

Land Surveyor-In-Training Registration Application

To apply:

- You must have a minimum of 4 years approved land surveying experience, or a combination of education and experience.
- Complete this form and send the signed application (page 1) and the Experience Record Summary (page 2) with a check or money order for **\$30**, payable to the Washington State Treasurer, to: **Board of Registration for Professional Engineers and Land Surveyors, Department of Licensing, PO Box 9025, Olympia, WA 98507.**
- Send the Experience Description and Verification section (pages 3-5) to the person(s) verifying your work experience. The person verifying will send the completed form directly to our office.
- If you want any education considered towards the requirements, request an official transcript be sent to: **Board of Registration for Professional Engineers and Land Surveyors, Department of Licensing, PO Box 9025, Olympia, WA 98507.** Photocopies are not acceptable.
- Once you have been approved for an exam, you will receive an email with information to schedule your exam.

For validation only

Applicant

PRINT or TYPE Name (Last, First, Middle – will appear in the proper order on your wall certificate)			Maiden name (If any – will not appear on certificate)		
Social Security number <small>Used for child-support enforcement. Kept on file. RCW 26.23.150</small>		Date of birth		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Mailing address					
City		State	ZIP code	County	
Present position		Business name			
Business location address					
City		State	ZIP code	County	
(Area code) Business telephone number		(Area code) Residence telephone number		email	
<p>Answer the following</p> <p>Have you filed an application with this office within the last five years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, date applied _____ and application type: <input type="checkbox"/> Engineer-in-Training <input type="checkbox"/> Land Surveyor-in-Training</p> <p style="padding-left: 150px;"><input type="checkbox"/> Professional Engineer <input type="checkbox"/> Professional Land Surveyor</p> <p>Has any court or licensing jurisdiction taken action against you for your practice in engineering or land surveying? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attach an explanation on additional sheet.</p> <p>Have you ever been convicted of or entered a plea of <i>nolo contendere</i> to any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attach an explanation on additional sheet.</p>					
Name and location of colleges, universities, technical schools attended	Dates of attendance		Curriculum	Degree/Date	
	From	To			

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place **X** Applicant signature

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

Experience record summary

Applicant name _____

Please list all of your employers below beginning with the most recent. This list is to include the entire time from leaving college (if applicable) or beginning your land surveying career to the present time. Those periods while in school, unemployed, or non-land surveying work must also be included. If not verifying, indicate "No". Any experience not verified will not be counted towards the experience requirement.

Verification number	Time period <i>(begin with most recent)</i>		Employer	To be verified <i>(yes or no)</i>
	From <i>(mo-yr)</i>	To <i>(mo-yr)</i>		
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Land Surveyor-In-Training Experience and Verification

Instructions for applicant

Send the completed work experience descriptions and verification form (pages 3-5) to the person verifying your work experience. Additional sheets may be attached if needed, but please identify the categories you are describing. You may make photocopies for additional events.

Work experience information – applicant complete this section

Applicant name		Verification number <i>(from page 2)</i>	
Employed by			
Job title	Dates of employment From To		Average hours per week
Supervisor/Verifier name and title			(Area code) Telephone number
Supervisor/Verifier business address			
City	State	ZIP code	

Work experience descriptions – applicant complete this section

This experience is broken down into six categories (A-F). When describing your experience, be specific about your contribution to land surveying projects. Avoid terms like “participated in”, “involved with”, or similar generalities. State your exact duties.

Describe your experience

A. Performing complex survey calculations.

B. Conducting boundary and corner research.

Applicant name _____ Verification number _____

Work experience descriptions – continued

Describe your experience

C. Preparing and using property descriptions.

D. Understanding and applying fundamental boundary and topographic principles.

E. Making and/or analyzing horizontal and vertical control measurements.

F. Being skilled in survey equipment care and usage.

Applicant name _____ Verification number _____

Verification instructions

After completing your verification, please return this form and the attached work experience descriptions (pages 3-5) to:

Board of Registration for Professional Engineers and Land Surveyors
Department of Licensing
PO Box 9025
Olympia, WA 98507

Work experience verification – supervisor/verifier complete this section

Name of person completing this verification	Professional registration number	State		
<p>If you are not the applicant's supervisor for this event, please explain your working relationship to the applicant and how you are able to provide this verification: _____</p> <p>_____</p> <p>_____</p>				
<p>If you are not a licensed land surveyor, under what authority are you practicing land surveying? (<i>federal agency, county engineer, etc.</i>) _____ Number of years of surveying experience: _____</p>				
<p>Answer the following</p> <p>Do you feel qualified and prepared to verify the experience in categories A through F from the attached Work Experience section? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain: _____</p> <p>_____</p> <p>_____</p>				
<p>Do you agree with the applicant's employment time and hours worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain: _____</p> <p>_____</p> <p>_____</p>				
<p>Do you agree with the applicant's description of work and duties? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain: _____</p> <p>_____</p> <p>_____</p>				
<p>During this time of employment, has the applicant been capable of making independent judgments and decisions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<p>Please check the work experience categories in which you believe the applicant is competent and prepared to be examined for admission to the profession:</p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> A. Performing complex survey calculations <input type="checkbox"/> B. Conducting boundary and corner research <input type="checkbox"/> C. Preparing and using property descriptions <input type="checkbox"/> D. Understanding and applying fundamental boundary and topographic principles </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> E. Making and/or analyzing horizontal and vertical control measurements <input type="checkbox"/> F. Being skilled in survey equipment care and usage </td> </tr> </table>			<input type="checkbox"/> A. Performing complex survey calculations <input type="checkbox"/> B. Conducting boundary and corner research <input type="checkbox"/> C. Preparing and using property descriptions <input type="checkbox"/> D. Understanding and applying fundamental boundary and topographic principles	<input type="checkbox"/> E. Making and/or analyzing horizontal and vertical control measurements <input type="checkbox"/> F. Being skilled in survey equipment care and usage
<input type="checkbox"/> A. Performing complex survey calculations <input type="checkbox"/> B. Conducting boundary and corner research <input type="checkbox"/> C. Preparing and using property descriptions <input type="checkbox"/> D. Understanding and applying fundamental boundary and topographic principles	<input type="checkbox"/> E. Making and/or analyzing horizontal and vertical control measurements <input type="checkbox"/> F. Being skilled in survey equipment care and usage			
<p>Would you recommend this applicant for licensure if requirements are met? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<p>RCW 18.43.040 states that no person shall be eligible for registration as a land surveyor-in-training who is not of good character and reputation. If you believe this applicant does not satisfy this requirement, please explain:</p> <p>_____</p> <p>_____</p> <p>_____</p>				

X _____
Supervisor/Verifier signature Date