

Michigan Department of Labor & Economic Growth
 Bureau of Commercial Services
 Licensing Division
 BOARD OF PROFESSIONAL SURVEYORS
 P.O. Box 30018, Lansing, MI 48909
 517-241-9288
 www.michigan.gov/surveyors

EXPERIENCE VERIFICATION FORM

AUTHORITY: P.A. 299 of 1980, as amended
 COMPLETION: Mandatory
 PENALTY: Failure to complete may result in denial of your application

Applicant Name	Print Name
APPLICANT SECTION: Complete this section on Sides 1 and 2 and forward to your verifying reference for completion.	
Name of Verifying Reference:	Professional Relationship to you:
Name and Address of Firm or Employer:	
Your Job Title:	Verifying Reference's Job Title:
Describe your duties and responsibilities:	
Date of employment with above referenced Firm or Employer: From: _____ To: _____	Check One: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ avg hrs/wk.
Indicate the approximate number of hours you have obtained during the time period listed above for each applicable activity (2000 hrs=1 year) Note your experience earned in Sections I-V must equal 2,000 hours for the time period indicated above.	
Section I - Land Surveying	
	Number of Hours
1. Area Determination.	
2. Creating land descriptions of part of a larger	
3. Establishing land boundaries to include the following: Aliquot part of a section; part of a subdivided lot; part of a previously described metes and bounds; preparation of PA 132 drawings; right-of-way/easement location surveys.	
4. Reestablishing land boundaries to include the following: PLSS retracement surveys; metes and bounds; lots in subdivisions; preparation of PA 74 filing forms.	
5. Platting and/or subdividing land to include the following: Recording plats; preliminary design, approvals, staking plats, preparation of plat maps, final approvals, parcel division exempt from PA 288; preparing conceptual proposals, securing approvals, stake division, writing descriptions, preparation of PA 132 maps; condominium site staking and map preparation, file measurements and map preparation.	
Section II - Geodetic Surveying	
	Number of Hours
1. Precise instrumentation to include the following: Angular measurement; horizontal and vertical angles; leveling.	
2. GPS to include the following: Observations; data reduction; network design; network	
3. State Plane Coordinate determination.	
Section III - Land Information Systems	
	Number of Hours
1. Aerial photography/Ground control.	
2. Parcel mapping.	
3. Quality control/Meta-data (i.e., change of purpose data).	

Applicant Name
U.S. Social Security Number

Section IV - Engineering and Architectural Surveying	Number of Hours
1. Architectural Surveys to include: Site specific topographic mapping; utility locations (record research, field location); easement	
2. Engineering Surveys, to include the following: Pre-construction surveys (buildings, utilities, roads, bridges, county drains, etc.); flood plain determination; hydrologic determination; soil surveys.	

Section V - Cartographic Surveying	Number of Hours
1. Topographic mapping to include the following: Base mapping for GIS/LIS systems; land use mapping; zoning mapping; tax mapping.	
2. Hydrographic mapping to include the following: Field control for channel/harbor dredging projects; field control for hydrographic charting projects.	

VERIFYING REFERENCES: Complete and return to the Board office at the address indicated below.

The applicant named herein has given your name as a reference in regard to an application for licensure as a Professional Surveyor in the State of Michigan. Please evaluate the qualifications of this applicant in light of professional requirements. Please understand that while an examination may determine an applicant's technical ability to do the standard task, it does not determine honesty, integrity, dependability, resourcefulness, judgment, ability to take responsible charge and other qualities and traits of character necessary in a competent and ethical professional. These characteristics show up in practice and are known only to the applicant's acquaintances and associates.

Is the preceding information correct as stated? Yes No - Please explain.

Rate the applicant in the nine activities	Satisfactory	Unsatisfactory	Unknown	Comments
Land Surveying				
Geodetic Surveying				
Land Information Systems				
Architectural & Engineering Surveying				
Cartographic Surveying				
Technical Knowledge				
Professional Attitude				
Professional Judgment				
Character & Reputation				

Remarks:

Do you believe the applicant is qualified for licensure? Yes No Don't Know If you marked "No" or "Don't Know", please explain on a separate sheet of paper.

Name	Affix an imprint of your Professional Surveyors Seal or Stamp
Signature	
Title/Position with Firm	
Date	

Promptly return the completed form to:

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