



**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	<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	
<b>CRIMINAL BACKGROUND DISCLOSURE</b>			
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>			
<b>1. Have you ever been convicted by any court of any crime? (circle one)    NO    YES</b>			
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.			
<b>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</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 \$71.00 must accompany this application OR you may use the credit card form below.
- Please make checks payable to "Treasurer State of Maine" .
- There are additional exam fees for the three sections of the PLS exam due after you have been approved to sit for the exam by the Board.
- All fees for whatever purpose, are non-refundable.

Office Use Only:  1446—\$ 50 2619—\$ 21
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Office Use Only Check # _____ Amount: _____ Cash # _____ Lic. # _____ Issue Date _____ Exp. Date _____
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<b>PAYMENT OPTIONS:</b>			
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 & Financial Regulation, Office of Professional & Occupational Regulation 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>
<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.

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. 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 \_\_\_\_\_



**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?  Yes  No
- 2. Does the time claimed by the applicant for this experience reasonably reflect actual time?  Yes  No
- 3. Was the applicant's work performed in an adequate, reliable, and professional manner?  Yes  No
- 4. Are you attaching a separate letter with additional information about the applicant?  Yes  No
- 5. Identify your work relationship to the applicant at the time. If none, please explain. \_\_\_\_\_

6. Comments:

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**SECTION III: TO BE COMPLETED BY THE APPLICANT**

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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**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



# 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

1. If you hold a valid license as a Maine Land Surveyor-in-Training, you must:
  - Submit a complete application showing evidence of 24 months experience satisfactory to the Board as of your first license date as a Land Surveyor-In-Training. (This date is listed on your Maine LSIT license., not the date you passed the exam);
  - Enclose appropriate fee.
  
2. If you hold a valid certificate or license as a Land Surveyor-In-Training from another state, territory, or possession of the United States, you must:
  - Meet the requirements of Paragraph 1 above;
  - Submit Verification of Licensure from your current license state;
  - Submit Verification of passage of the NCEES Fundamentals of Surveying Exam from the state where you took the exam;
  - Submit evidence of education and/or experience equivalent to that required by this state.  
(Please refer to 32 MRSA, §13905 and Board Rules Chapters 40 & 50)
  - Enclose appropriate fee.
  
3. 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:
  - Submit a complete application;
  - Submit Verification of Licensure from your current license state
  - Submit Verification of passage of the NCEES Principles of Surveying Exam from the state where you took the exam;
  - Submit evidence of education or experience equivalent to that required by this state;  
(Please refer to 32 MRSA, Chapter§13905 and Board Rules Chapters 40 & 50)
  - Enclose appropriate fee.

## FEES

- A check or money order in the amount of \$71.00 must accompany your license application. These are application fees only; separate fees are charged for the examination and the license.
- All fees for whatever purpose charged, are non-refundable.
- The Maine Specific Essay exam fee is \$150.00 and there is a separate exam fee payable to NCEES for the National Principles and Practice exam (PS) and the Maine Specific Multiple Choice exam (MMC). These fees are NOT due with the license application.
- Upon completion of all sections of the exam, the license fee is \$275.00. You will be notified later when this is due.
- All fees for whatever purpose, are non-refundable.
- All checks and money orders must be made out to "Treasurer State of Maine" except for exam fees paid directly to NCEES for the PS and MMC exams.

## 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.

## EXAMINATION

##### **A. EXAMINATION DATES**

The examinations are held in April and October. Specific dates are posted on the web site: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) The national NCEES exam and the Maine Specific Multiple Choice exam are administered through NCEES . The Maine Specific Essay exam is administered by the board.

##### **B. APPLICATION DEADLINES**

Application deadlines are February 1st for the April Exam and August 1st for the October Exam.

##### **C. EXAMINATION FEES**

Maine Specific Essay Exam	\$150.00 Payable to "Treasurer State of Maine"
Me Specific Multiple Choice	\$ 70.00 Paid to NCEES
NCEES Principles of Surveying	\$205.00 Paid to NCEES
Both Me Specific Multiple Choice and NCEES Principles of Surveying	\$205.00 Paid to NCEES

## **D. NATURE OF EXAMINATION**

There are three parts to the exam:

1. The National Principles and Practice exam (6 hours)
2. The Maine Specific Multiple Choice Exam (2 hours)
3. The Maine Specific Essay Exam (Take-Home Essay Exam mailed 1 month prior to the exam date)

## **E. PART I PLS - NCEES National Exam – Principles And Practice**

Is a 6-hour multiple-choice, open-book NCEES exam to test your competence in the professional aspects of land surveying. This exam may include problems concerning principles of the profession (legal, technical, standards of professional conduct), property surveys, written instruments, monumentation, real property law, field surveying procedures, property survey descriptions, subdivision planning and design, deed descriptions and conveyance, surveying law, photogrammetry, surveying astronomy, cadastre, remote sensing, cartographic surveying, geodetic surveying, hydrographic surveying, construction surveying, architectural surveying and computations and adjustments. The exam is given in the morning. Electronic devices with "QWERTY" key pads may **not** be used. A list of acceptable calculators is available at the NCEES web site: [www.ncees.org](http://www.ncees.org).

## **F. Part II PLS (Maine Specific Multiple Choice)**

This 2-hour exam is given in the afternoon immediately following the NCEES Principles and Practice Exam. The exam is a multiple-choice exam and open book. Electronic devices with "QWERTY" key pads may **not** be used. A list of acceptable calculators is available at the NCEES web site: [www.ncees.org](http://www.ncees.org).

## **G. Part II PLS (Maine Specific Essay)**

The final section of the Maine Specific Exam is a take-home essay question which will be mailed to you about 30 days prior to the examination and collected on the day of the examination. Candidates taking only this portion of the exam may mail their exam to the Board with a post mark of the exam date or before.

## **H. SCORING**

Each candidate must pass each section of the exam.

No copies of examinations may be kept by the candidate, and none will be furnished for study. Battery-powered, non-printing, silent calculators may be used. Bound books or notebooks may also be used in the "open book" parts of the exam, but loose papers and "study guides," consisting of sample questions and answers are prohibited. If you have previously passed any part(s) of the exam and have submitted satisfactory proof to that effect to this Board, you need take only those parts you have not previously passed.

## **I. INSTRUCTIONAL MATERIALS**

NCEES publishes a "Professional Land Surveyors Candidate Handbook" which contains information about the National part of the exam.

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

## **J. 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.

## **K. REQUEST FOR RE-EXAMINATION**

If you fail any portion of the examination and wish to be scheduled for re-examination, you must submit a new exam request and fee. The re-examination request form and fee must be received by the Board by February 1<sup>st</sup> for the April exam and August 1<sup>st</sup> for the October exam. You will then receive a letter from the Board acknowledging your request for re-examination. After you receive this letter, you must re-register with NCEES to re-take either the NCEES Principles and Practice exam or the Maine Specific Multiple Choice exam. You do not need to register with NCEES for the Maine Specific Essay portion of the exam.

## **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 Fax: (207) 624-8637 Hearing Impaired: (888) 577-6690 web: [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 mailed 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.
  
- **What do I need to sit for the professional land surveyor exam?**
  1. Must have been a land surveyor-in-training for a minimum of 24 months
  2. Must demonstrate progressive responsibilities as an LSIT via experience forms signed by your supervisor who is a licensed land surveyor.
  3. Lastly, complete a license application and submit it to the board with the appropriate documentation. Be sure to include:
    - \$71 payable to Maine State Treasurer (\$50 application fee, \$21 criminal check)
    - Exam fees will be paid at later date
    - You will pay the \$275 license fee after you pass the exam
- **How many parts are there to the exam?** There are three parts to the professional exam:
  1. NCEES Principles & Practice
  2. Maine Specific Multiple Choice
  3. Maine Specific Essay
- **When is the exam administered?** The exam is given in April and October.
- **Who administers the exam?** The NCEES Principles & Practice and the Maine Specific Multiple Choice are administered NCEES. The Maine Specific Essay is a take-home exam administered 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 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 (§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.