

PENNSYLVANIA ◆ EXAMINATION ◆ INSTRUCTIONS

**STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS,
LAND SURVEYORS AND GEOLOGISTS**

Mailing Address:

Engineer Board
P.O. Box 2649
Harrisburg, PA 17105-2649

Tel: 717.783.7049 Fax: 717.705.5540
E-Mail: st-engineer@state.pa.us
Website: www.dos.state.pa.us/eng

Courier Address:

Engineer Board
2601 North Third Street
Harrisburg, PA 17110

SURVEYOR-IN-TRAINING EXAMINATION

Follow Instructions Below and Submit All Required Documents

Applicant Checklist:

ONLY those candidates who meet the following requirements should use this application:

1. Received the required degree after June 30, 1994; OR
2. Began their surveying experience after February 19, 1991 (without required degree); OR
3. Surveying student currently in their Junior/Senior year of an ABET-accredited surveying program

If you do NOT meet these criteria, you must complete the Application for Examination – Professional Land Surveyor - *Form 47-SUX1000*.

SEE QUALIFICATIONS CHART on page iii of iii.

In order to apply for the Surveyor-in-Training examination, there are two (2) applications and 2 fees:

One (1) application and fee to be submitted directly to the Board office in Harrisburg and one (1) scheduling form application and examination fees to be submitted to the testing service in Tennessee.

1. **Application** (including “Amplified Record”, if required) must be typed OR printed in blue or black ink.
2. Contact Engineering Examination Services (EES) at 1-877-364-3926 (www.pcshq.com) for a scheduling form to reserve a seat at the examination site. **Form PA11 (Examination Scheduling Form)** must be completed and forwarded to Engineering Examination Services (EES) with the appropriate examination fee.
3. **Complete pages 1 - 3** of application. Must be typed OR completed in blue or black ink.
4. **Education** information indicated on Page 2, Section 5 must be verified by submitting an original transcript from college/university showing the ABET-accredited curriculum and date your degree was conferred. The college/university must mail the transcript directly to the Board office and must be received in the Board office no later than December 1 for the April exam and no later than July 1 for October exam.
- NOTE: If you are a surveying student currently in your Junior/Senior year of an ABET-accredited surveying program, you must have the registrar’s office complete a *Report of Student Status* form (04.2003 FLSSTUSTAT).
5. **Amplified Record of Experience** (required ONLY for candidates applying based on experience) Must be completed as per instructions on form (must be typed or completed in blue or black ink). The original completed amplified record must be included with your application when submitted to the Board. A COPY of your completed amplified record form must be attached to your Reference Form and given to each of five (5) persons being furnished as a reference.
6. **References** are required for candidates applying via experience (no degree) and must be listed on Page 2, Section 6.
- a. References should have personal knowledge of your experience and collectively be able to attest to the entire amount of required experience. An applicant is encouraged to use an immediate supervisor as a reference.
 - b. Applicants must NOT be related to those listed as references.
 - c. A *copy* of your completed amplified record must be attached to a “Reference Information” form for dissemination to and completed by each of the five persons furnished as a reference.
 - d. Three (3) of your five references must be licensed surveyors; the other 2 may be professional engineers OR similarly qualified individuals (with the proper biographies) who can attest to your character or qualifications. The resume of any unlicensed reference must be attached to the “Reference Information” form when forwarded to the Board office.
 - e. Each reference must complete form and forward directly to the Board office. (*Copy* of amplified record is NOT to be returned.) Reference forms must be received in the Board office no later than December 1 for the April exam and no later than July 1 for the October exam.

7. In completing Section 8, **Criminal and Disciplinary Information** and you answer "YES" to any question, you must attach a full explanation on an 8-1/2" x 11" sheet of paper and submit a certified copy of all relevant court and/or legal documents. NOTE: Answering "YES" to any of the questions will not result in the automatic denial of your application.
8. **Detailed Breakdown of Surveying Experience** (required ONLY for candidates applying based on experience) form must be completed listing your amount of surveying experience only. Total experience must equal the total surveying experience from the amplified record. All applicants must show a diversification of field and office experience, with at least twenty-five per cent (25%) of experience in each.
9. **Social Security Act Certification:** Sign and date SS Certification (Section 9) on page 3 of the application.
10. Sign and date the **Certification Statement** (Section 11) on page 3 of application.
11. Maintain for your records a copy of your completed application prior to submission.
12. Forward application (47-SITX800), Amplified Record of Experience Form (if applicable), Detailed Breakdown of Surveying Experience Form (if applicable) and fee of \$25 made payable to "Commonwealth of Pennsylvania" to one of the Harrisburg addresses listed:
- | | |
|---------------------------|-------------------------|
| <u>Mailing Address:</u> | <u>Courier Address:</u> |
| Engineer Board | Engineer Board |
| P.O. Box 2649 | One Penn Center |
| Harrisburg, PA 17105-2649 | 2601 North Third Street |
| | Harrisburg, PA 17110 |
- NOTE:** Mail application "Certified-Return Receipt" to be assured it reached its intended destination. The Board staff tries to notify candidates within 8-10 weeks of the application deadline date if there is a problem with the application and within an additional 4 weeks if you've been approved to sit for the examination. It is the responsibility of the applicant to stay in touch with references, colleges/universities, to insure that the appropriate paperwork is being forwarded to the Board office by the application deadline date.
13. **Form PA11 (Examination Scheduling Form)** must be completed and forwarded to Engineering Examination Services (EES) with the appropriate examination fee. If you did not receive a FORM PA11, contact EES at 1-877-364-3926 for a scheduling form.

APPLICATION DEADLINES

This application, all supporting documents and Form PA11 (Exam Scheduling Form) must be submitted by the application deadline. Applications must be **POSTMARKED** by the deadline indicated below:

December 1 for April Exams

July 1 for October Exams

A postmark is defined as the official mark that the United States Postal Service routinely uses to cancel your postage stamp.
Postage meter dates from businesses are not considered a postmark.
Courier service packages must clearly indicate the date sent.

FUTURE EXAMINATION DATES

October 27, 2007

April 12, 2008

October 25, 2008

April 25, 2009

October 24, 2009

THE LAW AND EXAMINATION QUALIFICATIONS SURVEYING

Qualifications for the Surveying Examinations:

The Old Law (Section 14 of Act 367)

Received degree before June 30, 1994, or began experience before February 19, 1991.

- a) **NO DEGREE:** Experience started prior to Feb. 19, 1991 - need 10 years of qualifying experience with at least 5 of those years spent in responsible charge of primary land surveying functions.
- b) **WITH B.S. DEGREE:** Must have an approved B.S. civil engineering degree with at least 10 credit hours of surveying and must have had 4 or more years' progressive experience in land surveying under supervision of PLS.
- c) **WITH ASSOCIATE DEGREE:** Must have graduated from an approved two-year course in surveying and related areas of engineering design and must have had 4 or more years' progressive experience in land surveying under supervision of PLS.

Qualifications for the Fundamentals / Principles and Practice of Surveying Examination:

The New Law (Section 4.3 of Act 367)

Received degree after June 30, 1994, or who began experience after Feb. 19, 1991.

Qualifications for Fundamentals Exam	Qualifications for Principles & Practice Exam
<p>a) WITH DEGREE: Graduation from an approved civil engineering curriculum of at least 4 years, including no less than 10 credit hours instruction in surveying.</p>	<p>a) WITH DEGREE: Must be certified as a Surveyor-In-Training (SIT) and have 4 or more years of progressive experience in land surveying work, earned after the issuance of the SIT certificate and under the supervision of a PLS or similarly qualified individual. (See Rules & Regulations)</p>
<p>b) WITH ASSOCIATE DEGREE: Graduation from an associate degree program in an approved surveying technology curriculum.</p>	<p>b) WITH DEGREE: Must be certified as a SIT and have 4 or more years of progressive teaching experience in an approved curriculum earned after the issuance of the SIT certificate and under the supervision of PLS or similarly qualified individual. (See Rules & Regulations)</p>
<p>c) NO DEGREE: Needs 6 or more years of qualifying experience in surveying deemed equivalent to graduation from an approved curriculum in land surveying or civil engineering. Must show diversification of field and office experience, with at least 25% of experience in each.</p>	<p>c) NO DEGREE: Must be certified as a Surveyor-In-Training (SIT) and must show at least 4 or more years of progressive experience in land surveying work earned after the issuance of the SIT certificate and under the supervision of a PLS or similarly qualified individual. (See Rules & Regulations)</p>
<p>STUDENT: A currently enrolled surveying student who has completed two or more years of an ABET-accredited BS program in surveying may sit for the exam, but <u>cannot</u> receive the SIT certificate until official transcripts are provided. (eff. Jan. 24, 2003)</p>	

Print Name of Applicant:

Section 5 Education (If additional space is required, submit on a 8 1/2" x 11" sheet of paper)

College, University or Professional School and Address	Dates Attended	Major Course of Study and Degree Awarded	Graduation Date
1.			
2.			
3.			

Section 6 References (See "Reference Information" on Instruction Page)
 NOTE: Not required if applying based on degree

List five references - Name, State, Professional License Number and Telephone number

Name and Address	State In Which Licensed	License #	Telephone #
1.			
2.			
3.			
4.			
5.			

Section 7 Do You Read Yes No
Write Yes No
 and Speak Yes No the English Language?

Section 8 Criminal and Disciplinary Information

The following must be answered. If any of the answers is "YES", attach a full explanation and submit a certified copy of all relevant court and/or legal documents. Answering "YES" to any of the following questions will not result in the automatic denial of your application.

NOTE: If you answer "YES" to any question, you must attach a full explanation on an 8-1/2" x 11" sheet of paper and submit a certified copy of all relevant court and/or legal documents.

YES **NO**

A. Have you ever been convicted of, or pleaded guilty or nolo contendere to, a felony or misdemeanor (other than minor traffic offenses) in Pennsylvania or any other state?		
B. Are there felony or misdemeanor charges (other than for minor traffic offenses) now pending against you in Pennsylvania or any other state?		
C. Have you had disciplinary action instituted or taken against your license in any state or jurisdiction?	<input type="checkbox"/> Check here if action was taken in PA – Certified copies NOT required.	
D. Have you withdrawn an application for a license, had an application for a license denied or refused, or agreed not to reapply for a license in any state or jurisdiction?		

Print Name of Applicant:

Section 9 Social Security Act Certification

This licensing board is obligated to inform each applicant or licensee from whom it requests a Social Security number on any application or form that disclosing such number is mandatory in order for this licensing board to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). In order to enforce domestic support orders, at the request of the Commonwealth's Department of Public Welfare (DPW), this licensing board must provide DPW information prescribed by DPW about the licensee, including the Social Security number.

In the event that this licensing Board takes disciplinary action against an applicant or licensee, this board may disclose their Social Security number if applicant or licensee voluntarily agrees to the disclosure of this information to the appropriate professional association. This organization compiles information about individual applicants and licensees and transmits that information to other licensing boards in order to coordinate licensure and disciplinary activities between the individual states. If you do not voluntarily provide your Social Security number for this purpose, information about you will still be transmitted to this organization should this licensing board discipline you, but that information will not include your Social Security number.

I certify that I have read the above statement, understand the full intent and I do give this licensing board permission to report my Social Security number to the appropriate professional association or licensing board.

Signature of applicant:

Date

Section 10 Code of Ethics

I hereby subscribe to and agree to abide by the following Code of Ethics: (your signature below indicates affirmation of this code). It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any professional engineer, professional land surveyor or professional geologist:

1. To act for his client or employer in professional matters otherwise than as a faithful agent or trustee, or to accept any remuneration other than his stated recompense for services rendered.
2. To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone.
3. To attempt to supplant another engineer, land surveyor, or geologist after definite steps have been taken toward his employment.
4. To compete with another engineer, land surveyor or geologist for employment by the use of unethical practices.
5. To review the work of another engineer, land surveyor or geologist for the same client, except with the knowledge of such engineer, land surveyor or geologist, or unless the connection of such engineer, land surveyor or geologist with the work has terminated.
6. To attempt to obtain or render technical services or assistance without fair and just compensation commensurate with the services rendered: Provided, however, the donation of such services to a civic, charitable, religious or eleemosynary organization shall not be deemed a violation.
7. To advertise in self-laudatory language, or in any other manner, derogatory to the dignity of the profession.
8. To attempt to practice in any field of engineering, land surveying or geology in which the registrant is not proficient.
9. To use or permit the use of his professional seal on work over which he was not in responsible charge.
10. To aid or abet any person in the practice of engineering, land surveying or geology not in accordance with the provisions of this act or prior laws.

Section 11 Certification Statement

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S. §4911.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

Signature of Applicant:

Date:

REPORT OF STUDENT STATUS

- PLEASE PRINT OR TYPE ALL REQUESTED INFORMATION -

1. Student:

Print your name, address, social security number, and exam date

Last Name:	Maiden (if applicable):
First Name:	Middle Name:
Street Address:	
City:	
State:	Zip Code:
U.S. Social Security Number:	
Exam Date (Month, Year):	

2. Registrar:

Provide Information requested and return completed form directly to the Pennsylvania Board office.

Transcripts are not required.

This is to certify that	<input style="width: 95%;" type="text"/> <small>(Name of Student)</small>				
is a student at	<input style="width: 95%;" type="text"/> <small>(Name of College or University)</small>				
and is currently in his/her	<input type="checkbox"/> Junior OR <input type="checkbox"/> Senior year of study in pursuit of a degree in				
	<input style="width: 95%;" type="text"/> <small>(Type of Degree and Major)</small>				
This degree	<input type="checkbox"/> is <input type="checkbox"/> is not from a curriculum accredited by the Accreditation Board for Engineering and Technology (ABET).				
School Address:	<table style="width: 100%;"><tr><td style="width: 50%;"><input style="width: 95%;" type="text"/> <small>Street:</small></td><td style="width: 50%;"></td></tr><tr><td><input style="width: 45%;" type="text"/> <small>City:</small></td><td><input style="width: 10%;" type="text"/> <small>State:</small> <input style="width: 45%;" type="text"/> <small>Zip:</small></td></tr></table>	<input style="width: 95%;" type="text"/> <small>Street:</small>		<input style="width: 45%;" type="text"/> <small>City:</small>	<input style="width: 10%;" type="text"/> <small>State:</small> <input style="width: 45%;" type="text"/> <small>Zip:</small>
<input style="width: 95%;" type="text"/> <small>Street:</small>					
<input style="width: 45%;" type="text"/> <small>City:</small>	<input style="width: 10%;" type="text"/> <small>State:</small> <input style="width: 45%;" type="text"/> <small>Zip:</small>				
CERTIFIED:	<input style="width: 95%;" type="text"/> <small>(Registrar's Signature)</small>				
	SCHOOL SEAL (Mandatory)				

3. Registrar:

MAIL TO: ENGINEER BOARD P. O. BOX 2649 HARRISBURG PA 17105-2649
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AMPLIFIED RECORD OF ENGINEERING OR SURVEYING EXPERIENCE

(Duplicate this blank page to provide sufficient extra pages to adequately document your experience. **Only** information presented on this form will be considered.)

Employment Number (1,2,3, etc.)	List Name & Address of Supervising Official thoroughly familiar with each employment. (If licensed, indicate "PE" or "PLS" after name.)	Dates of Engineering or Surveying Employment		PREPARATION INSTRUCTIONS 1. Applicants applying for the PE or PLS examination under the current law must show at least 4 years of PROGRESSIVE experience gained AFTER the issuance of the EIT or SIT certificate; engineering exp. must emphasize design work. Refer to the chart on "The Law and Examination Qualifications" for additional information. 2. List employers in chronological order with the oldest shown as No. 1. Double space between each employment description. 3. Show name and address of <u>each employer</u> and the title of your position. 4. For each employer, describe in <u>detail</u> the work you performed. Applications with insufficient information will be disapproved. 5. DO NOT LIST PRE-GRADUATION EXPERIENCE. DO NOT LIST ANTICIPATED EXPERIENCE. (The required amount of experience must have been completed prior to the application deadline.) 6. EACH page of record must include PRINTED NAME and DATE. Signature required on LAST page along with the experience totalled. <u>List in the following format:</u> (1) (a) Title of Position (b) Name and Address of Employer (c) Description of Work – accurate and all-inclusive – indicating character of work and degree of responsibility. The Board generally prefers <u>one page per one year</u> of experience.	Time Employed (# of Years - Months)						
		DATE Month & Year			In Design		In Other Eng. Or Surv. Work				
		From Mo/Yr	To Mo/Yr		Yrs	Mos	Yrs	Mos			

Print Name:

Signature (Last Page ONLY):

Date:

TOTAL EXPERIENCE WITH WHICH YOU ARE APPLYING
(Total on Final Page ONLY) →

DETAILED BREAKDOWN OF SURVEYING EXPERIENCE

In each box, list months of experience and which employment engagement number from amplified record.

NOTE: Total experience must equal total experience from amplified record.

Refer to Registration Law Act 367 Amended December 16, 1992 Section 2 (j)

*If no experience – indicate with a zero (0)

	Supervisor				Party Chief				Instrument Person				Rodman / Chainperson			
	Office		Field		Office		Field		Office		Field		Office		Field	
Property Line Experience	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#
Boundary Surveys																
Courthouse Research																
Subdivision Design																
Engineering Land Surveys	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#
Incidental design of related improvements, such as line & grade extension of roads, sewers & grading but not requiring independent engineering judgement																
The determination of the configuration or contour of the earth's surface, or the position of fixed objects on or related to by means of measuring lines & angles & applying the principles of mathematics, photogrammetry or other measurement methods																
Geodetic survey, underground survey & hydrographic survey																
Storm water management surveys & sedimentation & erosion control surveys																
Determination of the quantities of materials																
Tests for water percolation in soils																
Preparation of plans & specifications & estimates of proposed work & attendant costs																
Total Months	Mos.		Mos.		Mos.		Mos.		Mos.		Mos.		Mos.		Mos.	
PRINT NAME OF APPLICANT:										Grand Total Surveying Experience				Mos.		

REFERENCE INFORMATION FORM

A. Applicant Check List:

- 1. Please note all requirements on instruction page of application. Applicants for the **PE exam** must have 3 PE's as references; the other 2 references may be similarly qualified (must attach a resume to completed reference form); OR registered land surveyors or geologists who can verify engineering experience. Applicants for the **surveying exam** must have at least 3 licensed surveyors as references; the other 2 may be professional engineers. Geologist applicants must provide references from 3 licensed geologists (Exception: See #4 under Section B).

Applicants applying for the FE or FS examination based on experience would follow the same reference guidelines listed above for the relevant profession.

- 2. Fill in your name and address (Top of Page 2) and that of the reference.
- 3. Check (✓) the appropriate category (Top of Page 2) in which you are seeking registration/certification.
- 4. Applicant **MUST NOT** be related to any reference. References should have personal knowledge of your experience and collectively be able to attest to the entire amount of required experience.
- 5. Attach a copy of your completed AMPLIFIED RECORD to each Reference Form provided to your references.
- 6. The completed Reference Information Form **MUST** be returned directly to the appropriate office directly **from the reference**. Copy of amplified record should not be returned.
- 7. Reference Information Forms submitted by the applicant with the application will be **REJECTED**.

B. Reference Check List:

The applicant is required to furnish evidence of qualification for registration for the category checked below. You are asked to attest to the applicant's character, ability, reputation and professional skills and attainments. Be assured that the Board will hold all information strictly confidential.

- 1. Please answer questions on Page 2 of this application.
- 2. Sign and date at the bottom of Page 2.
- 3. **DO NOT RETURN THE AMPLIFIED RECORD.**
- 4. **References** without a professional license (Eng/Surv) must attach a copy of their resume to this form before mailing. **For Geologists:** If verifying a candidate's work performed prior to February 16, 1993, a similarly qualified geologist who was not licensed (with the proper biography) may be submitted.
- 5. Return completed Reference Information Form as instructed below to the appropriate location:

For PE/EIT Applicants: Mail directly to ↓

Engineering Examination Services (EES)
P.O. Box 198689
Nashville, TN 37219-8689

For All OTHER Applicants: Mail directly to ↓

Engineer Board
P. O. Box 2649
Harrisburg, PA 17105-2649

REFERENCE INFORMATION FORM

(To be completed by Reference and due by exam deadline dates of July 1 or December 1)

Applicant's Name:	Applying for: EIT PE SIT PLS PG (Circle One)
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Address:	City:	State:	Zip:
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THE FOLLOWING TO BE COMPLETED BY REFERENCE:
 Must be typed or completed in blue or black ink

1. Name of Reference:	LAST	FIRST	MI
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2. Business Phone (8 AM - 5 PM) :	-	-	Ext.:
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3. Internet E-Mail Address:	
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4. What is your present business or profession:	
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5. If in individual practice, please indicate nature of such practice.	
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6. Are you a Licensed <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Geologist? <input type="checkbox"/> None	License # <input style="width: 100%;" type="text"/>
If "none," see B-4 on page 1.	State: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Exp. Date <input style="width: 100%;" type="text"/>

7. How long have you known the applicant?	From	to	inclusive.
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8. What has been your business connection with applicant?	
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9. Are you in any way related to applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

10. Do you know of anything reflecting adversely on the integrity or general good character of the applicant?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If "Yes", please explain:	

11. Does the applicant read, write, and speak the English language intelligently?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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12. Briefly describe the applicant's qualifications:	

13. Is applicant's experience of a grade or character to allow applicant to assume responsible charge of the work involved in the practice of the profession?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", please explain:	

14. Which employment numbers/engagement numbers/time periods shown on the applicant's amplified record of experience can you verify?	
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15. Do you recommend the applicant for registration as requested in application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No", please explain:	

The undersigned certifies to the accuracy of the above statements.	
Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
	MO DAY YR