

# 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

## PROFESSIONAL LAND SURVEYOR RECIPROcity

### 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.

### Follow Instructions Below and Submit All Required Documents

#### Applicant Checklist:

Must be currently licensed in another state and initial registration must have been under requirements equal to those in effect in Pennsylvania.

1. **Application** must be typed OR printed in blue or black ink.
2. ALL RECIPROcity APPLICANTS MUST PASS PENNSYLVANIA'S PORTION OF THE SURVEYING EXAMINATION – YOU MUST CONTACT ENGINEERING EXAMINATION SERVICES (EES) AND REQUEST THE “**SURVEYOR STATE PORTION ONLY**” EXAMINATION PACKET (includes Scheduling Form PA11). CALL EES AT 1-877-364-3926 or go to [www.pcsdq.com](http://www.pcsdq.com)  
*Do not complete this application if you are not licensed in another state and must first pass the NCEES examinations.*
3. **Complete pages 1 - 4** of application along with the amplified record and Detailed Breakdown of Surveying Experience.
4. **Verification of Examination / Registration** must be completed by the State Board which granted your license by examination. If not actively licensed in that state, you must also submit a verification of licensure from a state in which you are currently licensed. The *Verification of Examination / Registration* form must be forwarded directly to the Pennsylvania Board office from that state 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. If the 2 parts of the examination were passed in different states, a separate verification form must be obtained from each. You may duplicate the verification form, if needed, for additional verifications.
5. **Education** information indicated on Page 2, Section 5 must be verified by submitting an *original transcript* from the college/university showing the curriculum and date your degree was conferred. The college/university must mail the transcripts 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.
6. **Amplified Record of Experience** must be completed as per instructions on form.
7. **References** must be listed on Page 2, Section 6. Reference forms are not required at this time; however, they may be requested following a board review of your qualifications. You may list professional land surveyors licensed in other states as your references, but you must include 3 professional land surveyors as references. 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 October exam.

<input type="checkbox"/>	<b>8. In completing Section 9, <u>Criminal and Disciplinary Information</u> 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.</b>
<input type="checkbox"/>	<b>9. <u>Detailed Breakdown of Surveying Experience</u> 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 (25%) of experience in each.</b>
<input type="checkbox"/>	<b>10. <u>Social Security Act Certification</u>: Sign and date SS Certification (Section 10) on page 3 of the application.</b>
<input type="checkbox"/>	<b>11. Sign and date the <u>Verification Statement</u> (Section 12) on page 4 of application.</b>
<input type="checkbox"/>	<b>12. Maintain for your records a copy of your completed application prior to submission.</b>
<input type="checkbox"/>	<b>13. Forward application, Amplified Record of Experience, Detailed Breakdown of Surveying Experience form and fee of \$50 made payable to "Commonwealth of Pennsylvania" to address on Page i by the application deadline date.</b>  <b>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.</b>
<input type="checkbox"/>	<b>14. <u>Form PA11 (Examination Scheduling Form)</u> 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 or go to their website at: <a href="http://www.pcshq.com">www.pcshq.com</a></b>

## FUTURE EXAMINATION DATES

October 26, 2007

April 11, 2008

October 24, 2008

April 24, 2009

October 23, 2009

# THE LAW AND QUALIFICATIONS LAND SURVEYING

<b>Qualifications for the Land Surveying Examinations:</b>	
<p><b>The Old Law (Section 14 of Act 367)</b>  <b>Received degree before June 30, 1994, or began experience before February 19, 1991.</b></p>	
<p>a) <b>NO DEGREE:</b> 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.</p>	
<p>b) <b>WITH B.S. DEGREE:</b> 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.</p>	
<p>c) <b>WITH ASSOCIATE DEGREE:</b> 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.</p>	
<b>Qualifications for the Fundamentals / Principles and Practice of Surveying Examination:</b>	
<p><b>The New Law (Section 4.3 of Act 367)</b>  <b>Received degree after June 30, 1994, or who began experience after Feb. 19, 1991.</b></p>	
Qualifications for Fundamentals Exam	Qualifications for Principles & Practice Exam
<p>a) <b>WITH DEGREE:</b> 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) <b>WITH DEGREE:</b> Must be certified as a Surveyor-In-Training (SIT) and have 4 or more years of progressive experience in land surveying work, earned <b>after</b> the issuance of the SIT certificate and under the supervision of a PLS or similarly qualified individual. (See Rules &amp; Regulations)</p>
<p>b) <b>WITH ASSOCIATE DEGREE:</b> Graduation from an associate degree program in an approved surveying technology curriculum.</p>	<p>b) <b>WITH DEGREE:</b> Must be certified as a SIT and have 4 or more years of progressive teaching experience in an approved curriculum earned <b>after</b> the issuance of the SIT certificate and under the supervision of PLS or similarly qualified individual. (See Rules &amp; Regulations)</p>
<p>c) <b>NO DEGREE:</b> 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) <b>NO DEGREE:</b> 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 <b>after</b> the issuance of the SIT certificate and under the supervision of a PLS or similarly qualified individual. (See Rules &amp; Regulations)</p>
<p><b>STUDENT:</b> 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 <b>transcripts</b> are provided. (eff. Jan. 24, 2003)</p>	

**PENNSYLVANIA ♦ RECIPROcity ♦ APPLICATION**

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**APPLICATION FOR RECIPROcity  
PROFESSIONAL LAND SURVEYOR**

Follow Attached Instructions and Submit All Required Documents

**Section 1 Applicant Information. (Must be typed or completed in blue or black ink.)**

Show name as you wish it to appear on license and wall certificate:

a) Last Name:																										
b) First Name:													c) Middle:													
d) Social Security #							e) Date of Birth:																			
f) Street Address:																										
(Continued)																										
g) City:													State:			Zip:										
h) Daytime Phone #:													Extension:													
i) Internet E-Mail Address:																										
j) Would you like us to communicate with you regarding this application via e-mail?																			Yes:			No:				
k) Maiden Name (If applicable):																										

**Section 2 Board Application Fee - \$50.00**

Submit check or money order in the amount of **\$50.00** payable to the  
"Commonwealth of Pennsylvania".  
Fees are non-transferable and non-refundable.

NOTE: A \$20.00 processing fee will be assessed for any payment returned by your bank, regardless of the reason for non-payment.

**Section 3 Examination Information**

State in which Fundamentals of Land Surveying examination was passed:	State: <input type="text"/> <input type="text"/>	Date Passed: MO <input type="text"/> <input type="text"/>	YR <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	None <input type="checkbox"/>		
Date in which Surveyor-in-Training certificate was issued (if applicable):	MO <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
State in which Principles & Practice of Land Surveying examination was passed:	State: <input type="text"/> <input type="text"/>	Date Passed: MO <input type="text"/> <input type="text"/>	YR <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
I am applying for the following Pennsylvania "SURVEYOR STATE PORTION ONLY" examination date (check one):	<input type="checkbox"/> April (Yr) _____		<input type="checkbox"/> October (Yr) _____

Name of Applicant:

**Section 4** Other Licensures - List all states in which you are registered

State	Registration Number	Registration Date	Registered by:	
			Written Exam	Other

**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)

List five references – Three of which must be professional land surveyors licensed in the United States.

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

**Section 7** Applications previously submitted to this Board.

Engineer-In- Training <input type="checkbox"/>	Professional Engineer <input type="checkbox"/>	Surveyor-In- Training <input type="checkbox"/>	Professional Land Surveyor <input type="checkbox"/>	Professional Geologist <input type="checkbox"/>	None <input type="checkbox"/>
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**Section 8** Do You Read  Yes  No  
Write  Yes  No  
and Speak  Yes  No the English Language?

Name of Applicant:

## Section 9 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?

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?

## Section 10 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:

Name of Applicant:

## Section 11

### 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 12

### Verification 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:

# 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		<p><b>PREPARATION INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>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 <b>design</b> work.</li> <li>2. List employers in chronological order with the oldest shown as No. 1. Double space between each employment description.</li> <li>3. Show name and address of <u>each employer</u> and the title of your position.</li> <li>4. For each employer, describe in <u>detail</u> the work you performed. Applications with insufficient information will be disapproved.</li> <li>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.)</li> <li>6. <b>EACH page of record must include PRINTED NAME and DATE. Signature required on LAST page along with the experience totalled.</b></li> </ol> <p><b>List in the following format:</b></p> <ol style="list-style-type: none"> <li>(1) (a) Title of Position</li> <li>      (b) Name and Address of Employer</li> <li>      (c) Description of Work – accurate and all-inclusive – indicating character of work and degree of responsibility.</li> </ol> <p style="text-align: center;">The Board generally prefers <u>one page per one year</u> of experience.</p>	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) →**

01/00

# 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	
<b>Property Line Experience</b>	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#	Mos.	Emp#
Boundary Surveys																
Courthouse Research																
Subdivision Design																
<b>Engineering Land Surveys</b>	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																
<b>Total Months</b>	Mos.		Mos.		Mos.		Mos.		Mos.		Mos.		Mos.		Mos.	

<b>PRINT NAME OF APPLICANT:</b>	<b>Grand Total Surveying Experience</b>	Mos.
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# VERIFICATION OF EXAMINATION / REGISTRATION

PENNSYLVANIA

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## INSTRUCTIONS

It is the responsibility of the applicant to request the necessary verification(s). After completion, this form must be sent directly to the PA Board.

1. **Applicants for Examinations:** This form must be completed by the State Board (if other than PA) where you passed the Engineer-In-Training examination.
2. **Applicants for Reciprocity OR Temporary Permit:** This form must be completed by the State Board that granted your license by exam. If the 2 parts of the exam were passed in different states, a separate verification must be obtained from each.

(You may duplicate this form if necessary.)

### THIS PORTION TO BE COMPLETED BY APPLICANT

TO: (State Board Completing Form)	_____ (Name of Applicant)
	_____ (Street Address)
	_____ (City) _____ (State) _____ (Zip)
	_____ (Social Security Number) _____ (Date of Birth)

### THIS PORTION TO BE COMPLETED BY STATE BOARD

**I. The above named person was certified or registered as:**

	<u>Certificate Number</u>	<u>Date Issued</u>	<u>Valid Until</u>
<input type="checkbox"/> Engineer-in-Training (Or accepted from: _____)	_____	_____	_____
<input type="checkbox"/> Professional Engineer (Or accepted from: _____)	_____	_____	_____
<input type="checkbox"/> Surveyor-in-Training (Or accepted from: _____)	_____	_____	_____
<input type="checkbox"/> Prof. Land Surveyor (Or accepted from: _____)	_____	_____	_____

**II. Disciplinary Actions:**  Yes  No **If "Yes", please provide certified copies of action**

**III. Basis of Registration:**

	<u># of Hrs.</u>	<u>Results (P/F/Score)</u>	<u>NCEES Exam (Yes/No)</u>	<u>Exam Date</u>
<input type="checkbox"/> Fund. Of Engineering (EIT) .....	_____	_____	_____	_____
<input type="checkbox"/> Princ & Pract of Engineering (PE) .....	_____	_____	_____	_____
<input type="checkbox"/> Fund. Of Land Surveying (SIT) .....	_____	_____	_____	_____
<input type="checkbox"/> Princ. & Pract. Of Land Surveying (PLS).....	_____	_____	_____	_____
<input type="checkbox"/> Other Specify: _____	_____	_____	_____	_____

**IV. Oral Examination** \_\_\_\_\_ hrs. PE \_\_\_\_\_ hrs. LS Date: \_\_\_\_\_

**V. Comity with:** (1) \_\_\_\_\_ (2) \_\_\_\_\_

**VI. Education and Experience:** If less than 8 years of experience including graduation from ABET engineering curriculum, please check here  and give details on other side or attach details.

**Signature and Title:** \_\_\_\_\_

**Board:** \_\_\_\_\_ **Date:** \_\_\_\_\_

