

**Charles W. Drago**, Secretary

**Charlie Crist**, Governor

# ***STATE OF FLORIDA***

## ***Candidate Information Booklet for the***

## ***Professional Surveyors and Mappers Licensure Examination***

***Bureau of Education and Testing  
Northwood Centre  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952  
[www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr)***

***Revised July 2009***

CANDIDATE INFORMATION BOOKLET FOR THE  
PROFESSIONAL SURVEYORS AND MAPPERS LICENSURE EXAMINATIONS

**TABLE OF CONTENTS**

<b>I. THE EXAMINATION</b> .....	1
CONTENT OVERVIEW .....	1
CONTENT 2009 FLORIDA JURISDICTIONAL MULTIPLE CHOICE .....	2
REFERENCES .....	2
PILOT TESTING .....	3
TEST TAKING ADVICE .....	3
SUPPLIES .....	3
CALCULATOR REQUIREMENTS FOR NCEES EXAMINATIONS.....	5
<b>II. ADMINISTRATIVE POLICIES</b> .....	5
ADMISSION TO THE EXAMINATION .....	5
RULES FOR THE EXAMINATION .....	6
APPAREL .....	6
CHANGE OF ADDRESS .....	6
CHANGE OR CORRECTION OF NAME .....	6
SPECIAL TESTING ACCOMMODATIONS .....	6
<b>III. SCORING INFORMATION AND GRADE NOTIFICATION</b> .....	7
SCORING PROCEDURES.....	7
NOTIFICATION OF RESULTS .....	8
EXAMINATION REVIEW PROCESS .....	8
REEXAMINATION INFORMATION .....	8
<b>IV. EXHIBIT 1 - NCEES EXAM POLICIES AND SECURITY PROCEDURES</b> .....	9
<b>POINTS OF CONTACT</b> .....	end of booklet
<b>CHANGE OF ADDRESS FORM</b> .....	end of booklet

**STATEMENT OF NONDISCRIMINATORY POLICY**

The Department of Business and Professional Regulation does not discriminate among candidates on the basis of age, sex, race, religion, national origin, handicap, or marital status.

## I. THE EXAMINATIONS

### CONTENT OVERVIEW

The Professional Surveyors and Mappers Examination includes:

- NCEES Surveying Fundamentals Examination,
- NCEES Surveying Principles and Practice Examination,
- 2009 Florida Jurisdictional Multiple Choice Examination

The Surveyor Interns Examination consists of the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals Examination only.

#### **NCEES Surveying Fundamentals Examination**

The Fundamentals Examination shall consist of machine graded, multiple-choice questions. It will include questions taken from subjects normally connected with requirements for basic fundamentals in the practice of surveying. The problem selection for the examination is determined by the NCEES.

The Fundamentals Examination is a closed-book examination; no reference materials will be allowed in the examination room.

#### **NCEES Surveying Principles and Practice Examination**

The Principles and Practice Examination shall consist of machine graded, multiple-choice questions. It measures the applicant's ability to apply acceptable surveying practice to problems which are representative of those commonly encountered in the profession of surveying. The examination problem selection is made by the NCEES.

#### **2009 Florida Jurisdictional Multiple Choice Examination**

The 2009 Florida Jurisdictional Multiple Choice Examination consists of 100 multiple choice questions. This is an open-book examination. The content of this examination is listed below.

The Board-approved order of administration is:

<b>EXAMINATION</b>	<b>OPEN or CLOSED BOOK</b>	<b>DAYS</b>	<b>DURATION</b>
Florida Jurisdictional – Multiple-Choice	Open	Thursday	3 hours
NCEES – Principles and Practice	Open	Friday	6 hours
NCEES – Fundamentals	Closed	Saturday	8 hours

## CONTENT OF 2009 FLORIDA JURISDICTIONAL MULTIPLE CHOICE EXAMINATION

LAW OR RULE	CONTENT AREA	% OF EXAM
Chapter 177; Pt. I, F.S. Chapter 177; Pt. II, F.S. Chapter 161, F.S. Chapter 62B-33, F.A.C. Chapter 177; Pt. III, F.S.	Platting Coastal Mapping  Restoration of Corners	30%
Chapter 472, F.S.	Land Surveying	15%
Chapter 718, F.S.	Condominiums	5%
Chapter 95, F.S.	Adverse Possession	5%
61G-17-1, F.A.C. 61G17_2, F.A.C. 61G17-5, F.A.C. 61G17_6, F.A.C. 61G17-7, F.A.C. 61G17-9, F.A.C.	Organization & Purpose Grounds for Discipline Continuing Education Minimum Technical Standards Seals, Signatures, Certificates Penalties	40%
Chapter 455, F.S. and Section 287.055, F.S.	Business & Professional Regulation – General Provisions; Consultants' Competitive Negotiation Act	5%

### REFERENCES

- **2009 Florida Jurisdictional Multiple Choice Examination:** Florida statutes may be found online at <http://www.leg.state.fl.us/statutes/>. The Florida Administrative Code may be found online at <https://www.flrules.org/>.
- **Fundamentals of Surveying (FS) exam:** This is a closed-book exam. Examinees may use **only** the reference formulas at the front of their exam book. No other reference materials may be used. The reference formulas are available on the NCEES Web site. Examinees are not allowed to bring their own copies of the formulas into the exam room. Post-it type notes or flags are not permitted.
- **Principles and Practice of Surveying (PS) exams:** These are open-book exams. Examinees must bring their own reference materials, including design standards. **All** reference materials **must** be bound and remain bound **during** the exam. Bound refers to **(1)** materials permanently bound, as by stitching or glue, and **(2)** materials securely fastened in their covers by fasteners **that** penetrate all papers. Ring binders, spiral binders, plastic snap binders, brads, and screw **posts** are acceptable fasteners. Staples are not acceptable fasteners. Examinees may tab reference books before the exam with Post-it type notes and flags, but pads of Post-it notes and flags are not permitted in the exam room.

Requirements for Open-Book Examinations – Bound reference books may be used during all exams with the exception of the NCEES Fundamentals Examination.

## PILOT TESTING

The examination may contain a small number of experimental or “pilot” test questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. Pilot testing is a common practice used by many national and state examination programs, and is a critical step in ensuring the continued reliability and validity of these examinations. In the event that pilot test questions are included within the examination, these questions will **NOT** be counted when computing your scores. Additional time at an examination administration will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are **NOT** identified. If the pilot questions were identified, many of the candidates would skip them, and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

## TEST TAKING ADVICE

The advice offered here is presented primarily to help you demonstrate your knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress as this will allow you to make any necessary adjustments. Remember: the more questions you answer, the better your chances of achieving a passing score. There is no penalty for guessing, so you should answer every question.
- Be sure to record an answer to each question on your answer sheet as you proceed through the examination. You may mark the questions in your examination booklet and return to them later.
- Make sure that all answers are marked on your answer sheet before time is called. **No additional time** will be allowed for transferring answers from your examination booklet to your answer sheet. **Remember you will ONLY receive credit for answers marked on your answer sheet.**
- Immediately alert your proctor of any problems involving your exam materials. Do **NOT** wait until the examination is over to inform someone of a problem.

## SUPPLIES

It is expressly understood by each candidate that the State of Florida, and/or the Department of Business and Professional Regulation and the Department's staff hereby assume absolutely no liability of any nature whatsoever for any items of a candidate's personal property that may have been brought to, left at, or left outside the examination site. It is further understood that a candidate's admission to the examination shall hereby constitute the candidate's full, knowing, and complete waiver of any and all such claims against the State of Florida, and/or the Department of Business and Professional Regulation and the Department's staff.

## What To Bring:

Any personal items or supplies needed during the examination must be encased in a **clear plastic bag**, no larger than eight inches by eleven inches (**8" X 11"**) in size.

- 
- Reference books (see Reference Requirements and Suggested Reference List discussed separately in this booklet).
- Several sharpened No. 2 lead pencils, with erasers, for use in recording answers on the multiple-choice examination answer sheet. You will **NOT** be permitted to use ballpoint pens, colored pencils, or felt-tip pens on the answer sheet.
- To better serve our "English as a second language" candidates, the Bureau of Education and Testing is permitting the use of foreign language strict translation dictionaries during the examination. Translation dictionaries shall contain word-for-word or phrase translations **ONLY**. Dictionaries that contain definitions of words, explanations of words, or handwritten notes may **NOT** be used. Testing center staff will inspect and approve each dictionary before it can be used during the examination. In order to maintain security and to ensure fairness to all candidates, candidates are limited to the use of a single dictionary.

If you have any questions concerning acceptable strict translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit, at 850.488.5952, or you may fax your questions to 850.487.9757.

## What Not To Bring:

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal by the Department's representative at the examination site.

The following items are **NOT** allowed in an examination room:

- Purses, briefcases, portfolios, fanny packs, or backpacks
- Cameras, tape recorders, or computers
- Pagers, electronic organizers, electronic transmitting devices, or cellular telephones (Watches with alarms or beepers should be set so that they will **NOT** sound or go off during the examination administration.)
- Any loose-leaf reference materials and notes, paper clips, or metal clamps
- Dictionary (other than one of the approved **strict translation dictionaries**), Thesaurus, or other spelling aids
- White or colored paper, writing tablets, notepads, or highlighting pens
- Pocket personal computers, or personal digital assistants (PDA's)
- Canisters of mace, pepper spray, or other personal defense items

## CALCULATOR REQUIREMENTS FOR NCEES EXAMINATIONS:

Only models of calculators approved by NCEES are permitted in the exam room. **No other models of calculators or variations of the models listed below are permitted in the exam room.** The following are the only calculators that will be permitted in the exam room for the 2009 exam administrations.

Hewlett Packard –HP 33s and HP 35s models, but no others

Casio – All fx-115 models. Any Casio calculator must contain fx-115 in its model name.

Texas Instruments – All TI-30 X and TI-36X models. Any Texas Instruments calculator must contain either TI-30X or TI 36X in its model name.

Each year, NCEES will review and revise the approved calculator list and then announce the updated list by November 15.

For further information on NCEES examination calculator policies see the web site listed below:

<http://www.ncees.org/exams/calculators/#policy>

**Proctors and/or consultants will be checking all devices. Any calculator not on the approved list will not be allowed into the examination room.**

## II. ADMINISTRATIVE POLICIES

### ADMISSION TO THE EXAMINATION

- Report to the test site no later than the time indicated on your admission slip or examination schedule, **once examination instructions begin, there will be no admittance to the examination room.** It is recommended that you arrive at the examination site at least **fifteen minutes** prior to the examination reporting time.
- **Bring your admission slip** to the test site. You will be required to show it to gain entry into the examination room.
- You must provide at least one of the legal documents as listed, bearing your picture and signature, to gain entry into the test site: driver's license; state identification card; passport; or notarized photograph bearing your signature. **You Must Be Prepared To Show A Picture I.D. To Enter The Test Site.** Student and employment I.D. cards are **NOT** acceptable.
- **Important Notice:**  
In accordance with National Council of Examiners for Engineering and Surveying (NCEES) Examination Policies and Security Procedures, examinees will not be admitted after the examination instructions begin.

### RULES FOR THE EXAMINATION

- No examination materials, documents, or memoranda of any kind are to be taken from the examination room.

- No questions concerning the content of the examination may be asked. Listen carefully to the instructions given by the Examination Supervisor and read all directions thoroughly.
- If you have a concern about the content of an examination question, please request a “Candidate Comment Form.”
- You must have the Examination Supervisor’s or a Proctor’s permission to leave the examination room. You will **NOT** be allowed additional time to make up for time lost. The Examination Supervisor and proctors are the Department’s designated agents in maintaining a secure and proper examination administration.
- Smoking will **NOT** be permitted in the examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act. Candidates will **NOT** be allowed smoking breaks.
- Bottled water or drinks in spill-proof containers are allowed; however, food is not. If applicable, a lunch break will be provided.

## **APPAREL**

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time there are maintenance problems beyond the Department’s control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

There always is the possibility of extraneous noise at an exam site. Those candidates sensitive to noise will be permitted to use earplugs.

## **CHANGE OF ADDRESS**

All candidates will be given an opportunity to file a change of address at the examination site. If an address change occurs after your examination administration, please notify the **Board Office** by completing the change of address form provided at the end of this booklet.

## **CHANGE OR CORRECTION OF NAME**

If you have a name change or correction, please send a copy of notarized legal documentation to the **Board Office** immediately.

## **SPECIAL TESTING ACCOMMODATIONS**

*The Department of Business and Professional Regulation certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USCG, Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 USCG, 2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.* All applicants for an examination or a reexamination who desire special testing accommodations due to a **disability** must submit a written request to the Special Testing Coordinator prior to each exam. Do **NOT** submit your accommodation request with your exam application. Please send it directly to the following address:

Department of Business and Professional Regulation  
Examination Administration Unit – Special Testing Coordinator  
Bureau of Education and Testing  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please call 850.488.5952.

### III. SCORING INFORMATION AND GRADE NOTIFICATION

#### SCORING PROCEDURES

##### **Fundamentals Examination and Principles and Practice Examination**

A passing score on an NCEES exam is the number of correct answers or points required to indicate a knowledge level necessary to meet a minimum performance standard for a discipline.

For the first offering of an examination in a new subject area, or when a significant change in the content of the examination occurs, the **passing score of that exam is determined** by a specially appointed committee of licensed subject-matter experts. The committee members are selected based on their expertise, their knowledge of the ability level of candidates at the stage of their career covered by the examination, and the diversity they bring to the committee with respect to such factors as their area of specialization within the profession. Using a process that is widely accepted in the testing profession, the committee assesses the examination performance that may be expected of a minimally competent examinee. After the NCEES examination committee reviews the committee's work for reasonableness, the passing score is established. **Beginning with the October 2005 administration, candidates will receive results of "Pass" or "Fail" only. Failing candidates will no longer receive a numerical score.**

For subsequent administrations, the same passing standard is preserved using a statistical technique known as **equating**. This technique is widely used by testing experts for occupational licensing exams. The goal of equating is to ensure that an examinee's chances of passing remain constant regardless of the particular administration of the exam that was taken. Put another way, this means that an **examinee is not penalized if the exam taken is more difficult than usual**. If the exam is more difficult than usual, fewer questions must be answered correctly to achieve a passing score.

For further information on NCEES scoring procedures:

[http://www.ncees.org/exams/scoring/scoring\\_method.php#difficulty](http://www.ncees.org/exams/scoring/scoring_method.php#difficulty)

##### **2009 Florida Jurisdictional Multiple Choice Examination**

A passing score for this examination is defined as 70% of the total possible points. The grading process includes a statistical analysis of each question on the examination. Questions found to be statistically deficient are subject to further review. The statistical analysis and review are done prior to release of scores to ensure the accuracy of all examination results.

## **NOTIFICATION OF RESULTS**

Approximately twelve weeks after your examination, you will receive your official grade report notice. Grade results will NOT be given out over the telephone. Please do **NOT** call the Board Office or the Bureau of Education and Testing for this information.

## **EXAMINATION REVIEW PROCESS**

Candidates who fail the departmental-developed examination are entitled to review the examination questions, answers, papers, grades, and the grading key under such terms and conditions as may be prescribed by the Department of Business and Professional Regulation. Informal review and formal hearing procedures are outlined and provided to all affected candidates when original grade report results are mailed.

**All requests for a review must be made in writing and postmarked within twenty-one (21) days of the date on the original grade report result.**

Please note that the test booklets used during the actual examination are **NOT** retained. Reviewing candidates will **NOT** be given their own test booklet, but will be provided with a clean, exact copy of the original test booklets. Consequently, any marks or notes made by candidates in their test booklets during the examination will **NOT** be available during the review.

The same security requirements observed at the examination will be followed during the review session. The review will take place during normal business hours on a date and location designated by the Department.

## **REEXAMINATION INFORMATION**

Professional Surveyors and Mappers – You must pass all three sections of the examination to be licensed. Candidates who fail any of the three sections of the examination for licensure shall be required to retake only that section of the examination on which they failed to achieve a passing score. An individual who fails to pass or take the examination as scheduled may be scheduled to take or retake the examination after submitting the reexamination application and the required fee. If an applicant fails to take the examination on two consecutive, regularly scheduled examination dates, he or she shall be required to reapply and pay the appropriate fee. Additional information and procedures regarding reexamination will be forwarded to all affected candidates when grade report results are mailed.

Surveyor Interns – A candidate who fails to pass or take the NCEES Surveying Fundamentals Examination as scheduled may be scheduled to take or retake the examination after submitting the reexamination application and the required fee. If a candidate fails to take the examination on two consecutive, regularly scheduled examination dates, he or she shall be required to reapply and pay the appropriate fee. Additional information and procedures regarding reexamination will be forwarded to all affected candidates when grade report results are mailed.

# Exhibit 1

## **NCEES Examination Policies and Security Procedures – Candidate Agreement**

All licensure candidates qualified to take any NCEES exam must review the following information before sitting for the exam. **Examinees are required to sign their exam answer sheet before the exam starts to affirm that they have been provided this information, have read and understand the material, and agree to abide by the stated policies and procedures, which apply to all NCEES exam.** Full compliance is required

### **Approved Calculators:**

Only models of calculators listed below are permitted in the exam room for the 2009 exams.

- Hewlett Packard- HP 33s and HP 35s models, but no others
- Casio – All fx-115 models. Any Casio calculator must contain fx-115 in its model name.
- Texas Instruments- All TI-30 X and TI-36X models. Any Texas Instruments calculator must contain either TI-30X or TI 36X in its model name.

### **Admission Requirements**

For exam admission, examinees must present a current, signed, government-issued photographic identification (such as a valid state driver's licenses or passport). Student IDs are not acceptable. Examinees must report to the exam site by the designated time. **Examinees will not be admitted after the exam instructions begin.**

### **Grounds for Dismissal from the Exam and/or Invalidation of Exam Results**

- Having a cell phone in your possession
- Having loose papers, legal pads, writing tablets, or unbound notes in your possession
- Having a devices with copying, recording, or communication capabilities in your possession. These include but are not limited to cameras; pagers; **PDA**s; radios; headsets; tape players; calculator watches; electronic dictionaries; electronic translators; and transmitting devices.
- Having a calculator that is not on the NCEES approved list
- Using a non-NCEES writing instrument or eraser to complete nay portion of the exam
- Copying from another examinee's answer sheet or colluding with other examinees
- Beginning the exam before the proctor instructs you to do so
- Failing to stop writing at the end of the exam when the proctor instructs you to do so
- Writing on anything other than your exam booklet or answer sheet; writing in the FE Supplied-Reference Handbook
- Removing pages from your exam booklet
- Violating any other terms stated in this agreement that are cause for dismissal or exam invalidation

If any prohibited item is found in an examinee's possession after the exam begins, the item will be confiscated and sent to NCEES. No refund will be provided to examinees dismissed from the exam.

### **Personal Items**

Personal items are the sole responsibility of the examinee. NCEES, the state board, exam proctors, and the site facility are not responsible for any lost, misplaced, or stolen items.

- FE and FS examinees may bring personal items in a clear plastic bag only. Purses and backpacks are not permitted in closed-book exams.
- Examinees may bring small snacks (e.g. hard candies, candy bars, gum) and nonalcoholic drinks, as long as having them does not disturb other examinees.
- Examinees may wear wristwatches or place them on the floor. Small clocks must be placed on the floor.
- Examinees may not wear hoods (on headed sweatshirts, for example) or hats with brims during the exam. Head coverings that qualify as religious apparel are permitted.
- Examinees may not use slide charts or wheel charts (hand-held cardboard or plastic calculating devices with rotating or sliding pieces).
- Examinees may not bring weapons of any kind.
- Examinees may not bring tobacco products or personal chairs.

### **Items Permitted on the Desktop**

Examinees may have the following items on their desktop during the exam: answer sheet, exam booklet, ID admission notice, approved reference material, NCEES-approved calculators, NCEES-issued pencils and erasers, small snacks, and two straightedges such as a: ruler, scale, triangle, or protractor.

### **Examination Irregularities**

Fraud, deceit, dishonesty, and other irregular behavior in connection with taking any NCEES exam is strictly prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of exam answers; failing to work independently; possessing prohibited items, communicating with other examinees or any outside parties by way of telephones, personal computers, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; failing to cease work on the exam when time is called; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization before, during, or after the exam administration.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. NCEES reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and /or criminal remedies. Examinees or other persons implicated in an irregularity will be identified to the state board, which may invoke additional sanctions. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

### **Remedies for Testing Errors and NCEES Response to Disruptions in Testing and Potential Compromises**

In the unlikely event that a mistake occurs in printing, handling, or processing test materials or in scoring or reporting scores, the test administrator, after consultation with NCEES, will correct the error, if possible, or permit that affected examinees either to retest at no additional fee or to receive a refund of the exam fee. These are the **sole and exclusive** remedies available to examinees for errors in handling, or processing registration materials; in printing, handling, or processing exams and exam answer sheets; in determining or reporting results; and/or in investigating or responding to suspected irregularities.

NCEES, its affiliate (ELSES), jurisdictions, and testing agents also take steps that are intended to ensure standardized administration on the test day. If events occur that cause testing to be canceled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, NCEES will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If NCEES determines that corrective action is necessary, affected examinees may have the option to retake at no additional fee (normally on a future national test date) or **to** receive a refund of the exam fee, unless the affected examinees caused or were involved **in** the conduct that resulted in the need for corrective action, in which case the jurisdiction that authorized seating for the examination will have the right to withhold either or both of these options. If a jurisdiction offers a retake and an examinee selects that option, the examinee may be required to retake the entire examination in order to produce a valid result. These are **the sole and exclusive** remedies available to any **examinee** who is affected by disruptions in testing or a potential exam compromise.

### **Special Testing Accommodations**

NCEES must receive testing-accommodation requests by the registration deadline. Requests for accommodations are required for each exam administration. Information about available accommodations and the process for requesting accommodations are posted on the NCEES Web site.

### **Intellectual Property Rights and Exam Security**

All NCEES exams are copyrighted works. Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes not discussing or disclosing any exam questions or problems on internet blogs or chat rooms or through any other means.

### **Additional Information**

Current exam specifications, study materials, scoring methods and other exam information are available at:

**Web site:** [www.ncees.org](http://www.ncees.org)

**Phone:** 800-250-3196

**Fax:** 864-654-6033

## **POINTS OF CONTACT**

**PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS:**

### **Application Policies and Fees**

Department of Business and Professional Regulation  
Customer Contact Center  
1940 North Monroe Street  
Tallahassee, Florida 32399-0783  
850.487.1395

### **Scheduling, Grade Notification, and Reviews**

Department of Business and Professional Regulation  
Bureau of Education and Testing – Review Office  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952

### **Formal Hearings**

Department of Business and Professional Regulation  
Bureau of Education and Testing – Review Office  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952

### **Requests For Special Testing Accommodations**

Department of Business and Professional Regulation  
Examination Administration Unit – Special Testing Coordinator  
Bureau of Education and Testing  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952

**FOR INFORMATION REGARDING HOTELS OR DIRECTIONS TO THE EXAMINATION SITE,  
CONTACT THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION  
HAS BEEN SCHEDULED.**

Visit our website at:  
[www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr)

Please fill out the change of address form below and return to:

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

---

**CHANGE OF ADDRESS FORM  
Professional Surveyors and Mappers**

Please type or print in the appropriate spaces below if you have a change of address correction.

**NAME:** \_\_\_\_\_

**\*SOCIAL SECURITY #:** \_\_\_\_\_

**EXAMINATION DATE:** \_\_\_\_\_

**CANDIDATE NUMBER:** \_\_\_\_\_

**PHONE NUMBERS:** \_\_\_\_\_  
**Area Code/Home Number**                      **Area Code/Work Number**

**OLD ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**NEW ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NOTE:** If your name has changed, please use your prior name on this form and contact the Board Office for name change information.

\*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by Federal Statutes. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications, and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.