



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina State Board of Registration for  
Professional Engineers and Surveyors**  
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## **LICENSURE BY EXAM APPLICATION INSTRUCTIONS FOR PROFESSIONAL LAND SURVEYORS**

Notice to Applicants: Incomplete packets will be returned to the applicant. All applicants are required to take and pass sixteen hours of written examinations as well as a 2-hour state specific examination. The state specific exam is only offered in May and November

**Fees:** The required fee of \$55 must accompany the application and is non-refundable. Make check payable to LLR – SC Board of Engineers and Surveyors.

**Complete all Sections as instructed below.**

### **Personal Reference.**

List the name and complete mailing address, including zip code, of five individuals (*three must be registered land surveyors*), not relatives and not included in the Experience Record of the application form, having personal knowledge of your character and personal reputation.

The applicant is responsible for completing the top section of the **Personal Reference Questionnaire** and sending to each reference. Completed questionnaires should be returned to the applicant **IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP** and included with the completed application packet. **The questionnaire must be completed in its entirety.** If a reference does not wish to return the completed questionnaire to the applicant, he/she may send the form directly to the Board. In such a case, the reference must also inform the applicant, in writing, that the completed form will be sent directly to the Board. The applicant must include this written notice in place of the completed questionnaire.

### **Education.**

Official transcripts are required for all applicants. Transcripts may accompany the completed application packet or be sent directly to the Board office. **All transcripts from colleges and universities in the United States showing courses taken, degree(s) awarded, and date(s) of degree(s) must arrive at the Board office in an envelope sealed and stamped by the Registrar.** Education will be evaluated by the Board Education Consultant upon receipt of the completed application packet.

### **Licensure.**

The applicant is responsible for obtaining verification of examination and licensure (if applicable) in other states. Verification of examination and/or licensure will be accepted on either the Board-approved form or one generated by another jurisdiction. Applicants may access contact information for all NCEES jurisdictions online at <http://www.ncees.org> or by calling 1-800-250-3196.

Verification forms should be returned to the applicant and included with the completed application packet or returned directly to the SC Board. Completed forms should bear the official seal of the state board providing verification.

### **Experience Record. (This section is very important!)**

- A. **Employment Number.** List employments chronologically.
- B. **Dates of Employment.** List **months** as well as **years** of dates of employment. All periods over thirty (30) days must be documented, even if no surveying work was involved.
- C. **Employer Name and Mailing Address.** List the name, title, company name and complete mailing address of person who can verify experience listed, preferably your professional land surveyor supervisor. Do not list last-known addresses; only provide current mailing addresses. If a reference is unavailable to verify an engagement, a statement to that effect should be included instead of contact information. The Board must be able to verify *at least* the minimum experience requirement, but verification should be obtained for as much experience as possible.
- D. **Time.** Each of the three columns under the heading “Time” must be filled in for each employment. Show time periods in number of years and months. Total Time (3) must equal Sub-Professional Work (1) plus Professional Work (2).
- E. **Description of Experience.** Applicant must have the experience as required by the South Carolina Board at the time the application is filed. Experience cannot be anticipated. Experience gained prior to graduation may be accepted as qualifying experience. **For each employment, list titles, name of employer, location and a description of the surveying work performed and areas and extent of responsibility.**

**Qualifying Experience for TIER A Land Surveyor.** An applicant applying for licensure as a Professional Surveyor who meets the four-year education requirements must have four years of progressive practical experience under a practicing registered Land Surveyor and approval by the Board.

Applicants for licensure as Surveyor must pass the Principles and Practice of Land Surveying (PLS) and the South Carolina State Specific Land Surveying Examination, and work experience and plats must be approved by the Board.

Refer to Code of Laws: §40-22-225(B)(C) and Regulation 49-201

The applicant is responsible for completing the top section of the **Experience Record Questionnaire** and sending to each professional land surveyor supervisor. Completed questionnaires should be returned to the applicant **IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP** and included with the completed application packet. **The questionnaire must be completed in its entirety.** If a professional land surveyor supervisor does not wish to return the completed questionnaire to the applicant, he/she may send the form directly to the Board. In such a case, the reference must also inform the applicant, in writing, that the completed form will be sent directly to the Board. The applicant must include this written notice in place of the completed questionnaire.

If an applicant has periods of unemployment or was not involved in surveying work, applicants must still complete a questionnaire. The applicant should complete Dates, Time, and indicate “not employed in surveying” or similar language. No reference is necessary for such periods.

**Background Information.**

Applicants must answer all questions. If the answer to any of these questions is yes, please explain on a supplemental sheet.

**Affidavit of Eligibility** This section must be completed.

**REGULATIONS EXCERPT**

**49-201. Professional Surveyor Licensure Requirements.**

**A. Qualifying Experience and Documentation.**

- 1) Experience must be obtained under the supervision of a registered professional surveyor and must be of a character satisfactory to the Board.
- 2) Qualifying experience approved by the Board is experience beyond elementary surveying duties such as chaining, rodman, and bush cutting duties. In order for work to be considered as qualifying experience, an advanced level of responsibility must have been placed on the applicant. Responsibility should involve mature judgment and expertise gained in such job assignments as instrument man, assistant crew chief or crew chief. Work claimed as qualifying experience should demonstrate a sound working knowledge of surveying with respect to research (records and field), instrumentation, note-keeping, calculations and mapping.
- 3) An experience record in boundary and route surveying, topographical surveying, construction surveying, control/geodetic surveying, and rights-of-way delineation is beneficial to the applicant in the Board’s evaluation of the application. Recognizing that boundary surveys are the types of surveys which more critically affect the public welfare, experience in boundary surveys should constitute a significant portion of the applicant’s experience record and will be given more weight by the Board in considering an applicant’s qualifications for licensure.
- 4) An applicant must submit copies of three different maps and plats of land surveys on which he has worked. The documents must be signed by the professional land surveyor who supervised the work and contain a statement describing that part of the work done by the applicant. Submitted plats and maps must meet the requirements of the Standards of Practice Manual for Surveying in South Carolina, Chapter 49, Article 4, of the Code of Regulations, in effect at the time of licensure.
- 5) An applicant must submit five references as to the applicant’s character and quality of work, three or more must be registered land surveyors having personal knowledge of the applicant’s qualifications.

**PLATS:** Applicants for the PS exam must send **full-size** copies or prints of three (3) different plats of land surveys on which he/she has worked, signed by the licensed surveyor who supervised the work, and clearly indicating what the applicant did, i.e. field work, etc. If plats are not in compliance with the Standards of Practice Manual for Surveying in South Carolina, Chapter 49, Code of Regulations, the Board will return them for correction.