State of Minnesota
Board of Architecture, Engineering, Land Surveying,
Landscape Architecture, Geoscience, and Interior Design

In response to your request for consideration for licensure as a **Professional Land Surveyor by Comity**, we wish to advise you of the position of the Minnesota Board concerning comity licensure.

The subdivision of land and the platting of subdivisions are regulated by special ordinances of counties, townships, and cities. The State has laws controlling the Land Surveyor and his practice. The complexities of the science of surveying have resulted from more subdividing and platting along with increasing land values and demand a broader and more thorough knowledge of the practice of this profession than ever before. The Board believes that the interests of the public are best served by the licensure of an applicant who fulfills requirements that are based upon qualifications and ability of the applicant rather than for the convenience of the applicant.

Minnesota law requires that an applicant for licensure as a Land Surveyor shall take such examinations, as the Board deems necessary to determine his or her qualifications. In the instance of a person licensed to practice under the laws of another State, the minimum requirements are the writing of a Minnesota Local Land Surveyor Examination ("MNLS"), which consists of an investigation of the applicant's knowledge of Minnesota survey law. The applicant must have also successfully completed the NCEES written examination in the Fundamentals of Surveying ("FS"), and the NCEES Professional Surveying ("PS") written examination in the State of original licensure.

New applicants are required to submit directly to the Minnesota Board Office the following:

- ✓ Completed application for licensure as a Land Surveyor by Comity;
- ✓ One signed copy of the Rules of Professional Conduct;
- ✓ Five completed reference letters;
- ✓ Verification of Examination and Licensure status (Send verification to the state board that can verify you exam results and verify current license).
- ✓ Final official transcript(s) from colleges and universities attended must show degree received and date granted. Official transcript must arrive at the Board office in a sealed envelope directly from the college/university; and
- ✓ Application fee of $100.00 (Make check payable to MN Board of AELSLAGID).

Applicants that have previously submitted an application for licensure as a Land Surveyor by Comity to take the MNLS Exam; and failed the exam or did not take the exam, please submit the following documentation:

- ✓ Completed application #1 – 20 (first page) and #26 (affidavit);
- ✓ One signed copy of Rules of Professional Conduct;
- ✓ Updated transcripts or employment information if applicable;
- ✓ Application fee of $100.00 (Make check payable to MN Board of AELSLAGID).

Only complete applications with all the above documentation received will be reviewed.

Beginning with the October 2006 examination, NCEES Exam Administration Services will be in charge of the administration of the examination. Once your application has been reviewed and approved by the Board, you will receive instructions regarding payment and registration for the examination. It is your responsibility to register for the examination with the exam administrator, NCEES Exam Administration Services. You may not register for the exam until you have received approval from the Board.

Once your application, fee and required documentation are received in the Board office and reviewed, you will be notified in writing if you were approved or denied for the MNLS exam. If your application has been approved you will be instructed by written notice to pay the MNLS exam fee of $350.00 to the Board office and register online with the exam administrator, NCEES Exam Administration Services, on their website. **It is your responsibility to register for the MNLS examination with NCEES Exam Administration Services after receiving Board approval**. Do not register with NCEES Exam Administration Services prior to receiving Board approval or you will not be admitted to the exam and you will forfeit your NCEES Exam Administration Services registration fee.

Minnesota Rules Chapter 1800.0500 fees, Subp. 2 Refunds; Validity of application states: Examination, licensure, or certification fees shall not be refunded except for those circumstances when an applicant does not meet required qualification. In those circumstances the Board shall retain a $20 administrative fee.

APPLICATION DEADLINES ARE POSTED ON THE BOARD'S WEBSITE.

Always make a copy of any documentation that you send to the Board.

If you have any questions, please contact the Board Office.