

MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

85 East 7th Place, Suite 160, St. Paul, MN 55101-2113
Phone: 651-296-2388 • Fax: 651-297-5310 • mn.gov/aelslagid

APPLICATION FOR FUNDAMENTALS OF SURVEYING (FS) EXAM INSTRUCTIONS

IMPORTANT! Do not register with NCEES to take the exam until your application has been approved by the Minnesota State Board.

1. Read the qualifications for admission to the Fundamentals of Surveying Examination (MN Rule [1800.3505, Subp. 2](#)) on the Board's website mn.gov/aelslagid/rules.html.
2. Complete the FS Application Form and submit the application fee of **\$25.00** to the address above. Make check payable to the **MN Board of AELSLAGID**. Do not send cash.
3. Include all required transcript(s) with your application:
 - **First-Time Applicants:** Submit official transcript(s) of **all** credits from **all** college, universities and/or technical schools attended, including non-degree coursework. The transcript(s) may be mailed directly to the Board office by your college/university or you may send it along with your application **in the original sealed envelope**. Do not open the transcript as it will then no longer be considered "official."
 - **Previous Applicants:** Submit updated official transcript(s), if applicable (see above for what is considered "official"). If your education has **not** changed since your last application and you applied within the last three years, you do not need to resubmit transcripts.
4. If your application is approved, you will be instructed to register online with the exam administrator, NCEES Exam Administration Services. **It is your responsibility to register with NCEES Exam Administration Services after obtaining Board approval.** Do not register with NCEES **before** receiving approval by the Board or you may forfeit your exam registration fee.
 - After obtaining approval to take the examination from the Board, you may sit for the exam during any of the next four examination windows.
 - The FS is a computer-based exam administered year-round at NCEES-approved test centers. The exams are offered in four "testing windows": January–March, April–June, July–September, and October–December.
 - **You application is good for one year or one examination attempt (whichever comes first). If you fail the examination or you do not take the exam within one year of obtaining approval, you must submit a new application to the Minnesota Board with a new application fee.**
 - You may not retake a failed examination within the same examination window. For example, if you fail the exam in April, you cannot retake it in May. Also, you may not take the examination more than three times in a rolling 12-month period, which begins on the date of your first exam attempt.

If you have questions regarding the FS Examination: Contact the National Council of Examiners for Engineering and Surveying (NCEES). Applicants may also download subject content, calculator policy, and study guide material directly from the NCEES website: ncees.org/exams/study-materials.

National Council of Examiners for Engineering and Surveying
P.O. Box 1686, Clemson, SC 29633-1686
Phone: 864-654-6824 | Toll-free: 800-250-3196
Fax: 864-654-6966 | Website: www.ncees.org

If you have questions regarding your application, please call the Board office at 651-296-2388.

Data Practices Act Warning

The data you furnish on this form will be used by the Board to assess your qualifications for examination. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to process your application. Until an In-Training Certificate is granted all application data, except name and designated address, are private data pursuant to Minnesota Statutes section 13.41, subdivision 2 (2016). All data, except social security number and email address, become public record when licensure is granted pursuant to Minnesota Statutes section 13.41, subdivision 5 (2016).

NOTICE REGARDING SPECIAL ACCOMMODATIONS

Information regarding accommodation requests under the **American with Disabilities Act (ADA)** or requests based on **religious beliefs and practices** is posted on the NCEES website, www.ncees.org, under [Special Accommodations](#).

Note: NCEES may take up to 30 days to process your accommodation request.

A BRIEF SUMMARY OF YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

INTRODUCTION

The Americans with Disabilities Act (“ADA”) covers “public entities.” The Board is a “public entity” covered by the ADA. The Board may not refuse to allow a person with a disability to take the examination simply because the person has a disability. It must permit persons with disabilities to take the examination in an integrated setting unless separate or different measures are necessary to ensure equal opportunity. It must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to take the examination.

WHO IS COVERED?

The ADA provides comprehensive civil rights protection for “qualified individuals with disabilities.” An “individual with a disability” is a person who: 1) has a physical or mental impairment that substantially limits a “major life activity,” 2) has a record of such an impairment, or 3) is regarded as having such an impairment. “Major life activities” include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

A “qualified” individual with a disability is one who meets the essential eligibility requirements for the examination. The Board is not required to take any action that would result in a fundamental alteration in the nature of the examination or an undue financial and administrative burden. However, the Board must take any other action, if available, that would not result in a fundamental alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

WHAT IS REQUIRED?

The Board is required to make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the examination would result. To do so, it must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. The Board may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. Finally, it must operate the examination so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the ADA. The Board may not provide the examination to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. The Board cannot require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

QUESTIONS?

If you have any questions about the ADA we encourage you to call the United States Department of Justice, which has an ADA information line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.

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FOR BOARD USE ONLY
Application # _____

FOR BOARD USE ONLY
Date In-Training _____
Status Recorded _____

APPLICATION FOR FUNDAMENTALS OF SURVEYING (FS) EXAM

Application Fee: \$25

Fee must accompany your application.
Make checks payable to MN Board of AELSLAGID.
Do **not** send cash.

Part A: Applicant Information (All fields are required.)

1. Are you or your spouse an active duty military member? Or have you left service in the last two years with an honorable or general discharge? No Yes

2. The address below is my (check one): Home Business. If **business**, list firm name: _____

Name _____ (First) _____ (Middle) _____ (Last) _____ (Suffix) SS # _____ (Or Passport or Visa #, if no Social Security #)

Former Name _____ (If applicable) Gender: Male Female

Street Address _____ (No PO boxes) Birth Date _____ (MM) (DD) (YYYY)

City _____ State/Province _____

Zip/Postal Code _____ Country _____ Phone # _____

Part B: Education

1. List all undergraduate and graduate institutions, including those where you completed non-degree coursework. **You must submit a transcript** from each ([see Instr-1](#)). If you have not yet graduated, list the **anticipated** degree/graduation date.

College/University Attended	City, State, Country	Graduation Date (mm/yyyy)	Degree Received/Anticipated

Part C: Examination/Licensure Information

1. Have you previously applied to the Minnesota Board to sit the FS exam? Yes No
If **yes**, under what name? _____ Date of most recent application _____ (MM) (DD) (YYYY)
2. Do you currently hold a license in Minnesota? No Yes
If **yes**, list profession: _____ and license # _____.

Applicant Signature _____

Date _____

THIS SECTION FOR BOARD USE ONLY

Approved

Denied

Board Member Signature _____

Board Member Name _____

Date _____