Kansas Board of Technical Professions
Licensure Application

www.ksbtp.ks.gov
ksbtpadmin@ks.gov
785-296-3053

Landon State Office Building
900 SW Jackson St., Ste. 507
Topeka, KS 66612-1

Application Instructions

INSTRUCTIONS: Applicants should read all statutes, rules and regulations for specific details regarding requirements. All statutes, rules & regulations are available on our website.

1. General Guidelines (Applies to All Applicants)

All applications must be typed. Wet and electronic signatures are acceptable. Handwritten forms, or incomplete submissions can not be accepted. Applications and supporting documents are retained for **one calendar year**. After that time, a new application will be required. You can find the supporting documents required for your profession on our website. If you are a dual licensee, complete an application for each profession. If any of the personal information on this application changes after you submit this application, you must notify the Board immediately in writing.

General Requirements – All Applicants

☐ Application is typed (no handwritten forms)
☐ Application is wet-signed or electronic (no scanned signatures)
☐ Application fee included (non-refundable)
☐ Official transcripts submitted
☐ Record of qualifying experience included
☐ Professional references provided separately
☐ Exam verification available from national licensure council (or verification form if not available)

By Exam Applicants

☐ $60 application fee

By Reciprocity Applicants

☐ $250 application fee
☐ Verification of license from original state of licensure (through national licensure council or verification form if not listed)

Architects: If your NCARB transmittal includes all required information, you do not need to submit the supporting documents separately.

Engineers: We will accept exams, proof of out of state licensure, credentials evaluations, and verified transcripts from your NCEES record. You must submit the experience record and references on the forms available from our website.

Geologists: You must pass the Professional Geologist (PG) exam if you have not already done so. Licensure will be issued once the exam is successfully completed.

Landscape Architects: If your CLARB Council Record includes all required information, you do not need to submit the supporting documents separately.

Surveyors: You may be approved to sit for the Professional Surveyor (PS) exam if you have not already taken it. Please note, no license will be issued until you have successfully passed both parts of the Kansas State-Specific (KSS) exam. You can visit our website for more information on the Kansas State Specific Exam requirements.

In order to acquire a Certificate of Authorization license in Kansas, the Principal in Responsible Charge must first be individually licensed in Kansas. Once they are licensed, you may apply for the COA.

Please note: Final, official transcripts must be submitted directly to the Board office for all educational credit claimed.

If you require further assistance regarding application requirements or completing the licensure application, contact the Kansas Board in one of the following ways:

By email: ksbtpadmin@ks.gov
By phone: 785-296-3053
By mail: 900 SW Jackson, Suite 507 Topeka, KS 66612

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Section 1: Profession & Pathway

Select your profession:

Architect

- ☐ Landscape Architect
- ☐ Professional Engineer
- ☐ Professional Surveyor
- ☐ Professional Geologist

Select your pathway:

By Exam

By Reciprocity

Section 2: Applicant Information

Full Legal Name: _____ Maiden Name: _____

Date of Birth: _____ Social Security Number : _____

Mailing Address:_____ City/State: _____ ZIP Code: _____

Phone:_____ Email Address: _____

Section 3: Education

Degree: _____ Major:_____

Institution: _____ Date Graduated: _____

Degree: _____ Major:_____

Institution: _____ Date Graduated: _____

Degree: _____ Major:_____

Institution: _____ Date Graduated: _____

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Section 4: Exams

For Architects and Landscape Architects:

I am submitting an NCARB or CLARB record that includes all required information. No additional supporting documents are needed.

For Engineers and Surveyors:

I have passed the required licensing exam(s).

Exam verification is included in my NCEES record or submitted directly from the original licensing state.

Additional Notes:

Surveyors: Approval to sit for the Professional Surveyor (PS) exam may be granted if not already taken. Licensure will only be issued once both parts of the Kansas State-Specific (KSS) exam are passed.

Geologists: Licensure will be issued once the ASBOG Professional Geologist (PG) exam is passed, if not previously completed.

Section 5: References

Provide references who can verify your professional experience as required for licensure. Each reference must submit a reference form directly to the Kansas State Board of Technical Professions; applicants should not submit reference forms on their behalf. Please note, we require a minimum of 3 references.

For NCARB or CLARB Record Holders:

If you are submitting an NCARB or CLARB record that includes all required experience and verification, you do not need to provide additional references.

Name: _____ State & License #: _____

Name: _____ State & License #: _____

Name: _____ State & License #: _____

Name: _____ State & License #: _____

Section 6: Signature

I certify that the information provided on this application and all supporting documents is complete and accurate to the best of my knowledge. I understand that submitting false information may result in denial or revocation of licensure.

Have you ever had a professional license disciplined, denied, surrendered, or revoked? ☐ YES ☐ NO

Have you ever been convicted of a felony? ☐ YES ☐ NO

If you selected **yes** to either question above, provide a statement of explanation and all supporting documents.

_____ _____

Signature Date

APPLICANT NAME: _____

PROFESSIONAL EXPERIENCE RECORD FOR SURVEYING: (One Engagement Per Form)

- Any credit for experience must be verified by a supervisor. Surveying work performed after May 1, 1988, must be under the direct supervision of a licensed professional surveyor, per K.A.R. 66-10-12(a)(1)(B).

INSTRUCTIONS:

1. In chronological order beginning with first engagement, enter month and year of engagement. The letter (a) designates first experience engagement. Letter subsequent engagements consecutively with (b), (c), etc.
2. State the title of the position along with the name and address of employer. Surveying experience must be explained in detail giving specific examples. If employed by more than one employer, each is considered a separate engagement. Use a separate form for each engagement. Complete additional forms and print as needed. Do not leave any gaps in experience. If surveying experience was interrupted by work in other fields, illness, military service, etc., complete the section titled "Non-Surveying Employment/Unemployment" on Page 4.
3. Enter the amount of time spent in (1) basic surveying and (2) progressive surveying. Use Years/Months. (Example: 3 years/4 months.) Refer to *Survey Experience of a Character Satisfactory to the Board* (Page 5) and *Classification of Tasks for Progressive Surveying Experience* (Page 7) with this application to determine how to categorize work experience.
4. Enter the name of the supervisor who will verify each engagement. Send reference forms (Pages 11 and 12) and a copy of your experience record to each individual listed. Each surveying engagement must be verified to obtain credit. Supply one reference for each experience engagement.

APPLICANT NAME: _____

Engagement: _____(a,b,c,etc.) Position(s) Held: _____

Employer Name: _____

Employer Address: _____

Supervisor Name: _____ Supervisor License #: _____

Reference Name: _____ Reference License #: _____
(If not Supervisor)

Dates (Month & Year): From _____ To _____

Experience:

(1) Basic Survey Time: _____ (YEARS/MONTHS) (maximum 2 years)

(2) Progressive Survey Time: _____ (YEARS/MONTHS)

****TO REPORT ADDITIONAL EXPERIENCE, PRINT THIS FORM, CLEAR IT, AND ENTER NEXT ENGAGEMENT(S).**

NON-SURVEYING EMPLOYMENT/UNEMPLOYMENT

APPLICANT NAME:_____

Engagement: _____ Position:_____

Dates (Month & Year): From _____ To _____

Engagement: _____ Position:_____

Dates (Month & Year): From _____ To _____

Engagement: _____ Position:_____

Dates (Month & Year): From _____ To _____

Engagement: _____ Position:_____

Dates (Month & Year): From _____ To _____

TOTAL NON-SURVEYING TIME: _____

SUMMARY OF PROFESSIONAL EXPERIENCE RECORD

Enter the total time from all surveying engagements in each category. (YEARS/MONTHS)

(1) Basic Surveying Time: _____Y _____M
(2) Progressive Surveying Time: _____Y _____M
(3) Total Surveying Time: _____Y _____M

REFERENCE SUMMARY FORM

Please list the name and license number of the supervisor that will be verifying each engagement. Three licensed professionals must provide reference forms.

ENGAGEMENT (a,b,c, etc.)	NAME OF REFERENCE	PROFESSIONAL LICENSE NUMBER

NOTE: Supervisor must be a licensed professional surveyor in order to receive credit for any experience after May 1, 1988.

SURVEY EXPERIENCE OF A CHARACTER SATISFACTORY TO THE BOARD

The Kansas Board has determined that a certain amount of surveying experience must consist of "Progressive" surveying experience. The following guidelines shall be used to assign credit for work experience:

Progressive surveying experience may include the following eight (8) elements of professional surveying: project management; research; measurements and locations; computations and analysis; legal principles and reconciliation; land planning and design; monumentation; and documentation and land information systems. These guidelines closely follow the NCEES guidelines which were developed from a comprehensive task analysis of work performed by licensed professional surveyors throughout the country. NOTE: It is not necessary to have experience in all eight (8) elements to qualify for the FS.

1. **PROJECT MANAGEMENT** – A professional surveyor should have a knowledge of: Prevailing professional standards, practices and ethics; being able to communicate with clients, contractors, government agencies, etc.; dealing with administrative problems concerning selection of appropriate control and necessary data for a project; estimating required time and materials; selecting safety standards and policies; determining what supervisory controls, priorities, interpersonal relations, record documentation and procedures to use; and managing drafting work, survey and computer use.

2. **RESEARCH** – A professional surveyor should have a knowledge of how and where to obtain information necessary to complete a project and the relevance of various information to a particular application, including: land records, land descriptions, soils and vegetation, rules of evidence, court decisions, regulations, riparian determinations, highway maps and plans, land title, real property acquisition, rights of way, workplans, standards, policies and procedures.

3. **MEASUREMENTS AND LOCATIONS** – A professional surveyor should have a knowledge of various measurement techniques and mathematics involved such as: title surveys, topographic surveys, plane and geodetic surveys, boundary determinations, taping, leveling, electronic distance measurement, horizontal and vertical control, direction, traverse, triangulation, trilateration, stadia, celestial observations and error balancing and reduction techniques; also have a knowledge of use and maintenance of surveying and related equipment such as: tape, transit, theodolite, electronic distance measuring (EDM) equipment, total stations, level, rods, compass, photogrammetric equipment, plumb bob, odometers, etc.; and be able to understand and conform with codes and standards.

4. **COMPUTATIONS AND ANALYSIS** – A professional surveyor should have a knowledge of: mathematics including algebra, trigonometry, geometry and statistics; computational techniques including computer application and usage associated with accuracy, traverse, triangulation, trilateration, differential and trigonometric leveling, angles and directions, geographic position, public land system, state plane coordinates, errors and adjustments, horizontal and vertical curves, photogrammetry, earthwork quantities, plane and geodetic surveys, area, volume, and construction layout; and analyzing data and evidence using computations, prevailing professional standards, judgment and legal standards, land titles, survey plats and parcel descriptions.

5. **LEGAL PRINCIPLES AND RECONCILIATION** – A professional surveyor should have knowledge of legal principles applicable to: real estate, surveying, mapping and contract law, resolution of conflicts through analyzing data and records, court decisions and land title, standards, policies and procedures, rules of evidence and land descriptions.

6. **LAND PLANNING AND DESIGN** – A professional surveyor should have a knowledge of: basic land planning (including lot and street layout), general requirements for land development, determine constraining factors which may limit development, earthwork quantities, required control, plans and maps, computations for design and layout, horizontal and vertical control, photogrammetric mapping, topographic surveys, boundary information, land ownership and planning and zoning.

7. **MONUMENTATION** – A professional surveyor should have a knowledge of: vertical and horizontal monumentation, types and priorities of existing monumentation, placement or replace of monuments, determination of validity of existing natural or manmade monumentation, lost or obliterated corners and monuments of record, the use of highway plans or survey plats for information on monumentation, construction layout and boundary determination.

8. **DOCUMENTATION AND LAND INFORMATION SYSTEMS** – A professional surveyor should have a knowledge of: maintaining records, preparing maps and plats, documenting field and record evidence, writing property descriptions, drafting techniques, standards and regulations. A professional surveyor should also have knowledge of: vertical and horizontal monumentation, types and priorities of existing monumentation, placement or replacement of monuments, determination of validity of existing natural or manmade monumentation, lost or obliterated corners and monuments of record, the use of highway plans or survey plats for information on monumentation, construction layout and boundary determination.

Basic surveying experience is considered by the Board to include surveying experience which is normally identified with engineering projects. This would include construction staking, curb and gutter projects, sanitary sewers, and design surveys for highways or bridges other than those that relate to right-of-way surveys.

TABLE OF REQUIREMENTS FOR PROFESSIONAL SURVEYOR EXAMINATION

This table is provided only as a guideline. All educational credit must be verified by transcripts.

	Credit Allowed for Education (In Years)	Maximum Credit Allowed for "Basic" Surveying Experience (In Years)	Minimum "Progressive" Surveying Experience Required (In Years)	**Total Education & Experience Required for FS Exam**	Maximum Credit Allowed for "Basic" Surveying Experience (In Years)	Minimum "Progressive" Surveying Experience Required (In Years)	**Total Education & Experience Required for PS Exam**
I. Graduate of accredited 4-year surveying curriculum (K.A.R. 66-9-5(b))	4 (K.A.R. 66-10-10a(a))			**4**		4	**8**
II. Graduate of Board-approved 2-year surveying curriculum (K.A.R. 66-9-5(c)) or completion of surveying curriculum specified in K.A.R. 66-9-5(e)	2 (K.A.R. 66-10-10a(b))			**2**	2**	4	**8**
III. Graduate of accredited 4-year engineering curriculum (K.A.R. 66-9-5(a)) or graduate of 4-year related science curriculum* (K.A.R. 66-9-5(d))	2 (K.A.R. 66-10-10)	2		**4**		4	**8**
IV. Applicant with 12 semester hours survey curriculum (K.A.R. 66-9-5(f))***		2	2	**4**		4	**8****

* Related Science Curriculum – Degrees in subjects that are related to surveying may include geology, math, chemistry, and physics.

** The total number of years of experience must be six (6). All six years could be in "progressive" surveying. The maximum "basic" experience allowed is two (2) years, but there is no minimum requirement for "basic" surveying experience.

*** K.A.R. 66-9-5(f): successful completion of at least 12 semester hours of approved surveying coursework consisting of three (3) semester hours in each of the following, from a school or college approved by the Board: (1) surveying measurements and analysis; (2) global positioning system (GPS) surveying techniques; (3) real property law; and (4) boundary control and legal principles.

**** The total number of years of experience must be eight (8). All eight years could be in "progressive" surveying. The maximum "basic" experience allowed is two (2) years, but there is no minimum requirement "basic" surveying experience.

APPLICANT NAME: _____

CLASSIFICATION OF TASKS FOR "PROGRESSIVE" SURVEYING EXPERIENCE

Enter a checkmark under the appropriate engagement indicating the element and tasks in which you obtained experience. It is not required that each block be completed for each engagement as you may not have received experience in all areas.

ELEMENTS & TASKS — **ENGAGEMENT EXPERIENCE**

1. PROJECT MANAGEMENT

1. Advise clients of potential problems.
2. Consult with clients/owners and clients' attorneys.
3. Determine procedures to comply with ethical conduct.
4. Plan monument recovery.
5. Determine required levels of precision and order of accuracy.
6. Select appropriate vertical and/or horizontal datum.
7. Process documents and maps requiring approval through government agencies.
8. Determine basis for bearings.
9. Contact adjacent land owners regarding boundary or entry rights.

A	B	C	D	E	F	G	H

2. RESEARCH

1. Research prior survey, maps, field notes and aerial photos.
2. Research deeds.
3. Research record survey files and indices.
4. Research governmental records, rules, regulations and statutes.
5. Research road, railroad and utility plans and records.
6. Consult with other surveyors.
7. Research grantor/grantee indices.
8. Obtain previous land development plans.
9. Research title company records and reports.
10. Gather parol evidence.
11. Research court records and reports.
12. Research assessors records
13. Research case law.

A	B	C	D	E	F	G	H

3. MEASUREMENTS AND LOCATIONS

1. Locate existing monumentation.
2. Retrace boundary lines.
3. Perform angular and linear measurement.
4. Perform boundary surveys of vacant and/or improved parcels.
5. Calibrate instruments.
6. Recover horizontal and vertical control.

A	B	C	D	E	F	G	H

APPLICANT NAME: _____

A	B	C	D	E	F	G	H

7. Determine locations of man-made and natural objects.
8. Perform topographic surveys.
9. Perform construction staking.
10. Perform route & right-of-way surveys for roads, railroads or utilities.
11. Obtain data with total station.
12. Perform as-built surveys of constructed improvements.
13. Perform differential leveling.
14. Perform water boundary surveys.
15. Perform ALTA/NSPS surveys.
16. Establish photogrammetric control points.
17. Perform photogrammetric control surveys.
18. Perform trigonometric leveling.
19. Perform flood plain surveys.
20. Perform condominium surveys.
21. Perform geodetic surveys.

4. COMPUTATIONS AND ANALYSIS

A	B	C	D	E	F	G	H

1. Compare researched records with field data.
2. Compute coordinate values.
3. Verify field notes for completeness and accuracy.
4. Analyze existing control.
5. Compute and review closures and adjust traverse.
6. Compute areas.
7. Prepare work sheets of surveys for final drafting & boundary determinations.
8. Adjust field measurements.
9. Analyze sources of error.
10. Adjust coordinates to appropriate datum.
11. Evaluate parol evidence.
12. Determine positional tolerances.
13. Compute volumes.
14. Compute astronomic azimuths.

APPLICANT NAME: _____

5. LEGAL PRINCIPLES AND RECONCILIATION

1. Compare researched records with field data.
2. Identify boundary line discrepancies.
3. Reconcile records and field evidence.
4. Reconcile conflicting deed descriptions.
5. Determine location of easements.
6. Consider the priority of calls.
7. Identify field conditions for evidence of possession.
8. Advise clients regarding boundary uncertainties.
9. Determine potential adverse possession claims.
10. Apply Public Land Survey System principles.
11. Identify riparian boundaries.
12. Review documents for clients and/or attorneys.
13. Identify littoral boundaries.
14. Testify as an expert witness.

A	B	C	D	E	F	G	H

6. LAND PLANNING AND DESIGN

1. Design horizontal alignment for roads within a subdivision.
2. Determine easement constraints.
3. Determine subdivision development requirements.
4. Determine and prepare lot and street patterns for land division.
5. Design vertical alignment for roads within a subdivision.
6. Determine flood plain limits.

A	B	C	D	E	F	G	H

APPLICANT NAME: _____

7. MONUMENTATION

1. Set monuments.
2. Perpetuate existing monumentation.
3. Describe monuments.
4. Establish benchmarks.
5. Reference monuments.
6. Select monument types.

A	B	C	D	E	F	G	H

8. DOCUMENTATION AND INFORMATION SYSTEM

1. Prepare boundary survey maps.
2. Prepare land descriptions.
3. Prepare final plats and land division plats.
4. Prepare and file record of survey.
5. Prepare topographic and contour maps.
6. Perpetuate records for monuments and benchmarks.
7. Prepare easement plats.
8. Prepare sketch and/or preliminary plats.
9. Prepare right-of-way maps.
10. Prepare "as-built" maps.
11. Prepare and file corner records.
12. Document potential possession claims.
13. Prepare ALTA/NSPS survey maps.
14. Prepare condominium plats.

A	B	C	D	E	F	G	H

BOARD OF TECHNICAL PROFESSIONS

900 SW Jackson Street, Suite 507, Topeka, KS 66612
(785) 296-3053 | http://ksbtp.ks.gov

K.S.A. 48-3406 APPLICANT QUESTIONS

Applicants applying under K.S.A. 48-3406 must provide the following information. Please visit http://www.kslegislature.org for more information and to review the bill in it's entirety.

1) Are you a current or former military service member? ☐ Yes ☐ No
   If yes, please provide a copy of your DD214 or other proof of military service.

2) Are you a military spouse? ☐ Yes ☐ No
   If yes, please provide a copy of your marriage certificate and your spouse's DD214 or other proof of military service.

3) Are you a current resident of Kansas? ☐ Yes ☐ No
   If yes, please provide proof of Kansas residency (mortgage/lease, etc.)
   *Please note residency is not required for reciprocal licensure.

4) Do you intend to establish residency in Kansas? ☐ Yes ☐ No
   If so, when and where? Please provide proof of intent to establish residency.

5) Are you the subject of an unresolved complaint or disciplinary proceeding in another jurisdiction? ☐ Yes ☐

6) Have you surrendered your license in another jurisdiction to avoid disciplinary action? ☐ Yes ☐ No

7) Do you hold a current valid license in another state? ☐ ☐

   a) What state or states are you licensed in?

   b) Have you worked at least one year licensed in the profession? ☐ Yes ☐ No

   c) Was your degree program accredited by EAC/ABET, ANSAC/ABET, NAAB, or LAAB, respectively? ☐ Yes ☐ No

Affidavit:

(1) If executed outside this state: 'I declare under penalty of perjury under the laws of the state of Kansas that the foregoing application is true and correct.

Executed on (date):_____Signature:_____ ____ __ ___

(2) If executed in this state: 'I declare under penalty of perjury that the foregoing application is true and correct.

Executed on (date):_____ Signature:_____ ____ _____