

Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)
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Website: <http://dsps.wi.gov>

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS

PROFESSIONAL LAND SURVEYOR SECTION

PROFESSIONAL LAND SURVEYOR LICENSE APPLICATION INFORMATION

This is not the application to register for the Fundamentals of Surveying (FS) or the Principles and Practice of Surveying (PS) Examinations. To register for the examinations, contact NCEES directly at www.ncees.org or (800) 250-3196.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

Application by Examination

1. **Application for Professional Land Surveyor Licensure** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Initial Credentialing Fee** - Pay \$55.00 credential fee online via LicensE. (A \$75.00 [WI Jurisdictional Examination](#) fee will also apply if WI Jurisdictional exam fee has not been previously paid.)
3. **Official Transcripts** – Official transcripts are required. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.**
4. **Verification of Examination or Licensure (Form 475)** - Completed by each state in which you have been issued a license. If the exams were passed in Wisconsin, this form is not required. Please indicate the month and year the exams were passed on page 1.
5. **Experience Record (Form 463)** – Evaluated by the Professional Land Surveyor Section to determine whether the experience you document meets the qualifying land surveying experience as defined in Wis. Admin. Code § [A-E 6.03](#). Provide a complete chronological listing of your experience. The beginning and ending month and year of employment must be shown for each engagement.
6. **Professional Land Surveyor Applicant Appraisal (Form 474)** - Provide replies from 5 references having personal knowledge of your experience, 3 of whom must be licensed as a Professional Land Surveyor.
7. **Experience Questionnaire (Form 931)** - Applicants applying for licensure as a Professional Land Surveyor under the provisions of Wis. Stat. §§ 443.06(2) (am), (bm) or (cm) are required to complete this form. **This form is not required for Reciprocity applicants.**
8. **Proof of Continuing Education Completion (for Reciprocity applicants only)** – Provide proof that you have completed continuing education per Wis. Admin. Code § [A-E 10.08](#).

Reciprocity Applicants [applicant holding unexpired license(s) and/or registration(s) from another state]

All applicants applying by Reciprocity are required to pass the written [Wisconsin State Jurisdictional Examination](#). This examination is provided by the Department at an online testing program. You may apply to take the examination by submitting **Form 2973**.

An applicant may apply for licensure as a Professional Land Surveyor if he or she holds an unexpired license and/or registration in another state in which requirements are not lower than those in Wisconsin. The license must remain active until the Wisconsin licensure process is complete. The applicant must have passed the NCEES professional land surveying examination(s). Applicants may apply using NCEES Council Record or application by examination.

If Applying by NCEES Council Record: Request NCEES forward your Council Record to the Department. Complete the Application for Professional Land Surveyor Licensure (**Form 461**) and submit with the application fee to the Department. Indicate on the application that you are requesting NCEES to forward your Council Record to the Department. Provide proof that you have completed continuing education per Wis. Admin. Code § [A-E 10.08](#).

Review Dates: Your application for licensure will be presented to the Section for review when all required documents have been received. You are encouraged to submit your application as soon as possible to allow processing and review of application before the Board meets. You'll find a schedule of tentative Board meetings on the Department's website at <http://dsps.wi.gov>.