

**PSLS MENTORING PROGRAM
For LICENSURE**

AND

JOURNAL of SURVEYING EXPERIENCE



Presented by:

The Pennsylvania Society of Land Surveyors

DRAFT

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Introduction:

The Pennsylvania Society of Land Surveyors is proud to introduce our new Mentoring Program. The goal of this program is to encourage aspiring surveyors throughout the state of Pennsylvania to obtain licensure by helping them determine the best professional path to follow based on their current experience level and educational background.

Participants will receive this informative packet which offers simple guidelines and helpful hints to follow throughout the licensing process. They will also have the opportunity to benefit from a trained mentor assigned to them by the PSLS Committee on Mentoring. Mentoring, in this case, refers only to the licensing process. The fundamentals of surveying will remain the responsibility of their employer.

Mentors will be Professional Land Surveyors who have been educated by the Committee on the rules and regulations of Act 367 know as the “Engineer, Land Surveyor and Geologist Registration Law”.

Who benefits?

The Participant is guided along the path to licensure. The Mentor experiences the self-satisfaction of helping others. The Surveying Profession benefits from prepared and qualified applicants for licensure. The State Licensing Board benefits by receiving thorough, well written applications.

Who do we serve?

- Aspiring surveyors who fall under “The New Law” (Section 4.3 of Act 367) and
- Experienced surveyors who meet the requirements under “The Old Law” (Section 14 of Act 367)

Our Goal:

It is the Committee’s objective to greatly improve the percentage of applications approved by the Licensing Board. It is our goal to seek out qualified applicants, assist in determining their eligibility and aide them in applying for the Surveyor in Training exam, or, if qualified under “The Old Law”, apply for the Professional Licensed Surveyor exam.

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TERMS AND DEFINITIONS:

APPOINTED MENTOR: refers to a Mentor who agrees to become a Mentor to a Participant who requests a mentor outside of their own organization.

CHAPTER: local PSLs chapter to which you belong.

CHAPTER REPRESENTATIVE: serves as a liaison between the Chapter and the Committee on Mentoring.

COMMITTEE: refers to the PSLs Committee on Mentoring.

LICENSING BOARD or BOARD: The Pennsylvania State Registration Board for Professional Engineers, Land Surveyor and Geologists.

MENTOR: refers to all professional licensed surveyors who are members of PSLs and complete the mentor training.

PARTICIPANT: an unlicensed surveyor or Surveyor in Training who is an Associate Member of PSLs and enrolls in the Mentoring Program. Membership applications and fees are available online at www.psls.org

PLS: Professional Land Surveyor.

PSLS: Pennsylvania Society of Land Surveying

RECRUITED MENTOR: refers to a Mentor who is selected by the Participant from within their own organization or chapter.

SIT: Surveyor in Training

RESPONSIBILITIES

Responsibility of the Committee on Mentoring:

It will be the responsibility of the Committee on Mentoring to train Mentors for the program. When a participant applies for the mentoring program, the Committee will first encourage him/her to recruit a mentor from within their own organization or chapter. If the Participant requests a mentor outside of his/her organization or chapter, the Committee will choose a trained Mentor already enrolled in the program who they feel best suits the Participant. Mentors may choose to meet with the Committee from time to time to discuss their various Participants in an open forum setting.

Responsibilities of the Mentor

This applies to Mentors, both appointed and recruited. The Mentoring Candidate will fill out an application and submit it to the Committee for consideration. The Committee is looking for a variety of Mentors with a diversity of experience and education in order to make the right match with Participants. Once accepted, the Mentoring Candidate will complete training on the rules and regulations of Act 367 known as the “Engineer, Land Surveyor and Geologist Registration Law” and basic mentoring and coaching philosophies adopted by the Committee. The Mentor will correspond and communicate with their assigned Participant on a regular basis. The Mentor will review and evaluate the Journal of Surveying Experience as submitted by the Participant. Career path changes will be suggested to the Participant at this time.

Responsibility of the Participant

The Participant must fill out the registration and qualifications worksheet and submit it to the Committee. A phone interview will be conducted to help determine the Participant’s commitment to their goal of licensure as a Professional Land Surveyor. The information provided on the worksheet helps the Committee and the Mentor to better evaluate where the Participant stands with regards to experience and education and then determine the best path for them to follow toward licensure. The Participant is encouraged to choose a mentor from within his/her own organization or chapter. This person must be a Professional Land Surveyor (PLS). The Recruited Mentor will then apply for and complete the mentor training program. The Participant will correspond and communicate with their Mentors on a regular basis. One form of communication will be through the Journal of Surveying Experience. It will be the Participant’s responsibility to maintain and update their Journals and share them with their Mentors.

Chapters’ Responsibility

Each Chapter of PSLS is encouraged to select a representative to the Committee on Mentoring. The Mentoring Representative will complete the mentoring training and be eligible to Mentor Participants within their Chapter. They will serve as a liaison between their Chapter and the Committee.

Supervisors and Employers as Mentors: Pros and Cons

Many facets of the manager-subordinate relationship support the personal development we normally associate with mentoring. The supervisor/employer has a unique perspective: They have walked in the subordinate's shoes; they also have the political clout to open doors and move the subordinate into projects with the right learning opportunities. The supervisor/employer also has a personal interest in the successful development of their subordinates.

There is a dilemma, however, in the supervisor/employer-as mentor situation. They have evaluation authority over their subordinates. They make reward and punishment decisions and they may be unwilling to help the subordinate with career plans that do not benefit them (the supervisor/employer) directly.¹

¹ Harvard Business Essentials-Coaching and Mentoring; copyright 2004 Harvard Business School Publishing Corporation

JOURNAL OF SURVEYING EXPERIENCE

The journal is a tri-fold pamphlet which the Participant fills out and maintains on a monthly basis. The frame work of the journal is patterned after the “Amplified Record of Surveying Experience” and the “Detailed Breakdown of Surveying Experience” both of which are part of the Applications for Examination for Professional Land Surveyors and Surveyors in Training.

The Application for Examination is not a form you can sit down and fill out in an evening. It takes time and organization to complete a thorough and detailed amplified record that will be accepted by the Licensing Board. You must start months in advance of the application deadline.

The purpose of the journal is to preserve in writing the Participant’s surveying experience, both field and office, degree of responsibility, education and affiliations. The format is such that it can be easily transferred to the actual Applications for Examination when the time comes.

At the end of each month, or a date agreed upon by both the Participant and the Mentor, a copy of the journal will be shared with the Mentor. The Mentor will then read and review the journal and make suggestions as to possible changes in the career path of the Participant. If the Participant is journaling that he/she is performing computer drafting month after month, the mentor may suggest he ask to go out in the field for a few days or weeks, or be allowed to go to the courthouse and do research. If an experience Party Chief is journaling that he/she is performing construction stakeout work for 3 months straight, the Mentor may suggest he ask to be assigned the next boundary survey that becomes available. If the Mentor is outside the Participants organization, he may call the Participant’s supervisor and make these suggestions on his behalf.

The journal will be an ideal tool for the new surveyor just getting started in the profession. If the Participant is planning to apply for the Surveyor in Training exam with no college degree and 6 years of experience, it’s never too early to start journaling his/her experience. For the experienced surveyor, not currently licensed, the journal can be used to document experience gained from this day forward and also to help them go back in time and start writing down past employers, dates of employment and projects worked on during their years of experience.

Once the Participant has achieved the required amount of experience in accordance with Registration Law, or has sufficiently documented their history of surveying experience in the journal, they are then ready to transfer the information to the Application for Examination.

STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS,

LAND SURVEYORS AND GEOLOGISTS

Mailing Address:

Engineer Board
P.O. Box 2649
Harrisburg, PA 17105-2649

Tel: 717.783.7049 Fax: 717.705.5540
 E-Mail: st-engineer@state.pa.us
 Website: www.dos.state.pa.us/eng

Courier Address:

Engineer Board
2601 North Third Street
Harrisburg, PA 17110

PROFESSIONAL LAND SURVEYOR EXAMINATION

Follow Instructions Below and Submit All Required Documents

Applicant Checklist:

Please refer to the Qualifications Chart regarding your eligibility under the Old Law and the New Law.

Refer to Qualifications Chart on Page iii of iii.

NOTE: If applying under the Old Law – you must apply for ALL three (3) sections of the Surveying examination. If you qualify under the New Law, you must first apply for the Fundamentals of Surveying examination.

1. **Application** must be typed OR printed in blue or black ink.
2. DO NOT COMPLETE THIS APPLICATION IF YOU ARE ALREADY LICENSED TO PRACTICE LAND SURVEYING IN ANOTHER STATE – YOU MUST E-MAIL THE BOARD OR GO TO www.dos.state.pa.us/eng FOR THE “APPLICATION FOR RECIPROCITY”.
3. **Complete pages 1 - 3** of application along with the amplified record of experience form and Detailed Breakdown of Surveying Experience form.
4. **Verification of Examination / Registration** must be completed by the Board of the state (if other than Pennsylvania) in which you passed the Fundamentals of Surveying Examination. The *Verification of Examination / Registration* form must be forwarded directly to the Pennsylvania Board office from that state and must be received in the Board office no later than December 1 for the April exam and no later than July 1 for October exam.
5. **Education** information indicated on Page 2, Section 5 must be verified by submitting an *original transcript* from the college/university showing the curriculum and date your degree was conferred. If you have both an undergraduate and graduate degree, an *original transcript* must be submitted for both. The college/university must mail the transcripts directly to the Board office and must be received in the Board office no later than December 1 for the April exam and no later than July 1 for October exam.
6. **Amplified Record of Experience** must be completed as per instructions on form. The original completed amplified record must be included with your Board application when submitted to the Board by the application deadline date. A COPY of your completed amplified record form must be attached to your Reference Form and given to each of five persons being furnished as a reference.
7. **References** must be listed on Page 2, Section 6.
- References should have personal knowledge of your experience and collectively be able to attest to the entire amount of required experience. An applicant is encouraged to use an immediate supervisor as a reference.
 - Applicants must NOT be related to those listed as references.
 - A copy of your completed amplified record must be attached to a “Reference Information” form for dissemination to and completed by each of the five persons furnished as a reference.
 - Three (3) of your five references must be licensed surveyors; the other 2 may be professional engineers OR similarly qualified individuals (with the proper biographies) who can attest to your character or qualifications. The resume of any unlicensed reference must be attached to the “Reference Information” form when forwarded to the Board office.
 - Each reference must complete form and forward directly to the Board office. (*Copy* of amplified record is NOT to be returned.) Reference forms must be received in the Board office no later than December 1 for the April exam and no later than July 1 for the October exam.

REGISTRATION and QUALIFICATIONS WORKSHEET

Participants should answer the following questions and return it to the Committee. This worksheet will be used as your registration into the program and help you and your Mentor decide the licensure path that you qualify for and would be in your best interest. Please keep a copy for your records.

Name: _____ **SIT** **unlicensed** (circle one)

Address: _____

Email: _____ **Phone:** _____

Current Employer: _____

Name of Supervising PLS: _____ **Phone:** _____

Email: _____

PLS Member: **Yes** **No** * If no, enclose appropriate fee and membership application.

Date Surveying experience began: _____

Gaps in experience: _____ (dates you did not work in the surveying profession)

Date of Degree: _____ (either a 2 or 4 year degree)

College attended: _____ Major: _____

Credit hours of Surveying: _____

Data of issuance of SIT certificate: _____ **Date of Examination** _____

Have you ever submitted an application to the Registration Board previously?

SIT _____ **PLS** _____ **None** _____

If denied, reason for denial: _____

WORK HISTORY - Positions Held:

Rodman/Chainperson: yes no Instrument Operator: yes no Party Chief: yes no

Survey Technician/Draftsman -office: yes no Project Manager - office yes no

I predominately work in the: **Field** **Office** **Both**

Other States you have worked in:

_____ (list any states other than Pennsylvania you have worked in)

For Committee and Mentor's use:

Participant qualifies for: **SIT** (Fundamentals Exam) **PLS** (Principles & Practice Exam/State Exam)

PLS (all 3 exams under "The Old Law")

Participant agrees to apply for: **SIT** (Fundamentals Exam) **PLS** (Principles & Practice Exam/State Exam)

PLS (all 3 exams under "The Old Law")