



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920

Division of Design Professionals

INSTRUCTION FOR PROFESSIONAL LAND SURVEYOR APPLICATION

APPLICATION FEE

- RI Resident Applicants:

Online Application:

- Payment by credit card: \$100.00 plus \$4.20 enhanced access fee
- Payment by electronic check \$100.00 plus \$1.50 enhanced access fee

Paper Application:

- Payment by check or money order: \$100.00
Made payable to: General Treasurer, State of RI.

- Non-resident Applicants \$ 150.00

Online Application:

- Payment by credit card: \$150.00 plus \$5.30 enhanced access fee
- Payment by electronic check \$150.00 plus \$1.50 enhanced access fee

Paper Application:

- Payment by check or money order: \$150.00
Made payable to: General Treasurer, State of RI.

THESE FEES ARE NON-REFUNDABLE; NO EXCEPTIONS.

APPLICATION DEADLINE DATES:

The application and all required documentation as described on the following page must be received postmarked by:

- January 1 for the April examination
- August 1 for the October examination

Applications received after these dates will be considered for the following exam administration.

The filing date of an application must be a minimum of Three (3) months before the deadline date to allow processing time.

READ THE FOLLOWING CAREFULLY:

SEVERAL of the steps in the process of completing applications are completely beyond the control of this Board. Consequently, the Board cannot make any determination whatsoever as to the length of time prior to the cut-off dates that your application form must be received in order that you may sit for the next corresponding examination.

ALL APPLICANTS MAY BE CALLED IN FOR AN INTERVIEW BEFORE THE BOARD TO FURTHER DISCUSS THEIR EXPERIENCE AND QUALIFICATIONS.

INSTRUCTIONS CONTINUED ON NEXT PAGE



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APPLICATION AND SUPPLEMENTARY FORMS TO BE COMPLETED:

1. APPLICATION

- The application form, itself, as executed by you must be complete and correct in every respect before it will be accepted.

2. EDUCATION VERIFICATION FORM (One for each degree):

- The Board requires the Education Verification Form be completed by the school.
- The Board requires an official transcript be sent in a sealed envelope for all degrees.
- The Board requires that those applicants whose degrees were earned at foreign institutions must have their education evaluated through NCEES credential evaluation services.
<http://ncees.org/credentials-evaluations/>

NOTE:

The Board is particularly interested in an Associate or Bachelor of Science Degree in Land Surveying.

3. GENERAL REFERENCE FORM (Five – One for each reference listed in the application):

- The general references listed in the application cannot also be listed under Professional Experience.
- You are to send each of these five references one of the General Reference Forms with a stamped self-addressed envelope so that they can complete and return it to the applicant.

4. PROFESSIONAL EXPERIENCE FORM (One for each job held related to land surveying):

- For positions held regarding land surveying, send each of your previous/current employers the Professional Experience Form so that they can complete and return it to the applicant.
- Applicants must mail Professional Experience Forms to those they listed as professional experience on the application.

5. VERIFICATION OF REGISTRATION FORM (One for every state you are registered in as a professional land surveyor):

- For every state that you are currently registered in as a professional land surveyor, send each of state board the Verification of Registration Form so that they can complete and return it to the applicant.

6. PLS APPLICATION CORE CURRICULUM

- Every applicant must fill this form out. It is the applicant's responsibility to show the Board how their courses meet the Boards education requirements.



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READ THE FOLLOWING CAREFULLY:

The Board must receive the completed application, verification of education and registration, and all general and professional reference forms before your application is reviewed or before the applicant may sit for the exam.

All the above required forms and documentation must be in sealed envelopes. Once the applicant has received all of the required forms and documentation, they must be submitted to the Board in

one complete package. Include a cover letter with the applicant's full name and address. If a state board or university will only send verification directly to the Board and not the applicant, include that information in the cover letter.