

# THE MENTOR GUIDED PATH TO LICENSURE

## STEP-BY-STEP



Presented by:

**The Pennsylvania Society of Land Surveyors**

# DRAFT

Please forward your comments to:

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**The Process Step-by-Step**

\_\_\_\_ 1. I have decided I want a mentor to assist me through the licensing process. I have filled out the Registration and Qualifications Worksheet and submitted it to the PSLS Committee on Mentoring. I kept a copy for my records.

\_\_\_\_ 2. The Committee has contacted me to tell me I have been enrolled in the program. The Committee asked if I would like a PLS who I work with to be my mentor, a PLS from my Chapter, or if I would prefer to have a mentor assigned to me from outside my organization. I have read the pros and cons of having my supervisor or employer as my mentor. I have talked over my decision with him and we are in agreement. I have contacted the Committee and told them I have decided:

- \_\_\_\_ a. I want the PLS who is my supervisor or employer to be my mentor. *(go to step 3)*
- \_\_\_\_ b. I want a PLS who is my co-worker to be my mentor. *(go to step 4)*
- \_\_\_\_ c. I want a PLS who in my local Chapter to be my mentor. *(go to step 5)*
- \_\_\_\_ d. I want a mentor assigned to me from outside my organization. *(go to step 6)*

\_\_\_\_ 3. I have decided I want my supervisor or employer to be my Mentor. I have talked to him and he has agreed to be my mentor and understands that he must complete the Mentor training on the rules and regulations of Act 367 known as the “Engineer, Land Surveyor and Geologist Registration Law”. *(go to step 7)*

\_\_\_\_ 4. I have decided I want my co-worker to be my Mentor. I have talked to him and he has agreed to be my mentor and understands that he must complete the Mentor training on the rules and regulations of Act 367 known as the “Engineer, Land Surveyor and Geologist Registration Law”. *(go to step 7)*

\_\_\_\_ 5. I have decided I want a PLS from my local Chapter to be my Mentor. I have talked to him and he has agreed to be my mentor and understands that he must complete the Mentor training on the rules and regulations of Act 367 known as the “Engineer, Land Surveyor and Geologist Registration Law”. *(go to step 7)*

\_\_\_\_ 6. My Appointed Mentor contacted me today. He has provided me with:

Name: \_\_\_\_\_ Work Number: \_\_\_\_\_

Cell phone: \_\_\_\_\_ email: \_\_\_\_\_

We have decided to meet in person on: \_\_\_\_\_(date & time)

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\_\_\_\_\_ 7. My Mentor has reviewed my Registration and Qualifications Worksheet and we have agreed that the licensure path that I qualify for and would be in my best interest is: *(circle one)*

SIT (Fundamentals Exam)      PLS (Principles & Practice Exam/State Exam)      PLS (all 3 exams under "The Old Law")  
**\* Skip to step 11**

\_\_\_\_\_ 8. My Mentor has provided me with copies of the Journal of Surveying Experience. I will fill one out every month and send a copy to my Mentor for review. *(repeat this step on a monthly basis)*

\_\_\_\_\_ 9. My Mentor has reviewed this month's Journal and has suggested I talk to my boss about making the following changes in my work routine.

Date: \_\_\_\_\_ (mm/yyyy)

Suggestions:

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Supervisors initials \_\_\_\_\_

Date: \_\_\_\_\_ (mm/yyyy)

Suggestions:

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Supervisors initials \_\_\_\_\_

Date: \_\_\_\_\_ (mm/yyyy)

Suggestions:

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Supervisors initials \_\_\_\_\_

Date: \_\_\_\_\_ (mm/yyyy)

Suggestions:

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Supervisors initials \_\_\_\_\_

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\_\_\_\_\_ 10. I have finally achieved the required experience and I am ready to fill out the Application for Examination. I have all my journals from the past \_\_\_\_\_ months and \_\_\_\_\_ years. *Skip to step 12*

\_\_\_\_\_ 11. My Mentor and I both agree that I am ready for and qualify to sit for all 3 examinations at once under “The Old Law”. To get myself organized to fill out the Amplified Record, I am going to list all of my previous employers and positions starting with most current. I can obtain license numbers at [www.licensepa.state.pa.us](http://www.licensepa.state.pa.us)

Company \_\_\_\_\_ Supervisor (PLS) \_\_\_\_\_  
Address \_\_\_\_\_ License No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date employed: \_\_\_\_\_  
from mm/yy to mm/yy

Use this PLS as a reference? yes no  
Other references at this company? yes no \_\_\_\_\_  
Name & license no.

Company \_\_\_\_\_ Supervisor (PLS) \_\_\_\_\_  
Address \_\_\_\_\_ License No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date employed: \_\_\_\_\_  
from mm/yy to mm/yy

Use this PLS as a reference? yes no  
Other references at this company? yes no \_\_\_\_\_  
Name & license no.

Company \_\_\_\_\_ Supervisor (PLS) \_\_\_\_\_  
Address \_\_\_\_\_ License No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date employed: \_\_\_\_\_  
from mm/yy to mm/yy

Use this PLS as a reference? yes no  
Other references at this company? yes no \_\_\_\_\_  
Name & license no.

Company \_\_\_\_\_ Supervisor (PLS) \_\_\_\_\_  
Address \_\_\_\_\_ License No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date employed: \_\_\_\_\_  
from mm/yy to mm/yy

Use this PLS as a reference? yes no  
Other references at this company? yes no \_\_\_\_\_  
Name & license no.

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\_\_\_\_\_ 12. I have downloaded the most current versions of the following from the Professional Credential Services Inc. website at [www.pcshq.com](http://www.pcshq.com)

- \_\_\_\_\_ The Law and Examination Qualifications
- \_\_\_\_\_ Candidate Information Bulletin
- \_\_\_\_\_ Scheduling Form
- \_\_\_\_\_ Appropriate Board Applications- Fundamentals(SIT) Principles & Practices/State

\_\_\_\_\_ 13. I am aware of the current fees associated with each exam which are payable to NCEES at the time I apply. I am also aware of the fee that goes to the Board at the time I apply. I have set this money aside or my company has agreed to pay it for me.

\_\_\_\_\_ 14. I have completed the Amplified Record starting with the oldest employer shown as no. 1. I have used one page per one year of experience. I have provided copies of my amplified record to my Mentor for comment.

\_\_\_\_\_ 15. I have made the agreed upon changes to my amplified record and completed the rest of the Application for Examination. I have given the completed application to my Mentor for final review.

\_\_\_\_\_ 16. I have decided to use the following 5 people as my references. I must have at least 3 licensed surveyors, the other 2 may be professional engineers or similarly qualified individuals (with proper biographies). I can obtain license numbers at [www.licensepa.state.pa.us](http://www.licensepa.state.pa.us).

Name: \_\_\_\_\_ PLS PE other  
License no. \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ PLS PE other  
License no. \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ PLS PE other  
License no. \_\_\_\_\_  
Address: \_\_\_\_\_

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Name: \_\_\_\_\_ PLS PE other

License no. \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ PLS PE other

License no. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ 17. Reference forms must be received by the Board no later than December 1 for the April exam and July 1 for the October exam. My references understands that he/she must mail the completed reference form to the board directly using the addressed envelope I have provided.

\_\_\_\_\_ 18. I have completed Scheduling form PA11 for Land Surveyors and have enclosed a check or money order for the appropriate exam fees and mailed it directly to the agency listed on the bottom of the form.

\_\_\_\_\_ 19. I have completed the Application for Examination to include the Amplified Record and Detailed Breakdown and enclosed the appropriate fee and mailed it to the Board. The application must be received by the Board no later than December 1 for the April exam and July 1 for the October exam.

\_\_\_\_\_ 20. The Board has notified me that I have been:

\_\_\_\_\_ accepted \*skip to step 22 \_\_\_\_\_ denied

\_\_\_\_\_ 21. Consult with your Mentor as to the reasons you were denied and decide where you go from here.

\_\_\_\_\_ 22. CONGRATULATIONS! TIME TO START STUDYING!!!!