

North Dakota State Board of Registration for  
Professional Engineers and Land Surveyors

Application for Land Surveying Intern Certification

Social Security No.: \_\_\_\_\_

First Name

Middle Name

Last Name

Maiden Name: \_\_\_\_\_

Date & Place of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a member of the US Military or a spouse of a military member? ☐ Yes ☐ No

Have you ever applied for or been granted licensure in North Dakota? ☐ Yes ☐ No

If yes, please provide details: \_\_\_\_\_

Have you taken and passed your Fundamentals of Surveying (FS) Examination? ☐ Yes ☐ No

If yes, provide the state and the date in which you passed this exam: \_\_\_\_\_

References

Per North Dakota Century Code (NDCC) you are required to provide three references that are not members of the Board or family members. These do **NOT** need to be licensed professionals. Please list your references below.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education

List in chronological order all college(s), university(s), or technical school(s) you received a degree from. You are required by North Dakota Century code to submit official transcript(s) for all completed degrees to the Board Office. All non-US degrees are required to be submitted with a credentials evaluation from NCEES.

Name of Institution	Degree Granted	Major	Date Graduated
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Work Experience

This is a 2-step process.

- 1.) Provide a list of all your employment. Gaps greater than 90 days will need to be accounted for. **If you are currently employed with an employer enter “Present” in the “End Date” column.**

Work Experience Table

E M P L O Y M E N T #	Dates Must be entered in a Month/Year format.		Name of Employer	Experience Enter the years and months in each respective column that is applicable to you.				
	Start Date	End Date		Surveying Experience		Non-Surveying Experience		
				Years	Months	Years	Months	
1								
2								
3								
4								
5								
6								
7								
Total:								
If you have more than 7 employments, please add additional pages. See form number <b>NDPELS-PERS-05C</b> for additional tables.								

- 2.) On the provided sheets you will need to provide detailed descriptions of each of your listed employments. Be sure to include any projects and describe the magnitude and complexity of the work as well as your duties and degrees of responsibilities. **Experience records without descriptions or inadequate descriptions will be returned to the applicant and can also be a reason for deferral of an application.**

### Experience Detail Sheet

Use this sheet to provide your employment descriptions, if more space is needed, please attach additional sheets of paper. You will need to duplicate this page for each of your listed employment numbers.

**Employment Number (from work experience table):** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Dates of Employment:**    **From:** \_\_\_\_\_    **To:** \_\_\_\_\_

**Description of Duties:**

Have you ever been convicted of a criminal offense? This includes but is not limited to criminal traffic such as DUI. Also, to include non-felony convictions such as minor in consumption, open container, petty theft, possession, etc.

☐ Yes ☐ No If yes, you must provide a separate statement of explanation.

☐ By checking this box, I certify that I have read the Code of Ethics contained in NDAC Title 28 and that I have knowledge and understanding of the requirements outlined. I have also read the remainder of NDAC Title 28. I have a general knowledge and understanding of the administrative rules and laws relevant to the practice of Professional Engineering and Professional Land Surveying in North Dakota. I further certify that I will abide by and subscribe to the Code of Ethics.

☐ By checking this box, I attest that I am the applicant named in this application, and attest, to the best of my knowledge and belief, that the information contained herein is true and correct in every respect.

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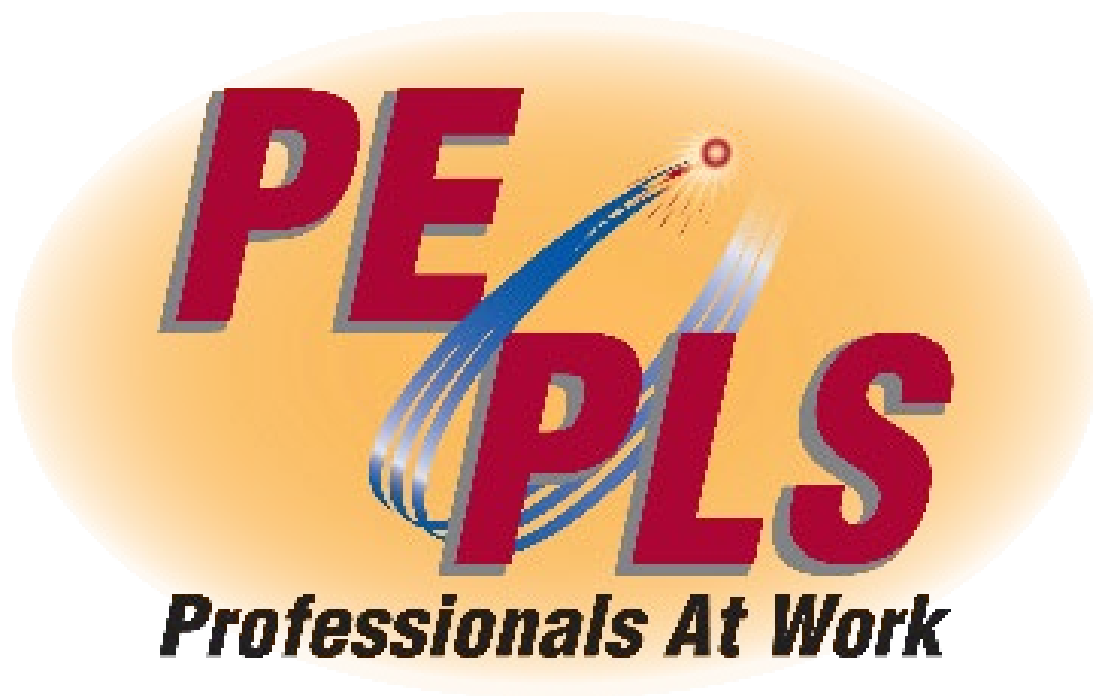
Signature

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Printed Name (First, MI, Last)

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Date





## Reference Form

**Applicant:** You must fill out your name and send this form to each of your listed references.

**Reference:** Fill out this form completely **including all comment sections** and return the completed form to the Board office at **NDPELS, 3255 Greensboro Dr, Ste 203, Bismarck, ND 58503.**

**RE: Land Surveying Intern Application of:** \_\_\_\_\_  
(Name of Applicant in Full)

### Reference Information:

**Full Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Are you currently a licensed Land Surveyor? ☐ **Yes** ☐ **No**

If yes, I am currently licensed in the state of: \_\_\_\_\_ My license number is: \_\_\_\_\_

How many years have you known the applicant? \_\_\_\_\_

In accordance with NDAC 28-03.1-01-17 (4) would you recommend the applicant listed above to be registered as a Land Surveying Intern? (If needed please attach a separate piece of paper.) ☐ **Yes** ☐ **No**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ By selecting this box, you are attesting that you have firsthand knowledge of the applicant listed above, all these questions have been answered based upon your personal knowledge of the applicant and without assistance of the applicant. The record of the applicant, as verified here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with facts, as you see them, relative to the applicant's competency to practice the profession for which he/she has applied for licensure.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**