

BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

Board Information

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

The Board of Professional Surveyors and Mappers regulates the professional surveyors and mappers and businesses that offer surveying and mapping services.

2. Does the board have a website?

Yes: www.MyFloridaLicense.com > Doing Business With Us > Surveyors and Mappers.

3. What are the statutes and rules that govern Surveyors and Mappers?

Chapter 472 of the Florida Statutes and Rule 61G17 of the Florida Administrative Code.

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

The laws and rules may be obtained on the Board's website at www.MyFloridaLicense.com > Doing Business With Us > Surveyors and Mappers > Statutes and Rules.

If you need further assistance, you may call the Customer Contact Center at 850.487.1395.

5. When and where is the next board meeting?

The dates and locations of board meetings are available online at www.MyFloridaLicense.com > Doing Business With Us > Surveyors and Mappers > Board Meeting Information.

6. Where can I obtain a copy of the board meeting agenda or past minutes?

Agendas and minutes are available on line at www.MyFloridaLicense.com > Doing Business With Us > Surveyors and Mappers > Board Meeting Information.

Licensure Information

1. What are the requirements for a surveyor and mapper license?

You are entitled to take the licensure examination to practice in the State of Florida as a 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

- 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.

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.MyFloridaLicense.com > Apply for a License.

2. What information is needed to apply for licensure as a surveyor and mapper by endorsement?

An endorsement application must be completed and submitted to the Department of Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.

3. Can I apply for licensure by endorsement?

Yes, there are two methods:

- If you were issued a license prior to July 1, 1999, by another state or territory of the United States, you may apply under section 472.015 (3) (a) (1), Florida Statutes, by demonstrating that you passed a national, regional, state, or territorial licensing examination that is substantially equivalent to Florida's examination and demonstrate that you have experience of at least eight 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.

- If you were licensed after July 1, 1999, you may apply under section 472.015 (3) (a) (2), Florida Statutes, by having 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 were substantially the same as the licensure criteria that existed in Florida at the time the license was issued. You may obtain the application package online at www.MyFloridaLicense.com > Apply for a License.

4. 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 license for certificate of authorization (LB) applications. If there are issues with the certificate of authorization application, department staff submits the application to the board for review and consideration.

5. Do I have to take a licensure examination?

If the board approves your application, you will be scheduled to take the following three examinations:

- Principles and Practice Examination
- Fundamentals Examination
- Florida Jurisdictional Multiple Choice Examination

6. 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.MyFloridaLicense.com > Doing Business With Us > Surveyors and Mappers.

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

Please contact the department's Customer Contact Center at 850.487.1395.

8. 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.

9. 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 out to the candidate. A copy of the grades is then 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.MyFloridaLicense.com > Verify a License.

10. What happens if I do not receive my grade results?

You may contact the departments' Bureau of Education and Testing at 850.488.5952 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.

11. 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. The re-examination application along with the appropriate fee should be mailed to the Department of Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, Tallahassee, Florida 32399-0783, by the provided deadline.

12. 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 850.922.0336.

13. Does Florida offer a 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 (1), Florida Statutes, provided that Florida registrants are similarly permitted to engage in work in the other state. The endorsement application is used for this purpose. For more details, you may contact the board office at 850.922.0336.

14. Does Florida offer a surveying and mapping temporary certificate of authorization?

Florida does offer 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 (1), Florida Statutes. The certificate of authorization application is used for this purpose. For more details, you may contact the board office at 850.922.0336.

15. Does Florida offer licensure through reciprocity?

Florida does not offer licensure through reciprocity.

16. Who is required to have a 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.

17. What information is required for a surveyor and mapper business license?

The application must be signed, completed and submitted with a \$255.00 fee to the Department of Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, Tallahassee, Florida 32399-0783. 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 principle 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 principle 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.

18. 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 appropriate fees and supporting documents to the Department of Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, Tallahassee, FL 32399-0783.

19. 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 Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.

20. 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 Business and Professional Regulation, Board of Professional Surveyors and Mappers, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.

21. 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 and examination fees are 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 Business and Professional Regulation, Board of Professional Surveyors and Mappers, 1940 North Monroe Street, Florida 32399-0783.

22. Can I change my address online?

Yes. Visit our website at www.MyFloridaLicense.com > Renew/Maintain A License. You can also change your telephone number and email address here.

23. 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.

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 contractor that works for ACME Builders, she may have 3 different addresses listed in her profile. Her main address would be the address of ACME Builders' corporate headquarters. Her license mailing may be her home so she doesn't have to visit the office to pick up her mail. Finally, her License Location would be the address of the ACME Builders' 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.

24. Can I change all license addresses online?

The main address and license mailing address can be changed online for all license types. License location addresses can also be changed online, except for Barbershops, Cosmetology Salons, Veterinary Establishments, and Talent Agencies. The location for these license types is tied to the license, so a location change will require submission of a new application.

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

You may submit the change in writing or by fax to:
Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
1940 North Monroe Street
Tallahassee, FL 32399-0783
Fax: 850.922.2918

APPLICATION ASSISTANCE

1. 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 Contact Center at 850.487.1395.

2. Where do I mail my application?

Department of Business and Professional Regulation
Central Intake Unit
1940 North Monroe Street
Tallahassee, Florida 32399-0783

3. What are the fees for Surveyors and Mappers applications?

- Initial licensure by examination - \$615.00
- Licensure by endorsement - \$375.00
- Re-examination - \$120.00 per examination part
- Business license - \$255.00
- Surveyor in Training applying for initial licensure - \$615.00
- Surveyor in Training - \$120.00

RENEWAL INFORMATION

1. 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
- 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.MyFloridaLicense.com > Apply for a License.

2. My 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 Business and Professional Regulation
 Central Intake Unit
 1940 North Monroe Street
 Tallahassee, Florida 32399-0783

3. How often do surveyors and mappers and certificate of authorization licensees renew their licenses?

They must renew every odd numbered year by February 28th. 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.MyFloridaLicense.com or via the Customer Contact Center at 850.487.1395.

4. 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).

5. 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

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

You may obtain this information online at www.MyFloridaLicense.com > Doing Business With Us > Surveyors and Mappers > Download Files > Continuing Education Files.

2. Where can I obtain a list of board-approved continuing education courses?

You may obtain this information online at www.MyFloridaLicense.com > My Continuing Education.

3. 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, including 18 hours of general continuing education credits and 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.

4. Does a provider for continuing education have to be approved by the board?

Yes, all providers of continuing education must be approved by the board. The application package for provider status is available online at www.MyFloridaLicense.com > Doing Business With Us > Surveyors and Mappers.

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

Please contact the departments' Bureau of Education and Testing at 850.921.8215.

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

Please contact the departments' Bureau of Education and Testing, Continuing Education Unit at 850.921.8215. If you know that a provider has not reported, you must contact the continuing education provider directly. It's the responsibility of the provider to report your continuing education hours to the department.

7. 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.

8. 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.

9. 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

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

Contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at www.MyFloridaLicense.com > For Consumers > File a Complaint against a Business or Professional.

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

Contact the department's toll-free unlicensed activity complaint line at 1.866.532.1440 or file a complaint online at www.MyFloridaLicense.com > For Consumers > File a Complaint against a Business or Professional.

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

Please contact the board office staff at 850.922.0336.

Special Board Issues

1. 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 61G17-7 of the Florida Administrative Code.

2. Will Florida accept a rubber stamp seal?

No, Florida only accepts a metal embossed or raised seal.

3. Will I receive a wall certificate?

Yes. Wall certificates are mailed to licensed surveyors and mappers within six months after becoming licensed. There is no fee for wall certificates.

4. I have not received my wall certificate and it has been 6 months. What do I do?

Please fax a letter to the board office at 850.922.2918