

## 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.*

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

- 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)  
Professional Surveyor New or Reciprocal Application: \$135.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Good Moral Character Questions – 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 a permit 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

**(This is 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](http://www.ncees.org). You may also choose to upload certain documents as indicated below.

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- 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, 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 – 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](http://www.ncees.org). For exam related questions or to schedule your exam, contact PSI at [www.psiexams.com](http://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](http://www.michigan.gov/miplus) and selecting **MiPLUS Login**. Once logged in, click on the “**Licenses**” tab, select “**Modification**” next to your license number and then select “**Relicensure.**”
- 2 year Application Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)  
Professional Surveyor Relicensure: \$155.00

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

- Continuing Education – 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. Of the 15 hours, at least 1 hour of continuing education must be earned in ethics, as it relates to professional surveying.

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

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- NCEES Council Record - Proof that you meet current licensure requirements by arranging for the transmission of your NCEES Council Record.
- Continuing Education – Proof of at least 30 hours of continuing education that was completed during the 24-month period immediately preceding the date of the relicensure application. Of the 30 hours, not less than 2 hours of continuing education must be earned in ethics, as it relates to professional surveying.

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Professional Surveyor Renewal – Must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- 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 24-month period immediately preceding the license expiration date. Of the 30 hours, at least 2 hours of continuing education must be earned in ethics, as it relates to professional surveying.
- Accept Renewal Attestation – If you have not met the continuing education requirements and cannot certify to the above statement at the time of your renewal application, you should not submit the online renewal application.

### 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](#)
  - Form:
    - [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](#).