MICHIGAN PROFESSIONAL SURVEYOR LICENSING GUIDE

OVERVIEW:

The professional surveyor license allows a licensee to engage in the unrestricted practice of professional surveying.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

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**
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Professional Surveyor New Application: $135.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ 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 an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION
(These are in addition to the requirements stated above that apply to ALL applicants)

- 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. You may also choose to upload certain documents as indicated below.

- Qualifying 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, 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 or visit 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 – 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 - You must pass the Fundamentals of Surveying (FS) and the 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. 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. For exam-related questions or to schedule your exam, contact PSI at www.psiexams.com or by calling 855-579-4635. 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY RECIPROCITY
(These are in addition to the requirements stated above that apply to All applicants)

- 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. You may also choose to upload certain documents as indicated below.

- Qualifying 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, 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 or visit 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 – 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 - You must pass the Fundamentals of Surveying (FS) and the 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. 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. For exam-related questions or to schedule your exam, contact PSI at www.psiexams.com or by calling 855-579-4635. 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.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES
(These are in addition to the requirements stated above that apply to All applicants)

- 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. You may also choose to upload certain documents as indicated below.

- Qualifying 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, 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 or visit 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 – 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 - You must pass the Fundamentals of Surveying (FS) and the 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. 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. For exam-related questions or to schedule your exam, contact PSI at www.psiexams.com or by calling 855-579-4635. 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.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Online application can be completed by visiting www.michigan.gov/miplus and selecting MiPLUS Login. Once logged in, click on the **"Licenses"** tab, select "**Modification**" next to your license number and this will start the relicensure process.

- ☐ 2 year Professional Surveyor Relicensure Application and Fee: $155.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

Applicants for relicensure whose license has lapsed for less than 3 years after the expiration date of the last license must submit the following:

- ☐ Submit proof to the department of the completion of at least 30 hours of continuing education, within the 2-year period immediately preceding the date of filing the relicensure application. Any continuing education hours completed MORE than 2 years prior to the date of filing your relicensure application will not be accepted. Continuing education must be in activities and subjects approved under current administrative rules.

- ☐ Satisfy with the requirements of R 339.17506, which outlines acceptable professional surveyor continuing education.

- ☐ Two of the 30 hours must be in professional ethics related to surveying.

Applicants for relicensure whose license has lapsed for 3 years or more after the expiration date of the last license must submit the following:

- ☐ NCEES Council Record – Proof that you meet current licensure requirements by arranging for the transmission of your NCEES Council Record.

- ☐ Submit proof to the department of the completion of at least 30 hours of continuing education, within the 2-year period immediately preceding the date of filing the relicensure application. Any continuing education hours completed MORE than 2 years prior to the date of filing your relicensure application will not be accepted. Continuing education must be in activities and subjects approved under current administrative rules.

- ☐ Satisfy with the requirements of R 339.17506, which outlines acceptable professional surveyor continuing education.

- ☐ Two of the 30 hours must be in professional ethics related to surveying.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Professional Surveyor Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- Professional Surveyor Renewal Application Fee: $100.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- Renewal Cycle: 2 years

- 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 2-year period immediately preceding the license expiration date. Continuing education must be in activities and subjects approved under current administrative rules.

    - Two of the 30 hours of continuing education must be in an activity that focuses on the area of professional ethics related to surveying.

- Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that you have met the continuing education requirements during the renewal period and all information provided on your renewal application is true and complete.

HELPFUL RESOURCES AND FORMS

- By visiting 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

- Track continuing education using CE Broker – The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our website.

FREQUENTLY ASKED QUESTIONS

1. **Do I need to contact the department to take the NCEES or PSI exam?**

   No. Exam-related questions should be directed to the exam administrator, NCEES or PSI, Inc. Please contact NCEES at 1-800-250-3196 or www.ncees.org. For PSI exam information and scheduling, contact PSI, Inc. at 1-800-733-9267 or www.psiexams.com.

2. **Will I receive a seal? What are the seal requirements?**

No. The department does not provide seals. The seal must contain your 10-digit professional surveyor license number, full name as shown on your professional surveyor license, and indicate "State of Michigan" and "Licensed Professional Surveyor" in the legend surrounding the seal. Review R 339.17301 for the sample seal design and requirements.

Additional requirements pertaining to use of the seal, acceptability of electronic seals, and use of signatures can be found under Article 20 of the Michigan Occupational Code under MCL 339.2007 and MCL 339.2008.

3. **How do I change my name or address?**

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes.

When updating your name and/or address in MiPLUS you can also request to have a license mailed to you with the updated information. There is a $10.00 fee per license to have it mailed.

4. **I have not completed my continuing education, and my license is about to expire. What should I do?**

Administrative rule R 339.17507 requires an applicant who has been licensed during the 2-year period immediately preceding the expiration date to obtain qualifying continuing education during the 2-year period immediately preceding the expiration date. If you have not met the continuing education requirements before the expiration date of the license, you will need to apply for relicensure.

5. **Is there a grace period for my renewal?**

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional $20.00 late fee.

6. **How do I apply for a retired or emeritus license? Do I need to notify the department if I am retiring and no longer wish to practice?**

The Michigan Occupational Code does not authorize the department to grant retired or emeritus status. Licensee can either renew the license at the time of renewal or allow the license to lapse by electing not to renew the license. Licensee's do not need to notify the department if they do not intend to renew the license. If the license has lapsed and you wish to make the license active again, you will need to apply for relicensure.

7. **Do I need a license or approval from the department if my firm seeks to engage in the practice of professional surveying?**

Firms seeking to engage in the practice of professional surveying must apply for firm approval at www.michigan.gov/miplus. Approval by the department is required under MCL 339.2010; however, there is no firm license under the Michigan Occupational Code.

8. **Two-thirds (2/3) of my firm's principals are licensed professional surveyors in other states but not Michigan. Can I obtain firm approval from the department?**

   No. The department does not consider requests for firm approval if 2/3 of the firm's principals do not hold Michigan licenses under Article 20 of the Michigan Occupational Code.

9. **How do I verify my Michigan Professional Surveyor license?**

   Certified license verification requests must be submitted through the MiPLUS system. There is a $15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged $30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

   Licenses may also be verified online on the Bureaus License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

10. **How do I file a complaint against an occupational professional?**

    Information on how to File a Complaint with the Bureau of Professional Licensing can be found on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.