

INSTRUCTIONS FOR LICENSURE OF OUT-OF-STATE LICENSEES

HOW TO QUALIFY

An applicant who is licensed to practice Surveying in another state or territory of the United States may qualify for a waiver of some license requirements if he or she provides adequate evidence that, at the time he or she was licensed by the other state or territory he or she met requirements that were equivalent to those required by Maryland; or, provides adequate evidence that, at the time of application, he or she meets the requirements currently required by the laws of Maryland, and having passed two state-specific examinations.

Go to our website www.dllr.maryland.gov/license/ls/lsapply.shtml to read the requirements.

ACCEPTABLE SURVEYING EXPERIENCE

Applicants must demonstrate in their application that they possess the required experience as outlined in the Board's regulations (http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.13.*)

STATE SPECIFIC EXAMS

In order to become a licensed land surveyor in the State of Maryland, the following two exams are required in most cases, in addition to the Fundamentals of Surveying and/or Principles and Practice of Surveying exam, depending under which option you apply. If your application is approved, you will be notified which state specific exams you need to take and how to apply, etc.

Maryland Law and Ethics exam is an open book exam with 60 multiple choice questions on Maryland Law and Regulations. It is a two-hour exam. A calculator may be required. The NCEES calculator policy applies. The Land Surveyors law and regulations can be accessed via our website, www.dllr.maryland.gov.

Exceptions - You do not have to take the Maryland Law exam if were continuously licensed in another state before October 1987; or if you hold a current property line license.

Road Grade and Storm Drain Exam is an open book exam encompassing principles and practices problem solving. It is a 4-hour exam. A calculator is required. The NCEES calculator policy applies.

Exceptions - You do not have to take the Storm Drain and Road Grade Exam if you are currently licensed as a Professional Engineer in Maryland or another state and have experience in civil engineering.

EXAM INFORMATION

The State-specific exams are currently administered twice a year on the day before the administration of the national Principles of Surveying exam.

EXAMINATION FEES: Road Grade/Storm Drain - \$35.00
Maryland Law and Ethics - \$35.00
Administration Fee - \$60.00

APPROVAL AND EXAMINATION DETAILS: The Board will notify you in writing of your eligibility. If approved, you will receive instructions on how to register and pay the exam fee.

EXAMINATION PREPARATION. Contact the Maryland Society of Surveyor at www.marylandsurveyor.org. They offer a variety of courses and workshops to prepare you for these exams.

CHANGE OF NAME, ADDRESS, OR EMAIL. If your mailing address, email address, or name changes prior to the exam date, notify the Board's office immediately, in writing, by email at dloplandsurveyors-dllr@maryland.gov, or by fax at 410-962-8483.

SPECIAL ACCOMMODATIONS. The Maryland Board for Professional Land Surveyors complies with the Americans with Disabilities Act in accommodating examination candidates with special needs. If you need special testing accommodations, send your written request along with supporting documents to the Maryland Board, Attn: Exam Coordinator, 500 N. Calvert Street, Room 308, Baltimore, MD 21202.

SUPPORTING DOCUMENTATION REQUIRED IN ORDER TO PROVE YOUR ELIGIBILITY

_____ **Form 1** - Must be submitted by all applicants. Please be sure to check under which section of the license law your application is being made.

_____ **Form 2/2A** - Must be submitted by all applicants. Make sure the number that you assign to each RPE form corresponds with the numbers you entered on the endorser list in Form 1.

_____ **Form 3** – Must be submitted by all applicants.

_____ **Form 4** - You must use this form if you took the FS or PS in a state other than Maryland. **OR**, in lieu of using this form, go to verify.ncees.org and request that the Board where you took the FS or PS exam send an electronic verification to the Maryland Board.

_____ Official transcript(s) - Sent directly from college/university or through secure electronic transcript service (if available).

_____ Evaluation of foreign degree(s), if necessary. Have evaluation company send evaluation directly to Board.