

South Carolina Department of Labor, Licensing and Regulation
**South Carolina Board of Registration for
Professional Engineers and Surveyors**
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COMITY APPLICATION INSTRUCTIONS FOR PROFESSIONAL SURVEYOR

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.

Fees: The required fee of \$75 must accompany the application and is non-refundable. Make check payable to LLR – SC Engineers and Surveyors Board.

Complete all Sections as instructed below.

Applicants registered in other states must also complete all sections as instructed below (regardless of the number of registrations in other states). For applicants holding the NCEES Council Record, complete the *General Information, Education, Licensure, Background Information, Attestation, and Affidavit of Eligibility* Sections; request NCEES to send Council Record to this Board. The applicant will be responsible for obtaining any necessary verification of licensure/examination not included with the NCEES record. Current employment must also be documented.

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 **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. Personal References may email completed forms directly to the Board office at Contact.EngLS@llr.sc.gov. *The email must come directly from the individual completing the form.*

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. For NCEES Record holders, THIS SECTION MUST STILL BE COMPLETED, but no transcripts need to be submitted unless additional education has been earned and not included in the NCEES Record.** 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 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. 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, beginning with the date of approved degree.

B. Dates of Employment. List **months, days** 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 (not listed in **Section 2. Personal Reference**) who can verify experience listed, preferably the person you report(ed) to who should be a registered surveyor. 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. Zeros should be used where necessary; no blank spaces should be left and the word “yes” should not be used. Professional Work (column 2) should include time applicant has been engaged in surveying work of a high grade and responsibility. **Total Time (3) must equal Sub-Professional Work (1) plus Professional Work (2).**

E. Description of Experience. (Questionnaire only) Although an applicant may be registered in other states, the 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.**

The applicant is responsible for completing the top section of the **Experience Record 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. Professional Surveyor (PS) Supervisors/Verifiers of experience may email completed forms directly to the Board office at Contact.EngLS@lr.sc.gov. *The email must come directly from the individual completing the form.*

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 of Employment, 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

Applicants must execute this section.

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 rodman and other unskilled tasks. 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 and data management, calculations and mapping.
- 3) An experience record in boundary and route surveying, topographical surveying, construction surveying, control/geodetic surveying, and rights-of-way surveying 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 licensure by comity must send **full-size copies or prints of three (3) different plats of land surveys on which he/she has worked or which he/she has sealed in a state where licensed. A statement indicating the work the applicant did on each survey should be included. All plats must comply with the Standards of Practice Manual for Surveying in South Carolina.**