



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 and Subp. 4](#)).
2. Complete the FS Application Form (be sure to sign on [page 3](#)) 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. Submit official transcript(s) of **all** credits from **all** colleges, 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.” Transcripts may also be emailed from the institution to aelslagid@state.mn.us.

If you are applying to sit prior to graduation, you may submit unofficial transcripts; however, you will not be granted the Land Surveyor-in-Training designation until you submit official transcripts, showing all education requirements have been met, to the Board.

If your degree is from a **foreign institution**, you must have it evaluated through [NCEES Credentials Evaluations](#). Have the evaluation sent directly from the institution to the Board by mail or email (aelslagid@state.mn.us).
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.
 - **Your approved application to the Board is good for three years or one examination attempt—whichever comes first.** If you fail the examination or you do not take the exam within three years of obtaining approval, **you must submit a new application to the Minnesota Board with a new application fee.**
 - 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. **Note that NCEES exam registrations expire after one year.**
 - 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: <https://ncees.org/surveying/fs>.

National Council of Examiners for Engineering and Surveying (NCEES)
P.O. Box 1686, Clemson, SC 29633-1686 | Phone: 800-250-3196 | Website: www.ncees.org

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

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 [ADA 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.

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (Minnesota Statutes §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for licensure. The data you furnish on the application will be used by the Board to assess your qualifications for licensure. The collection of your social security number by the Board is required by both federal and state laws. If you fail to provide this data, the Board may be unable to approve your application or issue your license.

Federal law (42 U.S.C. 666(a)(13)) requires each state to collect social security numbers at the time of application for a professional or occupational license in order to improve effectiveness of child support enforcement.

Additionally, pursuant to Minnesota Statutes §270C.72, Subd. 4 (2022) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, Subd. 2 (2022), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number, become public record.

The Board will not share your private data with other persons or agencies unless it is required by law.



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.)

- 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 (Priority processing)
- The address below is my (check one): Home Business. If **business**, list name: _____
 Legal Name _____
(First) (Middle) (Last) (Suffix)
 Former Name _____
(If applicable)
 Street Address _____
(No PO boxes)
 City _____ State/Province _____
 ZIP/Postal Code _____ Country _____ Phone # _____

Gender: Male Female

Birth Date _____
(MM) (DD) (YYYY)

Part B: Education

- 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

- Have you previously applied to the Minnesota Board to take the FS exam? Yes No
 If **yes**, under what name? _____ Date of most recent application _____
(MM) (DD) (YYYY)
- Have you ever had a license/certificate in any jurisdiction as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer disciplined, denied, surrendered, suspended or revoked? If **yes**, attach a statement of explanation. Yes No

Part E: Certification Statements

to Be Affirmed by the Applicant

Read the statements, **select the appropriate yes/no response**, then **sign and date** below.

A “Yes” answer means the statement is true.

If you answer “No” to any of the statements, you **must** enclose a statement of explanation for each checked statement. Your application is not considered complete until you provide the required explanation(s).

[MN Rule 1800.0400 Subp. 5 \(2023\)](#)

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| 1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2022) and the Rules and Regulations adopted thereunder; | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. I am not under any disciplinary proceeding or action nor had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction up to the date of my application to the Board; | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. I have never been convicted of a felony; | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. I have not performed or offered to perform any services reserved in statute to an individual who is properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the State of Minnesota until my license has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

I declare that everything I have stated in this document is true and correct. If signing electronically, I agree that my electronic signature shall constitute the execution of this document in exactly the same manner as if I had signed by hand.

Applicant Signature _____

Date _____

THIS SECTION FOR BOARD USE ONLY

Approved

Denied

Board Member Signature

Board Member Name

Date