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Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
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www.dpor.virginia.gov

Department of Professional and Occupational Regulation

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects
SURVEYOR PHOTOGRAMMETRIST INFORMATION SHEET

All applicants must meet the current eligibility requirements at the time the completed application package is received at the board office. All forms must be legible. Application packages must include all required documentation and fees. Any additional information accompanying the license application must be identified with the applicant's name. It is the applicant's responsibility to ensure that the Virginia Board receives the completed package.

EXAMINATION ON BOARD REGULATIONS & STATUTES

Applicants for licensure or certification are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for licensure or certification. Pursuant to Regulation 18VAC10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

REQUIREMENTS FOR LICENSURE

Examination Applicants

- *Surveyor Photogrammetrist License Application* and fee;
- *Experience Verification Forms* documenting the required experience
- *Degree Verification Form*
- Three *Surveyor Photogrammetrist Reference Forms* ;

Examination Applicants (with a Surveyor-in-Training Designation from another jurisdiction applying for the Board-Approved Surveyor Photogrammetrist Examination and Virginia portion of the exam)

- *Surveyor Photogrammetrist License Application* and fee;
- *Verification of Examination and Licensure Form* to verify a passing grade on the Fundamentals of Land Surveying (FLS) Examination (not required if the FLS Examination was passed in Virginia);
- Official high school/college/university transcripts;

  Applicants who have attended institutions not located in the United States must have their degree authenticated and evaluated by an education evaluation service if credit is sought for the education. The Board reserves the right to reject an evaluation submitted by the applicant.
- Documentation of completion of an apprenticeship program (if applicable); and
- *Experience Verification Forms* documenting the required experience.

Comity Applicants (licensed in another jurisdiction and applying for the Virginia portion of the exam)

- *Surveyor Photogrammetrist License Application* and fee;
- *Degree Verification Form(s)*

  Applicants who have attended institutions not located in the United States must have their degree authenticated and evaluated by an education evaluation service if credit is sought for the education. The Board reserves the right to reject an evaluation submitted by an applicant.

- Documentation of completion of an apprenticeship program (if applicable)
- *Experience Verification Forms* documenting the required experience; and
- *Verification of Examination and Licensure Form* to verify a passing grade on the Fundamentals of Land Surveying (FLS) and Board-approved Surveyor Photogrammetrist Examination (verification of the FLS Examination is not required if the exam was passed in Virginia).

Reinstatement Applicants (for those whose license expired five or more years ago)

- *Surveyor Photogrammetrist License Application* and reinstatement fee;
- *Experience Verification Forms* to document experience from the date of expiration on the license to the present.
- Evidence of compliance with the Continuing Education requirements set forth in regulations 18VAC10-20-683.

TOEFL iBT

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFL iBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be more than two years old at the time of application.

EXAMINATION

Additional information concerning the examination is available at: https://www.dpor.virginia.gov/Boards/APELS/ - Education and Exams

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Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects
SURVEYOR PHOTOGRAMMETRIST LICENSE APPLICATION
Fee $185.00

A check or money order payable to the TREASURER OF VIRGINIA,
***or* a completed credit card insert must be mailed with your application package.**
APPLICATION FEES ARE NOT REFUNDABLE.

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at: https://www.dpor.virginia.gov/Boards/APELS prior to applying for licensure.

Select the **one** method by which you are applying for a Virginia Surveyor Photogrammetrist License.

X	Method of Licensure	Trans	Fee
☐	By **Examination**	1005	$150.00
	Is this the first time you have applied to take this exam in Virginia? Yes ☐ No ☐		
☐	By **Comity**	1006	$150.00
	Are you applying with an NCEE Certificate Record? Yes ☐ No ☐		
☐	**Reinstatement** of a Virginia license that expired 5 or more years ago	4020	$480.00

1. Have you ever held a Virginia Surveyor Photogrammetrist License?

   No ☐
   Yes❖ ☐ If yes, provide your license number and expiration date below

   VA License Number | 0 | 4 | 0 | 8 | | | | | | | Expiration Date _____

   ❖ If yes and your license expired more than 6 months ago, but less than 5 years ago, you are required to **reinstate** your Virginia Surveyor Photogrammetrist License by completing a *Surveyor Photogrammetrist License Reinstatement Application*. DO NOT COMPLETE THIS LICENSE APPLICATION.

   ❖ If yes and your license **expired 5 or more years ago**, you are required to re-apply for licensure on this application and pay a reinstatement fee.

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

   _____ Last (required) _____ First (required) _____ Middle _____ Generation

3. Provide **one** of the following identification numbers✳:

   ☐ ***Social Security Number*** *and/or* ☐☐☐ - ☐☐ - ☐☐☐☐

   ☐ ***Virginia*** DMV Control Number ☐☐☐☐☐☐☐☐☐☐

   ➢ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

   ✳ State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the ***Virginia*** Department of Motor Vehicles.

4. Date of Birth _____ MM/DD/YYYY

5. Maiden or Former Name(s) _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0408	

6. Mailing Address (PO Box accepted)
The mailing address will be printed on the license.

_____

_____ _____ _____
City State Zip Code

7. Street Address (PO Box not accepted)
PHYSICAL ADDRESS REQUIRED

☐ Check here if Street Address is the same as the Mailing Address listed above.

_____

_____ _____ _____
City State Zip Code

8. Contact Numbers

_____ _____ _____
Primary Telephone Alternate Telephone Fax

9. Email Address

_____
Email address is considered a public record and will be disclosed upon request from a third party.

10. Have you ever taken the Surveyor Photogrammetrist Examination and/or the Virginia state-specific surveyor photogrammetrist examination?

☐ No

☐ Yes If yes, provide the exam information and then skip to question #15.

Month/Year Taken:

☐ Surveyor Photogrammetrist Exam _____

☐ Virginia state-specific Exam _____

11. Are you applying to **reinstate** a license? (Reinstating a Virginia license that has **expired 5 or more years ago**.)

No ☐

Yes ☐ If yes, provide the following and then skip to question #15:

1) Training certificates or other documentation showing successful completion of 16 hours of CE requirements; and 2) an *Experience Verification Form(s)* documenting the required experience from the time of expiration to the present.

- The board will evaluate the application and all supporting documents to determine if the applicant remains **qualified** to be a regulant of the board.

Skip to question #15.

12. Education

	Institution	Degree (BS, BA...)	Major	MM/YY Completed
High School				
Apprentice Program				
Associate				
Bachelors				
Masters				
Ph.D.				

13. Which of the following requirements have you met in order to qualify for a Virginia Surveyor Photogrammetrist License? Select only **one**.

A. ☐ Applying for admittance to the Surveyor Photogrammetrist Exam and the Virginia-specific exam as a Surveyor-in-Training (SIT) with four years of approved photogrammetric surveying experience under the direct control and supervision of a licensed land surveyor or surveyor photogrammetrist

Are you a Virginia Surveyor-in-Training?

No ☐

Yes✦ ☐ If yes, enter your Virginia SIT Number | 0 | 4 | 3 | 0 | | | | | | |

✦ **All Virginia Surveyors-in-Training (SITs)** must attach verification (on *Experience Verification Forms*) of four years of approved land surveyor experience under the supervision of a licensed land surveyor. Any approved experience reported on your Virginia SIT application that exceeded the amount required to obtain your VA SIT may be applied toward the four years required under Board regulation 18VAC10-20-310.

B. ☐ Applying for licensure through **comity**. Enter all your current Surveyor or Surveyor Photogrammetrist Licenses, Certifications and Registrations in the following table. You are also required to submit an original *Verification of Examination and Licensure Form* from each state in which you passed the Fundamentals of Surveying Examination (not required if you passed the exam in Virginia)

State/Jurisdiction	Did you pass an exam?	License, Certification or Registration Number	Expiration Date
	LS ☐ SIT ☐		
	LS ☐ SIT ☐		
	LS ☐ SIT ☐		

14. Which of the following education/experience requirements have you met in order to qualify for a Virginia Surveyor Photogrammetrist License? Check only **one**.

A. ☐ An undergraduate degree from a Board-approved surveying or surveying technology curriculum **and** a minimum of four years of approved photogrammetric surveying or similar remote sensing technology experience.

REQUIRED DOCUMENTATION: *Official college/university transcript*

B. ☐ An undergraduate degree related to surveying acceptable to the Board **and** a minimum of one year of approved photogrammetric surveying or similar remote sensing technology experience.

REQUIRED DOCUMENTATION: *Official college/university transcripts and Experience Verification Form(s)*

C. ☐ A Board-approved undergraduate degree in a field unrelated to surveying **and** a minimum of two years of approved photogrammetric surveying or similar remote sensing technology experience.

REQUIRED DOCUMENTATION: *Official college/university transcripts and Experience Verification Form(s)*

D. ☐ A Board-approved associates degree related to surveying **and** a minimum of four years of approved photogrammetric surveying or similar remote sensing technology experience.

REQUIRED DOCUMENTATION: *Official college/university transcripts and Experience Verification Form(s)*

E. ☐ Successful completion of a Board-approved apprenticeship program with a minimum of 480 hours of surveying-related classroom instruction **and** a minimum of six years of approved photogrammetric surveying or similar remote sensing technology experience.

REQUIRED DOCUMENTATION: *Documentation of Completion of the Apprenticeship Program and Experience Verification Form(s).*

F. ☐ Graduation from high school with evidence of successful completion of courses in algebra, geometry and trigonometry; **and** a minimum of eight years of approved photogrammetric surveying or similar remote sensing technology experience.

REQUIRED DOCUMENTATION: *Official high school/college/university transcripts and Experience Verification Form(s).*

15. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, complete the Disciplinary Action Reporting Form.

16. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?

No ☐

Yes ☐ If yes, complete the Criminal Conviction Reporting Form.

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a non-marijuana **misdemeanor** in the last 10 years?

No ☐

Yes ☐ If yes, complete the Criminal Conviction Reporting Form.

17. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 4, *of the Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations.*

Signature _____ Date _____

SURVEYOR PHOTOGRAMMETRIST REVIEW SUMMARY SHEET

Applicant's Name	Social Security No.

BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

	APPROVED Board Member Initials & Date	**NOT APPROVED** Board Member Initials & Date
Exam Candidate		
Comity with		
Reinstatement		
Grandfather		