

**MONTANA BOARD OF PROFESSIONAL ENGINEERS
AND PROFESSIONAL LAND SURVEYORS**

301 South Park Avenue
PO Box 200513
Helena Montana 59620-0513
Phone: (406)841-2017 or (406)841-2351 Fax: (406)841-2309
E-MAIL: dlibsdpels@mt.gov
WEBSITE: www.landsurveyor.mt.gov

APPLICATION PROCEDURES FOR:

PROFESSIONAL LAND SURVEYOR

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

(Please allow 30 days for processing from the date that the Board has received your complete routine application)

GENERAL INSTRUCTIONS: An applicant for licensure by exam or comity shall complete the entire application form unless they have a NCEES Council Record.

LICENSE REQUIREMENTS:

Applicants for licensure by examination must meet one of the following requirements and have passed the Fundamentals of Land Surveying examination:

- 1) A bachelor of science in a board approved curriculum (Accreditation Board for Engineering and Technology (ABET) or Canadian Education Accreditation Board (CEAB)) that includes 40-quarter credit hours in surveying, and 4 years of land surveying experience under the direct supervision of a licensed land surveyor.
- 2) A two-year degree in a board approved curriculum with at least 90-quarter credits with 40-quarter credits in land surveying techniques, and 6 years of land surveying experience under the direct supervision of a licensed land surveyor.
- 3) A bachelor of science in a board approved curriculum (ABET or CEAB), and 6 years of land surveying experience under a licensed land surveyor.
- 4) 10 Years of land surveying experience under the direct supervision of a licensed land surveyor.

Applicants for licensure by comity must meet one of the 4 options above, passed the Principles & Practices of Land Surveying Examination (6 Hours), and must hold a current license in a jurisdiction with similar licensure requirements approved by the Board. All approved applicants must sit for and pass a 2 Hour Montana specific Land Surveying Examination. Foreign licensure is generally not considered equivalent to the standards above, so examination is required.

FEES:

All application fees are non-refundable. Payment of fees shall be by money order, personal check or certified check, payable to the Montana Board of PELS.

Professional Land Surveyor by Exam	\$50.00
Professional Land Surveyor by Comity	\$200.00 (current valid license in other state)

DEADLINE DATES: All applications for examination will be reviewed at a full board meeting. The board office must receive applications on or before the following dates for review at a regularly scheduled meeting:

JANUARY 15	FOR REVIEW AT THE WINTER MEETING FOR SPRING EXAM
APRIL 15	FOR REVIEW AT THE SPRING MEETING FOR FALL EXAM
JULY 15	FOR REVIEW AT THE SUMMER MEETING FOR FALL EXAM

The Board encourages the applicants to attend the meeting however, if you are unable to attend you will be notified of the Board's decision in writing.

SUPPORTING DOCUMENTATION

(Option 1) BY EXAMINATION OR COMITY AND WITHOUT A NCEES RECORD:

Complete all portions of application and affidavit and make arrangements for the following items to be completed:

COLLEGE/UNIVERSITY TRANSCRIPTS: Official transcripts of college credits sent directly to the Board office from the school, college, or university. Transcripts marked "ISSUED TO STUDENT" **will not** be accepted.

REFERENCE FORM LETTERS: Make five copies of the reference form and send it to references listed. For each working engagement listed showing experience, at least one individual shall serve as a reference for that engagement. References must be reputable citizens, unrelated to the applicant three of whom shall be professional land surveyors having personal knowledge of the applicant's experience. No member of the Montana Board will be accepted as a reference. **References are to complete the form and mail it directly to the board office.**

PLEASE NOTE: If the required reference forms are not received within a period of three months after the date of receipt of the application in the office of the board, the application shall be rejected and the application fees forfeited. This is in accordance with ARM 24.183.503(2)

VERIFICATION OF LICENSURE/EXAMINATION INFORMATION: Applicants by comity (without a NCEES record) must request verification from the state in which they were originally licensed and are currently licensed. In the case of a person who has a Land Surveyor Intern (LSI) and or Professional Land Surveyor (PLS) in different states, each state needs to be verified. Make as many copies of the verification form as needed.

MONTANA LAW & RULE QUESTIONNAIRE: Applicants must complete the Montana Land Surveyor Licensing Law and Rule Questionnaire.

(Option 2) SUPPORTING DOCUMENTATION FOR APPLICATIONS BY COMITY WITH A CURRENT NCEES RECORD: Complete general information portion of application, Education table, Resume of Work Experience, Land Surveyor Experience Breakdown, the laws and rule questionnaire and signed affidavit. The following sections do not need to be completed: Licensure Verification and Professional & Character References.

REQUEST COPY OF NCEES RECORD: Contact NCEES records department at 864-654-6824 to have NCEES record sent electronically to State of Montana.

To find out more about the NCEES Council Record, please call (864) 654-6824 or access the home page at <http://www.ncees.org>.

EXAMINATION DATES:

Spring Examination Dates:

April 11, 2008	April 8, 2011
April 24, 2009	April 13, 2012
April 16, 2010	April 12, 2013

Fall Examination Dates:

October 24, 2008	October 28, 2011
October 23, 2009	October 26, 2012
October 29, 2010	October 25, 2013

RENEWAL LICENSURE INFORMATION:

RENEWAL PERIOD: Montana renews Professional Engineer, Professional Land Surveyor and Professional Engineer/Surveyor licenses every even-numbered year, beginning July 1st. Renewal information notices are mailed out in May of the even-numbered year. Renewals are available on-line 24 hrs a day, 7 days a week during the renewal period.

CONTINUING EDUCATION REQUIREMENTS: Montana requires each Professional Engineer, Professional Land Surveyor or Professional Engineer Surveyor to obtain 30 professional development hours (PDH) of continuing education each renewal cycle. Engineer Interns and Land Surveyor Interns do not need to acquire PDH. New comity applicants and examinees that become licensed do not have to meet the PDH requirement during their first renewal cycle; however, any PDH gained during the first renewal cycle cannot be carried over to the next renewal cycle. No programs are pre-approved by the Montana Board office. All offerings that will enhance professional practice will be accepted.

MONTANA BOARD OF PEPLS

PO Box 200513
301 South Park Ave, 4th Floor
Helena MT 59620 - 0513
Phone: (406)841-2017 or (406)841-2351 Fax: (406) 841-2309
E-mail: dlibsdpels@mt.gov
Website: www.landsurveyor.mt.gov

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.
(Please allow 30 days for processing from the date that the Board receives your complete routine application)

APPLICATION FOR: LAND SURVEYOR

APPLICATION FOR LICENSURE: (please check one)

- PROFESSIONAL LAND SUVEYOR BY EXAMINATION \$50.00
 PROFESSIONAL LAND SURVEYOR BY COMITY \$200.00

DO YOU HAVE A NCEES COUNCIL RECORD? (Please see instructions for an explanation of a NCEES Council Record) YES NO

Social Security Number _____

Full Name _____
Last First Middle

Gender _____ Date of Birth _____ E-mail Address _____

Please indicate how you would like your name to appear on your license and wall certificate:

Please indicate your preferred mailing address ____ Home or ____ Business

Residential Information

Address _____

Zip Code _____

City, State _____

Phone _____ Fax _____

Business (Present Employer) Information

Business Name _____

Address _____

Zip Code _____

City, State _____

Phone _____ Fax _____

All applicants must answer the following questions. If you answer, "yes" to any of these questions, attach a detailed explanation on a supplemental sheet containing names of organizations, dates, reasons, and outcome. If you answer "yes" to any question that relates to disciplinary action, attach copies of the document that initiated each action and all final orders. Section 37-1-105 MCA, requires that you report this information. Failure to accurately furnish this information is grounds for denial or revocation of your license.

1. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
2. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
3. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
4. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
5. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
6. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source.
 Yes
 No
7. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
8. Has a complaint ever been made against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No

9. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source.
- Yes
 No
10. Have you ever been the subject of any sanction or action, denial, suspension, revocation, restriction or termination regarding your ability to prescribe, dispense or administer drugs including controlled substances? If yes, please attach a detailed explanation and provide documentation from the source.
- Yes
 No
11. Do you have any initiated or completed action against you by any state, federal, tribal, or foreign licensing jurisdiction? (For example: Drug Enforcement Agency; Alcohol, Tobacco and Firearms; Homeland Security; Indian Health Service, etc) If yes, please attach a detailed explanation and provide documentation from the source.
- Yes
 No
12. Have any civil legal proceedings been filed against you by a employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition.
- Yes
 No
13. Do you have any criminal charges pending or have you ever pled guilty, forfeited bond, or been convicted of a crime (whether or not sentence was suspended or deferred), or have you pled no contest or had prosecution deferred whether or not an appeal is pending? If yes, attach a detailed explanation and documentation from the source. You must report but may omit documentation for: (1) misdemeanor traffic violations resulting in fines of less than \$100; and (2) charges or convictions prior to your 18th birthday unless you were tried as an adult.
- Yes
 No
14. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source.
- Yes
 No
15. Have you ever been diagnosed with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation.
- Yes
 No
16. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation for the source.
- Yes
 No

EDUCATION:

List all colleges, universities, and institutions where you have obtained an official engineering or related science degree. Official transcripts must be sent directly to the Board Office from the college or university.

Name of University or College	City and State/Province/Territory	Dates Attended	Degree Earned

QUALIFICATIONS TO APPLY FOR LICENSURE: (CHECK ONLY ONE)

Indicate which paragraph describes your qualifications. Then specify the name of the school, type of degree, course description, and credits earned. Details for education are not necessary if the school attended is pre-approved by the board (examples: Flathead Valley Community College, MSU Bozeman Engineering Degree +Survey Curriculum) In general the Board considers those degrees that represent those surveying topics taught by licensed land surveyors when degree was earned.

- 1) I have a Bachelor of Science degree in a Board-approved curriculum (ABET OR CEAB) that includes a minimum of 27 semester or 40 quarter credit hours in surveying techniques, principles, and practices. (Applicant must present satisfactory evidence to the Board) I have at least four (4) years of combined office and field experience in land surveying with a minimum of three (3) years of progressive experience on land surveying projects under the direct supervision of a professional land surveyor. I have passed the required examination(s).

Name of School _____ Type of Degree _____

If the degree is from Montana State University Bozeman and an ABET accredited engineering degree with a minor in land surveying no additional information is needed.

Please credits earned in: English _____ Math _____ Drafting: _____ Basic Science _____
 Humanities, Social Science or approved AAS benchmarks: _____

TOTAL CREDITS EARNED: _____

Please attach a list of course descriptions and credits for surveying curriculum. You can obtain the Board approved curriculum on our website.

- 2.) I have two-years of formal education in a Board-approved curriculum, above high school level, with at least 60 semester credit or 90 quarter credit hours that include a minimum of 27 semester credit or 40 quarter hours in surveying techniques, principles, and practices. (Applicant will present satisfactory evidence to the Board). I have at least six (6) years of combined office and field experience in land surveying, satisfactory to the Board, with a minimum of four (4) years of progressive experience on land surveying projects under the direct supervision of a professional land surveyor. I have passed the required examination(s).

Name of School _____ Type of Degree _____

If the degree is an Associates of Applied Science in Land Surveying from Flathead Valley Community College no additional information needed.

Please credits earned in: English _____ Math _____ Drafting: _____ Basic Science _____
 Humanities, Social Science or approved AAS benchmarks: _____

TOTAL CREDITS EARNED: _____

Please attach a list of course descriptions and credits for surveying curriculum. You can obtain the Board approved curriculum on our website.

- 3.) I have a Bachelor of Science degree in a Board-approved curriculum (ABET or CEAB). I have at least six (6) years of combined office and field experience in land surveying, with a minimum of four (4) years of progressive experience on land surveying projects, under the direct supervision of a professional land surveyor. I have passed the required examination(s).

Name of School _____ Type of Degree _____

- 4.) I have at least ten (10) years of combined office and field experience in land surveying satisfactory to the Board, with a minimum of six (6) years of progressive experience on land surveying projects, under the direct supervision of a professional land surveyor. I have passed the required examination(s). Please attach a written description of the progression of your experience on land surveying projects.

LICENSURE VERIFICATION:

List state in which original license was obtained even if no longer valid. Verification must be sent directly to Montana from each state/province/territory (See verification form).

State	Type of license	License #	Issue Date	Expiration Date	License Method	Requested State Verification
	LSIT OR LSI				<input type="checkbox"/> Exam <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
	LS				<input type="checkbox"/> Exam <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
	LS				<input type="checkbox"/> Exam <input type="checkbox"/> Comity <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROFESSIONAL & CHARACTER REFERENCES:

Please type or print names and addresses of 5 references three of which must be professional land surveyors. These names provided should be directly related to the experience being submitted for review.

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

**MONTANA BOARD OF PROFESSIONAL ENGINEERS &
PROFESSIONAL LAND SURVEYORS**

CLASSIFICATION OF EXPERIENCE FOR LAND SURVEYING APPLICANTS (1) Land surveying experience shall include the following:

(a) preprofessional experience of four years of total progressive experience, gained under the supervision of a licensed professional land surveyor, all of which is required to be completed at the time of application. Land surveying experience must include a substantial portion spent in charge of work related to property conveyance and/or boundary line determination. Credible experience may include one or more of the following:

- (i) approved preprofessional experience;
- (ii) progressive experience on land surveying projects which indicate the experience is of increasing quality and required greater responsibility;
- (iii) experience not obtained in violation of the licensure act;
- (iv) experience such as aliquot part subdivision of sections, retracing existing boundaries, establishing new boundaries, corner search and re-establishment, researching existing public records, survey computations, preparation of legal descriptions, certificates of survey, subdivision plats, corner recordation forms, exhibits and other documents pertinent to such work; or
- (v) credible teaching experience at an advanced level, post graduate or senior graduate, in a college or university offering a land surveying curriculum approved by the board, gained under the supervision of a licensed land surveyor.

(2) Experience time cannot be counted during periods counted for education.

(3) Upon request by the board, land surveyor applicants must demonstrate adequate experience in the field aspects of the profession.

(4) Subprofessional experience shall be credited to the required preprofessional experience at a minimum of one-half the period of experience. Subprofessional experience shall be limited to a maximum of four years to be credited as no more than two years of pre-professional experience. Credible subprofessional experience may include one or more of the following:

- (a) approved subprofessional experience;
- (b) survey experience done under the supervision of a licensed professional land surveyor, including such work as:
 - (i) construction layout of buildings and miscellaneous structures;
 - (ii) surveys necessary to obtain data and location of highways, roads, pipelines, canals, etc.;
 - (iii) construction staking for land modification; and
 - (iv) construction staking for highways, roads, utilities, etc.;
- (c) other construction surveying experience supervised by a licensed professional land surveyor; or
- (d) other surveying experience supervised by a licensed professional land surveyor.

AUTH: 37-67-202, MCA

IMP: 37-67-306, 37-67-309, MCA

RESUME OF EXPERIENCE (See "Classification of Experience, page 9)

- a. Each of the three columns under "time" shall be filled out for each engagement. Use zeros where necessary, but do not leave blank spaces, and do not use the word "yes".
- b. Use page 12 of this application to break down in months for columns B and C.
- c. The definition of what is considered "land surveying" and "other surveying" experience is found in ARM 24.183.802.

RESUME OF WORK EXPERIENCE (Use additional sheets as necessary, Total Sum of Experience must be completed.)

Engagement No.	Beginning Date	Ending Date	NAME OF EMPLOYER, POSITION TITLE, AND TYPE OF WORK PERFORMED Please make statements concise and accurate. Use "Experience Detail Sheet" to provide complete details of your experience. Begin with your present or recent position.	TIME OF EXPERIENCE			WORK VERIFICATION List Name, License No. (if applicable), and present address of someone familiar with your work experience. Immediate Supervisor preferred.
				Land Survey Experience	Other Survey Experience	Office Experience	
				A	B	C	
1			Title: Name of employer:				Name: License No. Present address:
2			Title: Name of employer:				Name: License No. Present address:
3			Title: Name of employer:				Name: License No. Present address:
4			Title: Name of employer:				Name: License No. Present address:
5			Title: Name of employer:				Name: License No. Present address:
6			Title: Name of employer:				Name: License No. Present address:
TOTAL SUM OF EXPERIENCE							

LAND SURVEYING EXPERIENCE BREAKDOWN

Please record work time in months (example: 6 mo.) Totals must be given in each column or application will be returned for completion.

		Field Experience							Office Experience								
		LAND SURVEYING				OTHER SURVEYING			OFFICE								
		Property Corner Search	Retracing GLO Surveys	Retracing Legal Descriptions	Staking New Boundaries	Topographic Surveys	Staking Roads or Highways	Layout of Structures	Staking Infrastructure	Calculating Section Break Downs	Reducing Field Notes	Records Search	Drafting	Completing Restoration Forms	Land Division Design and Calculations	RECORD TOTAL OFFICE EXPERIENCE FOR EACH ENGAGEMENT, Column C, Page 11	
Engagement No.	Beginning Date	Ending Date	RECORD TOTAL LAND SURVEYING EXPERIENCE FOR EACH ENGAGEMENT, Column A, Page 11							RECORD TOTAL OTHER SURVEYING EXPERIENCE FOR EACH ENGAGEMENT, Column B, Page 11							
1																	
2																	
3																	
4																	
5																	
6																	
7																	
TOTALS																	

I hereby certify that I have filled out this form according to the Montana Professional Engineers and Land Surveyors Rule: ARM 24.183.802, "Classification of Experience" as shown on page 9 of this application and that the form completed is true and correct. Use additional sheets if necessary.

 Signature of Applicant

 Date

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Professional Engineers and Professional Land Surveyors.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature _____ Date _____

REQUEST FOR VERIFICATION OF LICENSURE OR EXAMINATION

NAME: _____
 ADDRESS: _____

 SS#: _____
 DOB#: _____
 Email: _____

FROM: **STATE OF MONTANA**
 BOARD OF PROFESSIONAL
 ENGINEERS AND PROFESSIONAL
 LAND SURVEYORS
 PO BOX 200513
 HELENA MT 59620
 dlibsdpels@mt.gov
 (406) 841-2017
 (406) 841-2309 (fax)

I: THE ABOVE NAMED PERSON WAS CERTIFIED OR LICENSED AS:

	Certificate Number	Date Issued	Valid Until
<input type="checkbox"/> ENGINEER-INTERN	_____	_____	_____
<input type="checkbox"/> PROFESSIONAL ENGINEER	_____	_____	_____
<input type="checkbox"/> STRUCTURAL ENGINEER	_____	_____	_____
<input type="checkbox"/> LAND SURVEYOR-INTERN	_____	_____	_____
<input type="checkbox"/> PROFESSIONAL LAND SURVEYOR.....	_____	_____	_____
<input type="checkbox"/> OTHER	_____	_____	_____

II: BASIS OF LICENSURE

	Hours	Results	NCEES	Exam Date
1. <input type="checkbox"/> WRITTEN EXAMINATION				
FE	_____	_____	_____	_____
PE	_____	_____	_____	_____
STR	_____	_____	_____	_____
FLS	_____	_____	_____	_____
PLS	_____	_____	_____	_____
State Specific/Other: EXAMINATION OPTION/DISCIPLINE:	_____	_____	_____	_____
2. <input type="checkbox"/> ORAL EXAMINATION	_____ hrs. PE	_____	_____	_____
3. <input type="checkbox"/> FE/FLS ACCEPTED FROM:	_____			
<input type="checkbox"/> PE/PLS ACCEPTED FROM:	_____			
4. <input type="checkbox"/> OTHER:	_____			

III. QUESTIONS:

- Has any disciplinary action ever been taken against the applicant? Yes No
- If yes, has this disciplinary case been satisfied to the board's requirements? Yes No
 If no, give details: _____
- Was the NCEES Cut-Score used? YES NO If NO, please explain: _____

IV. REMARKS: _____

BY: _____

SEAL

TITLE: _____

STATE: _____

**MONTANA BOARD OF PROFESSIONAL ENGINEERS &
PROFESSIONAL LAND SURVEYORS**

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Helena, Montana 59620-0513

Phone: 406-841-2017 Fax: 406-841-2309

E-MAIL: dlibsdpels@mt.gov WEBSITE: www.landsurveyor.mt.gov

Applicant is to give this form to References.

References are to mail completed form directly to the Board Office at the above address.

_____ of _____ has applied to this Board for licensure
(Name of applicant) (Company, Town, & State)

in the State of Montana as a/an **Engineer Intern, Professional Engineer, Land Surveyor Intern, Land Surveyor** (circle one), and has given your name either as a reference or has stated that he/she has worked for or with you. We would appreciate you sending us the information requested on the reverse of this form and assure you that such information will be treated in the strictest confidence.

The practice of professional engineering and land surveying is regulated by statute in Montana for the protection of the public against incompetent or unscrupulous persons in accordance with Chapter 37, Title 67, Montana Code Annotated.

"37-67-301. License required to practice or offer to practice. In order to safeguard life, health, and property and to promote the public welfare, any person in either public or private capacity practicing or offering to practice engineering or land surveying shall hereafter be required to submit evidence that he is qualified so to practice and shall be registered as hereinafter provided. From and after January 1, 1958, it shall be unlawful for any person to practice or to offer to practice in this state engineering or land surveying, as defined in this chapter, or to use in connection with his name or otherwise assume, use, or advertise any title or description tending to convey the impression that he is a professional engineer or a professional land surveyor unless such person has been duly registered under the provisions of this chapter."

"37-67-101. Definitions. As used in this chapter, the following definitions apply:..

(5) (a) "Practice of engineering" means:

(i) any service or creative work the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to the services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, planning the use of water, teaching of advanced engineering subjects, engineering surveys, and the inspection of construction for the purpose of ensuring compliance with drawings and specifications;

(ii) any of the functions described in subsection (5)(a)(i) that embrace the services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of mechanical, electrical, hydraulic, pneumatic, or thermal nature insofar as they involve safeguarding life, health, or property.

(b) The term includes other professional services necessary to the planning, progress, and completion of any engineering services.

(c) The term does not include the work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines."

"37-67-101. Definitions. As used in this chapter, the following definitions apply:..

(6) "Practice of land surveying" means any service or work, the performance of which requires the application of special knowledge of the principles of mathematics, physical sciences, applied sciences, and:

(a) the principles of property boundary law to the recovery and preservation of evidence pertaining to earlier land surveys;

(b) teaching of land surveying subjects;

(c) measurement and allocation of lines, angles, elevations, and coordinate systems;

(d) location of natural and constructed features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water, including work for the determination of areas and volumes;

(e) monumenting of property boundaries;

(f) platting and layout of lands and the subdivisions of land, including the alignment and grades of streets and roads in subdivisions; and

(g) preparation and perpetuation of maps, plats, field note records, and property descriptions."

If the required reference forms are not received within a period of three months after the date of receipt of the application in the office of the board, the application shall be rejected and the application fees forfeited. This is in accordance with ARM 24.183.503(2)

REFERENCE FORM (page 2 of 2)

The Board is required by law to obtain evidence of the good character and qualifications of applicants for registration as professional engineers or land surveyors before licensure or certification.

RE: Application of _____ Application for: EI, PE, LSI, LS (Circle One)
(name of applicant)

1. My full name _____
2. My mailing address is _____
(Street & number) *(City)* *(State & Zip)*
3. My present business or profession is _____

Please check which apply:

4. I _____ am _____ am not a registered professional _____ in _____
(Engineer or Land Surveyor) *(State)*
 Branch/Discipline _____ License Number _____
5. My personal knowledge of the applicant is primarily with regard to his or her:
 _____ character _____ personal reputation _____ professional competency
6. From personal knowledge, I know that this individual's professional reputation is (please choose one):
 _____ excellent _____ above average _____ average _____ below average _____ poor
7. PROFESSIONAL COMPETENCE REFERENCE (Item 7 to be completed only if the individual worked with you or for you at any time) I have worked _____ with _____ employed, or the applicant has worked under my supervision as follows:

DATES	PROJECT	APPLICANT'S TITLE	APPLICANT'S EMPLOYER	EXTENT OF APPLICANTS RESPONSIBILITY (please be specific)

8. Please give in brief your estimate of the applicant as a Professional Engineer/Land Surveyor:

9. I _____ do _____ do not know from personal knowledge that the applicant is qualified to be placed in responsible charge of either land surveying projects or supervision of some branch of engineering.

10. I _____ do _____ do not recommend the applicant for licensure as a Professional Land Surveyor.

I make the above statements with full knowledge that the person above is making application for licensure by the State of Montana and having carefully read the information given on the first page of this "Reference Form" document in the definitions of Section 37-67-101.

License Seal if Applicable

_____ Date _____ Signature

APPLICANT'S NAME: _____ **DATE:** _____

This licensing law and rule examination is an integral part of the application process. All answers can be found at the website: <http://www.landsurveyor.mt.gov>; or with the Law and Rule Booklet provided upon request. Please indicate your answers by circling "T" for true or "F" for false for each statement and writing in the legal reference for the statement. A passing score of 80% or 32 correct answers is required. This exam may not be duplicated or shared with other applicants.

Montana Land Surveyor Licensing Law and Rule Questionnaire				
Note: This completed exam must accompany application				
No.	Circle True/False		Statement	Legal Reference
	<input checked="" type="radio"/>	<input type="radio"/>	One of the duties of the Board of Professional Engineers and Professional Land Surveyors (Board) is to investigate, complaints of illegal or unethical conduct of land surveyors licensed by the Board.	37-1-101
1.	<input type="radio"/>	<input type="radio"/>	Under Montana law, it is the duty of all applicants for license or renewal to report any legal or disciplinary actions against them, which relate to the applicant's practice or fitness to practice.	
2.	<input type="radio"/>	<input type="radio"/>	The Board is not obligated by Montana law to enforce rules governing licensure of engineers and land surveyors.	
3.	<input type="radio"/>	<input type="radio"/>	The Board is not required by law to conduct a contested case hearing when a license is denied or a probationary license is issued.	
4.	<input type="radio"/>	<input type="radio"/>	The Board cannot issue subpoenas in connection with investigations and disciplinary proceedings.	
5.	<input type="radio"/>	<input type="radio"/>	A person or private entity, filing a complaint in good faith is immune from suit in a civil action related to filing or contents of the complaint.	
6.	<input type="radio"/>	<input type="radio"/>	Assisting in the unlicensed practice of a profession or occupation or allowing another person or organization to practice or offer to practice by use of the licensee's license is considered unprofessional conduct by Montana law.	
7.	<input type="radio"/>	<input type="radio"/>	Teaching of land surveying subjects is not defined as land surveying in Montana.	
8.	<input type="radio"/>	<input type="radio"/>	A person must be considered to practice land surveying, within the meaning and intent of Montana law, who by verbal claim, advertisement, letterhead, card, or in any other way represents that the person is a land surveyor.	
9.	<input type="radio"/>	<input type="radio"/>	A person is not considered to be practicing land surveying when the work does not include final land surveying and is done under the direct supervision of a person holding a professional land surveyor's license.	
10.	<input type="radio"/>	<input type="radio"/>	The Board may not adopt rules for proper performance of its duties, as the Montana Legislature can only do this.	
11.	<input type="radio"/>	<input type="radio"/>	In order to safeguard life, health, and property and to promote the public welfare, a person in either a public or private capacity practicing or offering to practice land surveying is required to submit evidence that the person is qualified to practice and is licensed as provided by Montana law.	

Montana Land Surveyor Licensing Law and Rule Questionnaire

Note: This completed exam must accompany application

No.	Circle True/False		Statement	Legal Reference
	T	F		
12.	T	F	Formal education is required to qualify for licensure in Montana as a Land Surveyor.	
13.	T	F	If a person is licensed to practice land surveying in another state and that state has licensing laws and rules that are at least equivalent with Montana laws and rules, then that person can be issued a Montana license after passing a state specific examinations.	
14.	T	F	A land surveyor may affix his seal and signature on any plans or drawings after his (her) license has expired, provided he (she) has notified the Board.	
15.	T	F	Professional land surveyor licenses are valid for 1 year.	
16.	T	F	Failure to renew a professional land surveyor license on time will result in additional fees to the licensee.	
17.	T	F	A partnership or corporation may engage in the practice of land surveying in Montana, provided the member of the firm who is in responsible charge is a licensed land surveyor in Montana.	
18.	T	F	A partnership, corporation or sole proprietorship does not need a certificate of authorization from the Board in order to provide land surveying services in Montana.	
19.	T	F	The board can revoke a license for failing to comply with the Corner Recordation Act.	
20.	T	F	It is a criminal offense if a person knowingly presents or attempts to use the license or the seal of another person.	
21.	T	F	To be in "responsible charge" a land surveyor must personally make land-surveying decisions, or review and approve proposed land surveying decisions prior to their implementation.	
22.	T	F	The term "direct supervision" means the licensee, by regular participation, has exercised directing, guiding and restraining power on matters embodied in the plans, designs, and advice involved in the land surveying work and accepts responsibility for the contents.	
23.	T	F	The Board maintains a list of approved land surveying curriculum.	
24.	T	F	A licensed professional land surveyor's seal cannot be of the rubber stamp variety.	
25.	T	F	A substantial portion of experience claimed must be spent in charge of work related to property conveyance and/or boundary line determination.	
26.	T	F	Land surveying experience is broken down into two areas: land surveying and other.	
27.	T	F	Approved comity applicants must take a closed book two-hour Montana specific law land surveying examination.	

Montana Land Surveyor Licensing Law and Rule Questionnaire

Note: This completed exam must accompany application

No.	Circle True/False		Statement	Legal Reference
28.	T	F	The form for corner recordation is approved by the Board and is available from the Montana Association of Registered Land Surveyors.	
29.	T	F	A licensee may not practice any professional land surveying in the state of Montana while the license is in an inactive status.	
30.	T	F	Failure to receive a renewal notice from the board relieves the licensee of the licensee's obligation to pay renewal fees in such a manner that they are postmarked on or before the renewal date.	
31.	T	F	If the renewal process is not completed within one year, the licensee will be considered a new applicant, potentially requiring re-testing.	
32.	T	F	A licensed land surveyor in Montana must certify at license renewal time that he (she) has completed 45 hours of professional development/continuing education during the previous licensing period.	
33.	T	F	New licensees by exam or comity are exempt from obtaining professional development hours (PDH) during their first renewal cycle.	
34.	T	F	Licensees are not required to have knowledge of the laws and rules of their profession as they can have their attorneys provide guidance as matters arise.	
35.	T	F	Licensees' primary obligation is to protect the safety, health property and welfare of the public and shall notify their employer, client and such other authority when their professional judgment is overruled in such a manner as to endanger the safety, health, property or welfare of the public.	
36.	T	F	Licensees can perform services outside their area of competence.	
37.	T	F	Licensees shall not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.	
38.	T	F	Due to the competitive nature of some projects, licensees may attempt to supplant other licensees or firms from work that is in progress.	
39.	T	F	Licensees shall issue no statements, criticism or arguments on technical matters which are inspired or paid for by interested parties, unless licensees preface their comments by explicitly identifying the interested parties on whose behalf they are speaking and by revealing the existence of any interest the licensees may have in the matters.	
40.	T	F	Anyone wishing to enter a complaint against a professional land surveyor may do so making a verbal complaint.	