

## MICHIGAN PROFESSIONAL SURVEYOR LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a professional surveyor license)

#### APPLICATION AND FEES

- Online Application for a Professional Surveyor License - Complete all fields, answer all questions and upload any supporting documentation.
- Online applications can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- 2 year license fee – (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - Professional Surveyor New or Reciprocal Application – \$135.00
  - Relicensure Application – \$155.00
  - Renewal Fee – \$100.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or you do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

#### ADDITIONAL REQUIREMENTS FOR LICENSURE

- NCEES Council Record** – If you hold a license in another state, you may request a transmittal of your NCEES Council Record by contacting NCEES at 1-800-250-3196 or by visiting [www.ncees.org](http://www.ncees.org). You may also choose to upload certain documents as indicated below.
- Professional Education** – You may upload copies of official transcripts during *Step 3: Supporting Documentation* of the online application. Your degree must satisfy the requirements under current administrative rules. If your education does not meet the requirements under current administrative rules,

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you may arrange to have submitted to our office a National Association of Credential Evaluation Services (NACES) evaluation that verifies the bachelor's or higher degree meets the NCEES surveying core program requirements in the NCEES Surveying Education Standard or an evaluation provided by NCEES. Contact NCEES at 1-800-250-3196 or [www.ncees.org](http://www.ncees.org) or visit [www.naces.org](http://www.naces.org) for a list of NACES members. You cannot upload copies of evaluations. Evaluations must be received by our office from the evaluation service.

- **Experience Requirement** – Upload copies of completed experience forms documenting professional experience that is in accordance with current administrative rules. The form and current administrative rule requirements can be found below under **HELPFUL RESOURCES AND FORMS**.
- **Examination Requirement** – You must pass the Fundamentals of Surveying (FS) and Principles and Practice of Land Surveying (PS) exams administered by NCEES, as well as the Part IIB – Michigan Principles & Practice of Professional Surveying exam administered by PSI, Inc. You do not need to obtain department-approval before scheduling any of the exams. For NCEES exam information and scheduling, contact NCEES at 1-800-250-3196 or [www.ncees.org](http://www.ncees.org). For PSI exam information and scheduling, contact PSI, Inc. at 1-800-733-9267 or [www.psiexams.com](http://www.psiexams.com). To notify the department of your NCEES exam results, please upload the month and year you passed the NCEES exams during *Step 3: Supporting Documentation* of the online application. We will then obtain your exam results from NCEES

### RELICENSURE (REQUIREMENTS FOR A LAPSED MICHIGAN PROFESSIONAL SURVEYOR LICENSE)

- **Lapsed for less than 3 years** after the expiration date of the license must submit the following:
  - Relicensure application and fee. Relicensure Application – \$105.00
  - Proof of at least 15 hours of continuing education that was completed during the 12-month period immediately preceding the date of the relicensure application. Continuing education must be in activities and subjects that are in accordance with current administrative rules.
- **Lapsed for 3 years or more** after the expiration date of the license must submit the following:
  - Relicensure application and fee. Relicensure Application – \$105.00
  - Proof that you meet current licensure requirements by arranging for the transmission of your NCEES Council Record.

## RENEWAL REQUIREMENTS CHECKLIST

Online Application for Professional Surveyor License Renewal – Can be completed by visiting

[www.michigan.gov/miplus](http://www.michigan.gov/miplus).

Professional Surveyor Renewal Application Fee – \$100\* (Must be paid by Visa, Mastercard, or Discover credit or debit card).

Renewal Cycle – 2 years.

\*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.

Continuing Education – You **MUST** complete the continuing education requirements **BEFORE** completing the online renewal application. You must have completed 30 hours of continuing education that was completed during the 24 months immediately preceding the license expiration date. Continuing education must be in activities that are in accordance with the current administrative rules.

Accept Renewal Attestation

## HELPFUL RESOURCES AND FORMS

By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the professional surveyor link you can access the following helpful resources and forms:

Resources:

- [Michigan Occupational Code](#)
- [Administrative Rules for Professional Surveyors](#)

Forms:

- Experience Form