

# APPLICANT CHECKLIST

## Land Surveyors by Examination

### 12 AAC 36.065, 12 AAC 36.066

State of Alaska Board of Registration for Architects, Engineers, and Land Surveyors  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
Phone (907) 465-2540 Fax (907) 465-2974  
E-mail: [AELSboard@Alaska.Gov](mailto:AELSboard@Alaska.Gov)

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1. Completed **NOTARIZED** [application](#). Application may be submitted via mail or fax (please choose only one method). **Emailed applications will not be accepted.**
  2. Fees: \$400 (\$200 nonrefundable application fee, \$100 registration fee, and \$100 AKLS Exam fee). Payment can be received by check, money order payable to the State of Alaska, or credit card using the attached payment form. Please submit payment by fax or mail only. **Emailed payments will not be accepted.**
  3. Verification of your passing score of the NCEES Fundamentals of Surveying Examination from another state must be submitted directly from the state board(s) to our office; *these can be accepted electronically or through NCEES*. You are exempt from this requirement if you sat the FS exam in Alaska.
  4. Official transcripts must be submitted directly from the institution and *can be accepted electronically*.
  5. Work Experience Verification (form 08-4716) to meet the requirements in 12 AAC 36.065 Table B (also attached) signed by registered professional land surveyors. This document, once signed and sealed, *can be accepted electronically* if sent directly from your verifiers to our office.
  6. AKLS Requirement (12 AAC 36.100(d)(3)). You must pass the Alaska Land Surveying (AKLS) examination prior to registration. Your application must be reviewed by the board for approval to sit for the exam, offered in April.
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**Applications and nonrefundable application fees must be received in the Juneau office 30 days before a scheduled board meeting. Please see the [Board Meeting Schedule](#) for details.**

12 AAC 36.065. ELIGIBILITY FOR PROFESSIONAL LAND SURVEYOR EXAMINATION. (a) To be eligible for the professional land surveyor examination, an applicant must

- (1) have been approved for or have passed the fundamentals of land surveying examination; and
- (2) submit to the board satisfactory evidence that the applicant's education or work experience or both are equivalent to the requirements set out in the following applicable table of education and work experience requirements for professional land surveyors; the board will evaluate the applicant's education and work experience that meet the requirements of AS 08.48 and this chapter and give credit as appropriate:

**TABLE B OF EDUCATION AND WORK EXPERIENCE  
REQUIREMENTS FOR PROFESSIONAL LAND SURVEYORS**

Classification	Education Credit Allowed In Years	Work Experience Credit Allowed In Years	Responsible Charge Under R.L.S. In a Land Surveying Capacity In Years	Total Years of Education and Work Experience Required
Graduate of an ABET accredited or board approved curriculum with a B.S. degree in land surveying and a master's or doctorate degree in land surveying	5	3	3	8
Graduate of an ABET accredited land surveying curriculum 4-year course	4	4	3	8
Graduate of a board approved land surveying curriculum 4-year course	4	4	3	8
Graduate of 4-year degree with board approved courses meeting land surveying education standard under (h) of this section	2	6	3	8

(b) "Responsible charge of professional land surveying (P.L.S.);" means work as a supervisor under the responsible control of a land surveyor registered in the United States, and working in the "practice of land surveying" as described in AS 08.48.341. The remainder of the required work experience listed in (a) of this section must be derived from office or field work involving the activities listed in AS 08.48.341. Partial completion of a curriculum leading to a degree in land surveying will be considered by the board in determining applicable work experience. The board will determine the amount of credit given for responsible charge experience gained under the responsible control of a professional in engineering based on applicability to professional land surveying.

(c) The board will accept up to a maximum of two years of credit for professional work experience used in securing registration in civil or mining engineering as experience in securing registration in land surveying based on its applicability to professional land surveying.

(d) The board will accept up to a maximum of two years of subprofessional work experience for up to one half of the work experience required for registration based on its applicability to professional land surveying.

(e) An applicant with a foreign degree shall submit

(1) a transcript of the applicant's education and if the transcript is not in English, submit a translation into English and a signed and notarized affidavit by the translator of the accuracy of translation; and

(2) an evaluation of the applicant's education from an agency approved by the board unless the applicant's education has been earned at a school accredited by an accreditation agency recognized by the board.

(f) Education and work experience may not be accumulated concurrently. A maximum of 12 months' credit may be claimed for a calendar year.

(g) *Repealed 10/29/2009.*

(h) For the purpose of a four-year degree program with board approved courses under (a)(2)(B) of this section, course work must meet the following land surveying education standard:

(1) at least 12 semester credits or the equivalent must be in mathematics and basic college level science courses, which must include calculus, physics, and statistics;

(2) at least 30 semester credits or the equivalent must be in geomatics and land surveying science and design courses, which must include practical field surveying, course in rectangular survey system, and of which at least six semester credits or the equivalent must be in boundary law courses; the geomatics and land surveying course work must include the study of geographic information system (GIS), global navigation satellite systems (GNSS), error analysis and adjustment, geodesy, and map projections.

STATE OF ALASKA  
 DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT (DCCED)  
 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
 BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND LAND SURVEYORS (AELS)  
 P.O. BOX 110806  
 JUNEAU, ALASKA 99811-0806  
 Phone: (907) 465-2540 Fax: (907) 465-2974  
 E-mail: license@alaska.gov

**LAND SURVEYOR WORK VERIFICATION**

NAME: \_\_\_\_\_ (Applicant) COMPANY: \_\_\_\_\_ (Employer)

(NOTE: Do you have a work verification file open with the board?  YES  NO  
 If you need information regarding opening a file, contact the division at the above address.)

SUPERVISOR: \_\_\_\_\_ DATES OF EXPERIENCE: \_\_\_\_\_ (Calendar Dates)

**WORK EXPERIENCE (in Months)**  
**(To be completed by applicant)**

FIELD	Date(s) From/To	OFFICE	Date(s) From/To
Control or Geodetic Surveys		Boundary Computations	
Topographic Surveys		Field Note Reduction	
Staking Property Boundaries (Location & Monumentation)		Subdivision Design & Property Description Preparation	
Construction Layout (including Building Trades experience)		Survey Project Administration (as Project Manager)	
Professional Judgment Decisions Regarding Placement of Lines or Corners		Plat & Deed Research (Title Research)	
Other (Explain Below):		Other (Explain Below):	

**EXPLANATION of "Other" Field or Office Experience (Use a separate page if necessary)**

Supervision of Field Party:  Yes  No Supervision of Office Personnel:  Yes  No  
 Estimated Percentage of Time Supervising: Field Party: \_\_\_\_\_ Office: \_\_\_\_\_

**APPLICANT**

**NOTE:** No more than 12 months education or experience may be counted in any 12-month period. If you went to school full-time for a school year, you may count that time as a full year for education, but no summer experience may be counted toward "work experience" (12 AAC 36.064 (b) and 12 AAC 36.065(f)).

**Original work verifications must be submitted directly to the Alaska Board of Registration for Architects, Engineers and Land Surveyors (AELS) by the Supervisor or Professional Registrant certifying the work experience.**

**LAND SURVEYOR WORK VERIFICATION**

**Applicant Name:** \_\_\_\_\_

Please refer to the statutes and regulations referenced.

**DEFINITIONS:**

AS 08.48.341(13) "**practice of land surveying**" means the teaching of land surveying courses at an institution of higher learning, or any service or work the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied related sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records and property descriptions that represent these surveys;

12 AAC 36.065(b) "**Responsible charge of professional land surveying (P.L.S.)**" means work as a supervisor under the responsible control of a land surveyor registered in the United States, and working in the "practice of land surveying" as described in AS 08.48.341(13). The remainder of the required work experience listed in (a) of this section must be derived from office or fieldwork involving the activities listed in AS 08.48.341(13). Partial completion of a curriculum leading to a degree in land surveying will be considered by the board in determining applicable work experience. The board will determine the amount of credit given for responsible charge experience gained under the responsible control of a professional in engineering based on applicability to professional land surveying.

"**Subprofessional work**" means time spent working as rodman, chainman, recorder, draftsman, clerk of works, instrumentation, inspector, or similar work where personal responsibility and technical knowledge are slight. (12 AAC 36.990(22))

"**Professional work**" means the time the applicant has been occupied in engineering or Land Surveying work of higher grade and responsibility than that of subprofessional work. (12 AAC 36.990(18))

**SUPERVISOR:**

**NOTE:** Was applicant continuously employed during calendar dates listed on first page?  Yes  No  
If not, give number of months of actual employment on this report: \_\_\_\_\_

**SUMMARY (in Months)**  
**(To be completed by Supervisor or Professional Registrant)**

	Months		Months
Field Work Eligible as "Responsible Charge"		Office Work Eligible as "Responsible Charge"	
Field Work Not Eligible as "Responsible Charge"		Office Work Not Eligible as "Responsible Charge"	

TOTAL MONTHS OF SURVEYING EXPERIENCE (On This Page): \_\_\_\_\_

TOTAL MONTHS RESPONSIBLE CHARGE (On This Page): \_\_\_\_\_

TOTAL MONTHS PROFESSIONAL WORK EXPERIENCE (on this page): \_\_\_\_\_

TOTAL MONTHS SUBPROFESSIONAL WORK EXPERIENCE (on this page): \_\_\_\_\_

**The total months for subprofessional experience should equal the total months during the period of employment.**  
Responsible charge experience is a subset of professional experience.

**If responsible charge experience is credited to the applicant** give a brief description of a typical project for which the applicant demonstrated professional judgment and responsible charge experience, and the character of the duties required by the project:

**Typical Project Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL REGISTRANT CERTIFICATION**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Registration No.: \_\_\_\_\_ State: \_\_\_\_\_

Were you registered at the time of supervision?  Yes  No

Place Professional Seal Here  
(If no seal or stamp is available,  
please state reason.)

**NOTE: This document must be submitted directly to the Division by the Supervisor.**