYOR

MISSOURI BOARD FOR ARCHITECTS,
PROFESSIONAL ENGINEERS, PROFESSIONAL
LAND SURVEYORS AND LANDSCAPE ARCHITECTS
3605 MISSOURI BLVD.
JEFFERSON CITY, MO 65109
(573) 751-0047
1-800-735-2966 TEXT TELEPHONE (TDD)

TO THE REFERENCE:

The person who handed this reference letter to you has applied to the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects for licensure as a professional land surveyor in Missouri, and uses your name as one familiar with the applicant's character, reputation and general ability covering certain phases of the land surveying work with which the applicant has been connected. Accurate testimony is desired concerning the applicant's experience, competency and character.

Will you please answer the questions below, without revealing your answers to the applicant, enclose the completed form in the accompanying envelope, SECURELY SEAL it, affix your signature across the seal of the envelope, and then return it to the applicant.

You are requested to provide full information as to data you may be able to furnish, both for the advantage of the applicant and the welfare of the public.

You are therefore solicited by the Board to give your assistance in determining the applicant's fitness by answering frankly and carefully the questions, amplified by any supplemental information that you care to supply.

Please be advised that a copy of this reference letter may be provided to the applicant upon his/her request.

We appreciate the time and effort you have expended to assist the Board.

CONCERNING APPLICATION FOR LICENSURE AS A PROFESSIONAL LAND SURVEYOR

APPLICANT'S FULL NAME

1. YOUR NAME (PLEASE PRINT)

2. OCCUPATION

3. LICENSURE DATA

4. HOW LONG ACQUAINTED WITH THE APPLICANT AND IN WHAT CAPACITY?

5. WHAT HAS THE APPLICANT BEEN DOING IN THAT TIME?

6. OPINION OF THE APPLICANT'S CHARACTER AND REPUTATION

7. OPINION OF THE APPLICANT'S PROFESSIONAL ABILITY

8. OPINION OF THE APPLICANT'S EDUCATIONAL PROFICIENCY

9. FROM YOUR KNOWLEDGE, WHAT IMPORTANT OR RESPONSIBLE LAND SURVEYING WORK HAS BEEN PERFORMED BY THE APPLICANT?

10. HAVE YOU HAD ANY BUSINESS DEALINGS WITH THE APPLICANT?

☐ YES ☐ NO

IF SO, WHAT WERE THE RESULTS

11. WOULD YOU EMPLOY THE APPLICANT IN A POSITION OF TRUST AND RESPONSIBILITY?

☐ YES ☐ NO

12. IT IS MY OPINION AS A LICENSED **PROFESSIONAL LAND SURVEYOR** THAT THE APPLICANT

☐ IS ☐ IS NOT QUALIFIED FOR LICENSURE AS A PROFESSIONAL LAND SURVEYOR.

IF YOUR ANSWER TO QUESTIONS 11 OR 12 IS NEGATIVE, PLEASE EXPLAIN IN "REMARKS" BELOW.

13. REMARKS OR ADDITIONAL DATA

IMPRESSION OF YOUR PERSONAL SEAL

SIGNATURE

DATE

ADDRESS



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
PROFESSIONAL LETTER OF REFERENCE - LAND SURVEYOR

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DIVISION OF PROFESSIONAL REGISTRATION
PERSONAL CHARACTER LETTER OF REFERENCE –
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TO THE REFERENCE:

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In addition to other supporting documents, each applicant is required to submit letters of reference from individuals who are thoroughly familiar with him/her and who can and are willing to give conscientious and accurate testimony concerning his/her experience, competency and character.

We understand that you are familiar with his/her character, reputation, general ability and land surveying work with which he/she has been connected.

In light of the above, the Board solicits your assistance in determining the applicant's fitness for licensure by answering frankly, carefully and fairly the questions below.

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CONFIDENTIAL INFORMATION CONCERNING THE APPLICANT (CHARACTER REFERENCE)

APPLICANT'S NAME

1. WHAT IS YOUR PROFESSION?

2. ARE YOU RELATED TO THE APPLICANT?

3. DURING WHAT YEARS HAVE YOU KNOWN THE APPLICANT?

4. IS HE/SHE OF GOOD CHARACTER AND REPUTE?

☐ YES ☐ NO

5. TO YOUR KNOWLEDGE IS THE APPLICANT WORKING IN THE PRACTICE OF LAND SURVEYING?

☐ YES ☐ NO

6. WOULD YOU EMPLOY THE APPLICANT IN A POSITION OF TRUST AND RESPONSIBILITY? IF YOU ANSWERED "NO", PLEASE EXPLAIN UNDER "REMARKS".

☐ YES ☐ NO

REMARKS OR ADDITIONAL DATA

SIGNATURE

DATE

PRINT REFERENCE NAME

ADDRESS



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
PERSONAL CHARACTER LETTER OF REFERENCE –
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REMARKS OR ADDITIONAL DATA

SIGNATURE

DATE

PRINT REFERENCE NAME

ADDRESS

VERIFICATION OF LICENSURE

Verifications must be requested by accessing the
NCEES Electronic License and Exam Verification System
<https://verify.ncees.org/>

The Electronic License and Exam Verification System is user friendly and facilitates the transmission and receiving of verifications between Licensing Boards/Jurisdictions.

MISSOURI REVISED STATUTES

CHAPTER 60

COUNTY SURVEYORS AND LAND SURVEYS

(THE LATEST EDITION OF CHAPTER 60 RSMO CAN BE VIEWED AT, OR DOWNLOADED FROM, THE BOARD'S WEB SITE [HTTP://PR.MO.GOV/APELSLA.ASP](http://PR.MO.GOV/APELSLA.ASP). CLICK ON: STATUTES, CHAPTER 60.)

MISSOURI SURVEY STANDARDS

(PLEASE SEE RULES OF MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND LANDSCAPE ARCHITECTS. CHAPTERS 16 - 20)