

Payment Coupon

Failure to include the coupon below may result in a delay in the processing of your application.

Be sure to detach the coupon below and include it with your payment and application.

Texas Board of Professional Engineers and Land Surveyors

Professional Land Surveyor Application Payment

Name (Please print)	Social Security Number	Email Address	Amount Due \$75.00
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Please do not write in this area.

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Application Information Checklist

For an application to be considered complete, you must include the following items.
Note that your application will not begin processing until items #1-2 have been received.

The RPLS Application is available online at: <https://pels.texas.gov/rpls.htm>

Mail: 1917 S. Interstate 35, Austin, TX 78741 Email: licensing@pels.texas.gov

Items 1-3 must be sent to the board from the APPLICANT:

- 1) Complete Application Form
- 2) \$75 Application Fee (Don't forget the payment coupon with your check or money order if mailing application.)
- 3) Original Supplementary Experience Record (SER) - Signed by APPLICANT ONLY *
 - 1) Submit one complete copy of your SER with your application form.
 - 2) Provide copies to reference providers to co-sign (See #5 & #6 below)

Item 4 must be sent directly to the board from the EDUCATIONAL INSTITUTION:

- 4) Transcript(s) * Effective September 1, 2019, official transcripts will be kept on file at the Board, and a Texas SIT may request their use when filing the registered professional land surveyor application.

Items 5 & 6 must be sent to the board by one of the following methods:

- Collected by applicant and sent to the board
- Sent directly to the PE Board by the references themselves
(See Board Rule 134.51 & 134.53 for reference requirements.)

- 5) A minimum of 3 completed reference statements signed by reference providers. *

Each Reference Provider is REQUIRED to:

- (1) place the completed reference statement and reviewed supplementary experience records in an envelope; secure the flap of the envelope to prevent tampering; and the reference provider shall return the sealed envelope to the applicant or transmit the documents directly to the board.

or

- (2) email the completed reference statement and reviewed SER directly to the TBPELS as a PDF and no other individual, including the applicant, can be included in the emailed submissions.

- 6) Copy of SER signed by applicant AND reference provider *

- 7) All applicants must comply with the criminal history record check requirements. See Board Rule 134.27 and Section 1001.272 of the Act. Refer to the website: <https://pels.texas.gov/recordcheck.html> for additional information.

8) Include the following if applicable:

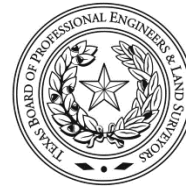
Send with application:

- a. Verification of Legal Name Change (due to marriage, immigration, etc.)
- b. Proof of TOEFL or signed statement from employer of proficiency in written & spoken English
- c. Translation of Foreign Degree *
- d. Approved Course Checklist
- e. Statement and copies of information related to Criminal Convictions

Send directly from Issuing Institution:

- f. Verification of Examinations (Prior FS and/or PS Exams) *
- g. Verification of Current License (in another jurisdiction) *
- h. Commercial Evaluation of Non-Accredited Degree *

*** You may submit a NCEES Council Record (<http://ncees.org/records/>) in lieu of items marked with an asterisk. However, please fill out the information when requested on the application.**



APPLICATION FOR REGISTRATION AS A PROFESSIONAL LAND SURVEYOR (Also Use this Form For Reciprocal Applications)

NOTE: All information on this form is subject to verification by the Board.

IMPORTANT-Do not complete this form until you have read and thoroughly understood the instructions and the requirements for Registration. Refer to the [TBPE Law and Rules](#) for references to specific rules. All information provided by you on this form must be TYPEWRITTEN (Handwritten applications will not be accepted.) Do not leave any section blank. State "not applicable" or "none" if such is the case. Omission of any information requested in any section of this application without satisfactory explanation may prevent the processing of your application. Only one copy of each form in the application packet has been provided. Please make additional copies as required. The application fee is \$75.00. Payment must be submitted with your application and be made by check or money order. Cash will not be accepted.

1. GENERAL INFORMATION

1. I am a: Texas resident currently licensed or registered land surveyor in another jurisdiction not applicable
2. United States Citizen? Yes No If no, give: INS status _____ Card No. _____
3. Are you a military service member, military spouse, or military veteran? Yes No
If you answered yes, you may qualify for a fee exemption. In order to qualify for this exemption, you will need to provide verification. Refer to <http://pels.texas.gov/military.html>.
4. Full Legal Name:

Mr. Ms. Dr. Maiden Name _____

Name changes must be supported by a copy of the legal document.)

5. Social Security Number: _____ Date of Birth: _____

6. Addresses: (Your residence address will be the address of record for all Board correspondence.) If your address changes during the licensure process, please notify the Board using the following page: <http://pels.texas.gov/change>

E-mail Address: _____

Residence:

Street: _____

City, State, Zip: _____

Telephone No: _____

Fax No: _____

Employer:

Firm Name: _____

Street: _____

City, State, Zip: _____

Telephone No: _____

Fax No: _____

7. Have you ever been denied a registration in Texas? No Yes

This includes denial for failure to pass the Registered Professional Land Surveyor examination within the prescribed time period.

8. Have you previously been issued a registration in Texas? No Yes

Registration No: _____

Expiration Date: _____

9. Has the Texas Board of Professional Engineers and Land Surveyors or the Texas Board of Professional Land Surveying ever taken disciplinary or administrative action against you? No Yes.

10. Has any other State's surveying licensing board ever taken disciplinary or administrative action against you? No Yes

Please describe, and provide copies of documentation.

2. CRIMINAL HISTORY RECORD CHECK

Effective September 1, 2020, an applicant for professional land surveyor registration in Texas must submit a legible set of fingerprints to the specified vendor for the purpose of obtaining criminal history record information from the TXDPS and the Federal Bureau of Investigation. See more information at <https://pels.texas.gov/recordcheck.html>.

CRIMINAL HISTORY

The Texas Board of Professional Engineers and Land Surveyors will review the results of a thorough DPS and FBI criminal history record check to determine if you have ever had a criminal history.

You are required to report and provide supporting documentation related to any incident that you have ever had other than a simple traffic violation on the Criminal History Form. This includes any misdemeanor or felony convictions, probation, placement on deferred adjudication, dismissal after completion of court requirements, pre-trial diversion, or any other type of judgment. This applies to any incidents in any state, federal, or other jurisdiction, including a military court martial. As part of the application review process, the Board may request additional information to any violation.

Please be advised that offenses such as driving while intoxicated, driving while ability impaired, driving under the influence, driving under the influence of alcohol, operating while intoxicated, reckless driving, and similar kinds of incidents are, in some jurisdictions, not considered to be traffic violations, but must still be reported. Please be sure to report all such incidents.

Please be aware that the mere dismissal of an incident is not the same as having the case expunged. You will need to report all incidents, even if they have been dismissed, unless you have had your case(s) formally expunged by the court.

Failure to provide supporting information or documentation for any incidents may result in a significant delay of your application or may result in the denial of your application for licensure in Texas and forfeiture of the application fee.

I understand and acknowledge these instructions and requirements.

Initial Here

To submit any incidents, use the criminal history form at: <https://pels.texas.gov/downloads/CriminalHistoryForm.pdf>
Please provide copies of court documents.

3. LICENSURE, REGISTRATION AND EXAMINATIONS

*** Note: If you provide the NCEES record, you will not need to provide verifications indicated by an asterisk. However, please complete the information on this form.**

1. Do you have an NCEES record? No Yes If yes, what date was it transmitted to Texas?

2. I have taken and passed the NCEES Fundamentals of Surveying (FS) Exam.
Where? When?

(If FS exam was taken outside of Texas, have the State send verification to this Board). *

3. Indicate your Texas Surveyor in Training (SIT) Certification number, as applicable. _____

4. I am requesting permission to take the Texas Registered Professional Land Surveying (RPLS) Exam.

I am requesting permission to take the Texas Reciprocal Registered Professional Land Surveying (Reciprocal RPLS) Exam.

I have taken and passed the NCEES Principles and Practice of Surveying (PS) Exam.

Where? When?

(If PS exam was taken outside of Texas, have the State send verification to this Board). *

5. List each state, territory, or nation where you:

a) hold a current professional land surveyor registration or license:

b) have previously held a professional land surveyor registration license:

c) have been denied a surveying registration or license, including failure to pass the required examination:

d) have been disciplined by the surveying registration or licensing authority of any jurisdiction:

(Answers to c & d **MUST** be explained on a separate sheet of paper.)

6. Provide verification of your current surveying license or registration from the State, Territory, or Nation you considered to be your primary jurisdiction. This Jurisdiction is: *

4. EXPERIENCE

List below in chronological order, all places of employment or unemployment. If you hold the Texas Surveyor in Training (SIT) certification, start with the date of passing the Fundamentals of Surveying (FS) exam up to the current date. If you are registered or licensed as a professional land surveyor in another jurisdiction, start with your first employment up to the current date. **Please account for all periods of time.** Your earliest employment is Engagement 1, 2, ..., etc. to the current date. An engagement is one employer. A change in employer is a new engagement. **DIFFERENT PROJECTS, SUPERVISORS, OR POSITIONS/PROMOTIONS HELD IN THE SAME CAPACITY FOR ONE EMPLOYER ARE NOT CONSIDERED SEPARATE ENGAGEMENTS. DO NOT LIST CONCURRENT OR OVERLAPPING ENGAGEMENTS. IF NECESSARY TO DO SO, CONCURRENT AND OVERLAPPING ENGAGEMENTS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER.**

Professional Surveying Experience

Sub-Professional Work includes, but is not limited to, the time spent as chain man, rod man, instrument man, statistician, recorder, draftsman, or similar work; and also the time spent on work where the personal responsibility and technical knowledge required are minimal, for example, minor positions in which the task is set and supervised by a superior.

Professional Land Surveying Work must be boundary land surveying work, and must be performed by a Registered or Licensed Professional Land Surveyor or under the direct supervision of a Registered Professional Land Surveyor. See the Definition of Professional surveying in Section 1071.002 (6) of the Texas Land Surveying Practice Act. See Board rules 134.41 and 134.43. Separate your time by SUB-PROFESSIONAL TIME experience and PROFESSIONAL SURVEYING TIME experience under each employment. The Texas Land Surveying Practice Act does not allow credit for any aspect of engineering and no credit will be given to any time spent in engineering.

Provide the name, address, and telephone number of someone familiar with your work for each engagement, preferably the person to whom you reported. If you were unemployed, provide the name of an individual who can verify your status. If you are/were self-employed, do not give yourself as a reference, but give the name and address of someone familiar with your work. Each of the individuals listed may be contacted; therefore, it is important that you furnish a complete mailing address, zip code and phone number.

Give the current date under "To" on latest engagement. **DO NOT** use "PRESENT".

DATES (List From and To in Month and Date Format)	EMPLOYMENT (Name, Address and Position Held)	SUB- PROFESSIONAL TIME (List Years and Months)	PROFESSIONAL SURVEYING TIME (List Years and Months)	NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT

Total Time This Page SUB-PROFESSIONAL TIME:

PROFESSIONAL SURVEYING TIME:

4. Experience (Continued – Optional Page if Needed)

DATES (List From and To in Month and Date Format)	EMPLOYMENT (Name, Address and Position Held)	SUB- PROFESSIONAL TIME (List Years and Months)	PROFESSIONAL SURVEYING TIME (List Years and Months)	NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT

Total Time This Page SUB-PROFESSIONAL TIME:
PROFESSIONAL SURVEYING TIME:

5. EDUCATION

*** Note: If you provide the NCEES record, you will not need to provide transcripts indicated by an asterisk. However, please complete the information on this form.**

Indicate Degrees:

Notify all institutions listed below will need to send in official transcripts in accordance with Board Rule 134.35.*

Effective September 1, 2019, official transcripts will be kept on file at the Board, and a Texas SIT may request their use when filing the registered professional land surveyor application.

Degree Program	Degree (Associate, BS, MS, PhD)	Date Conferred	Full Name and Location (City and State) of College/ University	Dates of Attendance
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Do not provide original transcripts in your possession. Such documents are not acceptable and the Board will not be responsible for returning them to you.

6. AFFIDAVIT

I affirm that I am the applicant named in the foregoing instrument, that I have read the contents thereof, and that the foregoing statements are true and complete in all respects. I have obtained a copy of, have read and agree to abide by the Texas Land Surveying Practice Act (Section 1071) and the Board Rules. I believe that I meet the statutory requirements of the section of the Act under which I am applying for registration in the State of Texas.

Signature of Applicant

Date

Comments: (Optional):