



Board of Professional Surveyors and Mappers FREQUENTLY ASKED QUESTIONS

Board Information

What are the functions of the Board of Professional Surveyors and Mappers?

The Board of Professional Surveyors and Mappers regulates professional surveyors and mappers and businesses that offer surveying and mapping services. The Board also approves Continuing Education Providers and the Continuing Education Courses that are offered to licensees.

Does the Board have a website?

Yes, please visit www.800helpfla.com/psm.

What are the statutes and rules that govern Professional Surveyors and Mappers?

Chapter 472, Florida Statutes and Rule 5J-17, Florida Administrative Code.

Where can I obtain the laws and rules of the Board?

The laws and rules may be obtained by visiting www.800helpfla.com/psm.

If you need further assistance, you may call the Consumer Assistance Center at 1-800-HELPFLA (435-7352) or (850) 488-2221.

When and where is the next board meeting?

The dates and locations of board meetings are available online at www.800helpfla.com/psm > Board Meetings.

Where can I obtain a copy of the board meeting agenda or information on previous meetings?

Agendas and minutes are available online at www.800helpfla.com/psm > Board Meetings.

Licensure Information

What are the requirements for a Professional Surveyor and Mapper license?

All applicants must be approved by the Board prior to taking any examination for Florida licensure. All applicants (those by first time examination and those by endorsement) will be required to take at a minimum the Florida Jurisdictional Multiple Choice examination.

First time applicants for licensure by examination are entitled to take the licensure examination, after approval by the Board, to practice in the State of Florida as a professional surveyor and mapper if you are of a good moral character and have satisfied one of the following requirements:

Option 1

You have received a degree in surveying and mapping of four years or more in a surveying and mapping degree program from a college or university recognized by the Board and have experience of four or more years as a subordinate to a professional surveyor and mapper in the active practice of surveying and mapping. Your experience must indicate that you were in responsible charge of the accuracy and correctness of the surveying and mapping work performed.

The completed surveying and mapping degree must have included not fewer than 32 semester hours of study, or its academic equivalent, in the science of surveying and mapping or in Board-approved surveying-and-mapping-related courses. Work experience acquired as a part of the education requirement does not count as experience in responsible charge.

Option 2



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You must be a graduate of a four-year course of study, other than in surveying and mapping, at an accredited college or university approved by the Board and have experience of six or more years as a subordinate to a registered surveyor and mapper in the active practice of surveying and mapping. You must demonstrate that you were in responsible charge of the accuracy and correctness of the surveying and mapping work performed for at least five of the six years.

The course of study must have included not fewer than 32 semester hours of study or its academic equivalent. You must have completed a minimum of 25 semester hours in surveying and mapping subjects or in any combination of courses in civil engineering, surveying, mapping, mathematics, photogrammetry, forestry, or land law and the physical sciences. Any of the required 25 semester hours that were not completed as part of the four-year course of study may be approved at the discretion of the Board. Work experience acquired as a part of the education requirement does not count as experience in responsible charge.

Applicants for licensure by endorsement are entitled to take the Florida Jurisdictional Multiple Choice Examination, after approval by the Board, to practice in the State of Florida as a professional surveyor and mapper if you have satisfied one of the following requirements:

Option 1

You hold a valid license to practice surveying and mapping issued prior to July 1, 1999, by another state or territory of the United States; have passed a national, regional, state, or territorial licensing examination that is substantially equivalent to the examination required by section 472.013, Florida Statutes; and, you have a specific experience record of at least 8 years as a subordinate to a registered surveyor and mapper in the active practice of surveying and mapping, 6 years of which must be of a nature indicating that you were in responsible charge of the accuracy and correctness of the surveying and mapping work performed.

Option 2

You hold a valid license to practice surveying and mapping issued by another state or territory of the United States if the criteria for issuance of the license was substantially the same as the licensure criteria that existed in Florida at the time the license was issued .

An applicant who has taken the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals and Principles & Practices Examinations in another state is required to have the licensure verification form completed to verify their scores. Forms relating to surveyors and mappers are available online at www.800helpfla.com/psm > Surveyor Licensing.

What information is needed to apply for licensure as a Professional Surveyor and Mapper by Endorsement?

An endorsement application must be completed and submitted to the Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, P.O. Box 6700, Tallahassee, Florida 32399-6700.

Does the Board review all applications for licensure?

Yes, the Board reviews all applications for licensure. The Board is the only authority to approve or deny applications. The Board has given the Department staff the authority to approve and issue licenses for certificates of authorization (business) applications. If there are problems or concerns with a certificate of authorization application, Department staff submits the application to the Board for review and consideration.

Do I have to take a licensure examination?



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If the Board approves your application, you may take one or all of the following three examinations (depending on your method of licensure):

- Principles and Practice Examination
- Fundamentals Examination
- Florida Jurisdictional Multiple Choice Examination (all applicants for full licensure must take this examination)

When are the examinations offered?

The examinations are offered twice a year in April and October. The dates and locations of the examinations are available online at www.800helpfla.com/psm > Examinations.

My application was reviewed and approved by the Board recently. When will I be scheduled for the examination?

You must contact NCEES by phone (toll-free) at 877-536-7729, Monday through Friday 7:30am to 5:30pm EST, or by using the NCEES Web site at www.ncees.org to register for an examination.

Do endorsement applicants have to take a licensure examination even if they have taken the National Council of Examiners for Engineering and Surveying (NCEES) examination?

Yes, all applicants for licensure by endorsement must take and pass the Florida Jurisdictional Multiple choice examination.

When will the grade results be mailed? When will I be issued a license number?

The process takes approximately 8-12 weeks. Once the Department receives the grade results, a letter is mailed to the candidate. A copy of the grades is forwarded to the Department's application intake office, and each candidate's application file is reviewed to verify that the candidate has passed all required examinations. Once this process is complete, the candidate is issued a license number. License numbers can be verified online at www.800helpfla.com/psm/ > Find a Surveyor.

What happens if I do not receive my grade results?

You may contact the board office at 1-800-HELPFLA (435-7352) or (850) 488-2221 to verify your mailing address and to arrange for receipt of the grades. Grade information is confidential and will not be given by phone or fax.

What happens if I fail parts of the examination?

Along with the grade report, a re-examination application with instructions and deadlines will be mailed to you. Mail the re-examination application to the Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, 2005 Apalachee Parkway, Tallahassee, Florida 32399-6500, by the provided deadline.

What happens if a candidate is scheduled for the examination and does not attend?

A re-examination application and a letter with instructions will be mailed to you. You must resubmit an application and repay the examination fees. If the examination was missed due to extreme circumstances, please contact the board office at 1-800-HELPFLA (435-7352) or (850) 488-2221.

Does Florida offer a Professional Surveyor and Mapper Temporary License?

Florida does offer a temporary license for work on one specific project for a period not to exceed one year to a surveyor and mapper holding a certificate to practice in another state in accordance with Section 472.023, Florida Statutes, if Florida registrants are similarly permitted to engage in work in the other state. For more details, you may contact the board office at 1-800-HELPFLA (435-7352) or (850) 488-2221.

Does Florida offer a Professional Surveying and Mapping Temporary Certificate of Authorization?

Florida offers a temporary certificate of authorization for work on one specific project not to exceed one year to an out-of-state corporation, partnership, or firm, provided one of the principal officers of the corporation, one of the partners of the partnership, or one of the principals in the fictitiously named firm has obtained a temporary certificate of registration in accordance with Section 472.023, Florida Statutes. For more details, you may contact the board office at 1-800-HELP-FLA (435-7352) or (850) 488-2221.



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Does Florida offer licensure through reciprocity?

Florida does not offer licensure through reciprocity.

Who is required to have a Professional Surveyor and Mapper Business License (Certificate of Authorization)?

A certificate of authorization is required of any firm, corporation, partnership, association, or person practicing under a fictitious name and offering surveying and mapping services to the public. An individual practicing in his or her given name is not required to obtain a certificate of authorization.

What information is required for a Professional Surveyor and Mapper Business License (Certificate of Authorization)?

The application must be signed, completed and submitted with a \$255.00 fee to the Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, P.O. Box 6700, Tallahassee, Florida 32399-6700. The following supporting documents must be submitted:

- Proof of a current registration with the Secretary of State as a foreign or domestic corporation (certificate of status);
- Name, license number, address and social security number of the Florida-licensed surveyor and mapper that is a principal officer in the business;
- Name, license number, address and social security number of the Florida-licensed surveyor and mapper that will be in responsible charge.

The surveyor that is the principal officer can also be the responsible charge surveyor. Please contact the Secretary of State at (850) 488-9000 to obtain information regarding your certificate of status.

What information is needed to apply for the Surveyor in Training license?

You are entitled to take an examination for the purpose of determining whether you qualify to practice in Florida as a surveyor and mapper intern if you are in the final year, or a graduate, of an approved surveying and mapping curriculum in a school that is Board-approved. You must have a Surveyor in Training Letter of Good Standing completed and signed by the Registrar's Office or the Dean of the College of Surveying and Mapping. Please submit your completed application along with the supporting documents to the Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, 2005 Apalachee Parkway, Tallahassee, Florida 32399-6500.

I lost my license. How do I obtain a duplicate?

Please mail a written request along with a \$20.00 fee to the Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, P.O. Box 6700, Tallahassee, Florida 32399-6700.

How do I submit a request for license verification to another state?

You must submit a written request and a \$25.00 fee to the Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, P.O. Box 6700, Tallahassee, Florida 32399-6700.

If the Board denied my application for licensure by examination or by endorsement can I request a refund?

The application fee in the amount of \$125.00 is non-refundable. The initial licensure fee is refundable if you were denied licensure by the Board. You must submit a written request for a refund to the Executive Director of the Board and mail to the Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, 2005 Apalachee Parkway, Tallahassee, Florida 32399-6500.

Can I change my license addresses?

Yes. Visit our website at www.800helpfla.com/psm > Renew/Maintain a License. You can also change your telephone number and email address at this site.

Your website provides for "main", "mailing", and "location" addresses. What are the differences?

Three types of addresses have been established to support your needs: main, license mailing, and license location.

- *Main Address* - This address is the primary address on file.



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- *License Mailing Address* - This is the address where the mail associated with a particular license will be sent (if different from the main or license location addresses).
- *License Location Address* - This is the address where the place of business is physically located.

An example of the use of different addresses:

If Jane Doe is a surveyor that works for ACME Surveyors, she may have 3 different addresses listed in her profile. Her main address would be the address of ACME Surveyors' corporate headquarters. Her license mailing may be her home so she does not have to visit the office to pick up her mail. Finally, her License Location would be the address of the ACME Surveyors' local office where she works. If Jane Doe worked independently, she might have only one address on file (Main Address) as her office is the same place she wishes to receive her mail.

How can I change my address if I do not have a computer?

You may submit the change in writing, by fax or scanning and emailing the document to:

Department of Agriculture and Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Parkway, Tallahassee, FL 32399-6500
Fax: (850) 410-3797
Email: PSM@doacs.state.fl.us

Application Assistance

How can I obtain assistance on completing my application?

If you have any questions or need assistance completing the application, please contact the Department's Customer Assistance Center at 1-800-HELP-FLA (435-7352) or 850-488-2221; visit us online at www.800helpfla.com/psm; or e-mail us at psm@doacs.state.fl.us

Where do I mail my application?

Department of Agriculture and Consumer Services
Board of Professional Surveyors and Mappers
P.O. Box 6700
Tallahassee, FL 32399-6700

What are the fees for Professional Surveyors and Mappers applications?

- Initial licensure by examination - \$255.00
 - Exam fees will be paid directly to NCEES
- Licensure by endorsement - \$255.00
 - Exam fees will be paid directly to NCEES
- Re-examination – Exam fee will be directly to NCEES
- Surveyor in Training applying for initial licensure – Examination fee will be paid directly to NCEES
- Certificate of Authorization (Business license) - \$255.00

To determine the current fees for NCEES please contact NCEES by phone (toll-free) at 877-536-7729, Monday through Friday 7:30am to 5:30pm EST, or by using the NCEES Web site located at www.ncees.org

Renewal Information

My license is in a null and void status. Is there a way to have it reinstated?

You must submit the following to the Department:

- Application for reinstatement of null and void license
- Application fee of \$125 (non-refundable)
- Renewal fee of \$255 for each past renewal period



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- Proof of completion of 48 continuing education credit in surveying and mapping six of which must be a course in Minimum Technical Standards (MTS) and/or Florida Laws and Rules. These credits must have been completed within the 24 months prior to the submission of the application.
- A statement describing your good faith effort to comply with the licensure requirements, including a detailed description of the illness or unusual hardship which prevented you from renewing the license during the prescribed biennium. This detailed description must include a timeline of the events leading up to the time the license became null and void.

The application forms described above are available online at www.800helpfla.com/psm >Surveyor Licensing.

My Professional Surveyor and Mapper license has been inactive. What do I need to do to change my licensure status to active?

You must submit a written request to change your status, copies of your continuing education certificates and the appropriate fees. The fees may vary depending on when you make the request. Please submit your request to:

Department of Agriculture and Consumer Services
Board of Professional Surveyors and Mappers
P.O. Box 6700
Tallahassee, FL 32399-6700

How often do Professional Surveyors and Mappers and Certificate of Authorization licensees renew their licenses?

They must renew by February 28th of every odd numbered year. Renewal notices are prepared and mailed 90 days prior to renewal. If licenses are not renewed before the expiration date, a delinquent fee will be added to the renewal fee. Licenses may be renewed online at www.800helpfla.com/psm >Renew/Maintain a License.

REMINDER: Licensees may not practice during the time their license is delinquent.

What is the renewal fee for an active business license?

The fee is \$355.00 (\$350.00 renewal fee and \$5.00 unlicensed activity fee).

What is the delinquent renewal fee for a business license?

The fee is \$505.00 (\$350.00 renewal fee, \$5.00 unlicensed activity fee and a \$150.00 delinquent fee).

Continuing Education Information

Where can I obtain a list of approved continuing education providers?

You may obtain this information online at www.800helpfla.com/psm > Surveyor Licensing.

Where can I obtain a list of Board-approved continuing education courses?

You may obtain this information online at www.800helpfla.com/psm > Surveyor Licensing.

How many hours of continuing education are required to renew a surveyor and mapper license?

A total of 24 hours of continuing education hours are required per biennial renewal, to include at least six hours of either a Minimum Technical Standards or a Laws and Rules course, or a six hour combined Minimum Technical Standards and Laws and Rules course.

Does a provider for continuing education have to be approved by the Board?

Yes. The Board must approve all providers of continuing education. The application package for provider status is available online at www.800helpfla.com/psm > CE Provider Approval.

I submitted an application for provider or course approval and received a notice requesting additional information that I do not understand. What should I do?

Please contact the Board Office 1-800-HELPFLA (435-7352) or (850) 488-2221.



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I checked my continuing education hours on the Department's website and the hours are not correct. What do I do?

Please contact the Board Office at 1-800-HELPFLA (435-7352) or (850) 488-2221. If you know that a provider has not reported, you must contact the continuing education provider directly. It is the responsibility of the provider to report your continuing education hours to the Department. Providers have up to 30 days from the date of the course to report your attendance.

Can I renew my license even if I have not completed the required continuing education hours?

No, you cannot renew your license unless you have completed the required 24 continuing education hours. Once your license becomes delinquent for failing to have the appropriate number of hours, any courses you take will be credited to the previous renewal period until you have attained enough hours to become active.

How do I report my continuing education credits?

Approved continuing education providers are required to report the credits to the Department electronically. Continuing education providers are responsible for issuing a certificate of completion for each of the courses you complete. If you did not receive a certificate, you should contact the provider directly. Providers have up to 30 days from the date of the course to report your attendance.

May I carry over excess continuing education hours to the next biennium?

No. You must obtain the required continuing education during the biennium renewal period.

Complaints

I have a complaint against a surveyor and mapper. Whom do I contact?

Contact the Department's Consumer Assistance Center at 1-800-HELPFLA (435-7352) or (850) 488-2221 or file a complaint online at www.800helpfla.com/psm

I have a complaint regarding unlicensed activity. Whom do I contact?

Contact the Department's Consumer Assistance Center at 1-800-HELPFLA (435-7352) or (850) 488-2221 or file a complaint online at www.800helpfla.com/psm

I have been disciplined by the Board and need assistance. Whom do I contact?

Please contact the board office staff at 1-800-HELPFLA (435-7352) or (850) 488-2221 or PSM@doacs.state.fl.us

Special Board Issues

How do I obtain my seal for surveyors and mappers?

You may obtain your seal from an office supply company. The seal dimensions and description information are illustrated in Rule 5J-17, Florida Administrative Code.

Will Florida accept a rubber stamp seal?

No, Florida only accepts an impression type metal seal.

Will I receive a wall certificate?

Wall certificates are mailed to initial licensed professional surveyors and mappers who request them within six months after becoming licensed. There is no fee for wall certificates.