

**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

<b>PLEASE READ INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION</b>
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**INSTRUCTIONS FOR ORIGINAL OR COMITY APPLICANTS:**

1. All applicants must submit proof to the Board that they have successfully passed the Fundamentals of Surveying (FS) exam prior to applying for professional licensure. If you have not taken and passed the FS exam please go to [www.ncees/exams/](http://www.ncees/exams/) to register to take the exam prior to submitting an application.
2. Applications for original license or comity must be received in the board office or postmarked by the deadline date. June 1, 2015 is the deadline for the October 30, 2015 Principles and Practice (PS) exam and/or the Oklahoma Land Surveying (OLS) exam. December 1, 2015 is the deadline for the April 15, 2016 Principles and Practice (PS) exam and/or the Oklahoma Land Surveying (OLS) exam.
3. Prior to licensure as a PLS, all applicants shall pass the 2-hour OLS exam (as indicated above) followed by the 25 question Open Book exam which will be mailed to the applicant after successfully passing the 2-hour OLS.
4. After your application is processed and approved by the Board, your name will be provided to the National Council of Examiners for Engineering and Surveying (NCEES). It is your responsibility to register with NCEES for the examination at [www.ncees.org/exam](http://www.ncees.org/exam). The exam fee will be paid to NCEES. There is a separate examination fee from the application fee. After your approval, you will be expected to sit for the next scheduled examination.

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**INSTRUCTIONS FOR NCEES RECORD HOLDERS:**

If you have completed an Authorization for Transmittal of Council Record and/or Certificate of Verification with the NCEES for your council record to be forwarded to this office, you will need to **complete all parts of this application form EXCEPT Part 15 and Part 16**. This will allow you to waive the requirement to submit references and work experience, and you will not be required to send this Board a transcript. You will be required to submit the required application fee.

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**INSTRUCTIONS FOR NON-NCEES RECORD HOLDERS:**

1. Go to <https://verify.ncees.org> and request the appropriate state board(s) to verify your current license and your examinations. Request a verification from each state that examinations were administered and one from your resident state or state holding your current license. The responding state board will complete the verification form and submit it directly to the Oklahoma Board office. **For any state(s) not using the NCEES verification system, please complete the shaded areas of Appendix B** (Verification of Licensure Form) and send it to those state boards. That state board will complete the verification form and submit it directly to the Oklahoma Board office. If you took the FE exam by CBT, we will verify your exam through NCEES.
2. Make as many copies of the Experience Verification form (Appendix A) as necessary to send to your references. Fill out the top portion of the form as indicated.

3. Attach a copy of your experience record (number 16 of the LS application form) to this form and mail to your references.
  4. Your reference must place the completed Experience Verification form into a business size envelope, seal the envelope, and sign across the back flap of the envelope.
  5. Your reference must return the sealed and signed envelope to you. Do not open the envelope. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope, as well as a business size envelope, in which to insert the sealed and signed envelope for returning it directly to you.
  6. You will send the **sealed and signed envelopes** to the Board office along with your application form for the Board's review.
  7. Request universities to provide official transcripts of all university work to be sent directly to the Oklahoma Board.
  8. Complete the LS application form.
  9. For **original license** enclose a check for \$150.00 payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors (Checks can be made to OKPELS). For **comity or re-licensure applications** enclose a check for \$250.00.
  10. Complete and have notarized the Verification of Lawful Presence Form and provide documentation.
  11. Mail completed application form, reference letters (**sealed in envelopes with signature across the back flap**), Verification of Lawful Presence Form and check to the address listed above.
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### **INSTRUCTIONS FOR RE-LICENSURE APPLICANTS:**

If you have filed a previous application with our Board within the past 5 years, complete the application in its entirety including updating your Record of Experience from the date the previous application was submitted. References must verify your work experience SINCE your previous application. You do not need to order transcripts for your new application unless you have earned additional college credits since your previous application was filed.

IF YOU HAVE NOT FILED AN APPLICATION WITHIN 5 YEARS, A COMPLETE NEW APPLICATION INCLUDING TRANSCRIPTS MAY BE REQUIRED. PLEASE CONTACT THE BOARD OFFICE.

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### **SPECIAL TESTING ACCOMODATIONS:**

1. Religious and ADA accommodation requests **must be received 60 days prior to the exam date.**
  2. For forms and guidelines, go to: <http://ncees.org/exams/special-accommodations/>
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**To order official preparation material produced by the exam professionals of NCEES, contact:**

NCEES  
P.O. Box 1686  
Clemson, SC 29633-1686  
1-800-250-3196  
[www.ncees.org](http://www.ncees.org)

**SAMPLE RECORD OF EXPERIENCE** – Do not copy verbatim. This sample is meant as an example of the required level of detail and completeness expected regarding the type of work experience you are claiming and your personal responsibility regarding that work. More detail may be provided if necessary. Dates and total years of experience must be included on the actual form.

- (a) title of the position(s) held
- (b) name and location of employer
- (c) give an accurate account of the type of land surveying work **you personally performed** and **the degree of your personal responsibility for the work**. Include a list of sample projects and your responsibility for each.
- (d) name and address of the professional land surveyor in responsible charge of the work.

### **Sample Land Surveying Engagement**

Project Surveyor Intern  
ABC Surveying Company  
Duncan, Oklahoma

I analyzed the deed description of the land to be surveyed and gathered available boundary survey information including researching public records. I instructed the survey crew on the project requirements, what physical evidence to search for and what measurements to make. When the field work was complete, I analyzed the data, performed calculations as necessary (including subdivision of section calculations), and assisted the PLS in determining the final boundary location. I reviewed the plat of survey for completeness and accuracy and reviewed title documents to be shown on the survey. I prepared legal descriptions and performed filed checks when required. Sample projects include ALTA/ACSM Land Title Surveys for retail shopping centers in Oklahoma City, Edmond and Norman, Oklahoma; boundary surveys for the development of Fox Run and Blue Pheasant Subdivisions in Oklahoma City; and the boundary and subdivision of 14 sections of land in Cleveland County for a wind farm.

PLS in responsible charge:  
John A. Brown, PLS 1076  
201 NE 27<sup>th</sup> Street, Suite 276  
Oklahoma City, OK 73105



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PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

220 N.E. 28th Street, Suite 120  
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**Application for Professional Land Surveyor License**

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

**ENCLOSE APPLICATION FEE - (Checks may be made to: OKPELS)**

**Original License - \$150 Application Fee**

**Comity or Re-Licensure - \$250 Application Fee**

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)

(telephone)

(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)

(telephone)

(fax)

(e-mail)

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. \_\_\_\_\_

c. 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 \_\_\_\_\_

Principles & Practice: State \_\_\_\_\_ Year of Exam \_\_\_\_\_ No. Hours \_\_\_\_\_

10. Are you a licensed Professional Engineer?

No  Yes State \_\_\_\_\_ Year of Licensure \_\_\_\_\_ License No. \_\_\_\_\_

11. List in the following space institutions of higher education which you attended, including names, locations, degrees earned or major pursued and dates.

For re-licensure applicants: contact [tboswell@pels.ok.gov](mailto:tboswell@pels.ok.gov) to determine if transcripts are in the original file.

Substantiate each listing by requesting each institution send an OFFICIAL, signed and sealed transcript directly to this office. Electronic OFFICIAL transcripts may be sent to [tboswell@pels.ok.gov](mailto:tboswell@pels.ok.gov). **TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.**

SCHOOL(S)	LOCATION(S)	DEGREE(S)	DATE(S)

12. Have you previously filed any application with this Board?

No  Yes (If yes please indicate) P.E. \_\_\_\_\_ E.I. \_\_\_\_\_ L.S. \_\_\_\_\_ L.S.I. \_\_\_\_\_

13. Have you been found guilty or pled 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. A. Have you ever been informally or formally 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.**

B. 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.)

C. To your knowledge, are you currently under investigation by any professional or licensing authority?

No  Yes (If Yes, attach explanation.)

15. List in the following space five (5) persons for reference, at least three (3) of whom are Licensed Professional Land Surveyors, none of whom are members of this Board. References who have been disciplined by a State Board must attach a copy of the formal action taken by the Board. **All periods of your experience since the beginning of your employment history must be verified by reference, leaving no gaps in dates.** Set forth names, occupations and relationship of each with applicant.

**NCEES RECORD HOLDERS DO NOT NEED TO FILL OUT THIS SECTION.**

**\*\*PLEASE NOTE: It is your responsibility to mail a copy of the reference form (See Appendix A) along with a copy of your work history (#16 of this application form) to the listed references, along with a self-addressed stamped envelope. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you. The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.**

Name of Reference	Occupation	Business or Personal Relationship

**16. RECORD OF EXPERIENCE (NCEES record holders do not need to fill out this section)**

**SUBMIT THE ORIGINAL TO THE BOARD OFFICE WITH YOUR APPLICATION AND MAIL ONE (1) COPY OF THIS PAGE, ALONG WITH A BLANK REFERENCE FORM (SEE APPENDIX A) TO EACH REFERENCE LISTED.**

The Board requires a complete record of all of your employment. **List the date of each engagement in chronological order, beginning with the earliest engagement.** List all engagements of whatever nature, but under the "Total Progressive Land Surveying Experience" column enter only those portions spent in Land Surveying. For each engagement describe explicitly, the work **YOU** did. Copy this sheet if additional space is needed.

From (mo. / yr.)	To (mo. / yr.)	<b>For each engagement, state in order:</b> <ol style="list-style-type: none"> <li>a. Title of position held</li> <li>b. Name and location of employer</li> <li>c. Sample projects detailing kind of work done by applicant and degree of personal responsibility for the work</li> <li>d. Name and address of the Professional Land Surveyor in responsible charge of the work</li> </ol>	Total Progressive Land Surveying Experience (Years and Months)

**17. AFFIDAVIT AND RELEASE STATEMENT**

I, \_\_\_\_\_, hereby make application for  
(full legal name - do not abbreviate)  
licensure as a professional 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

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**Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors**  
220 NE 28<sup>th</sup> Street, Suite 120 \* Oklahoma City, OK 73105-2802 \* 405-521-2874

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**Professional Land Surveyor Application**  
**Experience Verification and Reference Form**

**Qualifications of References:**

1. References may not be current members of the Board.
2. Three of the five references shall be licensed Professional Land Surveyors having personal knowledge of the applicant's surveying experience.
3. References verifying experience who have been disciplined by a professional licensing board within the past 10 years must submit a copy of the formal disciplinary action taken, along with the completed reference form, for the Board's review and consideration.

**Instructions to Applicant:**

1. Make as many copies of this form as necessary to send to your references.
2. Fill out the top portion of the following page.
3. Mail both pages of Appendix A and a copy of your experience record (#16 of the LS application form) to your references.
4. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you.
5. Your reference **MUST** place the completed Experience Verification form into the envelope, seal the envelope, and sign across the back flap of the envelope.
6. Your reference **MUST** return the sealed and signed envelope to you. You will send the sealed and signed envelopes to the Board office along with your application form for the Board's review.
7. The Board cannot give credit for surveying experience which has not been satisfactorily verified by one or more acceptable references.

**Instructions to Reference:**

1. After reviewing the applicant's experience record, complete the Experience Verification and Reference Form provided by the applicant.
2. Fill out the form with sincere and conscientious consideration of this Board's need for accurate data and objective appraisal of the applicant's education, ability and/or potential to practice surveying. Do not fill out the form in the presence of the applicant.
3. Once completed and signed, place the Experience Verification Form into the envelope provided, **seal the envelope, and sign across the back sealed flap of the envelope.**
4. If you have been disciplined by a professional licensing board within the past 10 years, submit a copy of the formal action taken for the Board's review and consideration along with the Experience Verification Form.
5. **Return the sealed and signed envelope to the applicant.**

**Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors  
220 NE 28<sup>th</sup> Street, Suite 120 \* Oklahoma City, OK 73105-2788 \* 405-521-2874**

**Experience Verification & Reference Form – Professional Land Surveyor Application**

Applicant's Name: _____
Applicant's Address: _____
Reference Name: _____
Reference Address: _____

**Please thoroughly respond to all questions. Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.**

1. Are you verifying a specific experience engagement? \_\_\_\_ Yes \_\_\_\_ No. If yes, please indicate the time period for the experience engagement you are verifying \_\_\_\_\_
2. Are you related to the applicant? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain: \_\_\_\_\_
3. Please give your own estimation of the applicant's moral character and personal integrity. \_\_\_\_\_
4. What is/was your business relationship to the applicant? \_\_\_\_\_
5. Are/Were you in direct control and responsible charge of the applicant's land surveying work? \_\_\_\_ Yes \_\_\_\_ No
6. For the experience engagement you are verifying, did the applicant give an accurate account of the type of work personally performed, degree of their personal responsibility and the extent of the experience involved? Please give full details. \_\_\_\_\_
7. Please give your own estimation of the applicant's experience and ability in conducting the research and analysis necessary to retrace existing property boundaries and creating legal descriptions for new parcels. \_\_\_\_\_
8. To your knowledge, has the applicant been responsible for applying U.S. Public Land Survey System survey principles to boundary retracement surveys, including subdivision of sections and restoring lost or obliterated corners? Please give full details. \_\_\_\_\_
9. Please provide the Board any additional information or comments regarding the applicant's surveying experience, capabilities or limitations, if any. \_\_\_\_\_
10. Based upon your object appraisal of the applicant's ability and/or potential to practice surveying, do you recommend this applicant to be considered for licensure as a Professional Land Surveyor at this time? \_\_\_\_ Yes \_\_\_\_ No

Name of Reference (Please print or Type): \_\_\_\_\_

Reference's Surveying License: Jurisdiction \_\_\_\_\_ Reg./Lic. # \_\_\_\_\_ Year of original license \_\_\_\_\_

Reference's Place of Employment and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PLACE SEAL IMPRESSION OVER SIGNATURE IF APPLICABLE**

**APPLICANT:** Complete the shaded areas of this form and mail to the verifying State Board with a stamped envelope addressed to:

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

**VERIFICATION OF LICENSURE**

**TO:** Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors

**FROM:**  
(State Board  
address)

[Shaded box for State Board address]

**State Board  
Responding:**  
Mail this directly to  
the Okla. Board Office  
**DO NOT** return to  
applicant.

**APPLICANT  
NAME &  
ADDRESS:**

[Shaded box for Applicant Name & Address]

**Date of Birth:** \_\_\_\_\_  
**Social Security Number:**  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**I. THE ABOVE NAMED PERSON WAS LICENSED AS:**

	Registration/License No.	Date Issued	Valid Until
Engineer Intern	_____	_____	_____
Professional Engineer	_____	_____	_____
Land Surveyor Intern	_____	_____	_____
Professional Land Surveyor	_____	_____	_____

**II. BASIS OF LICENSURE:**

1. ___ Written Exam	Hours	Results/Scores	NCEES	Date of Exam	NCEES Cut-Score Used (If NO please explain)
FE	_____	_____	_____	_____	_____
PE	_____	_____	_____	_____	_____
FS	_____	_____	_____	_____	_____
PS	_____	_____	_____	_____	_____
State	_____	_____	_____	_____	_____

- 2. \_\_\_ FE or FS accepted from: \_\_\_\_\_
- 3. \_\_\_ PE, PS or State accepted from: \_\_\_\_\_
- 4. \_\_\_ Education and Experience: \_\_\_\_\_ Years Education \_\_\_\_\_ Years Experience
- 5. \_\_\_ Other: \_\_\_\_\_

**III. Has applicant ever been disciplined by your board or is disciplinary action pending?** \_\_\_ Yes \_\_\_ No  
If Yes, please supply full details of Board Action on reverse side – or attach documentation.

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

(Board Seal)

Date: \_\_\_\_\_

**PLEASE:** If a fee is required, please notify the applicant, but **DO NOT** delay the processing of this form.

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

[Applicant’s Name]

oath 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.**