



STATE OF NEW HAMPSHIRE
APPLICATION FOR LICENSURE AS A
LAND SURVEYOR

\$120.00 Application Fee

The application must be filled out completely and typewritten
Check Payable to "Treasurer, State of NH" or complete the enclosed credit card form (**Non-Refundable Fee**)

1. General Information

Name _____

Last

First

Middle

Names Previously Used (if applicable) _____ SS# _____

Residence Address _____
zip code _____

Business Name & Title _____

Business Address _____
Indicate mailing address by check box zip code _____

Business Phone _____ Home Phone _____

Email _____

Place of Birth _____ Date of Birth _____

2. Registration/Licensure Information

Have you taken and passed the Surveyor in Training? _____

If yes indicate: State _____ Certificate # _____ Date: _____

Licensed by **NCEES** Exam? _____ If not how? _____

Location of exam _____ Date _____ Grade Awarded _____

Total number of hours of written examination/s (indicate "none" if no written exam was taken): _____

State in which first registered or licensed as a Land Surveyor _____

Date of Licensure _____ License Number _____ Is License now in force? _____

If not in force, indicate why _____

Have you **ever** applied for land surveying licensure in **New Hampshire**? _____ Status _____

Are you applying for facilitated licensure as a military spouse? _____

Professional Licenses: List all states where you hold or have held licensure. Use a separate sheet if necessary. Verification of one current license as well as verification from the state(s) where examination(s) was administered is required.

License #	State	Year Licensed	#Hours Written Examination	Reciprocity or Grandfather	Active or Lapsed

3. General Information Questions

- CHECK ONE:** YES NO
- Have you ever been convicted of any felony or any misdemeanor, or a violation involving land surveying or the practice of land surveying. If so, name the court, the details of the offense and the date of conviction and the sentence imposed.
 - Have you ever lost or been denied registration/licensure as a land surveyor or disciplined by another licensing board in any other state and if so, an explanation of the circumstances?

If the answer is yes to any of the above questions, submit a written explanation with your application

4. Membership in Professional or Scientific Associations

Name of Organization	Location	Grade or Membership	Date

5. Education

- Official transcripts are required and must be sent directly to the board office from the college or university, in a sealed envelope.

INSTITUTION AND LOCATION	FROM	TO	MAJOR	DEGREE AWARDED/DATE
Secondary School				
1.				
Colleges and Universities:				
1.				
2.				
3.				
4.				

6. Professional Experience

This information described below is a summary of your employment, and should start with your first employer. Information below must be comprehensive and complete. Please attach additional sheets as needed. **Please key and sign any additional sheets.**

Date	1. Name of Employer- Title of Position	Name and present address of someone familiar with each position, preferably person to whom applicant reported or with whom he/she was associated.
Indicate years	2. Location and Character of Each Position	
From to	3. Degree of Responsibility	

7. References of Character and Qualifications

Applicant will give the name and address of not fewer than five reputable citizens, unrelated to the applicant, of whom at least three shall be licensed land surveyors, having personal knowledge of the applicant's experience. No member of the board will be accepted as reference. Name of persons listed under item 6, "Experience," may also be used as references.

Name	Address including zip code	Occupation/License	Business Relationship to Applicant

8. Affidavits

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

Signature of Applicant

Date

ADDRESS ALL COMMUNICATIONS TO:

NH OPLC – TECHNICAL DIVISION
121 SOUTH FRUIT ST, SUITE 201
CONCORD, N.H. 03301

Find us on the on-line at www.oplc.nh.gov/land-surveyors/index.htm

LAND SURVEYING EXPERIENCE & SUPPORTING DOCUMENTATION

1. Outline of historical experience showing progression of abilities and responsibilities throughout a project over a six year period.
 - a. Under one (1) include the licensed land surveyor who supervised the work.
 - b. Give your estimate of “responsible charge” time versus basic fundamentals.
2. Provide several examples of project work with a description of what work you performed on the project and under whose direct supervision. Include supporting documents such as research materials, field notes, work sheets, final plan as appropriate to demonstrate the work you performed or directed (indicate which). On the cover sheet provided, include an estimate of the time involved in each task and an analysis of any problems and your solutions (report of survey for your client).

The examples should span your experience to demonstrate your progression.

As with the state specific exam (N.H. Legal) the Board is looking for your understanding of principles and procedures and not a specific methodology. Provide any information that will demonstrate this.

3. College education: Candidates enrolled as a full-time student in a college or a university pursuing a curriculum of surveying, engineering, forestry, or forestry technician shall be credited with one year of land surveying experience for each school year in which the candidate successfully completed at least one course in land surveying. Total education credits claimed towards the experience required pursuant to Lan 302.03 (a) under this section shall not exceed 4 years accumulated experience.
4. The form of your presentation is up to you, but should show clearly your knowledge, experience and ability. For example: What would you submit for an office manager’s job for a major surveying firm.

Before your file is reviewed the following documents must be received:

1. Application and fee.
2. Minimum of 5 references, of which 3 must be licensed land surveyors familiar with your work.
3. Certified college transcripts for courses to be credited.
4. A Professional Portfolio with 3-6 projects you were directly involved in demonstrating experience in all aspects of land surveying from field work, research, through to the decision making.
5. Verification of licensure or examination (if applicable.)

Deadlines for completed applications are:

January 1 for the April exams and July 1 for the October exams

SURVEY REPORT

(use one cover sheet per report)

Name _____	Last	First	Middle
Project Name: _____			
Inclusive Dates: _____		Supervising LLS: _____	
Summary Descriptions: 			

Task Breakdown

Task Description	Hours	
	Work	Responsible Charge

Use extra sheet if necessary

Supervisor Certification

I hereby certify that the work experience contained in this report accurately describes the work performed and they level of responsibility assumed by the individual.

Additional Remarks (optional): _____

Name: _____
Last
First
Middle
License No.

Signature: _____ Date: _____

STATE OF NEW HAMPSHIRE BOARD OF LICENSURE FOR LAND SURVEYORS

CANDIDATE REQUIREMENTS

310-A:63 Licensure.

I. As minimum evidence satisfactory to the board that a person is qualified for licensure as a land surveyor, such person shall have a specific record of 6 years or more accumulated experience in land surveying work indicating competency to practice land surveying and has passed a written or oral examination, or both, prescribed by the board.

II. A year of accumulated experience for the purpose of paragraph I shall include, but not be limited to:

(a) A year during which the applicant was enrolled in an institution of higher learning pursuing a curriculum of surveying, engineering, forestry, or forestry technician, so long as the applicant completed at least one course in land surveying during the said enrollment; provided such education credits towards accumulated experience shall not exceed 4 years of accumulated experience.

(b) Any year during which the applicant was actively engaged in land surveying work as a land surveyor-in-training under the supervision of a licensed land surveyor; or

(c) Any substantial period of time (even if less than a full calendar year) during which the applicant, in the discretion of the board, was considered to be actively engaged in land surveying work.

III. An applicant for licensure as a land surveyor who is a resident of a state, country, or territory where licensure or registration is prerequisite to the legal practice of land surveying, shall be licensed or registered in such state, country or territory prior to being eligible for licensure as a land surveyor under this subdivision.

Lan 302.02 Candidate Requirements.

(a) Candidates for licensure shall meet the requirements established by RSA 310-A:63 before a license shall be granted. The board shall require documentation of the applicant's education and work products to help determine competency.

(b) The candidate shall have committed no misconduct as set forth in RSA 310-A:70. The board shall consider all available evidence for all candidates for licensure, prior to granting a license. Substantiated evidence of failure to adhere to the ethical standards of the profession or misconduct as set forth in RSA 310-A:70 shall, after notice and opportunity for hearing, result in denial of licensure to any candidate.

Lan 302.03 Experience Requirements.

(a) As required by RSA 310-A:63, as minimum evidence satisfactory to the board that a person is qualified to be considered for licensing as a professional land surveyor, he/she shall have a specific record of 6 years or more accumulated experience in land surveying work.

(b) Candidates enrolled as a full-time student in a college or a university pursuing a curriculum of surveying, engineering, forestry, or forestry technician shall be credited with one year of land surveying experience for each school year in which the candidate successfully completed at least one course in land surveying. Total education credits claimed towards the experience required pursuant to Lan 302.03 (a) under this section shall not exceed 4 years accumulated experience.

(c) Professional experience shall be attained while under the direct full-time supervision of a licensed land surveyor, and consist of 2 years demonstrated proficiency in the following areas:

- (1) Performing and being responsible for research;
- (2) Coordination of field surveys and field crews;
- (3) Computations;
- (4) Boundary line determinations;
- (5) Preparation of plans; and
- (6) Monumentation of surveyed positions.

(d) Experience shall be progressive on land surveying projects to indicate that the experience is of increasing quality and requiring greater responsibility.

(e) Experience shall not be obtained in violation of RSA 310-A:53.

(f) Experience gained in the armed services, to be creditable, shall be of a character equivalent to that which would have been gained in the civilian sector doing similar work.

(g) Experience shall be gained under the supervision of a licensed land surveyor and if not, an explanation shall be made showing why the experience should be considered acceptable.

(h) Teaching experience to be creditable shall be at an advanced level in land surveying curriculum.

(i) A majority of the experience of the candidate shall be spent in work related to property conveyance and/or boundary line determination.

Lan 302.04 Additional Requirements Each applicant shall demonstrate to the board by submission of a professional portfolio/resume, documentation of compliance with RSA 310-A:63, I in the following areas:

- (a) Project management;
- (b) Research;
- (c) Field survey;
- (d) Survey computations;
- (e) Legal principles, reconciliation, boundary determination;
- (f) Survey monumentation;
- (g) Preparing boundary and topographic survey plats;
- (h) Preparing legal descriptions; and
- (i) Project correspondence.



RETURN THIS CHECKLIST WITH YOUR APPLICATION

**LAND SURVEYOR
APPLICATION CHECKLIST**

Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- Marked the box on the application form indicating which address you want us to use?
- Requested your college/university to send us your transcript directly?
- Completed the "References" portion of the application, sent reference forms and Board addressed and stamped envelopes to each of your references, and kept a blank copy of the form for yourself?
- Included the signed, completed Survey Report? (copy if needed)
- Signed and dated the application?
- Included the correct fee with the check made payable to **Treasurer, State of NH** or completed the attached credit card sheet?
- Included a Professional Portfolio and Survey Reports?
- Completed Part A of the verification form, sent to the appropriate board(s) along with a stamped envelope on which you have placed one of the New Hampshire Board address labels?
- Submitted an application for a Certificate of Authorization (COA) if you will be offering your services through a business entity required per RSA 310-A:65-a available at www.oplc.nh.gov/land-surveyors/documents/land-surveyor-certificate.pdf? COA will not be issued until LLS stamp is approved.

Date _____

College or University Registrar

Dear Registrar:

Enclosed please find my fee in the amount of \$_____ in payment for a certified transcript of my scholastic record. I attended college during the years _____ to_____. I received my degree on_____. My Social Security number is _____ and my date of birth is _____.

My student identification number was_____.

Please send the transcript ***directly*** to the following address:

NH OPLC – Technical Division
121 South Fruit Street, Suite 201
Concord, New Hampshire 03301

The Board of Land Surveyors have informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

(Signature)

(Printed Name and Address)

REQUEST FOR VERIFICATION OF LICENSURE OR EXAMINATION

PART A. Candidate Information – To be completed by the Candidate

Applicant Name:	Date of Birth:
Address:	
City	State
Zip	

PART B. To be completed by verifying Board and returned directly to:

NH OPLC – Technical Division, 121 S Fruit St, Suite 201, Concord, NH 03301 Phone: (603-271-2219)

I. THE ABOVE NAMED PERSON WAS LICENSED AS:	Certificate Number	Date Issued	Valid Until
<input type="checkbox"/> PROFESSIONAL ENGINEER			
<input type="checkbox"/> ENGINEER-IN-TRAINING			
<input type="checkbox"/> LAND SURVEYOR			
<input type="checkbox"/> SURVEYOR-IN-TRAINING			

II. MINIMUM REQUIREMENTS WERE:

1. Written Exam

	Hours	Results	NCEES (yes/no)	Exam Date
Principles and Practice of Engineering				
Fundamentals of Engineering				
Principles and Practice of Land Surveying				
Fundamentals of Land Surveying				

Exam Option: (Discipline)

2. EIT or LSIT Accepted from:
3. Oral Examination: Hours PE Hours LS
4. Comity with:
5. Education and Experience:
6. Other:

III. QUESTIONS

- | | | |
|---------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Has any disciplinary action ever been taken against the applicant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. If so, has the disciplinary case been satisfied to the Board's requirements? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Was the NCEES Cut-Score Used? If no please explain below: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

State:	Mandatory Board Seal
By:	
Title:	
Date:	

NH OPLC TECHNICAL DIV
121 S FRUIT ST, SUITE 201
CONCORD NH 03301

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CONCORD NH 03301

Note: This page may be printed or copied on a 3 by 10 label sheet to create mailing labels for use with reference letter envelopes, etc. This setup is for Avery label 5960.

**STATE OF NEW HAMPSHIRE
BOARD OF LICENSURE FOR
LAND SURVEYORS**

Reference Name _____
Please Print or Type

Applicant's Name _____

To the Party listed above:

You have been listed as a reference by the above named applicant for licensure as a Land Surveyor. The following information is requested to assist the Board in determining the qualifications of the applicant as required by law.

If you feel that you cannot properly evaluate the candidate, please return this form to the NH Board of Licensure for Land Surveyors and, in confidence, we will request that the candidate provide a further reference.

Definition of LAND SURVEYOR (RSA 310-A:54 II)

A "Land Surveyor" is a professional specialist in the technique of measuring land, educated in the basic principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence and all requisite to the surveying of real property and engaged in the practice of land surveying as defined (in the law).

THIS IS CONFIDENTIAL INFORMATION FOR USE OF BOARD MEMBERS ONLY

How long have you known the applicant? _____ Years.

Do you consider that he/she fulfills the above definition? Yes No

It is required that three persons serving as references be licensed land surveyors (preferably one of which should be or has been an immediate supervisor). If you are serving in either of these capacities, please indicate your state of registration/licensure and number.

State: _____ LS# _____

State: _____ LS# _____

State: _____ LS# _____

We prefer to have an in depth qualified reference so it is imperative that you fully consider your comments. Only you can ascertain the candidate's qualifications. The Board must depend upon you for this information.

1. To your knowledge, does the applicant have practical experience in deed research, drafting of deed descriptions, etc., preparatory to the conveyance of land? Please specify!

2. To your knowledge, is the applicant adequately informed of the rules of evidence and boundary law to effectively perform the duties ordinarily required of a land surveyor? Please specify!

2.a. If you believe the candidate has this knowledge, could you give an estimate of the period of time the candidate has been performing these duties.

3. To your knowledge, has the candidate spent a portion of his/her professional career in responsible charge in a survey office? If you believe the candidate has spent a portion of his time in direct supervisory charge, could you give an estimate of the period the candidate has been performing these duties.

4. Are you aware of anything which reflects adversely on the integrity or general good character of the applicant?

5. If you are acting in any capacity other than a licensed land surveyor and you are in a position to pass judgment on the adequacy of the candidate's work, please explain under what conditions you are familiar with his/her work.

Please make any further comments which you feel will help the Board in determining the applicant's suitability for licensure as a land surveyor.

I make the above statements with full knowledge that the person referred to is making application for licensure by the State of New Hampshire as a Land Surveyor, and this information will be filed with the person's application.

Date _____

Signature: _____

After completing this form, please mail to:

**State of New Hampshire
Office of Professional Licensure and Certification
121 South Fruit Street, Suite 201
Concord, N.H. 03301**

Find us on-line at <http://www.oplc.nh.gov/land-surveyors/index.htm>

Credit Card Sheets are not accepted via e-mail

You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.

Transaction Type:		Amount Due:	
Card Type: (please select one)	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	(required)
Card Number			(required)
Expiration Date:	Month:	Year:	(required)
Billing Name and Address (your billing address must match the address associated with the credit card you are using.)			
Name on Card:			
Billing Address:			
City:			
State/Province:			
Zip/Postal Code:			
Country:			
Authorization Signature :			

CONFIDENTIAL