

REINSTATEMENT APPLICATION INSTRUCTIONS—PROFESSIONAL LAND SURVEYOR

GENERAL APPLICATION INFORMATION

Mandatory Practice Act. Colorado has a mandatory practice act, which means that you may not practice as a Professional Land Surveyor in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

Basic Requirements. Requirements for licensure are outlined in the Colorado Revised Statutes, specifically 12-25-201, and the Board rules, specifically 4.0. Both are available online at www.dora.state.co.us/aes/index.htm.

PE-PLS Licensees. If you have a PE-PLS license and would like to reinstate both licenses, be advised there is a separate application required. In order to reinstate both licenses, you must submit both applications. Refer to the Reinstatement Application—Professional Engineer, available online at www.dora.state.co.us/aes/index.htm.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed. Keep a copy of the completed application for your records. **The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected.**

Application Expiration. Your application will be kept on file for one year from date of receipt in the Division of Registrations. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

Social Security Number is Required. Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that an affidavit be mailed to you.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Registrations Online Services at www.doradls.state.co.us.

License Expiration and Renewal. Professional Land Surveyor licenses are activated for a period of two years from the original date of licensure, at which time you must renew your license to continue practicing, or your license will expire.

APPLICANT CHECKLIST

To apply for reinstatement of your Colorado Professional Land Surveyor license:

- Complete the Reinstatement application.** Return the completed application and all supporting documentation to the Office of Licensing.
- Enclose the non-refundable application-processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to State of Colorado**. All fees are non-refundable and subject to change every July 1.
- Complete and return the attached Affidavit of Eligibility form.** Pursuant to C.R.S. 24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document. Note: This form may be handwritten.
- Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).

If your license has been expired for more than two (2) years, demonstrate competency to practice:

- Complete a Land Surveying Experience Summary form.** Using no more than three (3) pages of the form summarize all work experience in chronological order since your license expired to the present. Refer to detailed instructions for completing the form. Submit the completed form with your application.
 - Failure to submit sufficient detail of your experience to demonstrate your competency to practice may delay the processing of your application.
- Complete Land Surveying Experience Verification form(s).** Use this form to acquire enough references to verify your work experience since the date your license expired to the present. Submit the references in their original sealed envelopes with your application.
 - The description of your experience on the Land Surveying Experience Verification form **MUST** be the same as that shown on your Land Surveying Experience Summary form for that employment engagement.

Return your completed application packet and all supporting documentation to:

Division of Registrations
Office of Licensing—Professional Land Surveyors
1560 Broadway, Suite 1350
Denver, CO 80202

**COMPLETE THE LAND SURVEYING EXPERIENCE SUMMARY AND EXPERIENCE VERIFICATION FORMS ONLY
IF YOUR LICENSE HAS BEEN EXPIRED MORE THAN TWO (2) YEARS.**

If your license has been expired two (2) years or less, you do not need to submit these forms.

LAND SURVEYING EXPERIENCE SUMMARY – INSTRUCTIONS

Summarize and submit all experience on no more than three (3) pages of the Land Surveying Experience Summary form. Summaries longer than three pages will be returned and may delay your application. List your work experience since your license expired in chronological order and do not overlap dates.

In the main column, list your title, the company name, and a detailed description of your responsibilities for each employment engagement since your license has been expired.

Explain your responsibilities specifically in terms of your direct experience, e.g. “I designed...”; “I was responsible for the development of ...”; **not** “I was involved with...” or “I participated in ...” The Board will be evaluating whether you have remained competent to practice land surveying during the time your license has been expired. Explaining how you have maintained your skills is helpful.

Each employment engagement must be divided into a percentage of time spent in the areas on the following page and must total 100%.

Using the Land Surveying Experience Definitions on the next page, enter the percentage of time spent on that type of work in the corresponding column. **Provide these definitions to your reference for review when completing your verification.**

Finally, list your supervisor’s name, licensure status (e.g., P.L.S.), company title, and name of company for each employment engagement. It is preferable that this be the person who verifies your experience on the Land Surveying Experience Verification form.

LAND SURVEYING EXPERIENCE VERIFICATION – INSTRUCTIONS

Complete page 1 of the Land Surveying Experience Verification form and insert your name at the top of page 2 for each of the work engagements that you are having verified.

Give the form, a copy of the Land Surveying Experience Definitions, and a business size envelope to the individual you have chosen as a reference to complete page 2.

Your reference **MUST** place the completed Land Surveying Experience Verification form into the envelope, seal the envelope, and sign across the back flap of the envelope.

Your reference **MUST** return the sealed and signed envelope to you. It is helpful to provide the reference with a self-addressed, stamped envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you.

The description of your experience on the Land Surveying Experience Verification form for the time being verified MUST be the same as what is shown on your Land Surveying Experience Summary form. (If you are using the fill-in form, the easiest way to accomplish this is by copying and pasting the information from one form to another.)

Note:

- It is permissible to submit overflow pages as part of the verification form in order to submit the same experience description shown on the Land Surveying Summary form.
- One reference that can verify the entire time you were employed at a particular company is sufficient for that engagement. If your reference did not know of your work during your entire tenure or did not review your work directly, additional verification is necessary.
- Your reference must have had direct knowledge of your performance at the time of your engagement.

Your application for reinstatement is not complete without verification of your experience. The verification forms must be enclosed with your application.

LAND SURVEYING EXPERIENCE DEFINITIONS

Research – The knowledge and experience utilized in locating all pertinent information associated with a particular survey. This activity would include reviewing existing recorded documents, deposited surveys, recorded plats, title information, monument records, G.L.O. notes, as well as accessing the Internet and local G.I.S. systems for additional information, just to mention a few resources.

Measurement/Location – The operation, maintenance, and calibration of survey instruments. Also included is experience in reconnaissance and corner searches along with setting, restoring, or rehabilitating Public Land Survey System monuments, setting references, and filling out monument records. Collecting field survey data, both written and electronically available, are included activities.

Computation/Analysis – This area involves the reduction of field notes and traverse adjustments; interpreting and analyzing recorded information to be compatible with the project; experience in computer software to upload/download survey data to survey instruments; and, knowledge and experience on computer-aided drafting systems.

Legal Principles – This type of experience focuses on understanding and interpreting the Bureau of Land Management manual, the proper procedures for section breakdowns and prorations, and the interpretation and writing of legal descriptions. A working knowledge of common and case law dealing with land boundaries is important in addition to the knowledge and understanding of the codes, standards, regulations, and laws that govern applicable surveying activities.

Management of Surveying – Experience in this area includes the planning, scheduling, budgeting, supervision, project control, and risk assessment activities associated with professional land surveying and the ability to communicate these skills to others.

Note: The Board has discretion in what constitutes appropriate qualifying experience.

INSTRUCTIONS AND TIPS FOR USING FILL-IN FORMS

The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected. To help you accomplish this, we have developed Microsoft Word fill-in forms (you must have Word on your computer in order to use these forms).

The documents can be found on the Licensee/Applicant Services webpage for Professional Land Surveyors at www.dora.state.co.us/aes/index.htm. After you locate the document you want on our website, follow these steps:

- On your Internet browser's standard menu bar, click on "File, Save As" and save the document to your computer.
- To move through fields, use the "TAB" key to move forward or "SHIFT, TAB" to move backward.
- For a checkbox, click within the box to add an "X" mark or simply hit the "X" key. Follow the same steps to remove an "X" if you made an error.
- Most fields are restricted in length. If you run out of room while typing, try to edit or abbreviate your words.
- When entering data into both the Land Surveying Experience Summary form and the Land Surveying Experience Verification form, be sure to keep separate engagements lined up together. Use the "ENTER" key within each field to move a column entry down to line up with related data.
 - Note: The table is sized to fit on one page and will not expand. Do not continue typing beneath the bottom line; your text will not be seen. Instead, you should continue on a second or third page.
- Remember to save your work frequently.

Additional fill-in forms for all attachments are located on the Board's website.



IMPORTANT NOTICE

TO: All Applicants

FROM: Rosemary McCool, Director, Division of Registrations

SUBJECT: Licensure and Criminal History

Thank you for your interest in becoming a licensed* professional within the Division of Registrations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Registrations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn’t have to disclose the criminal conduct or disciplinary actions.
- I didn’t think the prior conduct had anything to do with the profession.
- I didn’t think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn’t think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

**The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*



Colorado Department of Regulatory Agencies
 Division of Registrations
 1560 Broadway, Suite 1350
 Denver, CO 80202

Licensee/Applicant Full Legal Name

Last	First	Middle	Suffix

Colorado Professional or Occupational License/Certification/Registration Number: _____
 (if already licensed)

Professional or Occupational License/Certification/Registration type applying for: _____

AFFIDAVIT OF ELIGIBILITY

Pursuant to H.B. 06S-1009, C.R.S. 24-34-107, ALL applicants for original licensure* or licensees renewing or reinstating a current Colorado license after January 1, 2007 are required to complete and sign this Affidavit of Eligibility.

**The word "licensure" is used as a general term. While most of the professions and occupations are licensed, others may be certified, registered, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

Section A: LAWFUL PRESENCE in the United States

1. I am a U.S. citizen. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
2. I am not a U.S. citizen, but I am lawfully present in the U.S. and authorized by the Department of Homeland Security to be employed in the U.S. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
3. I am not physically present in the U.S. under 8 U.S.C. sec. 1621 (c)(2)(c) or employed in the U.S. pursuant to 8 U.S.C. sec. 1621 (c)(2)(a). Check one option, a or b below, then skip to Section C. (Do not complete Section B.)
 - a. I am a U.S. citizen, not physically present or employed in the United States.
 - b. I am a Foreign National, not physically present or employed in the United States.

Section B: SECURE AND VERIFIABLE DOCUMENTS
 Select ONE document in this section if you checked 1 or 2 in Section A.

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)
<input type="checkbox"/> Driver's license or permit				
<input type="checkbox"/> Government issued ID card				
<input type="checkbox"/> Valid U.S. military ID/common access card				
<input type="checkbox"/> Colorado Department of Corrections inmate ID				
<input type="checkbox"/> Tribal ID card				
<input type="checkbox"/> U.S. passport				
<input type="checkbox"/> Certificate of Naturalization				

Section B: SECURE AND VERIFIABLE DOCUMENTS (continued)

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)	
<input type="checkbox"/> Certificate of (U.S.) Citizenship					
<input type="checkbox"/> Valid Temporary Resident card					
<input type="checkbox"/> Valid I-94 issued by Canadian government					
<input type="checkbox"/> Valid I-94 with refugee/asylum stamp					
<input type="checkbox"/> Valid I-766 (Employment Authorization Card)			Issuing federal agency:		
Name on card	Alien Number (A#)	Card Number	Valid from (mm/dd/yyyy)	Expires (mm/dd/yyyy)	
<input type="checkbox"/> Valid I-551 (Resident Alien or Permanent Resident Card)			Issuing federal agency:		
Name on card	Alien Number (A#)	Country of birth	Card expires (mm/dd/yyyy)	Resident since (mm/dd/yyyy)	
<input type="checkbox"/> Valid foreign passport with an unexpired visa with proper classification for work authorization, and an unexpired I-94					
Issuing foreign country	Passport Number	Visa Number	Visa Class (ex.: J-1, P-1, H-1B, etc.)	Date of entry (mm/dd/yyyy)	Until date (mm/dd/yyyy)
<input type="checkbox"/> Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa					
Issuing foreign country:			Passport Number:		

Section C: ATTESTATION

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

Print Full Legal Name

Signature (Full Name)

Date