

TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
INSTRUCTIONS FOR PREPARING THE
RPLS (REGISTERED PROFESSIONAL LAND SURVEYOR)
SUPPLEMENTARY EXPERIENCE RECORD

TO THE APPLICANT:

The purpose of the Supplementary Experience Record (SER) is to explain in detail the professional boundary land surveying performed in the employment engagements you list on your application in Section 4, Experience. An SER must be provided for **ALL** professional boundary land surveying experience claimed. Descriptions of non-professional surveying or non-surveying engagements are not needed for your SER. The SER **MUST** be **TYPED IN BLACK** and must be written in the first person, narrative form, using complete sentences and active land surveying type verbs.

Sub-Professional and Professional Land 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. 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.

In describing your professional boundary land surveying experience, use specific tasks such as: I conducted the boundary land survey, I analyzed the boundary land survey, I conducted record research for the boundary land survey, I prepared the boundary land survey metes and bounds, etc. Avoid using vague terms such as: I was assigned to, I was responsible for, in charge of, participated in, etc. Do not provide confidential information; provide a description of the boundary land surveying work you personally performed, and as necessary indicate, for example, client, details, and/or location are confidential.

In general, you should include in the description of your professional boundary land surveying experience the following:

- (1) The general nature of your position in each engagement,
- (2) The professional boundary land surveying work tasks that you personally performed,
- (3) An indication of the of the projects by name, location, size, etc., and
- (4) If you performed several projects which were similar in nature in an engagement, you may describe some typical projects in detail and then list similar ones by name, location, size, etc. identifying any unique differences.

AN EXAMPLE OF A SUPPLEMENTARY EXPERIENCE RECORD IS PROVIDED AT THE BOTTOM OF THESE INSTRUCTIONS.

If an engagement (which means one term of employment with the same company) consists of numerous projects, it is not necessary to separate these by engagements. If you changed supervisors, or if you changed positions, etc., it is not necessary to list it as another engagement. Your detailed description of these changes should be noted in the SER. The purpose for this is to show progressive professional boundary land surveying experience of an increasing standard of quality and responsibility. Refer to in Section 1071.002 (6) of the Texas Land Surveying Practice Act and Texas Board Rules 134.41 and 134.43 describing creditable boundary land surveying experience.

The SER is **REQUIRED** and plays a very significant part in the Board's review of your application. It is your description of the boundary land surveying work that you have personally performed. If you are applying for

original registration you **MUST** submit an SER for each and every professional boundary land surveying engagement that you claim under the professional surveying column of the application, from the date of passing the Fundamentals of Surveying (FS) exam up to the current time. If you are a former Texas professional land surveyor registration holder whose registration has been expired for two or more years, you **MUST** submit an SER for all professional land surveying employment engagements from the date the registration expired, describing at least the last two years of professional boundary land surveying experience. Refer to Board Rule 134.23. If you are licensed or registered as a professional land surveyor in another jurisdiction, you must submit an SER for all professional land surveying employment engagements to include at least two years of professional boundary land surveying experience.

There is no prescribed length for your SER, but it should not exceed 12 pages. The descriptions you provide should show a reviewer, who may not be familiar with your work, that you have achieved the necessary boundary land surveying experience to meet the requirements for Texas registration. The pages of your SER should be numbered consecutively. **EACH** and **EVERY** page of your SER **MUST** be signed and dated by you. **YOUR ORIGINAL SER IS FOR THE BOARD'S REVIEW AND MUST BE INCLUDED WITH YOUR APPLICATION. THE BOARD WILL NOT CONSIDER AN APPLICATION IF THE ORIGINAL SER IS NOT INCLUDED WITH THE APPLICATION. DO NOT SEND YOUR ORIGINAL SER TO YOUR PROFESSIONAL LAND SURVEYOR REFERENCES.** Send a copy of the applicable page or pages from your SER for each professional land surveying engagement to a registered or licensed professional land surveyor reference who is to verify the experience that you have claimed for that land surveying engagement. The reference writer will co-sign and date the SER copy(ies) in the lower left corner of the form and return the signed copy(ies) along with a completed Reference Statement Form in a **CONFIDENTIAL** envelope to you, or directly to this Board. (For further details, refer to Board Rules 134.51 and 134.53 and the instructions with the on the Reference Statement Form.

NOTE: Do **NOT** submit publications, sketches, maps, original surveys, field notes, papers, or other documents unless requested to do so by the Board. Such documents will have no effect on the final disposition of your application and the Board will not be responsible for returning them to you.

I followed the dignity of calls to make determinations. I prepared working sketches to reconcile records information and field evidence, and to indicate preliminary determinations. I determined and mapped boundary line locations for the review by my RPLS supervisors. My field experience in boundary land surveying included evaluation of the field accuracy and tolerances. I personally prepared field traverse notes and sketches. In the field, I performed searches for monuments, markers, and easements based on deed sketches.

I reduced and evaluated field data to analyze existing control accuracy and to determine the suitability of the random traverses or other controls. I verified the field notes for completeness and accuracy. I developed procedures and systems for the collection, reduction, adjustment, and use of the applicable boundary land surveying data. I would compute coordinate values for the field evidence and reconcile the deed or plat boundaries with the evidenc and data collected in the field. I would prepare maps and reports to present the information the my RPLS supervisors for verification and acceptance. I prepared data used by the field surveyors and field crews to set corners. I prepared work sheets of surveys for final drafting and for boundary determinations. I compared research records with the collected field data. I performed boundary analysis and reconciled records and field evidence to identify boundary line discrepancies. I made recommendations for the resolution of any discrepancies, and presented them to my RPLS supervisors for final approval.

I performed some surveys to the American Land Title Association (ALTA) standards. I prepared city plats, and conducted and prepared lot and block number surveys. I presonally prepared drafts of maps, sketches, plats, reports, and property descriptions. I prepared boundary survey maps and checked final closures and accuracy of draft and final drawings. I prepared metes and bounds land descriptions using the actual monumentation of various types, either set or found. I mapped-checked the survey metes and bounds descriptions for errors of closure. I prepared and submitted draft metes and bounds descriptions to my RPLS supervisors for review and acceptance. I planned, directed, and finalized the boundary land surveys, plats, and notes for the RPLS review and sealing.

(Description of several typical professional boundary land surveying projects)

One typical boundary land surveying project I performed under the direct supervision of my RPLS supervisor, Viola Suny, was for the client, BLT Company, in Ibex, Texas. This was a 1,977 acre property, the project was about four months in duration, and the professional fees were: confidential.

On this project I personally performed research of office record survey files, and County deed records of boundary land survey work projects in the area. I conducted research of government records, tax maps, plat records and maps, and County appraisal district office records. I also used online deed research websites and tax information for property identification. I reviewed the deeds, records, and researched materials to locate nearby and surrounding properties and tracts. I conducted research to obtain land surveys and title data.

I prepared deed sketches for use by the field crews to indicate called monuments, benchmarks, survey markers, and easements to be located in the field. I identified boundary line discrepancies based on field information, and previous land boundary surveys. There was no evidence of conflicts or discrepancies. I prepared working sketches to show field evidence, and to indicate preliminary determinations. I determined and mapped boundary line locations for the review by my RPLS supervisor. I personally prepared field traverse notes and sketches.

I certify that the above supplementary experience record is true and correct to the best of my knowledge.

Reference co-sign _____
Reference Provider's Signature Date

Applicant sign _____
Applicant's Signature Date

I reduced and evaluated the field data to analyze existing control. I verified the field notes for completeness and accuracy. I prepared sketches, maps and a reports for my RPLS supervisor for verification and acceptance. I prepared data used by the field surveyors to set corners. I prepared work sheets of surveys for final drafting and for boundary determinations. I compared research records with the collected field data.

I personally prepared drafts of maps, sketches, plats, notes, and property descriptions. I prepared boundary survey maps and checked final closures and accuracy of draft and final drawings. I prepared metes and bounds land descriptions using the actual monumentation, both set and found. I mapped-checked the survey metes and bounds descriptions for errors of closure. I prepared and submitted draft metes and bounds descriptions to my RPLS supervisors for review and acceptance. I prepared and finalized the boundary land survey, plat, and notes for my RPLS supervisor for final review, signature, and sealing. The final boundary land survey was submitted to the client for County deed recordation and filing.

Another typical boundary land surveying project I performed under the direct supervision of my RPLS supervisor, Jasper Riverdale, was for the client, WQRX Homebuilder Company, in Fawn, Texas. This was a 2,050 acre property, the project was about six months in duration, and the professional fees were: \$4,000.

On this project I personally performed:

research of office record survey files, ...

I prepared deed sketches for use by the field crews to indicate called monuments, ...

I verified the field notes for completeness and accuracy, ...

I personally prepared drafts of maps, sketches, plats, notes, and property descriptions, ...

(Listing of similar professional boundary land surveying projects)

1. PLJ Property, Deer, Texas, lot and block boundary land survey. 6.5 acres more or less, 2 months duration. Cost: \$2,200 Research, field work, data analysis, documentation, descriptions, monumentation, and final survey preparation.
2. YZX site, Buckhorn, Texas, rural metes and bounds land survey. 16 acres, one month duration. Cost: \$2,250. Research, field work, data analysis, documentation, descriptions, monumentation, transverse accuracy analysis, and final survey preparation.
3. Etc.

I certify that the above supplementary experience record is true and correct to the best of my knowledge.

Reference co-sign _____
Reference Provider's Signature Date

Applicant sign _____
Applicant's Signature Date