



## 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.**

### Key Information

- Please read all instructions.
- See [MN Rule 1800.3505, Subp. 2 and Subp. 4](#) for qualifying education requirements.
- It is **your** responsibility to complete forms and have third parties forward any documents noted in the instructions. **All** required forms and documents must be received **prior to Board consideration of your application. Incomplete applications expire within 6 months of receipt.**
- If any of your records are under a different name, include with your application a copy of your marriage license (IF it shows the name change), the pertinent section of divorce decree, or legal name change document.
- If your application to sit for the FS exam is approved, the Board will inform you by letter.

### Application Steps

1. Read the qualifications for admission to the Fundamentals of Surveying Examination ([MN Rule 1800.3505, Subp. 2 and Subp. 4](#)).
2. Complete your [online application](#) thoroughly, and ‘sign’. You can start and return to an application later (prior to paying), if you cannot complete all items at one time.
3. Have all required transcript(s) sent to the Board by mail (see address above) or emailed to [aelslagid@state.mn.us](mailto:aelslagid@state.mn.us). Download the [FS Exam Required Education Evidence](#) document for more information.
4. **Submit the online application, the \$25 application fee and any required supporting documents.** Go to the “Documents” section of the application, where you will see what additional documents are required, can check the status of the items you have submitted and your application through Board review.
5. 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 itself:

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](http://www.ncees.org)

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