



State Board of Registration for Professional Engineers and Surveyors
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Principles and Practice of Surveying Examination

Application Instructions

The exam will be held on Friday, October 28, 2005. These instructions are for applicants who have passed the Fundamentals of Surveying examination in Ohio and have not yet been approved by the Board to take the Principles and Practice of Surveying (PS) examination.

DO NOT SEND US ANOTHER APPLICATION FOR REGISTRATION

You must meet the surveying experience requirements by July 30, 2005. When you think you are eligible for the PS, send us a notarized letter stating your work experience, including the following:

- Name and location of each employer, title of position, character of each engagement, degree of responsibility and percentage of time surveying. Explain your surveying experience in sufficient detail to indicate degree of responsibilities and work performed. Include a supervisor's name, current phone number and email address, if available. Have the supervisor sign and date each engagement and include the supervisor's registration number and state of registration, if applicable. Send with your notarized letter a \$25.00 check payable to Treasurer, State of Ohio. The letter and money must be **postmarked by July 30, 2005** for you to be eligible for the October 2005 examination.

- A list of five references, at least three of whom are registered surveyors or engineers.

- An official transcript showing degree received, unless you already have one on file.

Candidates for the PS must have a total of four years of surveying experience, two years of which must be after college graduation and two of which must be boundary survey experience under the supervision of a Professional Surveyor. After the staff makes sure your application is complete, your application will be reviewed by the Board's Credentials Review Committee (CRC). The last CRC meeting for this exam is August 22, 2005. Anything needed by the staff (money, transcripts, et cetera) must be in your file and before the CRC by this date. After this meeting, anyone who has not had their qualifications reviewed will not be taking the October 2005 examination.

If the Board approves your qualifications, you will receive an approval letter in the mail. If you have **not received your approval letter by August 17**, contact the Board and find out the status of your exam approval.

After Board approval, you must register for the exam by going to <http://www.els-examreg.org/> and following the Ohio-specific instructions. Exams are offered in Cleveland, Cincinnati and Columbus.

The Board hired ELSSES to administer the October 2005 Ohio licensing exams. ELSSES deadlines are:

- **August 25** for proctoring
- **August 25** for special accommodation
- **September 8** for exam registration