



# SUMMARY OF LICENSING REQUIREMENTS

Revised January 1, 2011

## LAND SURVEYOR – INTERN

EDUCATION – BASIS OF ENROLLMENT	+	EXPERIENCE REQUIRED	STATUTE
4-year Board-approved surveying degree*	+	0 years for exam and enrollment	12-25-212(2)(b)(I)
Senior status in 4-year Board-approved surveying degree*	+	0 years for exam enrollment upon graduation	12-25-212(2)(b)(II)
4-year Board-approved surveying technology degree*	+	0 years for exam and enrollment	12-25-212(2)(b)(I)
Senior status in 4-year Board-approved surveying technology degree*	+	0 years for exam enrollment upon graduation	12-25-212(2)(b)(II)
2-year Board-approved surveying degree*	+	2 years for exam and enrollment	12-25-212(3)(b)(II)
No degree - high school diploma or equivalent required	+	4 years for exam and enrollment (1 year may be education)	12-25-212(3)(b)(I)
Endorsement from another jurisdiction  Education and experience must be substantially equivalent to Colorado's current requirements (see above) or have met Colorado requirements at time of licensure			12-25-212(1)(a)

## PROFESSIONAL LAND SURVEYOR

EDUCATION – BASIS OF LICENSURE	+	EXPERIENCE REQUIRED	STATUTE
4-year Board-approved surveying degree* + LSI enrollment	+	2 years under PLS	12-25-214(2)(b)(I)
4-year unapproved surveying degree* + LSI enrollment	+	4 years (including 2 years under a PLS)	12-25-214(2)(b)(II)
2-year Board-approved surveying degree* + LSI enrollment	+	6 years (including 4 years under a PLS)	12-25-214 (2)(b)(III)
4-year engineering degree with surveying coursework* + LSI enrollment	+	6 years (including 4 years under a PLS)	12-25-214(2)(b)(III)
4-year unapproved degree with surveying coursework* + LSI	+	6 years (including 4 years under a PLS)	12-25-214(2)(b)(IV)
No degree - high school diploma or equivalent + LSI enrollment**	+	10 years total including education (including 6 years under a PLS)	12-25-214(4)(b)
Endorsement from another jurisdiction ( <u>active</u> license) + 1.5 hr. State Specific Exam  Education and experience must be substantially equivalent to Colorado's current requirements (see above) or have met Colorado requirements at time of licensure			12-25-214(1)

\* Refer to Board Rule 4.7.2 Surveying Education for information on Board-Approved Surveying, Engineering, Unapproved degrees, and experience credit without a degree.

\*\* Note that this path to licensure is repealed effective July 1, 2020.

## Common Issues w/ Application Review

### ➤ Experience

#### ○ ***Double-Dipping***

- Cannot use the same experience used to obtain a Professional Engineers license.
  - **Board Rule 4.6.6 Concurrent Employment Experience Not Credited.** Experience required for licensure will not be credited for more than one license qualification requirement at a time. For example, employment used for engineering licensure requirements will not be credited again as employment used to gain another license, such as a surveying license.
- Credit for School *and* Work
  - **Board Rule 4.6.4 Employment While a Full-Time Undergraduate Student.** Full-time engineering or land surveying undergraduate students will not receive employment experience credit for summer jobs, part-time, or full-time jobs.

#### ○ ***Minimum Time Under PLS*** - Applicants for the PLS license **MUST** have a minimum of 2 or 4 years experience under (and verified) by a licensed Professional Land Surveyor.

- 2 years - 12-25-214(2)(b)(I)(B), (II)(B)
  - (I) (A) Have graduated from a board-approved surveying curriculum of four or more years; and  
(B) Have two years of progressive land surveying experience under the supervision of a professional land surveyor or an exempted federal employee defined in section 12-25-203(1)(b); and  
(C) Have been enrolled as a land surveyor-intern in this state
  - (II)(A) Have graduated from a nonboard-approved surveying curriculum of four or more years; and  
(B) Have four years of progressive land surveying experience of which at least two must be under the supervision of a professional land surveyor or an exempted federal employee as defined in section 12-25-203 (1) (b); and  
(C) Have been enrolled as a land surveyor-intern in this state
- 4 years – 12-25-214(2)(b)(III)(B) & (IV)(B)
  - (III)(A) Have graduated from a board-approved two-year surveying curriculum or from a four-year engineering curriculum that included surveying course work as specified by the board by rule; and  
(B) Have six years of progressive land surveying experience of which four years shall have been under the supervision of a professional land surveyor or an exempt federal employee as defined under 12-25-203 (1) (b);  
(C) Have been enrolled as a land surveyor-intern in this state

## Common Issues w/ Application Review

- (IV)(A) Have obtained a bachelor's degree in a nonsurveying curriculum;  
(B) Have completed surveying and other related course work, as specified by the board by rule;  
(C) Have six years of progressive land surveying experience, of which four years shall have been under the supervision of a professional land surveyor or an exempted federal employee as defined in section 12-25-203; and  
(D) Have been enrolled as a land surveyor-intern in this state.
- **Self-verified Experience** – Not accepted
- **Progressive Experience** – Your experience should exhibit that your roles and responsibilities have increased throughout your career. Those staying in the same job (party chief) for their career will likely not qualify for licensure.
  - **4.6.2 Progressive Land Surveying Experience Criteria.** In evaluating experience to determine if it is progressive land surveying experience the following will be considered:
    - 4.6.2.1 **Increasing Quality and Responsibility.** Experience must indicate that it is of increasing quality and requiring greater responsibility.
    - 4.6.2.2 **No Violation of Act.** Experience must not be obtained in violation of this licensure act.
    - 4.6.2.3 **Repealed.**
    - 4.6.2.4 **Teaching Experience.** Experience as a full-time instructor or at a higher level, in a Board-approved land surveying curriculum, may be considered as progressive land surveying experience at the discretion of the Board.
    - 4.6.2.5 **Foreign Experience.** Two years of the required experience shall demonstrate knowledge of United States codes and laws and shall have been obtained:
      - (a) in the United States; or,
      - (b) under the supervision of a land surveyor licensed by a United States jurisdiction.
- **Technical Experience** - Resident Representative experience and/or Construction experience 1-2 years technical experience only (not usually progressive experience).
- **Conflicting Experience**
  - Information provided in LSI application is sometimes in contradiction to PLS application.
  - Discrepancies between representations of part-time engagements as full-time engagements.

## **Common Issues w/ Application Review**

### ➤ **Education**

- Inadequate description of math course(s).
  - Per Board Rules 4.7.2
    - Trigonometry, survey computations, statistics and/or probability will count toward this requirement. Business math, college geometry and college algebra will not count toward this requirement.
  - If it is not clear that the math class is greater than trigonometry, provide a syllabus to avoid delay in handling.

### ➤ **Endorsement Applicants**

- Texas

Texas does not require the Principles and Practices of Land Surveying examination through NCEES in order to obtain Professional Land Surveyors license. Therefore, those with a license in Texas are not eligible for licensure by endorsement in Colorado. These applicants would need to apply for licensure in Colorado by examination and pass the Principles and Practices of Land Surveying examination through NCEES.

## GENERAL APPLICATION INFORMATION

**Mandatory Practice Act.** Colorado has a mandatory practice act, which means that you may not practice as a Professional Land Surveyor in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

**Basic Requirements.** Requirements for licensure are outlined in Section 12-25-201 of the Colorado Revised Statutes (C.R.S.) and the Board Rule 4. Both are available online at: [www.colorado.gov/dora/AES](http://www.colorado.gov/dora/AES).

- If you are applying to become a Land Surveyor Intern: Refer to § 12-25-212, C.R.S..
- If you are applying to become a Professional Land Surveyor: Refer to § 12-25-214, C.R.S.

**About the Application.** This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed. Keep a copy of the completed application for your records. **The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected.**

**Application Expiration.** Your application will be kept on file for one year from date of receipt in the Division. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

**Social Security Number is Required.** Effective January 1, 2009, a Social Security Number is required for all registrations. The Division will consider an application to be incomplete when the applicant fails to submit their Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number available online at: [www.colorado.gov/dora/DPO\\_Update\\_Contact](http://www.colorado.gov/dora/DPO_Update_Contact).

**Disclosure of Addresses.** Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your contact information current in our system. **Your email address is not open to public record, but must be provided in this application.** Any requests for additional information, license information and renewal notices will be emailed to the email address on record. If your email address is not current, it is possible you will not receive important information from the Division. You can change your contact information online by using Online Services at: [www.dora.colorado.gov/professions/online-services](http://www.dora.colorado.gov/professions/online-services).

**Checking Your Application Status.** Visit Online Services at: [www.dora.colorado.gov/professions/online-services](http://www.dora.colorado.gov/professions/online-services) to track your application from the date we log it in our database to the date your license is available for printing. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application.

**License Expiration Grace Period for New Applicants.** All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between July 1, 2017 and October 31, 2017 will reflect a license expiration date of October 31, 2019. Licenses issued prior to July 1, 2017 will reflect an expiration date of October 31, 2017 and must renew in the upcoming renewal period.

- **Professional Land Surveyor** licenses expire on October 31 in odd-numbered years and must be renewed to continue practicing.
- **Land Surveyor** Intern enrollment is valid indefinitely or until a Professional Land Surveyor license is issued. No enrollment numbers or certificates are issued.

**Printing your License upon Approval.** DORA is no longer printing and mailing wallet cards as licenses. To print your wallet card license in its current status, login to your Online Services account at: [www.dora.colorado.gov/professions/online-services](http://www.dora.colorado.gov/professions/online-services) and select "Print Your License" in the left-hand menu.

### ADDITIONAL INFORMATION

**Examination Information.** The Board has contracted with the National Council of Examiners for Engineering and Surveying (NCEES) and Iso-Quality Testing, Inc. (IQT) to provide exam administration services for Colorado exam candidates.

- Before you pay the exam fee and register for an examination, you must first receive written approval from the Board of your eligibility.
- Once approved, it is your responsibility to register for an examination
- An examination fee is due to NCEES and/or IQT at the time you register to reserve your seat for an examination.
- You must take your exam within two years from the date of Board approval (see Board Rule 4.3.2).

#### **Required by the Colorado Board:**

- **Land Surveyor Intern (LSI) or Fundamentals of Surveying Exam (FS) – NCEES Exam.** The NCEES Fundamentals of Surveying (FS) exam is a 6 hour, open book, multiple-choice examination. Visit the NCEES website at: [www.ncees.org](http://www.ncees.org) for additional information including how to register for the exam and for study guide materials.
- **Professional Surveyor (PS) or Principles and Practice of Land Surveying Exam.** This exam consists of the following two sections and a separate score is given for each section.
  - **NCEES PLS Exam.** The NCEES Principles and Practice of Land Surveying exam is a 6 hour, closed book, multiple-choice examination. Visit the NCEES website at [www.ncees.org](http://www.ncees.org) for additional information including how to register for the exam and for study guide materials.
  - **Colorado State Specific Surveying Exam.** This is a 1.5 hours, closed book, multiple-choice exam. A candidate handbook outlining this exam is available on the homepage for Professional Land Surveyors under Resources > Exam Information: [www.colorado.gov/dora/AES](http://www.colorado.gov/dora/AES).

**Applicants with Disabilities.** Applicants who need modifications in the examination administration because of a disability should complete and submit the Request for Test Accommodations Form, available online at: [www.colorado.gov/dora/AES\\_Exam\\_Info](http://www.colorado.gov/dora/AES_Exam_Info), or you may call (303) 894-7800 to request that one be mailed to you. The Request for Test Accommodations Form should be submitted at the same time as the application.

**Application Approval.** An application that requires Board review, such as those where an applicant has answered “YES” to any of the screening questions, will be reviewed at a Board meeting.

February is the last Board meeting that applications are reviewed for consideration for the April NCEES exam and August is the last Board meeting that applications are reviewed for consideration for the October NCEES exam. If your application is incomplete or is denied for any reason at the February or August Board meetings your file will not be considered again by the Board until the next meeting. This could delay your exam by up to six months.

If the application due date falls on a holiday or weekend day, the application must be in the Board office no later than the end of business on the previous working day that the office is open. For example, if you want to apply to take the April exam when the December 1<sup>st</sup> deadline falls on Sunday, your complete application must be received in the Board office by 5:00 p.m. on the previous Friday.

### APPLICANT CHECKLIST

**To apply for a Colorado Professional Land Surveyor license or Land Surveyor Intern enrollment:**

- ☐ **Complete the Application for Original License.** Return the completed application and all supporting documentation to the Office of Licensing.
- ☐ **Enclose the non-refundable application-processing fee.** Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to State of Colorado**. All fees are non-refundable and subject to change every July 1.
- ☐ **Complete and return the attached Affidavit of Eligibility form.** Pursuant to § 24-34-107, C.R.S., all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document.
- ☐ **Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).
- ☐ **Provide proof of education.** Complete and submit the Transcript Request form for each school from which you are seeking educational credit (refer to Board Rule 4.7.2 for further information on what education qualifies for credit). Have the institution return the transcript to you in a sealed envelope. Submit the transcript(s) in the original sealed envelope with your application, otherwise they will not be accepted.
  - If you do not wish to receive credit for college education, you do not need to submit college transcripts. However, at a minimum you must provide official documentation of high school graduation in a sealed envelope. You may use the Transcript Request form to acquire such documentation.
  - If you do not have an Accreditation Board for Engineering and Technology (ABET) accredited land surveying degree and you gained educational credit from more than one institution, you should submit transcripts from each educational institution attended.
- ☐ **Request to have license verification sent to the Board office.** Use the Verification of Land Surveying Licensure form.
  - If you took the Fundamentals of Surveying examination in one state and the Principles and Practice of Surveying in another state, you must submit verifications from both state boards. If you are not an active Professional Land Surveyor in these states, you must provide a third verification from the state where you are currently licensed.
  - If you are applying for licensure as a Professional Land Surveyor based on licensure by examination in another state, you must take the Colorado 1.5-hour State Specific Surveying examination in order to become licensed.
  - If you are enrolled as a Land Surveyor Intern in the state of Colorado, you do not need to complete this form or have your licensure history verified.
- ☐ **Complete a Land Surveying Experience Summary form.** Using no more than three (3) pages of the form, summarize all work experience in chronological order since completing high school. Refer to detailed instructions for completing the form. Submit the completed form with your application.
- ☐ **Complete Land Surveying Experience Verification form(s).** Use this form to acquire enough references to verify the minimum number of years of experience as required by the statute under which you are applying. Refer to detailed instructions for completing the form. Submit the references in their original sealed envelopes with your application.

**Return your completed application packet and all supporting documentation to:**

Division of Professions and Occupations  
**Office of Licensing—Professional Land Surveyors / Land Surveyor Interns**  
1560 Broadway, Suite 1350  
Denver, CO 80202



## LAND SURVEYING EXPERIENCE SUMMARY – INSTRUCTIONS

A completed sample of this form is included for your reference.

**Summarize and submit all experience on no more than three (3) pages of the Land Surveying Experience Summary form.** Summaries longer than three pages will be returned and may delay your application. List your work experience since completing high school in chronological order and do not overlap dates.

- **Example:** If your first job after high school started on 6/1/96 and ended on 10/18/98, it should be listed first as 6/96 to 10/98; and if your second job started 10/20/98 and ended on 4/5/00, it should be listed second as 11/98 to 3/00; the next job, if begun immediately would be listed third as starting 4/00.

In the main column, list your title, the company name, and a detailed description of your responsibilities for each employment engagement since you completed high school. Be concise and explicit. Do not leave gaps of time in your experience; indicate if you were in school, the military, unemployed, sick, traveling, etc. If an engagement was less than full-time employment, clearly note that at the beginning of the description and in the number of hours worked.

Explain your responsibilities specifically in terms of your direct experience, e.g. "I designed..."; "I was responsible for the development of ..."; **not** "I was involved with..." or "I participated in ...". The Board will be evaluating the development and extent of your surveying skill, knowledge, and responsibility. Explaining how your surveying skills and responsibilities have increased during your years of experience is helpful.

Each employment engagement must be divided into a percentage of time spent in the areas listed on the Land Surveying Experience Definitions on the following page and must total 100%.

Using the Land Surveying Experience Definitions on the next page, enter the percentage of time spent on that type of work in the corresponding column. **Provide these definitions to your reference for review when completing your verification.**

Finally, list your supervisor's name, licensure status (e.g. P.L.S.), company title, and name of company for each employment engagement. It is preferable that this be the person who verifies your experience on the Land Surveying Experience Verification form. If your supervisor has changed companies since a specific employment engagement, do not use their current job title on the summary form. List the job title at the time of supervision.

**The description of your experience on the Land Surveying Experience Summary form MUST be the same as what is shown on your Land Surveying Experience Verification form.** (If you are using the fill-in form, the easiest way to accomplish this is by copying and pasting the information from one form to another.)

### Note:

- Work experience that is required in order to be qualified for an exam or licensure must have been gained at the time the application is submitted (see Board Rule 4.6.3).
- Work experience gained while a full-time undergraduate student – whether through a cooperative experience, summer job, part-time job, or full-time job – will not be counted (see Board Rule 4.6.4).
- Work experience with one employer of less than six (6) months continuous duration will not be counted (see Board Rule 4.6.5).
- Employment experience used to gain licensure for another license, e.g., Professional Engineer, will not be credited again as employment for gaining licensure as a Professional Land Surveyor (see Board Rule 4.6.6).

**Do not submit an application if you do not have the experience required to qualify for licensure by the time you submit the application and the application deadline.** If you submit an application for which you have less than the experience required to qualify for licensure, e.g. you have three years and ten months experience instead of four years, your application will be denied and it will NOT be re-reviewed prior to the upcoming exam, even if you submit verification of additional experience after the deadline for that exam. Your application will be re-reviewed with the additional verified experience for the following examination.

## LAND SURVEYING EXPERIENCE DEFINITIONS

**Research** – The knowledge and experience utilized in locating all pertinent information associated with a particular survey. This activity would include reviewing existing recorded documents, deposited surveys, recorded plats, title information, monument records, G.L.O. notes, as well as accessing the Internet and local G.I.S. systems for additional information, just to mention a few resources.

**Measurement/Location** – The operation, maintenance, and calibration of survey instruments. Also included is experience in reconnaissance and corner searches along with setting, restoring, or rehabilitating Public Land Survey System monuments, setting references, and filling out monument records. Collecting field survey data, both written and electronically available, are included activities.

**Computation/Analysis** – This area involves the reduction of field notes and traverse adjustments; interpreting and analyzing recorded information to be compatible with the project; experience in computer software to upload/download survey data to survey instruments; and, knowledge and experience on computer-aided drafting systems.

**Legal Principles** – This type of experience focuses on understanding and interpreting the Bureau of Land Management manual, the proper procedures for section breakdowns and prorations, and the interpretation and writing of legal descriptions. A working knowledge of common and case law dealing with land boundaries is important in addition to the knowledge and understanding of the codes, standards, regulations, and laws that govern applicable surveying activities.

**Management of Surveying** – Experience in this area includes the planning, scheduling, budgeting, supervision, project control, and risk assessment activities associated with professional land surveying and the ability to communicate these skills to others.

**Note: The Board has discretion in what constitutes appropriate qualifying experience.**

## LAND SURVEYING EXPERIENCE VERIFICATION – INSTRUCTIONS

**Complete page 1 of the Land Surveying Experience Verification form and insert your name at the top of page 2 for each of the work engagements that you are having verified.**

Give the form, a copy of the Land Surveying Experience Definitions, and a business size envelope to the individual you have chosen as a reference to complete page 2.

Your reference **MUST** place the completed Land Surveying Experience Verification form into the envelope, seal the envelope, and sign across the back flap of the envelope.

Your reference **MUST** return the sealed and signed envelope to you. 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 description of your experience on the Land Surveying Experience Verification form for the time being verified MUST be the same as what is shown on your Land Surveying Experience Summary form.**

**Note:**

- It is permissible to submit overflow pages as part of the verification form in order to submit the same experience description shown on the Land Surveying Experience Summary form.
- One reference that can verify the entire time you were employed at a particular company is sufficient for that engagement. If your reference did not know of your work during your entire tenure or did not review your work directly, additional verification is necessary.
- Your reference must have had direct knowledge of your performance at the time of your engagement.
- For your current work engagement, the last month for which you are requesting credit will be counted if your reference signs the Land Surveying Experience Verification form on or after the 15<sup>th</sup> of that month.
- You must have work experience verified that was gained within the 12 months prior to submitting your application, whether or not it was surveying experience (see Board Policy 40.11).
- It is preferable that the references that you use were your supervisors for the engagement being verified and are licensed land surveyors.

Have enough references to verify the minimum number of years of experience as required by the statute under which you are applying. Land Surveyor Intern applicants should refer to § 12-25-212, C.R.S., and Professional Land Surveyor applicants should refer to §12-25-214, C.R.S., in order to determine which section applies.

**You will only get credit for this experience if this form is completely filled out and it is received from you, with your application, in the original sealed envelope signed by the reference on the back.**

## INSTRUCTIONS AND TIPS FOR USING FILL-IN FORMS

**The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected.** To help you accomplish this, we have developed Microsoft Word fill-in forms (you must have Word on your computer in order to use these forms).

The documents can be found on the Licensee/Applicant Services web page for Professional Land Surveyors at [www.colorado.gov/dora/AES](http://www.colorado.gov/dora/AES). After you locate the document you want on our website, follow these steps:

- On your Internet browser's standard menu bar, click on "File, Save As" and save the document to your computer.
- To move through fields, use the "TAB" key to move forward or "SHIFT, TAB" to move backward.
- For a checkbox, click within the box to add an "X" mark or simply hit the "X" key. Follow the same steps to remove an "X" if you made an error.
- Most fields are restricted in length. If you run out of room while typing, try to edit or abbreviate your words.
- When entering data into both the Land Surveying Experience Summary form and the Land Surveying Experience Verification form, be sure to keep separate engagements lined up together as shown in the sample form. Use the "ENTER" key within each field to move a column entry down to line up with related data.
  - Note: The table is sized to fit on one page and will not expand. Do not continue typing beneath the bottom line; your text will not be seen. Instead, you should continue on a second or third page.
- Remember to save your work frequently.

**Additional fill-in forms for all attachments are located on the Board's website.**

# LAND SURVEYING EXPERIENCE SUMMARY

ALL INFORMATION MUST BE TYPED ON NO MORE THAN 3 PAGES.

APPLICANT NAME:

Damion George

Page 1 of

2 pages

Dates of Work in Chronological Order	List your Title, Company Name and a DETAILED description of your responsibilities for all jobs since completing high school	1. Research 2. Measurement/Location 3. Computation/Analysis 4. Legal Principles 5. Management of Surveying 6. Other Non-surveying work	Supervisor Name, Licensure Status, Title and Company					
Do not overlap dates From To mo/yr mo/yr	ACCOUNT FOR ALL GAPS IN EMPLOYMENT (e.g. school, unemployed, traveling, etc.)	See Land Surveying Experience Summary Instructions.  Enter each column as a <i>percentage</i> of experience for that position.	All five columns must total 100% for each position.					
		(1)	(2)	(3)	(4)	(5)	(6)	
10/90	1/92	Rodman/Instrument Man/Party Chief - Samuel Jones & Associates I started as a rodman on a 3-man crew, moved to instrument operator, then party chief working on boundary surveys. I supervised 2-man crews for boundary and construction staking and performed courthouse research.	10%	90%				John Wetterman, PLS Survey Manager Samuel Jones & Assoc.
2/92	5/95	Instrument Man/Party Chief - Leeward Surveying Inc. I supervised a 2-man survey crew performing boundary and construction staking as well as courthouse research. I would locate monumentation and describe evidence found. I would work in the field and bring in the field notes and do the necessary calculations and research in order to prepare a plat, ILC, or ALTA.	25%	50%	25%			Phillip Sedgely, PLS Associate Principal Leeward Surveying Inc.
6/95	9/97	Party Chief - K. Spinner & Associates I supervised 2 and 3-man crews, performed courthouse and records research for deeds, plats and other written evidence on projects. I performed field survey work and reduced and calculated raw data. I determined boundary lines using the best available evidence of occupation, written records, and field observations. I made rough draft worksheets for use by drafter in producing finished product. I used GPS equipment to break down sections and run control for mapping, boundaries, and topos. I performed block breakdowns within the City of Colorado Springs and surrounding suburbs. Performed ALTA (1988) suburban surveys on large commercial housing developments.	20%	40%	30%	10%	10%	Karl Spinner, PLS Owner K. Spinner & Assoc.
10/97	12/97	Unemployed						

SAMPLE

SAMPLE COMPLETED FORM

# LAND SURVEYING EXPERIENCE SUMMARY

ALL INFORMATION MUST BE TYPED ON NO MORE THAN 3 PAGES.

APPLICANT NAME:

Damion George

Page 2 of

2 pages

Dates of Work in Chronological Order		List your Title, Company Name and a DETAILED description of your responsibilities for all jobs since completing high school  ACCOUNT FOR ALL GAPS IN EMPLOYMENT (e.g. school, unemployed, traveling, etc.)  NOTE: Failure to submit sufficient detail of your experience may delay the processing of your application.	1. Research 2. Measurement/Location 3. Computation/Analysis 4. Legal Principles 5. Management of Surveying 6. Other non-surveying work  See Land Surveying Experience Summary Instructions. Enter each column as a <i>percentage</i> of experience for that position.  <b>All five columns must total 100% for each position.</b>						Supervisor Name, Licensure Status, Title and Company
Do not overlap dates From To mo/yr mo/yr	(1)		(2)	(3)	(4)	(5)	(6)		
1/98	2/99	Survey Analyst - Radco Engineering and Surveying I performed public record research on various projects and wrote legal descriptions for easements and lot splits. I was responsible for scheduling crew assignments and managing crew resources. I was responsible for all administrative tasks, i.e. client contact, billing, invoicing. I assisted in the recovery and location of a boundary on a property in Greeley. I completed a 1-mile cross-section using GPS, processed the results and created a topographic map of the resulting field locations. I set up and performed the baseline and property locations on a 300-acre site and then collected topographic data using GPS. I then put together the annexation packet for said property.	20%	10%	20%	15%	10%	35%	Nelson Roberts, PLS Survey Services Manager Radco Engineering & Surveying
3/99	11/99	House Services Supervisor - Radco Engineering and Surveying I worked directly with the client for the complete development of site plans. This includes boundary identification, writing legals for boundaries and easements, location of building on site and grading of site. I provided technical support for field crews performing boundary surveys, topos, and ILCs. I was responsible for providing technical advice for two AutoCAD drafters that draw ILCs and grading statements.			20%	55%		25%	Nelson Roberts, PLS Survey Services Manager Radco Engineering & Surveying
12/99	3/01	Chief of Parties - Lewiston & Rock Surveying Inc. I either conduct or supervise all boundary surveys. I perform large boundary and ALTA surveys throughout the Front Range and mountain areas. As chief of Parties, I utilized both conventional and GPS equipment to perform section breakdowns, topos, boundaries, and ground control for mapping. I review and verify all field work as well as calculate and resolve boundary issues. I write the legal descriptions for all types of easements, boundaries, and line agreements. I also assist in managing two construction survey crews and provide technical advice.	10%	5%	30%	25%	5%	20%	George Rock, PLS Partner Lewiston & Rock Surveying Inc.

SAMPLE COMPLETED FORM

## **Board Statutes re LSI & PLS Licensure**

### **12-25-212. Qualifications for land surveyor-interns.**

- (1) (a) An applicant may qualify for enrollment as a land surveyor-intern by endorsement if the applicant is enrolled in good standing in another jurisdiction requiring qualifications substantially equivalent to those currently required of applicants under this part 2 or if, at the time of initial enrollment in such jurisdiction, the applicant met the requirements for enrollment then in existence under Colorado law.
- (b) Upon completion of the application and approval by the board, the applicant shall be enrolled as a land surveyor-intern if the applicant is otherwise qualified pursuant to section 12-25-211.
- (2)(a) An applicant may qualify for enrollment as a land surveyor-intern by graduation and examination if the applicant passes the fundamentals of surveying examination.
- (b) In order to be admitted to the examination pursuant to paragraph (a) of this subsection (2), the applicant must have satisfied either of the following requirements:
  - (I) The applicant graduated from a board-approved surveying or surveying technology curriculum that is at least four years.
  - (II) The applicant has senior status in a board-approved surveying or surveying technology curriculum that is at least four years.
- (c) Upon passing the examination and upon submission of official transcripts to the board verifying graduation or impending graduation, the applicant shall be enrolled as a land surveyor-intern if the applicant is otherwise qualified pursuant to section 12-25-211.
- (3)(a) An applicant may qualify for enrollment as a land surveyor-intern by education, experience, and examination if such applicant passes the fundamentals of surveying examination.
- (b) In order to be admitted to the examination pursuant to paragraph (a) of this subsection (3), the applicant must:
  - (I) (A) Have graduated from high school or the equivalent; and
  - (B) Have a cumulative record of four years or more of progressive land surveying experience, of which a maximum of one year of educational credit may be substituted; or
  - (II) (A) Have graduated from a board-approved two-year surveying curriculum; and
  - (B) Have a cumulative record of two years or more of progressive land surveying experience.
- (c) Upon passing the examination and the submission of evidence of experience satisfactory to the board, the applicant shall be enrolled as a land surveyor-intern if the applicant is otherwise qualified pursuant to section 12-25-211.

**12-25-213. Eligibility for professional land surveyor.**

To be eligible for licensing as a professional land surveyor, an applicant shall provide documentation of technical competence.

**12-25-214. Qualifications for professional land surveyor - repeal.**

- (1) (a) An applicant may qualify for licensing as a professional land surveyor by endorsement and examination if such applicant passes the required examination or examinations pertaining to Colorado law.
- (b) In order to be admitted to the examination pursuant to paragraph (a) of this subsection (1), the applicant shall be licensed in good standing in another jurisdiction requiring qualifications substantially equivalent to those currently required of applicants under this part 2 or, at the time of initial licensure in such jurisdiction, have met the requirements for licensure then in existence under Colorado law.
- (c) Upon passing the examination, the applicant shall be licensed as a professional land surveyor if the applicant is otherwise qualified pursuant to section 12-25-213.
- (2) (a) An applicant may qualify for licensing as a professional land surveyor by education, experience, and examination if such applicant passes the principle and practice of surveying examination and the examination pertaining to Colorado law.
- (b) To be admitted to an examination pursuant to paragraph (a) of this subsection (2), the applicant shall meet the requirements stated in at least one of the following:
  - (I) (A) Have graduated from a board-approved surveying curriculum of four or more years; and
  - (B) Have two years of progressive land surveying experience under the supervision of a professional land surveyor or an exempted federal employee defined in section 12-25-203 (1) (b); and
  - (C) Have been enrolled as a land surveyor-intern in this state; or
  - (D) Repealed.
  - (II)(A) Have graduated from a nonboard-approved surveying curriculum of four or more years; and
  - (B) Have four years of progressive land surveying experience of which at least two must be under the supervision of a professional land surveyor or an exempted federal employee as defined in section 12-25-203 (1) (b); and
  - (C) Have been enrolled as a land surveyor-intern in this state; or
  - (D) Repealed.
  - (III)(A) Have graduated from a board-approved two-year surveying curriculum or from a four-year engineering curriculum that included surveying course work as specified by the board by rule; and
  - (B) Have six years of progressive land surveying experience of which four years shall have been under the supervision of a professional land surveyor or an exempt federal employee as defined under 12-25-203 (1) (b); and
  - (C) Have been enrolled as a land surveyor-intern in this state; or
  - (IV)(A) Have obtained a bachelor's degree in a nonsurveying curriculum;



- (B) Have completed surveying and other related course work, as specified by the board by rule;
  - (C) Have six years of progressive land surveying experience, of which four years shall have been under the supervision of a professional land surveyor or an exempted federal employee as defined in section 12-25-203; and
  - (D) Have been enrolled as a land surveyor-intern in this state.
- (c) Upon passing the examinations and the submission of evidence of experience satisfactory to the board, the applicant shall be licensed as a professional land surveyor if such applicant is otherwise qualified pursuant to section 12-25-213.
- (3) The board may allow an applicant to substitute for one year of experience the satisfactory completion of one academic year in a curriculum approved by the board. The substitution of education for experience shall not exceed three years.
- (4) (a) An applicant may qualify for licensure as a professional land surveyor by experience and examination if such applicant passes the principles and practice of land surveying examination and the examination pertaining to Colorado law.
- (b) In order to be admitted to an examination pursuant to paragraph (a) of this subsection (4), the applicant shall:
- (I) Have graduated from high school or its equivalent;
  - (II) Have ten years of progressive land surveying experience of which at least six years must have been under the supervision of a professional land surveyor or an exempted federal employee as defined in section 12-25-203 (1) (b); and
  - (III) Have been enrolled as a land surveyor-intern in this state.
- (c) Upon passage of the examination pursuant to paragraph (a) of this subsection (4), the applicant shall be licensed as a professional land surveyor if such applicant is otherwise qualified pursuant to section 12-25-213.
- (d) The board may allow an applicant to substitute for one year of experience the satisfactory completion of one academic year in a curriculum approved by the board. The substitution of education for experience shall not exceed three years.
- (e) This subsection (4) is repealed, effective July 1, 2020.
- (5) (a) A professional land surveyor who has been duly licensed to practice professional land surveying in this state and who is over sixty-five years of age, upon application, may be classified as a retired professional land surveyor. Individuals who are so classified shall lose their licensure, shall not practice professional land surveying, and shall pay a fee to retain retired professional land surveyor status.
- (b) (I) A retired professional land surveyor shall be reinstated to the status of a professional land surveyor upon payment of the renewal fee. No other fee shall be assessed against such retired professional land surveyor as a penalty.
- (II) For any professional land surveyor who has been retired for two or more years, the board may require reexamination unless the board is satisfied of the retired professional land surveyor's continued competence.
- (6) (Deleted by amendment, L. 2004, p. 1302, § 30, effective May 28, 2004.)

## **Board Rules re LSI & PLS Licensure**

### **4.0 Rules of Administrative Procedure.**

All of the rules in Section 4.0 apply to all architecture, engineering, and land surveying applicants, examinees and licensees unless noted otherwise.

### **4.1 Applications.**

**4.1.1 Complete Applications.** A complete application requires that an applicant submit the application, the required fee, and all required documentation as set forth in the Board's published application procedures. Required documentation includes that which the applicant is responsible for submitting and any other documentation that may be required from other sources to support the applicant's file. Any application not complying with these procedures shall be deemed incomplete and the applicant shall be so notified.

**4.1.1.1 Applications Eligible for Board Review.** To be eligible for Board review, a complete application must be received on the first day of the month prior to the month of the Board meeting at which applications will be reviewed.

**4.1.1.2 Engineering and Land Surveying Experience Record.** In relating engineering or land surveying experience on the application forms the applicant must account for all employment or work experience. If not employed, or employed in other kinds of work, this should be indicated in the experience record.

**4.1.1.3 Verification of Licensure, Enrollment, Certification.** If verification of an applicant's enrollment, certification, or licensure must be obtained from another state or jurisdiction as part of the application process, that verification must be made in a manner approved by the Board and in accordance with published Board procedures. Verifications submitted in writing shall be made under the seal of that state board or jurisdiction. Oral verification shall not be accepted.

**4.1.1.4 Board Denial of an Application.** An applicant whose application has been denied may submit a request for reconsideration of a decision by the Board, accompanied by additional supporting documentation or information, or may request a personal interview before the Board. These requests must be submitted within 60 days of the date on which the Board made the decision. No additional supporting documentation, requests for reconsideration, or interviews will be considered by the Board if they are not filed within this time limit.

**4.1.1.5 Applications are Reviewed under Current Statutes and Rules.** Applications to take the examination and for licensure, enrollment, or certification are evaluated under the statutes, rules, and regulations in effect at the time that the application is complete. Subsequent applications, including updates within the three-year period within which denied applications are retained, are likewise evaluated under the statutes, rules, and regulations in effect at the time the subsequent application is complete.

**4.1.1.6 Student Applicants for the Fundamentals of Engineering and/or Fundamentals of Surveying Exam.** Students eligible to take the fundamentals of engineering examination pursuant to Section 12-25-112(2)(B)(II), C.R.S., and/or the Fundamentals of Surveying Examination pursuant to Section 12-25-212(2)(B)(II), C.R.S. shall make application in accordance with the procedures established by the Board.

**4.1.1.7 Endorsement Applications.** Applicants currently in good standing in another jurisdiction may apply for licensure as an architect, professional engineer or professional land surveyor based upon endorsement from the jurisdiction where licensure was originally obtained.

To obtain a license by endorsement, an applicant must qualify for licensure under the provisions of Sections 12-25-114(1)(a), 12-25-214(1)(a), or 12-25-314(3), C.R.S., and submit an application according to the Board's published application procedures. Written or electronic verifications must be received from the jurisdiction where licensure was originally obtained indicating how the applicant qualified for licensure and the status of his/her license.

If the applicant's license is no longer active in the jurisdiction where licensure was originally obtained, the applicant shall do one of the following in order to be considered for endorsement:

- (a) Bring his/her license into active status with the jurisdiction where licensure was originally obtained prior to application with this Board.
- (b) Provide verification of an active license from a second state licensing board and disciplinary history from the jurisdiction where licensure was originally obtained, if the applicant is currently licensed by another state board.

**4.1.1.8 Licensure by Endorsement from a Foreign Country.** When an applicant seeks licensure by endorsement based on a certificate of licensure, or its equivalent, issued by a proper authority in a foreign country, the applicant shall:

- (a) Provide information as to the licensure standards in effect in that country at the time the certificate of licensure, or its equivalent, was issued, with a certified translation in English.
- (b) Provide information to the Board's satisfaction, that the foreign country issuing applicant's license requires or required qualifications that are or were substantially equivalent pursuant to Sections 12-25-114(1)(a), 12-25-214(1)(a) and (b), and 12-25-314(3), C.R.S.; and,
- (c) Meet the experience requirements of Board Rule 4.4.1, 4.6.1.10, or 4.6.2.5, respectively.

**4.1.1.9 Applicants for Licensure Who Have Passed Required NCARB and NCEES Examinations in Another State.** Applicants who have passed the required NCARB or NCEES examinations but have not yet completed the licensing process begun in another state may make application to the Colorado Board. The applicant must meet the current licensing requirements in Colorado. It is the applicant's responsibility to request written or electronic verification from the state in which the applicant completed the

NCARB or NCEES examinations. If the Colorado Board determines that the applicant qualifies for licensure, the applicant's original state of licensure will be Colorado.

**4.1.10 Military Experience.** The Board may accept and apply toward licensure such education, training, or service completed in military service outlined in Section 24-34-102(8.5), C.R.S., if the Board determines such education, training or service is substantially equivalent to the qualifications otherwise applicable at the time of receipt of application. It is the applicant's responsibility to provide timely and complete evidence for review and consideration. Satisfactory evidence of such education, training, or service will be assessed on a case-by-case basis.

#### **4.2 Applicants with Degrees from Foreign Schools.**

Applicants who have degrees from foreign colleges, universities, or their equivalents for which they wish to receive educational credit are required to have their foreign transcripts evaluated by a transcript evaluation service approved by the Board. This evaluation will be performed at the applicant's expense and the applicant will be responsible for submitting all the necessary information to the evaluation service. The Board will consider awarding credit for a foreign degree only if it is evaluated by the Board-approved service. Information regarding the evaluation of foreign degrees is published in the Board's application procedures.

Applicants who have degrees from foreign colleges, universities, or their equivalents who do not wish to receive educational credit for their college education must submit a transcript verifying completion of the equivalent of the high school level of education. An original transcript shall be provided directly from the high school or equivalent educational institution in a sealed envelope. If this transcript is not in the English language, it is the responsibility of the applicant to have the transcript translated into English and submitted directly by the translator to the Board office. This translation will be performed at the applicant's expense.

#### **4.3 Retention of Applications.**

The Board retains applications as described in the following paragraphs and only for the time periods noted. Once an application is purged from the Board files, a new original application and supporting documents must be submitted along with the appropriate fee.

**4.3.1 Incomplete Applications.** The Board will retain an incomplete application for enrollment, certification, or licensure in its pending file, pending receipt from the applicant of all necessary documentation. If all the documentation has not been received in a one-year period, the application will be purged from the Board files.

**4.3.2 Approved Engineering and Land Surveying Applications.** The Board retains application forms and supporting documents for persons who have been approved to take the Fundamentals of Engineering, Principles and Practice of Engineering, Fundamentals of Surveying, Principles and Practice of Surveying, or the Colorado State Specific Surveying examinations for a period of two years from the date of approval by the Board. If an applicant does not take the examination within that two-year period, the application will be purged from the Board files. If an applicant fails an examination, the applicant has two years from the date of that examination to retake the examination or the application will be purged from the Board files.

**4.3.3 Denied Applications.** The Board retains application forms and supporting documents for persons who have been denied permission to take an examination or who have been denied licensure, enrollment, or certification, for a period of three years from the date of denial by the Board. After denial of an application, it is necessary for an applicant who wishes reconsideration to file a request in a manner approved by the Board. If an updated application is made within the three-year period within which the Board retains denied applications, an applicant may request that transcripts, letters of reference, or other supporting documents retained by the Board be transferred to, and considered in support of, the updated application. If the request for reconsideration is not made within the three year period, the application and supporting documents will be purged from the Board's files.

**4.3.4 Former Student Applicants for the Fundamentals of Engineering and Fundamentals of Surveying Examination Applications.** Students who apply to take the Fundamentals of Engineering Examination and the Fundamentals of Surveying Examination pursuant to Sections 12-25-112(2)(b)(II) and 12-25-212(2)(b)(II), C.R.S., and who no longer meet the requirements of Sections 12-25-112(2)(b)(II) and 12-25-212(2)(b)(II), C.R.S., must provide proof that they have met the qualifications of Sections 12-25-112 and 12-25-212, C.R.S., in accordance with published Board procedures.

**4.3.5 Pending Applications for Engineering and Land Surveying Applicants ONLY.** The Board retains application forms and supporting documents for persons who have been denied permission to take an examination until they have gained the progressive experience required by the Board. Such "pending applications" are pending approval to take an examination for licensure until the required progressive experience is obtained. The Board will retain pending applications for six months after the required additional time has elapsed from the date the Board notified the applicant. To request reconsideration of a pending application, an applicant shall provide documentation of the additional required progressive experience in a manner approved by the Board. If request for reconsideration is not made within the aforementioned timeframe, the application will be purged from the Board's files. Pending applications are not subject to the retention period of Board Rule 4.3.3.

#### **4.4 References and Verification for Qualifying Work Experience.**

Completed references shall be submitted on the forms approved by the Board and in accordance with published Board procedures.

**4.4.1 Architecture Applicants.** All applicants for the initial licensure shall demonstrate the required experience pursuant to Board Rule 4.5 by providing proof of completion of the NCARB IDP.

The applicant shall provide a detailed and substantiated record of professional and related activities showing the training hours earned in the various practical experience settings pursuant to the NCARB IDP training requirements. The intent of the practical experience requirement is to provide the applicant a broad and diversified exposure to the practice of architecture. The employer, by their verification and signature, affirms to the Board that the activities recorded were actually performed by the applicant.

**4.4.1.1. Repealed.**

**4.4.2 Engineering and Land Surveying Applicants.** An applicant shall submit the number of completed references necessary to verify the minimum number of years of experience required by statute for the particular section under which the applicant is applying (e.g. Section 12-25-114(3)(b)(I), C.R.S., requires 12 years of experience, therefore, references verifying at least 12 years of progressive engineering experience must be submitted; Section 12-25-214(4)(b)(I), C.R.S., requires 10 years of experience, therefore, references verifying at least 10 years of progressive land surveying experience must be submitted).

**4.6 Engineering and Land Surveying Application Criteria.**

**4.6.2 Progressive Land Surveying Experience Criteria.** In evaluating experience to determine if it is progressive land surveying experience the following will be considered:

**4.6.2.1 Increasing Quality and Responsibility.** Experience must indicate that it is of increasing quality and requiring greater responsibility.

**4.6.2.2 No Violation of Act.** Experience must not be obtained in violation of this licensure act.

**4.6.2.3 Repealed.**

**4.6.2.4 Teaching Experience.** Experience as a full-time instructor or at a higher level, in a Board-approved land surveying curriculum, may be considered as progressive land surveying experience at the discretion of the Board.

**4.6.2.5 Foreign Experience.** Two years of the required experience shall demonstrate knowledge of United States codes and laws and shall have been obtained:

(a) in the United States; or,

(b) under the supervision of a land surveyor licensed by a United States jurisdiction.

**4.6.3 Actual Experience Required.** Experience may not be anticipated. The experience must have been received at the time the application is submitted.

**4.6.4 Employment While a Full-Time Undergraduate Student.** Full-time engineering or land surveying undergraduate students will not receive employment experience credit for summer jobs, part-time, or full-time jobs.

**4.6.5 Short-Term Duration Employment Not Counted.** No engineering or land surveying experience of less than six months continuous duration with one employer shall be credited.

**4.6.6 Concurrent Employment Experience Not Credited.** Experience required for licensure will not be credited for more than one license qualification requirement at a time. For example, employment used for engineering licensure requirements will not be credited again as employment used to gain another license, such as a surveying license.

**4.6.7 Verification of Recent Experience.** An applicant must include verification of work experience within the twelve months prior to submittal of the application in addition to any engineering or surveying experience for which the applicant desires credit toward qualification for licensure.

## **4.7 Educational Credit for Engineering and Surveying Applicants.**

### **4.7.2 Surveying Education.**

**4.7.2.1 Board-Approved Surveying Degree of Four or More Years.** Pursuant to Sections 12-25-212(2)(b) and 12-25-214(2)(b)(I)(A), C.R.S., a Board-approved surveying curriculum of four or more years shall be one that has been accredited by ABET or as otherwise approved by the Board.

**4.7.2.2 Board-Approved Two-Year Surveying Degree.** For a curriculum to be defined as a "Board-approved two-year surveying curriculum" as specified in Section 12-25-214(2)(b)(III)(A), C.R.S., the curriculum must contain all of the following:

- (a) A minimum of 11 semester hours, or the equivalent, consisting of college-level mathematics. Trigonometry, survey computations, statistics and/or probability will count toward this requirement. Business math, college geometry and college algebra will not count toward this requirement.
- (b) A minimum of 24 semester hours, or the equivalent, consisting of: basic surveying, boundary law, description writing, public land survey system, surveying sciences, surveying practice, ethics, and basic science courses.

**4.7.2.3 Board-Approved Engineering Degree of Four or More Years.** For a curriculum to be defined as a Board-approved engineering curriculum of four or more years as specified in Section 12-25-214(2)(b)(III)(A), C.R.S., the curriculum must be a minimum of 120 semester hours, or the equivalent, and must contain or be supplemented with, the following course work:

- (a) A minimum of 11 semester hours, or the equivalent, consisting of college-level mathematics. Trigonometry, survey computations, statistics and/or probability will count toward this requirement. Business math, college geometry and college algebra will not count toward this requirement.
- (b) A minimum of 24 semester hours, or the equivalent, consisting of basic surveying, boundary law, description writing, public land survey system, surveying sciences, surveying practice, ethics, and basic science courses.

**4.7.2.4 Bachelor's Degree in a Non-Surveying Curriculum or Non-Engineering Curriculum of Four or More Years.** For an applicant to receive credit for a nonsurveying or non-engineering Bachelor's Degree of four or more years as specified in Section 12-25-214(2)(b)(IV)(B), C.R.S., the curriculum must be a minimum of 120 semester hours, or the equivalent, and must contain, or be supplemented with, all of the following course work:

- (a) A minimum of 22 semester hours, or the equivalent, consisting of technological and/or business courses.
- (b) A minimum of 11 semester hours, or the equivalent, consisting of college-level mathematics. Trigonometry, survey computations, statistics and/or probability will count toward this requirement.

Business math, college geometry and college algebra will not count toward this requirement.

(c) A minimum of 11 semester hours, or the equivalent, consisting of basic sciences.

(d) A minimum of 24 semester hours, or the equivalent, consisting of basic surveying, boundary law, description writing, public land survey system, surveying sciences and/or surveying practice, and ethics.

**4.7.2.5 Experience Credit without a Surveying Degree.** Pursuant to Section 12-25-214(4)(d), C.R.S., for those applicants who have not graduated from a surveying degree program as specified in Section 12-25-212 or 12-25-214, C.R.S., progressive land surveying experience credit for education will be granted as set forth below or for other professional coursework equivalent to that set forth below when that equivalency is established to the Board's satisfaction. The applicant requesting this equivalency bears the burden of presenting evidence regarding equivalency to the Board.

**4.7.2.5.1 Specific Credit Given.** Progressive surveying experience for education may be granted for the completion of the following coursework:

**4.7.2.5.1.1 Three Years of Credit.** A minimum of 90 semester hours, or the equivalent, that includes all of the following:

- (a) A minimum of 22 semester hours, or the equivalent, of technological and/or business courses.
- (b) A minimum of 11 semester hours, or the equivalent, of college level mathematics. Trigonometry, survey computations, statistics and/or probability will count toward this requirement. Business math, college geometry and college algebra will not count toward this requirement.
- (c) A minimum of 11 semester hours, or the equivalent, of basic sciences.
- (d) A minimum of 22 semester hours, or the equivalent, consisting of basic surveying, boundary law, description writing, public land survey system, surveying sciences and/or surveying practice, and ethics.

**4.7.2.5.1.2 Two Years of Credit.** A minimum of 60 semester hours, or the equivalent, that includes all of the following:

- (a) A minimum of 11 semester hours, or the equivalent, of college level mathematics. Trigonometry, survey computations, statistics and/or probability will count toward this



requirement. Business math, college geometry and college algebra will not count toward this requirement.

- (b) A minimum of 20 semester hours, or the equivalent, of basic sciences and/or surveying sciences and/or surveying practice and/or technological or business courses.

**4.7.2.5.1.3 One Year of Credit.** A minimum of 30 semester hours, or the equivalent, that includes all of the following:

- (a) A minimum of six semester hours, or the equivalent, of college level mathematics. Trigonometry, survey computations, statistics and/or probability will count toward this requirement. Business math, college geometry and college algebra will not count toward this requirement.
- (b) A minimum of six semester hours, or the equivalent, of basic sciences and/or surveying sciences.

**4.7.2.6 Reserved.**

**4.7.2.7 Credit Given Only for Coursework with Grade of "C" or Better.**

Progressive land surveying experience for education gained in other than Board-approved curricula may only be granted for completed coursework in which the applicant achieved a grade of "C" or better.

**4.7.2.8 Additional Detail May Be Required.** If transcripts do not provide adequate detail to determine the number of hours or the content of coursework in each of the specified areas, it is the responsibility of the applicant to submit such information, such as course descriptions and other related materials that will provide the necessary detail.

**4.7.2.10 Credit for Correspondence Courses and Other Forms of Distance**

**Learning.** Progressive land surveying experience for education may be granted for completed correspondence courses or other forms of distance learning if, according to the educational institution, there is oversight by an accredited degree program department of the course content, examinations, and faculty.

## **Board Policies re LSI & PLS Licensure**

### **40.0 – Policies Concerning Administrative Procedure**

#### **40.1 – Board-Approved Degrees**

**40.1.3 – Validity of ABET Accreditation for Surveying Graduates.** Pursuant to Rule 4.7.2.1 of the Board's Bylaws and Rules, board-approved degrees are those that have been accredited by any of the ABET accrediting commissions. In accordance with ABET's recommendation, the Board will consider an applicant who has graduated from a surveying curriculum to be a graduate of a board-approved surveying curriculum provided the applicant graduated within two years prior to the effective date of the accreditation of the program.

#### **40.2 – Consideration of Foreign Degree Equivalency**

**40.2.2 – Comparability of Foreign Degrees other than CAB degrees.** The Board recognizes the NCEES Engineering and Surveying Education Standards as the guideline against which to evaluate foreign degrees other than those accredited by the CAB. All applicants who wish to receive education credit that have a foreign degree other than a CAB degree are required to have their transcripts evaluated by the Board-approved evaluation service offered by NCEES. Applicants whose evaluations reveal that their education is not substantially equivalent to the NCEES Education Standard are required to remedy the deficiencies prior to continuing with the application process. Applicants that have deficiencies in humanities and other non-engineering, math, and science courses who choose not to remedy them will be considered to have an unapproved degree, requiring additional years of progressive experience prior to examination and licensure.

#### **40.4 – Engineering and Surveying Examination Sites**

**40.4.1 – Location of Examinations.** Anyone, other than eligible students as outlined below, wishing to take the fundamentals of engineering, principles and practice of engineering, fundamentals of surveying, principles and practice of surveying, or the state specific land surveying examination must take the exam in Denver (Spring and Fall exams), Grand Junction (Fall exam only), or Durango (Spring exam only). Also, any out-of-state examinee must take his/her exam at one of these sites.

#### **40.8 – Validity of the Colorado State Specific Land Surveying Examination.**

**40.8.1 – Original Licensure.** The passing score of an applicant's Colorado state specific land surveying examination is valid for licensing purposes for a period of no more than two years commencing with the date of notification of the passing score. Within such time, if the applicant does not also pass the NCEES principles and practice of land surveying examination, said applicant must retake the Colorado state specific land surveying examination and pay the re-examination fee.

**40.8.2 – Renewal of Expired License.** It is the policy of the Board that a licensee whose Professional Land Surveyor license has expired for more than six years shall be required to re-take the Colorado state specific land surveying examination, in addition to all other current requirements for a complete reinstatement application at the time of submittal.