



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.

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.



Board of Professional Surveyors and Mappers FREQUENTLY ASKED QUESTIONS

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.

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 eight years as a subordinate to a registered surveyor and mapper in the active practice of surveying and mapping, six 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 and Practices Examinations in another state is required to have the licensure verification form completed to verify their scores.

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

An endorsement application can be completed and submitted online by creating an account at www.800helpfla.com/registeronline.

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.



Board of Professional Surveyors and Mappers FREQUENTLY ASKED QUESTIONS

Do I have to take a licensure examination?

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 website 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, re-examination instructions and deadlines will be mailed to you. You can apply for re-examination online by creating an account at www.800helpfla.com/registeronline.

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

You can apply for re-examination online by creating an account at www.800helpfla.com/registeronline. You must resubmit an application and repay the examination fees. If the examination was missed due to extreme circumstances, please contact NCEES by phone (toll-free) at 877-536-7729, Monday through Friday 7:30am to 5:30pm EST, as soon as possible regarding the failure to attend policy.

Does Florida offer a Professional Surveyor and Mapper Temporary License?

Florida offers 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.



Board of Professional Surveyors and Mappers FREQUENTLY ASKED QUESTIONS

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.

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)?

A Certificate of Authorization application can be completed and submitted online by creating an account at www.800helpfla.com/registeronline. You will also be required to submit \$255.00 fee. The following information will be needed to complete the application and the supporting documents can be uploaded through the web portal as part of the application process:

- Proof of a current registration with the Florida 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;

- The address of each branch location (if applicable);

- Name, license number, address and social security number of the Florida-licensed surveyor and mapper that will be in the surveyor in residence at each location.

The surveyor that is the principal officer can also be the surveyor in residence, but the surveyor in residence need not be a principal officer. 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. A Surveyor in Training application can be completed and submitted online by creating an account at www.800helpfla.com/registeronline. You can also upload supporting documentation through the web portal as part of the application process.

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

You must create an account online at www.800helpfla.com/registeronline. Once you create your account, you can add your license to your profile and manage your license. While managing your license you can request a duplicate license and pay the appropriate fee.



Board of Professional Surveyors and Mappers FREQUENTLY ASKED QUESTIONS

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

You must create an account online at www.800helpfla.com/registeronline. Once you create your account, you can add your license to your profile and manage your license. While managing your license you can request a license verification and pay the appropriate fee.

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.

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@freshfromflorida.com.

How do I apply?

Your application can be completed and submitted online. You must create an account online at www.800helpfla.com/registeronline. Once you create your account, you can complete the application process.

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 fees will be paid directly to NCEES*)

Surveyor in Training applying for initial licensure (*Exam fees 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 7:30 a.m. to 5:30 p.m. EST, or visit the NCEES website at www.ncees.org.

Renewal / License Maintenance Information

I have logged in to my account and made changes to my contact information, but I do not see them on the public portion of the website.

Changes you make will be reflected within 48 to 72 hours.

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

Every two years.

When is the renewal period?

The biennium begins on March 1 of each odd numbered year. Therefore, all individual and business licenses must be renewed prior to February 28 of each odd numbered year.



Board of Professional Surveyors and Mappers FREQUENTLY ASKED QUESTIONS

Will I receive something notifying me of the renewal?

Renewal notices will be sent to the address of record on file with the board at the end of November of each even numbered year (90 days prior to the renewal); however, if you do not receive a renewal notice it is still your responsibility complete your renewal on time.

How do I renew?

You must create an account online at www.800helpfla.com/registeronline. In order to create your account and add your license you will need the following information:

Individuals (LS):

- License number
- Date of Birth
- Last five digits of your social security number

Businesses (LB):

- License number
- FEIN/PIN

If you experience any trouble creating your account, please contact us at: 1-800-HELP-FLA (435-7352) or (850) 488-2221 if calling from outside of Florida.

Why is the web portal preventing me from renewing at this time?

Renewal fees will not be accepted unless you have already met your continuing education requirements, including having the provider report those credits.

My license is delinquent, how do I remove the delinquency?

You must first determine whether you are delinquent because you failed to pay the appropriate amount or failed to complete the requisite amount of continuing education, or both, prior to the February 28, 2011 renewal date. You must then eliminate those deficiencies and pay the late renewal fee, as well as meet the current renewal requirements. You must create an account online at www.800helpfla.com/registeronline. Once you create your account, you can add your license to your profile and manage your license.

REMINDER: You are prohibited from practicing during the time your license is delinquent.

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

You may elect to reactivate your license at any time during a biennium, subject to payment of the appropriate fees and continuing education requirements. The amount of continuing education you should have completed prior to reactivating your license will depend on the amount of time your license has been inactive. You may wish to refer to Rules 5J-17.040 and 5J-17.041, Florida Administrative Code. You must create an account online at www.800helpfla.com/registeronline. Once you create your account, you can add your license to your profile and manage your license.

REMINDER: You are prohibited from practicing during the time your license is inactive.



Board of Professional Surveyors and Mappers

FREQUENTLY ASKED QUESTIONS

When can I elect to become inactive?

You may only select an inactive status at the time of your renewal. At that time, you must pay the appropriate fees and must have completed the continuing education requirements for the current biennium.

What is the renewal fee for an active individual license (LS)?

The fee to renew an individual license (LS) in active status remaining in active status is \$255.00 (\$250.00 renewal fee and \$5.00 unlicensed activity fee).

What is the renewal fee for an inactive individual license (LS)?

The fee to renew an individual license (LS) in inactive status remaining in inactive status is \$55.00 (\$50.00 renewal fee, \$5.00 unlicensed activity fee).

What is the delinquent renewal fee for an individual license (LS)?

The fee to renew an individual license (LS) that is delinquent, is either \$250.00 for active or \$50 for inactive, plus, \$5.00 unlicensed activity fee and a \$150.00 late renewal fee.

What is the renewal fee for an active business license (LB)?

The fee to renew an active business license is \$355.00 (\$350.00 renewal fee and \$5.00 unlicensed activity fee).

What is the delinquent renewal fee for a business license (LB)?

The fee to renew a delinquent business license is \$505.00 (\$350.00 renewal fee, \$5.00 unlicensed activity fee and a \$150.00 late renewal fee).

What is the fee to become inactive?

The fee to place an active license in inactive status is \$105.00 (\$50.00 change of status fee, \$50.00 inactive renewal fee, plus the \$5.00 unlicensed activity fee).

What is the fee to reactivate a license?

The fee to reactive a license from inactive status is \$50.00 plus the \$255.00 active renewal fee.

What is the late renewal fee?

The late renewal fee is \$150.00.

Why am I being charged \$100.00 Special Assessment fee?

Pursuant to Rule 5J-17-17.400, Florida Administrative Code, all active and voluntary inactive licenses shall pay a one-time special assessment fee of \$100 in order to maintain financial integrity in the operation of the Board. Payment of this fee shall be due and payable on or before February 28, 2011. Failure to pay the required fee shall constitute grounds for disciplinary action against the license.

Why is there an assessment?

The Board has encountered a deficit, partly as a result of moving from one agency to another. Pursuant to Section 472.011(12), Florida Statutes, which provides in pertinent part, “[t]he board may, by rule, assess and collect a one-time fee from each active and each voluntary inactive licensee in an amount necessary to eliminate a cash deficit or, if there is not a cash deficit, in an amount sufficient to maintain the financial integrity of this profession”

Will there be another assessment?

There are no plans for an additional assessment.



Board of Professional Surveyors and Mappers FREQUENTLY ASKED QUESTIONS

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

Please contact the Board Office 1-800-HELP-FLA (435-7352) or (850) 488-2221. You will need to provide the following to the Department:

- Application for reinstatement of null and void license (obtained from the Board Office);
- Application fee of \$125 (non-refundable);
- A fee of \$255 for each renewal period that the license was delinquent then null and void;
- Proof of completion of 48 continuing education credits 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.

For more information, see Rule 5J-17.048, Florida Administrative Code.

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 > Continuing Education.

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

You may obtain this information online at www.800helpfla.com/psm > Continuing Education.

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 > Surveyor Licensing.

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-HELP-FLA (435-7352) or (850) 488-2221.

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-HELP-FLA (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. Unless there are less than 30 days left in the renewal period, then the reporting time is shortened to 10 days.



Board of Professional Surveyors and Mappers FREQUENTLY ASKED QUESTIONS

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. Unless there are less than 30 days left in the renewal period, then the reporting time is shortened to 10 days.

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-HELP-FLA (435-7352) or (850) 488-2221 or file a complaint online at www.800helpfla.com/psm > File a Complaint.

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

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

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

Please contact the board office staff at 1-800-HELP-FLA (435-7352) or (850) 488-2221 or PSM@freshfromflorida.com

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 description information is illustrated in Rule 5J-17.060, 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 first time licensed professional surveyors and mappers. There is no fee for wall certificates.