

All Applicants Filing Instructions

Please read and follow carefully, failure to do so may delay processing of your application. Office hours are 7 a.m. to 4 p.m. closed for lunch from 12 p.m. to 1 p.m. and all State-recognized holidays.

General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- Before filing, the affidavit must be signed and notarized.
- The application **must be** completed online and printed out, or may be typewritten.
- The correct application fee **must** accompany the application.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS*.
- **All application fees are nonrefundable.**

References:

- References are required by both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and then mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference, and the description of employment should be identical to that defined in Section 4 of the application.
- When completing reference forms, at least two (2) of the three (3) required, must be registered in the profession in which registration is sought (i.e. engineers must have 2 PE's and land surveyors must have 2 PLS references).
- References should correspond with the supervisors listed under items 4 and 5 of the application.
- If unable to provide the names and addresses of supervisory references for at least three (3) engagements, please provide a written, sworn explanation in Section 5 of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of engineering or land surveying experience. The references must send the completed forms directly to the Board.
- **Completed reference forms sent to this office by the applicant will not be accepted.**

Verifications:

- It is the responsibility of all applicants to contact the State Board in which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.

Transcripts:

- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.

NCEES Record Book Holders:

- Section 1, 2, 3 and 6 of the application form must be completed in its entirety (if not, the application will be returned).
- Evidence of Lawful Presence form should be sent with the application to prevent delays.

Engineer-In-Training Applications:

- Refer to Chapter 4, Section 6 of the Board's Rules and Regulations

Land Surveyor-In-Training Applications:

- Refer to Chapter 4, Section 9 of the Board's Rules and Regulations
- Provide references and complete Section 4 of the application for all applicants that have an Associates degree in Surveying Technology.
- Those applicants that have a BS in Surveying or Engineering need to complete Sections 1, 2, 3, and 6 of the application form.

Evidence of Lawful Presence:

- All applicants, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A)). Failure to provide this information will delay processing of your application for Board review and registration process.

Board Meetings/Deadlines:

- Applications filed after the deadline date will be processed for the following Board meeting.
- If at the end of six (6) months from the date of filing an application, it is not complete, it will be cancelled by the Board for lack of interest.

<u>Applicants Filing For Spring Exam (April) Deadlines</u>		
Board Meetings	Dates <i>examination</i> applications must be received	Date ALL <i>examination</i> application materials must be completed and received (no exceptions)
<i>November</i>	June 1 – September 1	October 1
<i>February</i>	September 1 – December 1	January 1
Final Filing Dates for Spring Exam	December 1	January 1

<u>Applicants Filing For Fall Exam (October) Deadlines</u>		
Board Meetings	Dates <i>examination</i> applications must be received	Date ALL <i>examination</i> application materials must be completed and received (no exceptions)
<i>May</i>	January 1 – March 1	April 1
<i>July</i>	April 1 – May 1	June 1
Final Filing Dates for Fall Exam	May 1	June 1

WYOMING STATE BOARD OF REGISTRATION FOR
 PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS
 6920 Yellowtail Drive Suite 100, Cheyenne, WY 82002
 Telephone (307) 777-6155

NONREFUNDABLE

Application Fee \$50

**APPLICATION FOR REGISTRATION FOR
 IN-TRAINING REGISTRATION**

Fundamentals of Land Surveying

1. GENERAL INFORMATION

Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	Email Address:	Daytime phone:	Date:
Name in Full:			Social Security No.
Birthplace:	Date of Birth:	Age:	Citizenship:
<input type="checkbox"/> Mailing Address	City:	State:	Zip:
Present Employer:		Position Held:	
Date of Residence in Wyoming:	If you are an out-of-state resident, why do you wish registration in Wyoming?		

2. EDUCATION

ALL EDUCATION MUST BE VERIFIED BY CERTIFIED TRANSCRIPTS FORWARDED DIRECTLY FROM THE OFFICE OF THE REGISTRAR OF THE COLLEGE OR UNIVERSITY ATTENDED.

State in chronological order the name and location of each college, university or technical school attended, the time spent at each and if graduated, the year of graduation. Also list graduate work, evening school, correspondence school, etc.

Name and Location of Institution	Month & Year From - To	Date Graduated	Tech. Course Curriculum	Degree Received

3. APPLICANT HISTORY

Have you ever applied for or been denied or taken the Fundamentals of Engineering or Fundamentals of Land Surveying		
Exam in Wyoming?	If so, when?	Please explain results.
In another state?	If so, when?	Please explain results.

- A. Have you ever been convicted or found guilty – regardless of adjudication – of a crime in any jurisdiction, or have you ever been found guilty by a military court-martial? (Do **not** include parking or speeding violations.) If yes, please list date, jurisdiction (state and county), offense disposition, and all other relevant information on attached sheet. Yes No
- B. Have you ever been denied the right to take an Engineering or Surveying examination in any state? Yes No
- C. Have you ever been refused an LSIT or Surveying license – or the renewal thereof – in any state? Yes No

If 3B, 3C, above are answered “YES,” you must provide complete details as to state(s), license number(s), dates, and relevant circumstances on attached sheets.

4. PROFESSIONAL EXPERIENCE

(IMPORTANT – READ ALL INSTRUCTIONS IN THIS SECTION BEFORE FILLING OUT FORM.)

- a. Each of the three columns under “Time” should be filled in for each engagement. Use zeros where necessary but do not leave blank spaces and do not use the word “yes”.
- b. The time “In Subprofessional Work” plus the time “In Professional Work” equal the time entered under “Total Time.” Columns 1 and 2 must equal Column 3.
- c. Indicate period of education, but do not enter in “time” columns, even if part-time or summer employment occurred.
- d. Time indicated should be continuous beginning with the date of graduation from college. If certain periods of time involve work other than professional, indicate but do not enter in “time” columns.
- e. Additional sheets may be attached if necessary.
- f. Use the definitions of “sub-professional” and “professional” given at the bottom of the second page.
- g. Show the total of all time in each category at the indicated location at the bottom of the second page.

Applicant must fill in all columns

Engage- ment Number	Date In Months & Years		TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF ENGAGEMENT (make statement brief and concise; any necessary amplifications may be made by letter.)	TIME In years and Months			Name and address of supervisor for each engagement
	From	To		(1) Time In Boundary Surveying (Actual)	(2) Time in Other Surveying Experience (Actual)	(3) Total Time (Actual)	
1							
2							
3							
4							

5							
6							
7							
8							
9							
10							
			Total Time				

PROFESSIONAL WORK does not include time spent as Draftsman, Technician, Superintendent of Construction or Inspector when working under direct supervision or on work where the personal responsibility and technical knowledge required are small that is, minor positions in which the surveying responsibility is slight and the individual performance is of a task assigned and supervised by a superior.

PROFESSIONAL WORK shall include the time which has been occupied in surveying work of a higher grade and responsibility than that above defined as Sub-Professional work.

5. VERIFICATIONS OF EMPLOYMENT

Please provide the name and addresses of supervisors, who are registered professionals, for at least three engagements of your experience record, who can verify your land surveying experience. All supervisors shall be registered in the profession in which registration is sought. If unable to provide the names and addresses of three registered supervisors, provide an explanation in the space below and provide additional references, unrelated to you, for a total of three references, at least two of whom shall be registered in the profession in which registration is sought. Attach additional sheet if necessary.

Name	Engagement Number	Licensure as PE/LS	Address	Zip Code	Position

EXPLANATION (IF UNABLE TO PROVIDE THREE SUPERVISORY REFERENCES):

6. AFFIDAVIT

THE STATE OF _____)
) SS.
 County of _____)

I, _____, being duly sworn, hereby affirm that the statements and information contained in this application are true in every respect to the best of my knowledge.

 Signature of Applicant

The foregoing instrument was acknowledged before me by _____
 this _____ day of _____ 20 ____.

 Notary Public

My Commission expires _____

7. RECORD OF BOARD (This space not to be used by Applicant)

Date application received _____	Exam given 2 nd time _____	ELSES Notified _____
Registration fee paid _____	Grade on exam _____	Grade on Examination _____
ELSES Notified _____	ELSES Notified _____	EIT or LSIT Number _____
Exam given 1 st time _____	Exam given 3 rd time _____	Date of Registration _____
Grade on examination _____	Grade on examination _____	Pocket card mailed _____
ELSES Notified _____	Action of Board _____	Certificate mailed _____

Education Requirement Form for
Applicants for the FLS Exam

Date: _____

Name: _____

The State Board of Registration for Professional Engineers and Professional Land Surveyors (the Board) and their associated Wyoming State Statutes require that applicants for the Fundamentals of Land Surveying (FLS) Exam must meet one of the following three education requirements:

1. Have a bachelor of science degree in a land surveying curriculum accredited by ABET/ASAC (or which is deemed by the Board to be ABET/ASAC equivalent) which includes at least thirty (30) semester credit hours in surveying, mapping, and other courses approved by the board.
2. Have a bachelor of science degree in an engineering curriculum accredited by ABET/EAC (or which is deemed by the Board to be ABET/EAC equivalent) which includes at least thirty (30) semester credit hours in surveying, mapping, and other courses approved by the board.
3. Have an associate degree in surveying technology in a curriculum accredited by ABET/ASAC (or which is deemed by the Board to be ABET/ASAC equivalent) plus four (4) years of combined office and field experience in land surveying, of which two (2) years shall have been in boundary land surveying projects under the supervision of a registered professional land surveyor.

Under which of the three options listed above do you wish to be considered? _____

Name of institution at which you received your degree: _____

Date when you received your degree: _____

<p><i>For Board Use Only</i> <i>Accredited Program?</i> _____ <i>ABET/EAC or ABET/ASAC Equivalent?</i> _____</p>

Note: The Board will contact ABET to determine the accreditation status of your degree. If it was not accredited at the time you received it, the Board will use the most current ABET/EAC or ABET/ASAC guidelines to determine if your degree is ABET/EAC or ABET/ASAC equivalent. (As an example, the appendix to this document provides the Board's current guidelines for an equivalent Associates Degree in Surveying.)

All applicants must complete the following:

List the specific course(s) and credit hours that you believe fulfill each of the following land surveying subjects.

Core Subjects – Minimum of 22 semester credit hours is needed from this category

Subject	Course(s) and Credit Hours
<p><i>Elementary and Advanced Surveying</i> – this subject may incorporate the following:</p> <ul style="list-style-type: none"> • care and use of instruments • leveling • traversing • area calculation • earthwork volume calculation • astronomy • note scrivener (scribe) • topographic data acquisition • triangulation • coordinate geometry • photogrammetry • public land survey system • section subdivision • ethics for professional surveyors 	<p>Minimum of 10 credit hours</p>

<p><i>Office Tasks (Office Practicum) -</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • board drafting • computer aided drafting • map preparation • subdivision drafting and design • data management and analysis • geographic information systems 	Minimum of 3 credit hours
<p><i>Route Surveying -</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • P-line/center line establishment • curves – horizontal, vertical, etc. • route types – utility & transportation • construction staking and calculation 	Minimum of 3 credit hours
<p><i>Boundary Law –</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • record research • field search and identification • real property law interpretation • document preparation <ul style="list-style-type: none"> ○ land descriptions ○ maps and plats ○ report of survey 	Minimum of 6 credit hours
<i>Total credit hours for core subjects:</i>	

Elective Subjects – Minimum of 8 semester credit hours is needed from this category, with a maximum of 4 semester credit hours in any one major area

Subject	Course(s) and Credit Hours
<i>Mine Surveying -</i>	
<p><i>Water and water rights -</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • water law • hydrology • hydraulic engineering • hydrographic surveying <ul style="list-style-type: none"> ○ inland water boundaries 	
<p><i>Geodesy –</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • horizontal control surveys and computations • vertical control surveys and computations • geodetic datum • global positioning systems • precise control surveys 	
<p><i>Cartography-</i> this subject may incorporate the following:</p> <ul style="list-style-type: none"> • map projections • property subdivisions • utility and transportation mapping 	

<i>Advanced Surveying Courses in subjects not covered above –</i> Some examples: <ul style="list-style-type: none"> • State specific laws • survey data management • site planning 	
<i>Total credit hours in elective subjects</i>	
<i>Total credit hours for both core and elective subjects (must be at least 30 semester credit hours)</i>	

Appendix
 Board Guidelines for an equivalent Associates Degree in Surveying
 (developed from ABET/ASAC guidelines)

- A minimum of 60 credit hours of college credit
- “A combination of college level mathematics and basic sciences (with a laboratory component) appropriate to the discipline.”
 - Mathematics (8-10 semester credit hours) must include, at least:
 - college algebra
 - college trigonometry
 - technical statistics (e.g. non-business statistics)
 - Basic Sciences (8-10 semester credit hours) must include lab-based courses in at least two of the following areas:
 - physics (preferred)
 - geology (preferred)
 - chemistry
 - biology
- “A general education component that complements the technical content of the curriculum.”
 - English (6-8 semester credit hours), which can include:
 - composition
 - literature
 - public speaking
 - technical report writing
 - Other (8-10 semester credit hours)
 - social sciences (e.g. economics, history, political science, psychology, sociology, geography, etc)
 - humanities (e.g. philosophy, religion, literature, etc)
 - visual and performing arts (e.g. music, art, theatre, etc)
 - business and management
- A minimum of 30 semester credit hours in surveying subjects as described on the previous pages.