

REQUIREMENTS FOR LICENSURE - SURVEYOR

Access this form via website at: cca.hawaii.gov/pvl

Applications may be mailed hard-copy to our office or submitted online by creating a MyPVL account at: mypvl.dcca.hawaii.gov

REQUIREMENTS

1. Possess the requisite education and/or experience as contained below; **AND**
2. Pass the NCEES FS exam (may be waived for endorsement with 15 years verified experience in responsible charge); **AND**
3. Pass the NCEES PS exam; **AND**
4. Pass the Hawaii State exam (Hawaii Description Writing).

PATHWAYS

There are two basic pathways to licensure:

1. Via Endorsement: If you are currently licensed in another state, you will be seeking licensure via:
 - a. Endorsement with NCEES exams; OR
 - b. Endorsement without NCEES FS exam. To qualify for this option, submit verification of 15 years in responsible charge on form EAS-11(b).
2. Via Exams: If you are **NOT** licensed in any other state, you will be seeking licensure via NCEES exams:
 - a. To take the FS and/or PS exam; or
 - b. For initial licensure if you have already passed both the FS and PS exams, but are not licensed in any other US jurisdiction.
 - On page 1 of the application form, please indicate which pathway (1a, 1b, 2a, or 2b) for licensure you are taking.

MINIMUM EDUCATION & EXPERIENCE

The amount of experience required is dependent on the level of education you have and the pathway applicable to you:

EDUCATION LEVEL	LAWFUL EXPERIENCE	EXAMINATIONS
1 - Graduate of a 4-year geoscience, land surveying, civil engineering, or general engineering curriculum from an approved school or college	3 years	FS and PS <u>or</u> 15 years responsible charge * State Exam
2 - Graduate of a 4-year arts and science curriculum with a math, science, or science-related major from an approved school or college	7 years	FS and PS <u>or</u> 15 years responsible charge * State Exam
3 - Graduate of a 2-year civil engineering technology (survey optional) curriculum from an approved school or college	7 years	FS and PS <u>or</u> 15 years responsible charge * State Exam
4 - No degree	11 years	FS and PS <u>or</u> 15 years responsible charge * State Exam

On page 1 of the application form, please indicate which level of education (1 to 4) you have.

* Option of waiving the FS exam with 15 years Responsible Charge experience is only applicable to Licensure via Endorsement.

VERIFICATION OF EDUCATION

All applicants must submit a certified copy of diploma **OR** official transcripts to verify education, unless applying via the "no degree" pathway.

Additionally, graduates of foreign colleges **must have their foreign** education evaluated if they wish to have their degree(s) considered.

Contact the National Council of Examiners for Engineering & Surveying ("NCEES") Credentials Evaluation Service ("CES") online at www.ncees.org, or by calling 864-654-6824, or writing to P.O. Box 1686, Clemson, SC 29633. Please notify us when the report is available for the Board's review.

Please be advised that if the program you completed is **NOT** evaluated as equivalent to an ABET accredited program, you will be applying via the "no degree" pathway and required to provide verification of the following lawful experience:

To sit for the FS exam: 9 years

To sit for the PS exam/for PS licensure: 11 years

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VERIFICATION OF EXPERIENCE

Applicants are required to document their experience. Your level of education and pathway for licensure will dictate the type of **additional experience verification** you will need to submit. Refer to the listing below for ways to provide evidence of your experience:

1. NCEES Council Record may be submitted in lieu of #2 and #3 below. However, note the Board may still request additional verification as needed.
2. Supervised experience: Submit form EAS-14 "Verification of Supervision" completed by your licensed surveyor supervisor(s).
3. Experience in responsible charge (for licensure via endorsement only): Submit form EAS-11(a) "Verification of Experience in Responsible Charge" completed by a licensed individual other than the applicant. Responsible charge form should be submitted if operating as a sole proprietorship, if supervisor(s) are no longer available, or if you wish to verify responsible charge experience instead of, or in addition to, supervised experience.
 - NOTE: Responsible charge experience will only be considered for **experience gained while already licensed** in another jurisdiction.
 - NOTE: Experience in responsible charge will require **twice the amount** of the required lawful experience. (For example: Every two (2) years of experience in responsible charge will be credited for one (1) year of the required lawful experience.)

VERIFICATION OF EXAMINATION & LICENSE

Applicants for licensure via endorsement:

You must verify at least one current license in another state and your FS and PS exam scores.

1. Send the "Verification of Exam/License" form (S-1) to the state in which you were **ORIGINALLY LICENSED** with the appropriate service fee, if any. If more than one form is needed, in cases where the exams were taken in more than one state, please duplicate. The completed form should be sent to Hawaii **directly** from the state board verifying exam/license.
2. Alternatively, you may submit your NCEES Council Record to verify your license in another state and passage of the FS/PS exams, provided your licensure and exam information is up-to-date. Please contact NCEES directly if any changes need to be made.
3. All applicants must also pass the Hawaii State Exam (Hawaii Descriptions Writings).

NOTE: If you wish to have the NCEES FS exam waived, you will need to have a licensed surveyor complete the "Verification of Experience in Responsible Charge" form documenting 15 years of experience in responsible charge. The PS exam **cannot** be waived.

Applicants for licensure via exam:

Upon approval of your application, you will be mailed an approval notice. You must then register and pay exam fees **DIRECTLY** with NCEES to take the next scheduled exam by NCEE's filing deadline. To register for the exam, go to: **www.els-examreg.org** OR call NCEES at 1-877-536-7729, Monday-Friday between 7:30 am - 5:00 pm Eastern Standard Time.

We will then inform the test administrator, NCEES, of your eligibility to take the FS and/or PS exam. NCEES will send you an examination packet containing information on registration and cancellation deadlines and fees.

NOTE: Applicants for the FS exam who have an ABET-accredited degree may register directly with NCEES and do not need to file an application to the Board. An application will need to be submitted for **licensure**.

NOTE: The FS & PS exams are a computer-based exams administered year-round in testing windows at NCEES-approved Pearson Vue test centers.

NOTE: All applicants must also pass the Hawaii State Exam (Hawaii Descriptions Writings).

For your information:

NCEES
P.O. Box 1686
Clemson, SC 29633-1686
Phone: (864) 654-6824
www.ncees.org

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*Education level and experience to qualify to take the NCEES FS exam:

EDUCATION LEVEL	EXPERIENCE
1 - Be in the last year of a geoscience, land surveying, civil engineering, or general engineering curriculum from an approved school or college with graduation within 7 months of the date of application	None
2 - Graduate of a 4-year geoscience, land surveying, civil engineering, or general engineering curriculum from an approved school or college	None
3 - Graduate of a 4-year arts and science curriculum with a math, science, or science-related major from an approved school or college	5 years
4 - Graduate of a 2-year civil engineering technology (survey optional) curriculum from an approved school or college	5 years
5 - No degree	9 years

HAWAII STATE EXAM (Hawaii Description Writings):

- Only after the Board has approved your application may you register to sit for the Board-produced state exam ("Hawaii Description Writings" exam).
- As of December 20, 2023, the State Exam is proctored by PSI Services, LLC. For exam information, including registration, exam locations, and Candidate Information Bulletin, please visit PSI Services, LLC website: <https://test-takers.psiexams.com/hitrade>. For telephone registration, please call (833) 333-4754. **Applicants will be required to pay an exam fee directly to PSI Services, LLC.**
- The State Exam is administered as computer based testing, and exam locations are available out-of-state. The locations available for the exam are solely at the discretion of PSI Services, LLC

Note: You must pass the FS exam (or approved waiver), PS exam, and the State Exam to qualify for licensure.

Note: If you require special accommodations to sit for the licensure examination, please contact the Exam Branch immediately, but no later than the exam filing deadline, at (808) 586-2711 to obtain a Disability Certification Form that will need to be completed and returned to our office. No action will be taken to provide special testing accommodations until your exam application is complete and approved.

INFORMATION & INSTRUCTIONS - SURVEYOR

Complete the on-line fillable application form or print legibly in black ink. Answer all questions and sign and date the application form. **Applications that lack supporting documents required for exam or licensure will not be considered.** It is the applicant's responsibility to ensure that all documents are received timely.

SUBMITTALS

1. Complete the entire application; AND
2. Provide a copy of all pertinent diplomas or official transcript(s) from an approved school or college, or NCEES CES report for foreign graduates, unless applying with "no degree"; AND
3. "Verification of Supervision" form completed by your supervisor(s) who is a licensed surveyor and/or "Experience in Responsible Charge" form from a licensed surveyor; AND
4. "Verification of Exam/License" form from another state board; OR
5. NCEES Council Record that documents any of #2-#4 above to the satisfaction of the Board and pursuant to current Hawaii laws/rules; AND
6. **A non-refundable application fee of \$150 for endorsement, \$100 for PS exam or \$50 for FS exam made payable to: Commerce & Consumer Affairs** (checks must be in U.S. dollars and be from a U.S. financial institution). A separate exam fee must be paid directly to PSI Services, LLC to take the State Exam (Hawaii Description Writings).

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REQUIREMENTS

Please read the requirements section carefully. Should you have a question or concern regarding the requirements, contact the Licensing Branch at (808) 586-3000.

Individuals from the neighbor islands can call the toll free access numbers:

Kauai: 274-3141 ext. 6-3000
Hawaii: 974-4000 ext. 6-3000
Lanai: 1-800-468-4644 ext. 6-3000

Maui: 984-2400 ext. 6-3000
Molokai: 1-800-468-4644 ext. 6-3000

Information can also be obtained from the Professional & Vocational Licensing Division's website at: cca.hawaii.gov/pvl

SOCIAL SECURITY NUMBER

Your Social Security Number is used to verify your identity for licensing purposes and for compliance with the below laws. **For a license to be issued, you must provide your Social Security Number or your application will be deemed deficient and will not be processed further.**

The following laws require that you furnish your Social Security Number to our agency.

FEDERAL LAWS:

42 U.S.C.A. §666(a)(13) requires the Social Security Number of any applicant for a professional license or occupational license be recorded on the application for license; and if you are a licensed health care practitioner, **45 C.F.R., Part 61, Subpart B, §61.7** requires the Social Security Number as part of the mandatory reporting we must do to the Healthcare Integrity and Protection Data Bank (HIPDB), of any final adverse licensing action against a licensed health care practitioner.

HAWAII REVISED STATUTES ("HRS"):

§576D-13(j), HRS requires the Social Security Number of any applicant for a professional license or occupational license be recorded on the application for license; and

§436B-10(4), HRS which states that an applicant for license shall provide the applicant's Social Security Number if the licensing authority is authorized by federal law to require the disclosure (and by the federal cites shown above, we are authorized to require the Social Security Number).

FEES

A non-refundable application fee of \$150 for endorsement, \$100 for PS exam/initial licensure or \$50 for FS exam. Make check payable to: **COMMERCE & CONSUMER AFFAIRS** (unless otherwise noted). Checks must be in U.S. dollars and be from a U.S. financial institution.

A separate \$80 exam fee must be paid directly to PSI Services, LLC to take the Hawaii State Exam (Hawaii Description Writings).

A final licensure fee will be assessed if your application is approved.

***NOTE:** One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.*

RETURN OF REQUIRED ITEMS

Mailing Address:

Board of EASLA
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

Office Location:

335 Merchant Street, Room 301
Honolulu, HI 96813
Phone: (808) 586-3000

OR

RELEASE OF INFORMATION

If an agency or individual is assisting you with the licensure process, we will not be able to release any information to them unless you provide us with authorization. If you wish to do so, please complete the portion on **Release of Information to Third Party**, sign and date it.

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RESPONSE

You will receive a deficiency notice or an approval notice upon receipt of all required documents and review of your application.

If for any reason you are denied the registration or license you are applying for, you may be entitled to a hearing as provided by the Hawaii Administrative Rules, Title 16, Chapter 201, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing should be directed to the agency that issues your registration or license and must be received within 60 days of the date that your application for registration or license has been denied.

ABANDONMENT

Pursuant to HRS §436B-9, your application shall be considered abandoned and will be destroyed, if you fail to complete the license process within one year after filing an application or fail to take and pass the examination after becoming eligible to take the examination.

If an application is deemed abandoned, the applicant shall be required to reapply for licensure and comply with the licensing requirements at the time of the reapplication.

LAWS & RULES PUBLICATIONS

You must certify to reading, understanding, and agreeing to comply with the Hawaii Revised Statutes and Hawaii Administrative Rules governing this license area. Please see below for the chapter numbers of the applicable Hawaii Revised Statutes and Hawaii Administrative Rules. To obtain a copy of the statutes and rules, send a written request to: Board of EASLA, Commerce & Consumer Affairs, P.O. Box 3469, Honolulu, Hawaii 96801. In addition, you may download the statutes and rules from the following website: cca.hawaii.gov/pvl. Click on "Engineer, Architect, Surveyor, Landscape Architect".

For Surveyors, you should be familiar with Chapter 464 (HRS), Chapter 115 (HAR), and Chapter 436B, the Professional and Vocational Licensing Act.

LICENSURE & RENEWAL

After all requirements are fulfilled, license fees will be due. Notification of amounts will be sent to you at the appropriate time.

For Surveyors, all licenses (**regardless of issuance date**) will expire on **April 30 of each EVEN-NUMBERED year** and are subject to renewal by the license expiration date. Renewals received after the license expiration date are subject to late renewal fees and may be restored up to 2 years. After 2 years, a new application for licensure is required.

CHANGE OF ADDRESS

Whenever you have a change of address, please report it to the department in writing so that your records can be updated.

Print Form

APPLICATION FOR LICENSURE - LAND SURVEYOR

Access this form via website at: cca.hawaii.gov/pvl

Select your pathway to licensure **and** your education level.

#1 Via Endorsement (all applicants must still pass the Hawaii State Exam)*

Current License in _____ (State) License No. _____

Education Level: 1 2 3 4 _____
Years of Experience

a. with NCEES exams

Passed FS exam in _____ (State) on _____ (Date)

Passed PS exam in _____ (State) on _____ (Date)

b. without FE exam (attach "Experience Responsible in Charge" forms to document 15 years experience).

Passed PS exam in _____ (State) on _____ (Date)

#2 Via NCEES Exams (all applicants must still pass the Hawaii State Exam)*

Application for FS exam

• Education Level: 1 2 3 4 5 _____
Years of Experience

Application for PS exam

• Education Level: 1 2 3 4 _____
Years of Experience

Application for Initial License

• Education Level: 1 2 3 4 _____
Years of Experience

Passed FS exam in _____ (State) on _____ (Date)

Passed PS exam in _____ (State) on _____ (Date)

FOR BOARD USE

Approved: FS PS _____ (State)

Passed: FS PS _____ (State)

License No. **LS -** Date Licensed: _____

*** Only after the Board approves your application may you register to sit for the Hawaii State Exam. See application instructions for additional exam information.**

Legal Name (First, Middle) _____ (Last) _____ Social Security No.: _____ Phone No. (days): _____

Residence Address (Include Apt. No., City, State and Zip Code) _____ Other Names Used: _____
Email Address: _____

Mailing Address (**ONLY** if different from above) _____ Employer's Name, Address & Phone No. _____

NCEES Council Record Request
I have requested NCEES transmit my record to Hawaii? YES NO Record ID No.: _____ Date transmittal requested _____

Check answers and provide detailed explanation and supporting documents if applicable.

- Are you at least 18 years of age? YES NO
- Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? YES NO

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Appl	244	\$150/\$100/\$50	Reg	245	\$64
Exam (State)	254	\$80	CRF	247	\$50/\$100
			1/2 Renewal	240	\$52
			Service Charge	BCF	\$25

Print Name of Applicant (Surveyor): _____

Date: _____

3. Have you ever applied for or been licensed as a Land Surveyor in Hawaii? YES NO
 If "YES" indicate the MONTH and YEAR: _____ or License No.: **LS** - _____ Expiration: _____
4. Has any license ever been suspended, revoked or otherwise subject to disciplinary action? YES NO
5. Are there any disciplinary actions pending against you? YES NO
6. Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? YES NO

EXPLAIN "YES" RESPONSES, PROVIDING DATES, PLACES, AND TYPE OF CONVICTION OR DISCIPLINARY ACTION ON A SEPARATE SHEET AND SUBMIT PERTINENT DOCUMENTATION FROM THE COURTS OR LICENSING AUTHORITY. Attach pertinent documentation if applicable.

EDUCATION					
Name & Location of School	Dates (mo/yr)		Date Graduated	Degree Received	Major
	From	To			
Engineering College/University					
Other College/University					

EXPERIENCE RECORD (You may attach additional sheets provided that the information is in this format)

ENGAGEMENT NUMBER	DATES (mo/yr) TIME (yrs & mos)			TITLE OF POSITION, NAME OF EMPLOYER & CHARACTER OF EACH EMPLOYMENT. <i>Designate each employment or change in position by a separate letter and a ruled line extending across page. Include magnitude & complexity of work on which engaged, your duties & degree of responsibility. Have in mind that the Examining Committee is more interested in your specific duties rather than the number of persons employed or over-all cost of projects.</i>	YOUR SUPERVISOR	
	FROM	TO	TOTAL TIME		NAME & ADDRESS	LICENSED LAND SURVEYORS?

SUMMARY (By Applicant)
 TOTAL EXPERIENCE

SUMMARY (By Board)

(CONTINUED ON PAGE 3)

Print Name of Applicant (Surveyor): _____

Date: _____

AFFIDAVIT OF APPLICANT:

I certify that the statements, answers and representations made in this application and documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of my license and is a misdemeanor (Section 710-1017, Sections 436B-19 and 464-10, Hawaii Revised Statutes). I further certify that I have read, understand and agree to comply with the provisions of Hawaii Revised Statutes, Chapter 464, and Hawaii Administrative Rules, Chapter 115.

Signature of Applicant

Date

Release of Information to Third Party:

To assist me in the licensing process, I authorize the Board and DCCA's staff to release any and all information regarding my application (including, but not limited to application status) to the following third party:

Print name of individual who is assisting you: _____

Name of Organization: _____

Address: _____

Signature of Applicant

Date

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.