

PSLS MENTORING PROGRAM for LICENSURE



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INTRODUCTION

The Pennsylvania Society of Land Surveyors is proud to introduce its new Mentoring Program. The goal of this program is to encourage aspiring surveyors (throughout the state of Pennsylvania) to obtain licensure by helping them determine an appropriate professional path to follow based on their current experience level and educational background.

Participants will receive this informative packet which offers simple guidelines and helpful hints to follow throughout the licensing process. They will also have the opportunity to benefit from a knowledgeable mentor assigned to them by the PSLS Committee on Mentoring. Mentoring, in this case, refers only to the licensing process. The fundamentals of surveying will remain the responsibility of their employer.

Mentors will be Professional Land Surveyors who are familiar with the rules and regulations of Act 367 know as the “Engineer, Land Surveyor and Geologist Registration Law”.

Who Benefits?

The Participant is guided along the path to licensure. The Mentor experiences the satisfaction of helping others. The Surveying Profession benefits from prepared and qualified applicants for licensure. The State Licensing Board benefits by receiving thorough, well written applications.

Who Do We Serve?

- Aspiring surveyors who fall under “The New Law” (Section 4.3 of Act 367) and
- Experienced surveyors who meet the requirements under “The Old Law” (Section 14 of Act 367)

Our Goal:

It is the Society’s objective to improve the percentage of applications approved by the Licensing Board. It is our goal to seek out qualified applicants, assist in determining their eligibility and aide them in applying for the Surveyor in Training exam, or, if qualified under “The Old Law,” apply for the Professional Licensed Surveyor exam.

TERMS AND DEFINITIONS

APPOINTED MENTOR: refers to a Mentor who agrees to become a Mentor to a Participant who requests a mentor outside of his/her own organization.

CHAPTER: local PSLs chapter to which you belong.

CHAPTER REPRESENTATIVE: serves as a liaison between the chapter and the Committee on Mentoring.

COMMITTEE: refers to the PSLs Committee on Mentoring.

LICENSING BOARD or **BOARD:** The Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists.

MENTOR: refers to all professional licensed surveyors who are members of PSLs and complete the mentor training.

PARTICIPANT: an unlicensed surveyor or Surveyor in Training who is an Associate Member of PSLs and enrolls in the Mentoring Program. Membership applications and fees are available online at www.psls.org.

PLS: Professional Land Surveyor.

PSLS: Pennsylvania Society of Land Surveying.

RECRUITED MENTOR: refers to a Mentor who is selected by the Participant from within his/her own organization or chapter.

SIT: Surveyor in Training.

RESPONSIBILITIES

Responsibility of the Committee on Mentoring:

It will be the responsibility of the Committee on Mentoring to train Mentors for the program. When a participant applies for the mentoring program, the Committee will first encourage him/her to recruit a mentor from within his/her own organization or chapter. If the Participant requests a mentor outside of his/her organization or chapter, the Committee will choose a trained Mentor already enrolled in the program who they feel best suits the Participant. Mentors may choose to meet with the Committee from time to time to discuss their various Participants in an open forum setting.

Responsibilities of the Mentor

This applies to Mentors, both appointed and recruited. The Mentoring Candidate will fill out an application and submit it to the Committee for consideration. The Committee is looking for a variety of Mentors with a diversity of experience and education in order to make the right match with Participants. Once accepted, the Mentoring Candidate will familiarize himself/herself with the rules and regulations of Act 367 known as the “Engineer, Land Surveyor and Geologist Registration Law” and basic mentoring and coaching philosophies adopted by the Committee. The Mentor will correspond and communicate with his/her assigned Participant on a regular basis. The Mentor will review and evaluate the Journal of Surveying Experience as submitted by the Participant. Career path changes will be suggested to the Participant at this time.

Responsibility of the Participant

The Participant must fill out the registration and qualifications worksheet and submit it to the Committee. A phone interview will be conducted to help determine the Participant’s commitment to his/her goal of licensure as a Professional Land Surveyor. The information provided on the worksheet helps the Committee and the Mentor to better evaluate where the Participant stands with regard to experience and education and then determine the best path for him/her to follow toward licensure. The Participant is encouraged to choose a mentor from within his/her own organization or chapter. This person must be a Professional Land Surveyor (PLS). The Recruited Mentor must have completed the mentor training program. The Participant will correspond and communicate with his/her Mentors on a regular basis. One form of communication will be through the Journal of Surveying Experience. It will be the Participant’s responsibility to maintain and update journals and share them with Mentors.

Chapters’ Responsibility

Each Chapter of PLS is encouraged to select a representative to the Committee on Mentoring. The Mentoring Representative will complete the mentoring training and be eligible to Mentor Participants within his/her chapter. He/she will serve as a liaison between his/her chapter and the Committee.

Supervisors and Employers as Mentors: Pros and Cons

Many facets of the manager-subordinate relationship support the personal development we normally associate with mentoring. Supervisors/employers have a unique perspective: They have walked in the subordinate's shoes; they also have the political clout to open doors and move the subordinate into projects with the right learning opportunities. Supervisors/employers also have a personal interest in the successful development of their subordinates.

There is a dilemma, however, in the supervisors/employers as mentors situation. They have evaluation authority over their subordinates, they make reward and punishment decisions, and they may be unwilling to help the subordinate with career plans that do not benefit them (supervisors/employers) directly.¹

¹ Harvard Business Essentials-Coaching and Mentoring; copyright 2004 Harvard Business School Publishing Corporation

JOURNAL OF SURVEYING EXPERIENCE

The journal is a tri-fold pamphlet that the Participant fills out and maintains on a monthly basis. The framework of the journal is patterned after the “Amplified Record of Surveying Experience” and the “Detailed Breakdown of Surveying Experience,” both of which are part of the Applications for Examination for Professional Land Surveyors and Surveyors in Training.

The Application for Examination is not a form someone can sit down and fill out in an evening. It takes time and organization to complete a thorough and detailed amplified record that will be accepted by the Licensing Board. Please start months in advance of the application deadline.

The purpose of the journal is to preserve in writing the Participant’s surveying experience (both field and office) degree of responsibility, education and affiliations. The format is such that it can be easily transferred to the actual Applications for Examination when the time comes.

At the end of each month, or a date agreed upon by both the Participant and the Mentor, a copy of the journal will be shared with the Mentor. The Mentor will then read and review the journal and make suggestions as to possible changes in the career path of the Participant. If the Participant is journaling that he/she is performing computer drafting month after month, the mentor may suggest he/she ask to go out in the field for a few days or weeks, or be allowed to go to the courthouse and do research. If an experienced Party Chief is journaling that he/she is performing construction stakeout work for 3 months straight, the Mentor may suggest he/she ask to be assigned the next boundary survey that becomes available.

The journal will be an ideal tool for the new surveyor just getting started in the profession. If the Participant is planning to apply for the Surveyor in Training exam with no college degree and 6 years of experience, it’s never too early to start journaling his/her experience. For the experienced surveyor, not currently licensed, the journal can be used to document experience gained from this day forward and also to help him/her go back in time and start writing down past employers, dates of employment and projects worked on during his/her years of experience.

Once the Participant has achieved the required amount of experience in accordance with Registration Law, or has sufficiently documented his/her history of surveying experience in the journal, he/she is then ready to transfer the information to the Application for Examination.

THE LAW AND EXAMINATION QUALIFICATIONS SURVEYING

Qualifications for the Surveying Examinations:

The Old Law (Section 14 of Act 367)

Received degree before June 30, 1994, or began experience before February 19, 1991.

- a) **NO DEGREE:** Experience started prior to Feb. 19, 1991 - need 10 years of qualifying experience with at least 5 of those years spent in responsible charge of primary land surveying functions.
- b) **WITH B.S. DEGREE:** Must have an approved B.S. civil engineering degree with at least 10 credit hours of surveying and must have had 4 or more years' progressive experience in land surveying under supervision of PLS.
- c) **WITH ASSOCIATE DEGREE:** Must have graduated from an approved two-year course in surveying and related areas of engineering design and must have had 4 or more years' progressive experience in land surveying under supervision of PLS.

Qualifications for the Fundamentals / Principles and Practice of Surveying Examination:

The New Law (Section 4.3 of Act 367)

Received degree after June 30, 1994, or who began experience after Feb. 19, 1991.

Qualifications for Fundamentals Exam	Qualifications for Principles & Practice Exam
a) WITH DEGREE: Graduation from an approved civil engineering curriculum of at least 4 years, including no less than 10 credit hours instruction in surveying.	a) WITH DEGREE: Must be certified as a Surveyor-In-Training (SIT) and have 4 or more years of progressive experience in land surveying work, earned after the issuance of the SIT certificate and under the supervision of a PLS or similarly qualified individual. (See Rules & Regulations)
b) WITH ASSOCIATE DEGREE: Graduation from an associate degree program in an approved surveying technology curriculum.	b) WITH DEGREE: Must be certified as a SIT and have 4 or more years of progressive teaching experience in an approved curriculum earned after the issuance of the SIT certificate and under the supervision of PLS or similarly qualified individual. (See Rules & Regulations)
c) NO DEGREE: Needs 6 or more years of qualifying experience in surveying deemed equivalent to graduation from an approved curriculum in land surveying or civil engineering. Must show diversification of field and office experience, with at least 25% of experience in each.	c) NO DEGREE: Must be certified as a Surveyor-In-Training (SIT) and must show at least 4 or more years of progressive experience in land surveying work earned after the issuance of the SIT certificate and under the supervision of a PLS or similarly qualified individual. (See Rules & Regulations)
STUDENT: A currently enrolled surveying student who has completed two or more years of an ABET-accredited BS program in surveying may sit for the exam, but <u>cannot</u> receive the SIT certificate until official transcripts are provided. (eff. Jan. 24, 2003)	

REGISTRATION and QUALIFICATIONS WORKSHEET

Participants should answer the following questions and return it to PSLs via mail, fax or e-mail. This worksheet will be used as your registration into the program and help you and your Mentor decide the licensure path that you qualify for and would be in your best interest. Please keep a copy for your records.

Name: _____ (check one) SIT Unlicensed

Address: _____

E-mail: _____ Phone: _____

Current Employer: _____

Name of Supervising PLS: _____ Phone: _____

E-mail: _____

PSLS Member: Yes No (If “no,” enclose appropriate fee and membership application.)

Date Surveying Experience Began: _____

Gaps in Experience: _____ (dates you did not work in the surveying profession)

Date of Degree: _____ (either a 2 or 4 year degree)

College attended: _____ Major: _____

Credit hours of Surveying: _____

Data of Issuance of SIT Certificate: _____ Date of Examination _____

Have you ever submitted an application to the Registration Board previously?

SIT PLS None

If denied, reason for denial: _____

WORK HISTORY - Positions Held:

Rodman/Chainperson: Yes No Instrument Operator: Yes No Party Chief: Yes No

Survey Technician/Draftsman – office: Yes No Project Manager – office: Yes No

I predominately work in the: Field Office Both

Other states you have worked in:

(list any states other than Pennsylvania in which you have worked)

For Committee and Mentor’s use:

Participant qualifies for: SIT (Fundamentals Exam) PLS (Principles & Practice Exam/State Exam)

PLS (all 3 exams under “The Old Law”)

Participant agrees to apply for: SIT (Fundamentals Exam) PLS (Principles & Practice Exam/State exam)

PLS (all 3 exams under “The Old Law”)