

**OKLAHOMA STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105-2802
(405) 521-2874

**Instructions for P.L.S. Comity Applicants and P.L.S. Re-Licensure
Applicants who ARE NCEES Record Holders**

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION

Am I a NCEES Record Holder? Go to www.ncees.org/records for more information

The NCEES Records Program serves as a verifying agency for an engineer or surveyor who is seeking multiple-jurisdiction licensure by comity. Applicants to the program must already be licensed with at least one licensing board in the United States or its territories. **An NCEES record is not established automatically when an engineering and surveying license is granted.** The engineer or surveyor must initiate the process by making application to the NCEES to establish a record.

1. Request NCEES to submit your NCEES Record to this office.
2. Complete the entire P.L.S. application form. Print the application single-sided. **DO NOT PRINT DOUBLE-SIDED. Handwritten applications will not be accepted.**
3. Complete the Core Curriculum Course Form (Appendix A).
4. Complete and have notarized the Verification of Lawful Presence Form (Appendix B) and **submit supporting documentation. Do not submit original documents** – photocopies or scanned images will suffice. A driver's license does not qualify as supporting documentation.
5. Enclose a check for **\$250.00** payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors (Checks can be made to: OKPELS).
6. Mail the following to the Board Office. The Board address is listed above.
 - A. Completed application form (make sure you have signed the last page)
 - B. Completed Core Curriculum Course Form (Appendix A)
 - C. Notarized Verification of Lawful Presence Form and supporting documentation (Appendix B)
 - D. \$250 check or money order made payable to OKPELS
7. Re-licensure applicants must submit a continuing education log form verifying 30 hours of PDH's along with the application form.
8. Successfully pass the 2-hour Oklahoma Law and Surveying (OLS) examination, which is given quarterly at the Board office.
9. Successfully pass the 25 question Open Book exam, which is mailed to the applicant following successfully passing the 2-hour OLS exam.

If you are practicing land surveying through a firm that DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION issued by this Board, you MUST submit a Certificate of Authorization application along with your P.L.S. application. Application forms available at www.pels.ok.gov.



OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Form A

220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105-2802
(405) 521-2874

NCEES Record Holder Application
Application for Professional Land Surveyor Licensing for Comity Licensure or Re-Licensure

MUST BE TYPEWRITTEN OR COMPUTER GENERATED - HANDWRITTEN APPLICATIONS WILL BE RETURNED

Check here if this is a re-licensure application. Original Oklahoma P.L.S. Number

ENCLOSE \$250.00 APPLICATION FEE - (Checks may be made to: OKPELS)

1. Full Legal Name (do not abbreviate)
Maiden Name or other last name previously used (if applicable)

2. Name:
(as you wish it to appear on your certificate- you must sign and seal using this exact name)

3. Date of Birth: 4. Social Security #:

5. Residence Physical Address:
(number and street) (city, state and zip code)
(phone) (fax) (e-mail)

6. Business Physical Address:
(number and street) (city, state and zip code)
(Official name of place of employment) (your title) (CA # - if applicable) *
(phone) (fax) (e-mail)

* If you are practicing land surveying through a firm that DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION issued by this Board, you MUST submit a Certificate of Authorization application along with your P.L.S. application. Application forms available at www.pels.ok.gov.

7. Preferred mailing address (Residence or Business):

8. Preferred e-mail address (Residence or Business):

9. a. List Professional Land Surveyor licenses in other states:
State of current residence: State Year of Lic. Lic.No.
State of current employment: State Year of Lic. Lic.No.
Other States:(attach list if necessary)

b. List Land Surveyor Intern Certification: State Year of Cert. Cert.No.

10. I passed land surveying examinations conducted by the following State Boards or through NCEES by computer based testing (CBT).
Fundamentals: State or CBT Year of Exam No. Hours
NCEES Principles & Practice: State Year of Exam No. Hours

11. Are you a licensed Professional Engineer?
No Yes State Year of Licensure License No.

12. Have you previously filed any application with this Board?
 _____ No _____ Yes (If yes, please indicate) P.E. _____ E.I. _____ P.L.S. _____ L.S.I. _____
13. Have you been convicted, found guilty or pled guilty or nolo contendere to any crime, which was a felony or misdemeanor and not traffic related?
 _____ No _____ Yes (If Yes, attach explanation.) * **DUI's and DWI's must be reported**
**** Include all information, even if a significant period of time has passed.**
14. Have you ever been disciplined by any professional or vocational licensing authority (including Oklahoma)?
 _____ No _____ Yes (If Yes, attach explanation.)
*** Include formal actions, informal actions, administrative actions, stipulations and agreements.**
15. Have you ever had an application for professional or vocational licensing denied for a reason other than you did not meet the educational or experience requirements?
 _____ No _____ Yes (If Yes, attach explanation.)
16. To your knowledge, are you currently under investigation by any professional or licensing authority?
 _____ No _____ Yes (If Yes, attach explanation.)
17. Have you been subject to any court rulings, court mandated registration, or any other public records that would show impropriety or reflect poorly on the profession?
 _____ No _____ Yes (If Yes, attach explanation.)

PLEASE NOTE: Failure to provide complete and accurate information to the Board concerning any applicable criminal conviction(s) or disciplinary action WILL result in rejection of your application. A new application form and fee will be required for further consideration.

18. AFFIDAVIT AND RELEASE STATEMENT

I, _____, hereby make application for licensure as a professional
 (full legal name - do not abbreviate)
 land surveyor under the provisions of 59 O.S. § 475.1-475.22a, and the rules and regulations of your Board. My application is based on the provisions of 475.12(B) and Oklahoma Administrative Code 245:15-3-4. I declare under penalty of perjury under the laws of Oklahoma that I am the person described in this application and that the statements and representations contained therein are true in every respect.

Furthermore, I hereby authorize any individual, company or institution with whom I have been associated to furnish the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualifications for professional licensure in Oklahoma which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information. I also consent to the confidentiality of the requested evaluation, and waive any right to see or to question the evaluation submitted.

 Original Written Signature Date

APPLICATION CHECKLIST

- _____ NCEES Record provided to the Board
 _____ P.L.S. Core Curriculum Course Form completed and included with application (Appendix A)
 _____ Affidavit of Lawful Presence (with acceptable supporting documentation) included with application (Appendix B)
 _____ All sections of application completed and printed single-sided (DO NOT PRINT DOUBLE-SIDED)
 _____ \$250 application fee included (made payable to OKPELS)
 _____ Application signed and dated
 _____ Certificate of Authorization application submitted (if applicable)

Mailing address of the Board

Oklahoma State Board of Licensure of Professional Engineers and Land Surveyors
 220 N.E. 28th Street, Suite 120
 Oklahoma City, OK 73105-2802

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Core Curriculum Course Evaluation Form Instructions

An applicant for certification as a Land Surveying Intern, or an applicant for licensure as a Professional Land Surveyor must meet the education requirements set forth in Title 59 O.S. § 475.1 *et. seq.* which includes the completion of at least thirty (30) semester credit hours of the Surveying Core Curriculum approved by the Board. The 30 hours in the Core Curriculum must be completed with a grade of “C” or above.

These 30 semester credit hours must include the following:

1. A minimum of fifteen (15) semester credit hours in **Elementary and Advanced Surveying** courses;
2. A minimum of six (6) semester credit hours in **Boundary Surveying and Legal Principles** courses;
3. A minimum of six (6) hours in **Geographical Communications and Land Development Principles** courses.
4. In addition to the Core Curriculum, a minimum of a **3-hour class in either Analytical Geometry or Trigonometry is also required.**

To assist the Board in its review of your college credit hours, please complete the following summary by inserting the number of credit hours earned for each subject, your grade, the course number and title and the college or university where the credit was earned.

If there is any question about the course content for a listed course, it shall be the applicant’s responsibility to provide syllabi and/or course outlines for those courses.

Multiple courses covering the same subject matter will not be accepted, e.g. applicants taking Basic Surveying courses at two different institutions will only receive credit for one course.

Depending on the course content, some courses may be eligible for partial credit towards the 30 hour requirement. For example, a course in Transportation engineering usually qualifies for 1 hour of Advanced Surveying credit.

Name _____

LSI / PLS Core Curriculum Course Form

Please complete the summary below by inserting the number of credit hours earned for each subject, your grade, the course number and title and the college or university where the credit was earned. Your college transcript should support each course reference. Depending on content, some courses may only be eligible for partial credit toward the 30 hour requirement.

Credit Hours of Mathematics (Minimum-3 hours) (Trigonometry or Analytic Geometry)

Subject	Credit Hours	Grade	Course Number and Title	College or University

Credit Hours of Elementary and Advanced Surveying (Minimum-15 hours) (Maximum of 6 hours per subject)

Subject	Credit Hours	Grade	Course Number and Title	College or University
Basic/Elementary Surveying				
Advanced Surveying				
Route Surveying/Geometrics				
Engineering Surveying				
Subdivision/Roadway Design				
Geodetic Surveying/GPS				
Construction Surveying/MGMT				
Photogrammetry				
CREDIT HOURS				

Credit Hours of Boundary Surveying and Legal Principles (Minimum-6 hours)

Subject	Credit Hours	Grade	Course Number and Title	College or University
Legal Principles of Surveying I				
Legal Principles of Surveying II				
Evidence and Boundary Analysis				
U.S. Public Land Survey System				
Oklahoma State Specific Laws				
CREDIT HOURS				

Credit Hours of Mapping and Land Survey Systems (Minimum-6 hours)

Subject	Credit Hours	Grade	Course Number and Title	College or University
Drafting/Graphics/CAD				
Geodesy				
GIS				
Mapping				
Cartography				
Aerial Photo Interpretation / Remote Sensing				
CREDIT HOURS				

TOTAL CREDIT HOURS	
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Signature _____

Date _____

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for licensure with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide this Board with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Board’s office is staffed with notaries who are available to provide notary service at no cost to Applicants. **You will not be allowed to apply for licensure or renew your license without this verification.** Please sign and have notarized the applicable form and enclose a document listed on List A or List B (see attached). **A DRIVER’S LICENSE IS NOT AN ACCEPTED DOCUMENT.**

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Option 1 - Verification of Citizenship

Affidavit of

Applicant’s Name [please print legibly or type]

License No. [if applicable]

STATE OF _____)

_____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, upon oath

[Applicant’s Name]

states, under penalty of perjury, as follows:

I am a United States Citizen.

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this _____ day of _____,

20_____, by _____.

[Applicant]

NOTARY

My Commission Expires: _____

(Seal)

LIST A

ACCEPTABLE DOCUMENTS TO ESTABLISH U.S. CITIZENSHIP (Driver's License DOES NOT Qualify)

A person who is a citizen of the United States as evidenced by one of the following:

1. A copy of a birth certificate issued in or by a city, county, state, or other governmental entity within the United States or its outlying possessions.
2. A U.S. Certificate of Birth Abroad (FS-45, DS-135) or a Report of Birth Abroad of a U.S. Citizen (FS-240).
3. A birth certificate or passport issued from:
 - A. Puerto Rico on or after January 13, 1941;
 - B. Guam, on or after April 10, 1898;
 - C. U.S. Virgin Islands on or after February 25, 1927;
 - D. Northern Mariana Islands, after November 4, 1986;
 - E. American Samoa;
 - F. Swain's Island; or
 - G. District of Columbia
4. A U.S. passport (expired or unexpired).
5. Certificate of Naturalization (N-550, N-57, N-578).
6. Certificate of Citizenship (N-560, N-561, N-645).
7. U.S. Citizen Identification Card (I-179, I-197).
8. An individual Fee Register Receipt (Form G-711) that shows that the person has filed an application for a New Naturalization or Citizenship Paper (Form N-565).
9. Any other document which establishes a U.S. place of birth or indicates U.S. citizenship.

LIST B

ACCEPTABLE DOCUMENTS TO ESTABLISH ALIEN STATUS (Driver's License DOES NOT Qualify)

An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA) must submit supporting documentation to establish lawful presence under one of the following categories:

- INS Form I-551 (Permanent Resident Card commonly known as a "green card");
- INS Form I-551 Temporary Stamp
- INS Form I-327 Re-Entry Permit
- INS Form I-94 (Arrival/Departure Document);
- INS Form I-688 (Temporary Resident Card);
- INS Form I-688A (Employment Authorization Card);
- INS Form I-688B (Employment Authorization Card);
- INS Form I-766 (Employment Authorization Card);
- Machine Readable Immigrant VISA (with Temporary I-551 Language);
- Unexpired Foreign Passport

The preceding lists (A and B) contain the most common documents, which can be used to establish U.S. Citizenship or legal alien status.

4 PATHS TO LICENSURE AS A PLS

