

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 1

Readopt with amendment Lan 301.01 through Lan 301.03, effective 11-1-16 (Document #12031), to read as follows:

CHAPTER Lan 300 LICENSURE REQUIREMENTS

PART Lan 301 APPLICATION REQUIREMENTS

Lan 301.01 Application Process.

(a) Each ~~person wishing to become licensed~~ ***applicant seeking initial licensure*** as a land surveyor, ***surveyor-in-training, or a business organization seeking a certificate of authorization*** shall: ~~complete and submit an application for licensure form which contains the information specified in Lan 301.02, including the application fee specified in Lan 304.02.~~

(1) Complete and submit a “Universal Application for Initial License”, providing the information required by Plc 304.03 and that is signed and attested to as specified in Plc 304.05;

(2) Submit the additional information or documentation specified in Plc 304.04 and Lan 302.04, as applicable;

(3) Pass the examinations required by Lan 303.01; and

(4) Pay the application fee for initial licensure required in Plc 1002.22.

~~(b) An application for licensure form, which is not signed by the applicant, or is not accompanied by cash, valid credit card, or a valid check for the application fee, shall not be accepted and shall be returned to the applicant.~~

~~(c) A person whose application for licensure does not meet the requirements specified in RSA 310-A:63 shall be denied.~~

~~(d) If the application is denied, the applicant shall be provided an opportunity to request a hearing pursuant to Lan 213 on the deficiency issues identified by the board. Any such request shall be made in writing and submitted to the board within 30 days of the receipt of the notification of denial.~~

~~(e) Applications which are abandoned or about which there has been no communication by the applicant to the board for one year shall be destroyed.~~

Lan 301.02 ***Additional Information Required for Application for Licensure as Land Surveyor.***~~(a)~~
Each applicant for licensure ***as a land surveyor*** shall ***also*** provide, ~~or cause to be provided,~~ the following ***information and documentation on an “Addendum to the Universal Application for Initial License for Land Surveyors”*** ~~on or with an~~ ***their*** application for licensure ~~form~~:

~~(1) The applicant’s name, including any names previously used;~~

~~(2) The applicant’s residence and business name and title, addresses, telephone numbers and e-mail address;~~

~~(3) The applicant’s date and place of birth;~~

Text added to existing rule shown in ***bold italic***

Initial Proposal – draft - 2

Text deleted from existing rule shown in ~~strike-through~~

Text shown in **red** is informational for the reader

(4a) ~~The~~ ***A list of the*** applicant's ***accumulated experience, whether through enrollment in higher education, or through land survey work that is*** ~~positions, dates of employment, type of services provided, title, and present address of all employers or clients~~ ***sufficient to demonstrate a record of 6 years or more of accumulated experience in land surveying as required by RSA 310-A:63, I and II; referenced;***

~~(5) Position title and description of duties for each position including location and character of each position and degree of responsibility;~~

~~(6) Name and present address of someone familiar with each position listed in (5) above;~~

~~(7) The applicant's educational history including:~~

~~a. The names of all high school and post-secondary institutions attended;~~

~~b. The dates of attendance and degrees awarded; and~~

~~c. Certified copies of transcripts from all post-secondary institutions attended;~~

~~(8) If applicable, the state in which the applicant was first registered or licensed as a land surveyor, date of licensure, and license number;~~

~~(9) Whether the applicant has ever applied for land surveying licensure in New Hampshire and the status;~~

~~(10) A listing of every state in which the applicant holds or has ever held registration/licensure as a land surveyor including license number, year, state, number of hours of written examination, whether the license was reciprocity or grandfather and whether the license is active or lapsed;~~

~~(11) Whether the applicant still holds the registrations/licenses listed in (8) above and if not, the reasons why, using additional pages as necessary;~~

~~(12) Whether the applicant has ever lost or been denied registration/licensure as a land surveyor or disciplined by another licensing board in any other state and if so, an explanation of the circumstances;~~

~~(b13)~~ ***A “yes” or “no” answer to the question Whether “Has the applicant has ever taken passed the NCEES Fundamentals of Surveying examination?”, and if “yes”so, the state, date, total number of hours of written exam, the certificate number, and grade awarded;***

(c) A “yes” or “no” answer to the question Whether “Has the applicant passed the NCEES Principals and Practice of Surveying examination?”, and if “yes”, the state, date, total number of hours of written exam, the certificate number, and grade awarded;

~~(14) Whether the registrations/licenses listed in (10) above as a land surveyor were issued by NCEES examination, if not how and if so, the locations, dates and grades awarded;~~

~~(15) Whether the applicant has ever been convicted of any felony or any misdemeanor, or a violation involving land surveying or the practice of land surveying and if so, the name of the court, the details of the offense and the date of conviction and the sentence imposed;~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 3

~~(16d) The names of a minimum of 5 references, at least 3 of whom shall be licensed land surveyors who have personal knowledge of the applicant's land surveying experience, who will be submitting a reference pursuant to Lan 301.03; and The names, complete addresses, occupation, and business relationship with the applicant of 5 references as specified in Lan 301.03, provided that current board members shall not be accepted as references;~~

- ~~(17) A list of current memberships in professional or scientific societies, which shall include name of organization, location, grades, dates of memberships and any additional experience information the applicant wishes to provide;~~
- ~~(18) Whether the applicant is applying for facilitated licensure as a military spouse;~~
- ~~(19) The applicant's social security number required pursuant to RSA 161-B:11, VI a;~~
- ~~(20) An affidavit acknowledging that the applicant has provided correct and true information;~~
- ~~(21e) The survey reports as specified in Lan 302.04 (b).; and~~
- ~~(22) The applicant's signature and date.~~

~~(b) Applicants shall pay the application fee specified in Lan 304.01.~~

~~(c) Verification of licensure and examination shall be obtained by the candidate for licensure and submitted to the board directly from the verifying state for approval, by using the form described in Lan 301.06.~~

Lan 301.03 References Required. Each applicant for licensure shall provide the board with the names and addresses of not fewer than 5 individuals, not related to the applicant, as references. At least 3 shall be licensed land surveyors having detailed knowledge of the applicant's land surveying experience. *Each reference named pursuant to Lan 301.02(d) shall submitted a completed reference form to the address listed in Plc 103.03 in accordance with the following:*

(a) At least 3 references shall complete the "Reference Form to be completed by a Licensed Land Surveyor-Initial Licensure" dated XX/2026 described in Lan 301.04(a) and available in Appendix B.

(b) All other references shall complete the "Reference Form to be Completed by an Non-land Surveyor - Initial Licensure" dated XX/2026 described in Lan 301.04(b) and available in Appendix B. The board shall contact any individuals, companies, or institutions whose names appear in any part of the completed application, if information submitted is unclear.

(c) No reference form shall be accepted except submissions made directly to the OPLC by the person completing said reference form.

Repeal Lan 301.04, effective 11-1-16 (Document #12031), as follows:

Lan 301.04 Information from References.

~~(a) The person providing the reference shall be requested to provide the following on a reference form:~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 4

- ~~(1) The applicant's name;~~
 - ~~(2) The reference's name and address, relationship to the applicant, and status as a land surveyor as defined by RSA 310-A:54;~~
 - ~~(3) How long the reference has known the applicant;~~
 - ~~(4) Whether the reference is a licensed land surveyor and if so license number and in what State;~~
 - ~~(5) Whether the applicant has practical experience in deed research or drafting of deed descriptions, preparatory to the conveyance of land;~~
 - ~~(6) Whether the applicant is adequately informed of the rules of evidence and boundary law to effectively perform the duties ordinarily required of a land surveyor and an estimate of the period of time the applicant has been performing these duties and a description of that experience;~~
 - ~~(7) Whether the applicant has spent a portion of his or her professional career in responsible charge of a survey office and an estimate of the period the applicant has been performing these duties;~~
 - ~~(8) Whether the reference knows anything that reflects adversely on the integrity or good general character of the applicant;~~
 - ~~(9) Whether the reference is in a position to pass judgment on the adequacy of the applicant's work and an explanation of under what conditions the reference is familiar with the applicant's work;~~
 - ~~(10) Any other comments the reference determines will help the Board in determining the applicant's suitability for licensure as a land surveyor;~~
 - ~~(11) Acknowledgement that the reference is aware the reference will be filed with the applicant's application; and~~
 - ~~(12) Signature of reference and date.~~
- ~~(b) No reference form shall be accepted except submissions made directly to the board by the person completing said reference form.~~
- ~~(c) If the potential referee feels that he or she cannot properly evaluate the candidate, he or she shall return the reference form to the board, which shall then request the candidate provide a further reference.~~

Adopt new Lan 301.04 to read as follows:

Lan 301.04 Reference Forms.

(a) The "Reference Form to be completed by a Licensed Land Surveyor-Initial Licensure" dated XX/2026 shall require the following information be provided by the reference:

- (1) The name of the applicant;***

(2) *The name of the reference;*

(3) *The state(s) in which the reference holds licensure as a land surveyor, if the license is in good standing, and license number of licensure;*

(4) *A "yes" or "no" answer to following questions:*

a. Whether, in the opinion of the reference, except for the successful completion of the examinations prescribed by the board, the applicant satisfies the definition of a land surveyor defined by RSA 310-A:54, II, namely " a professional specialist in the technique of measuring land, educated in the basic principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence and all requisite to the surveying of real property and engaged in the practice of land surveying as herein defined";

b. Whether the reference has direct knowledge of the applicant's experience in the field of land surveying;

c. Whether the reference believes the applicant has practical experience in the following areas:

1. Performing and being responsible for research;

2. Coordination of field surveys and field crews;

3. Performing and being responsible for field surveys;

4. Boundary line determinations;

5. Preparing boundary and topographic survey plats;

6. Monumentation of surveyed positions,

7. Project management;

8. Survey computations; and

9. Preparing legal descriptions.

d. Whether the experience required in c. above, was obtained under the supervision of a licensed land surveyor;

e. Whether the experience required in c. above, was progressive on land surveying projects to indicate that the experience is of increasing quality and requiring greater responsibility;

f. Whether, in the opinion of the reference, the applicant is adequately informed of the rules of evidence and New Hampshire boundary law to effectively perform the duties ordinarily required of a licensed land surveyor; and

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 6

(5) The dates that the reference had direct knowledge of the applicant's experience in the field of land surveying;

(6) Whether, in the opinion of the reference, the applicant is of good professional character as defined by Lan 302.05;

(7) If the answer to (6) above is "no," an explanation of the reason(s) why the applicant is not of good professional character in the opinion of the reference;

(8) An attestation to the statement "I understand that knowingly providing false material information constitutes a misdemeanor under RSA 641:3 relative to falsification in official matters."; and

(9) A section for the reference to sign and date.

(b) The "Reference Form to be Completed by an Non-Land Surveyor - Initial Licensure" dated XX/2026 shall require the following information be provided by the reference:

(1) The name of the applicant;

(2) The name of the reference;

(3) Whether, in the opinion of the reference, the applicant is of good professional character as defined by Lan 302.05;

(4) If the answer to (3) above is "no," an explanation of the reason(s) why the applicant is not of good professional character in the opinion of the reference;

(5) An attestation to the statement "I understand that knowingly providing false material information constitutes a misdemeanor under RSA 641:3 relative to falsification in official matters."; and

(6) A section for the reference to sign and date.

Repeal Lan 301.05 through Lan 301.08, effective 11-1-16 (Document # 12031), as follows:

~~Lan 301.05 Additional References. The applicant shall provide the names and addresses of additional references if the original information provided by the references is unclear, incomplete, contradictory, or outdated.~~

~~Lan 301.06 Request for Verification of Licensure or Examination Form.~~

~~(a) Applicants shall arrange for the verifying board to send the Request for Verification of Licensure or Examination form directly to the board.~~

~~(b) The Request for Verification of Licensure or Examination form shall contain the following information:~~

~~(1) To be completed by the applicant:~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

- ~~a. The applicant's name;~~
- ~~b. The applicant's date of birth; and~~
- ~~c. The applicant's address; and~~

~~(2) To be completed by the verifying board:~~

~~a. The license(s) obtained by the applicant, including the certificate number, the date of issue, and the date of expiration;~~

~~b. The minimum requirements for licensure, including the following information:~~

~~1. If a written examination:~~

~~i. Whether the examination was the principles and practice of engineering, the fundamentals of engineering, the principles and practice of land surveying, the fundamentals of land surveying, or another discipline;~~

~~ii. The hours required for the examination;~~

~~iii. The results of the examination;~~

~~iv. Whether the exam was the NCEES exam; and~~

~~v. The date the exam was taken;~~

~~2. If the verifying board accepted an EIT or LSIT credential, from where such credential was accepted;~~

~~3. If an oral examination, the hours required for the exam;~~

~~4. If the license was granted as a reciprocal license, the state in which the licensee was originally licensed;~~

~~5. If the licensee obtained the license through education and experience only, a description of that education and experience; or~~

~~6. A description of any other minimum standards used by the verifying board to grant a license; and~~

~~e. Using the "yes" or "no" boxes provided, whether the applicant has ever had any disciplinary action taken against him or her by the verifying board and, if yes, whether the disciplinary case has been satisfied to the verifying board's requirements;~~

~~d. Using the "yes" or "no" boxes provided, whether the NCEES Cut Score was used and, if no, an explanation for the reasons for not using it;~~

~~e. The name of the state providing the verification;~~

~~f. The name of authorized person completing the form;~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

- ~~g. The title of the authorized person completing the form;~~
- ~~h. The date the form was completed; and~~
- ~~i. The verifying board's seal in the space provided.~~

~~Lan 301.07 Certificate of Authorization Application.~~

~~(a) Certificate of authorization application forms for land surveying corporations, partnerships, and proprietorships shall be provided by the board upon request.~~

~~(b) Pursuant to RSA 310-A:65-a, the land surveying company shall submit a completed typewritten application form.~~

~~(c) The applicant shall provide the following on the application for certificate of authorization form:~~

- ~~(1) Complete name and address of the corporation, partnership, or proprietorship;~~
- ~~(2) Whether the application is for a corporation, partnership, or proprietorship;~~
- ~~(3) Whether the application is new or a renewal;~~
- ~~(4) Certificate of authorization number for renewal applicants;~~
- ~~(5) Name and addresses of officers or partners;~~
- ~~(6) Names, addresses, New Hampshire land surveyor license numbers, statuses of personnel responsible for all land surveying activities and decisions;~~
- ~~(7) The name of a person or persons legally authorized to sign for the corporation, partnership or proprietorship;~~
- ~~(8) Name and e-mail address of a contact person for the firm;~~
- ~~(9) A statement acknowledging that the applicant has provided correct and true statements in the application;~~
- ~~(10) Acknowledgment that the provision of false information in the application is a basis for denial and for disciplinary action by the board; and~~
- ~~(11) Applicant's signature and date.~~

~~(d) The completed certificate of authorization application form shall be submitted to the joint office with the fee specified in Lan 304.01.~~

~~Lan 301.08 Application for Surveyor in Training.~~

~~(a) Each applicant for the fundamentals of land surveying examination shall provide, or cause to be provided, the following on a surveyor in training application form, available online at the board's website, www.nh.gov/jtboard/lforms.htm:~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 9

- ~~(1) The applicant's name;~~
 - ~~(2) The applicant's residence and school or business addresses;~~
 - ~~(3) The applicant's telephone numbers;~~
 - ~~(4) The applicant's e-mail address;~~
 - ~~(5) The applicant's date of birth;~~
 - ~~(6) The applicant's educational history including the names of all institutions attended, and the dates of attendance;~~
 - ~~(7) Whether the applicant has ever applied for certification as a surveyor in training, and if so, the location, date and grade awarded;~~
 - ~~(8) An affidavit acknowledging that the applicant has provided correct and true statements in the application; and~~
 - ~~(9) The applicant's signature.~~
- ~~(b) Applicants shall pay the application fee specified in Lan 304.02.~~

Readopt Lan 302.01, effective 11-1-16 (Document #12031), to read as follows:

PART Lan 302 QUALIFICATIONS OF APPLICANTS

Lan 302.01 Terms Used.

- (a) "Plat" means a plan drawn to scale showing all essential data pertaining to the boundaries and subdivisions of a tract of land, as determined by survey.
- (b) "Topographic survey" means a survey to determine the configuration, relief or elevation of a portion of the earth's surface, including the location of natural and/or man-made features thereon.
- (c) "Monument" means a physical object, natural or artificial in nature, which marks the location of a corner or other survey point.

Repeal Lan 302.02, effective 11-1-16 (Document #12031), as follows:

~~Lan 302.02 Candidate Requirements.~~

- ~~(a) Candidates for licensure shall meet the requirements established by RSA 310-A:63 before a license shall be granted. The board shall require documentation of the applicant's education and work products to help determine competency.~~
- ~~(b) The candidate shall have committed no misconduct as set forth in RSA 310-A:70. The board shall consider all available evidence for all candidates for licensure, prior to granting a license. Substantiated evidence of failure to adhere to the ethical standards of the profession or misconduct as set~~

Text added to existing rule shown in ***bold italic***

Initial Proposal – draft - 10

Text deleted from existing rule shown in ~~strike-through~~

Text shown in **red** is informational for the reader

~~forth in RSA 310-A:70 shall, after notice and opportunity for hearing, result in denial of licensure to any candidate.~~

Readopt with amendment and renumber Lan 302.03 and Lan 302.04, effective 11-1-16 (Document #12031), as Lan 302.02 and Lan 302.03, to read as follows:

Lan 302.023 Experience Requirements.

(a) As required by RSA 310-A:63, as minimum evidence satisfactory to the board that a person is qualified to be considered for licensing as a professional land surveyor, ~~he or she~~ ***the applicant*** shall have a specific record of 6 years or more accumulated experience in land surveying work.

(b) Candidates enrolled as a full-time student in a college or a university pursuing a curriculum of surveying, engineering, forestry, or forestry technician shall be credited with one year of land surveying experience for each school year in which the candidate successfully completed at least one course in land surveying. Total education credits claimed towards the experience required pursuant to Lan 302.03 (a) under this section shall not exceed 4 years accumulated experience.

(c) Professional experience shall be attained while under the direct full-time supervision of a licensed land surveyor, and consist of ***a minimum of 2 years demonstrated*** proficiency in the following areas, ***demonstrated through the responses provided on the references submitted pursuant to Lan 301.04(a):***

- (1) Performing and being responsible for research;
- (2) Coordination of field surveys and field crews;
- (3) ~~Computations;~~ ***Performing and being responsible for field surveys;***
- (4) Boundary line determinations;
- (5) ~~Preparation of plans; and~~
- (5) ***Preparing boundary and topographic survey plats;***
- (6) Monumentation of surveyed positions;
- (7) ***Project management;***
- (8) ***Survey computations; and***
- (9) ***Preparing legal descriptions.***

(d) Experience shall be progressive on land surveying projects to indicate that the experience is of increasing quality and requiring greater responsibility.

(e) Experience shall not be obtained in violation of RSA 310-A:53.

~~(f) Experience gained in the armed services, to be creditable, shall be of a character equivalent to that which would have been gained in the civilian sector doing similar work.~~

Text added to existing rule shown in ***bold italic***

Initial Proposal – draft - 11

Text deleted from existing rule shown in ~~strike-through~~

Text shown in **red** is informational for the reader

(g) Experience shall be gained under the supervision of a licensed land surveyor ~~and if not, an explanation shall be made showing why the experience should be considered acceptable.~~

(h) Teaching experience to be creditable shall be at an advanced level in land surveying curriculum.

~~(i) A majority of the experience of the candidate shall be spent in work related to boundary line determination.~~

(j) Experience gained in the armed services, to be creditable, shall be of a character equivalent to that which would have been gained in the civilian sector doing similar work. The applicant while in the armed services shall have served in a land surveying or land surveying-related group.

Lan 302.034 Additional ***Documentation Required Requirements***.

(a) Each applicant shall ~~submit demonstrate to the board by submission of~~ a professional portfolio consisting of ***at least 3, but not more than 6*** land surveying projects, ~~and survey reports, in compliance with that demonstrate that the applicant has the experience required by RSA 310-A:63, I and Lan 302.03.~~ in the following areas:

- ~~(1) Project management;~~
- ~~(2) Research;~~
- ~~(3) Field survey;~~
- ~~(4) Survey computations;~~
- ~~(5) Legal principles, reconciliation, boundary determination;~~
- ~~(6) Survey monumentation;~~
- ~~(7) Preparing boundary and topographic survey plats;~~
- ~~(8) Preparing legal descriptions; and~~
- ~~(9) Project correspondence.~~

(b) Each applicant shall complete and submit a “~~S~~urvey ***R***eport ***F***orm” ~~xx/2027~~ for each project submitted pursuant to Lan 302.04 (a) that includes:

- (1) The applicant’s name;
- (2) The project name;
- (3) Inclusive dates;
- (4) The name and license number of the supervising licensed land surveyor;
- (5) Summary descriptions;
- (6) Task description including a description of the work and the hours in responsible charge;

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 12

(7) A certification signed and dated by the supervising licensed land surveyor indicating that the work experience contained in the report accurately describes the work performed and the level of responsibility assumed by the individual; and

(8) Optional additional remarks of the supervisor.

Adopt new Lan 302.04, to read as follows:

Lan 302.04 Good Professional Character.

(a) Applicants shall be of good professional character. The absence of good professional character shall be evidenced by:

(1) Conviction for commission of a felony;

(2) Misstatement of facts by the applicant in connection with the application;

(3) Violation of the standards of conduct required of land surveyors as set forth in RSA 310-A:53-74 or Lan 500; or

(4) Practicing land surveying without being licensed in violation of the laws of the jurisdiction in which the practice took place;

(5) Any “yes” answer to one of the background and character questions in Plc 304.03(e)(1)-(10).

(b) All references submitted pursuant to Lan 301.03 and Lan 301.04 shall attest that the applicant is of good professional character.

Readopt with amendment Lan 302.05, effective 11-1-16 (Document #12031), to read as follows:

Lan 302.05 Business Organization Certificate Requirements.

(a) Business organizations offering land surveying services in the state of New Hampshire shall obtain a certificate of authorization for a business organization. ~~Failure to obtain or renew a valid certificate of authorization by a land surveying corporation, partnership or proprietorship shall result in disciplinary action pursuant to RSA 310-A:70.~~

(b) A land surveying corporation, partnership, or proprietorship shall meet the requirements established pursuant to RSA 310-A:53, V. For the purpose of complying with the statute, full time is defined as being on the premises or on-call whenever New Hampshire based land surveying is being performed.

(c) No licensed land surveyor shall be designated as a supervising professional by more than one firm, except in the case of a full or part-time secondary occupation or employment by a firm which is totally owned by one or more of the licensed land surveyors whose license is used to qualify the firm for certification as a business organization.

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 13

Readopt with amendment Lan 303, effective 11-1-16 (Document #12031), to read as follows:

PART Lan 303 EXAMINATION

Lan 303.01 Examination Requirements.

~~— (a) The board shall hold examinations on dates set by the National Council of Examiners for Engineering and Surveying (NCEES) as follows:~~

~~(1) The fundamentals of surveying national examination created and graded by NCEES shall be administered using computer based testing at NCEES test centers on dates set by NCEES;~~

~~(2) The principles of land surveying national examination created and graded by NCEES shall be administered using computer based testing at NCEES test centers on dates set by NCEES; and~~

~~(3) The New Hampshire legal aspects examination shall be held at an available facility in New Hampshire at 8:00 a.m semi annually in April and October.~~

~~(a)~~ **(b)** All applicants ***for initial licensure as a land surveyor*** shall be required to pass the fundamentals of land surveying examination and the ***principals and practice of surveying*** professional land surveyor's examination as prepared and graded by (NCEES), and the New Hampshire legal aspects examination as prepared ~~and graded~~ by the New Hampshire board of licensure for land surveyors. The New Hampshire legal aspects examination shall test the applicant's knowledge of New Hampshire statute and case law and the practice of land surveying in New Hampshire.

(be) ***Applicants shall score at least 80% to pass the New Hampshire legal aspects examination.*** Applications, supporting documentation and the fee required pursuant to ***Plc 1002.22*** Lan 304.02 shall be received in the board office by January 1st for the April examination and July 1st for the October examination.

(c) ***Applicants for initial licensure as a surveyor-in-training shall pass the fundamentals of land surveying examination as prepared and graded by NCEES.***

Lan 303.02 Re-examinations.

(a) A candidate failing ***the NH legal aspects exam*** an examination may apply for re-examination for the principles of land surveying and ***sit for re-examination*** the NH legal aspects exam at the expiration of 6 months, and shall pay an additional exam fee.

(b) Before subsequent re-examination shall be granted, a candidate failing the examination 3 times shall submit proof of compliance with any 2 of the following:

(1) An advanced survey course presented by a professional association or college with a passing grade where grades are awarded or attendance verification where grades are not awarded;

(2) A written report of study of a textbook relevant to the practice of land surveying submitted to the ~~board~~ ***OPLC*** which shall meet the following criteria for review and approval:

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike through~~
Text shown in **red** is informational for the reader

- a. Acceptable textbooks shall include technical or ethical content relevant to the practice of land surveying;
 - b. The written report shall include:
 1. A detailed description of the particular aspect of land surveying covered by the textbook studied;
 2. A detailed description of the content of the textbook as it relates to land surveying principles and procedures; and
 3. A detailed description of the practical application of the technical or ethical content of the textbook studied; or
- (3) A written report of one on one independent study, with supervision and verification by a licensed land surveyor, submitted to the ~~board~~ **OPLC**, which includes the following for review and approval:
- a. Licensee name and license number;
 - b. A certification signed by the licensee of supervision of the candidate; and
 - c. The written report shall include:
 1. A detailed description of the independent study as it relates to land surveying principles and procedures; and
 2. A detailed description of the practical application of the technical or ethical issues studied.
- (c) On the job training, and day to day work as a land surveyor-in-training shall not be considered to meet the requirements of Lan 303.02 (b).
- (d) A candidate shall submit proof of additional compliance before subsequent re-examination shall be permitted if the candidate fails to pass the examination after demonstrating compliance with Lan 303.02 (b).

Readopt with amendment Lan 304.01, effective 11-1-16 (Document #12031), to read as follows:

PART Lan 304 APPLICATION/~~LICENSURE~~ FEES

Lan 304.01 Fees.

~~—(a)—~~ All ***application, examination, and licensing*** fees shall be ***the fees required by Plc 1002.22*** ~~in the form of cash, money order, bank draft, credit card, or check made payable to Treasurer, State of New Hampshire and shall be non-refundable.~~

Repeal Lan 304.02, effective 11-1-16 (Document #12031) as follows:

~~—Lan 304.02 Application/Licensure Fees.~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 15

- ~~(a) The application fee for licensure as a land surveyor shall be \$120.00.~~
- ~~— (b) The fee for the professional land surveyors exam and each re-exam shall be \$75.00.~~
- ~~(c) The fee for the fundamentals of land surveying application and each re-application shall be \$75.00.~~
- ~~— (d) Re-exam fees shall be the same as initial exam fee indicated in Lan 304.02(b), (c) and (g).~~
- ~~— (e) The fee for the application for a certificate of authorization shall be \$50.00 for a proprietorship, \$75.00 for a corporation or partnerships.~~
- ~~— (f) The fee for verification of licensure shall be \$25.00.~~
- ~~— (g) The fee for the New Hampshire legal aspects exam shall be \$125.00.~~
- ~~— (h) The fee for a temporary permit shall be \$300.00.~~

Repeal Lan 304.03 through Lan 304.06, effective 11-1-16 (Document #12031), as follows:

~~— Lan 304.03 Replacement Fee. The fee for replacement of a lost or mutilated certificate of licensure shall be \$30.00.~~

~~— Lan 304.04 License Renewal Fee. The biennial license fee shall be \$150.00. If the renewal fee is not received by the date of expiration, there shall be a reinstatement fee of \$30.00 per month assessed.~~

~~— Lan 304.05 Certificate of Authorization Renewal Fee. The annual renewal fee for proprietorships shall be \$50.00, and \$75.00 for partnerships or corporations.~~

~~— Lan 304.06 Retired Status Fee. The biennial fee for retired status shall be \$10.00.~~

Change part header Lan 305, effective 11-1-16 (Document #12031), to read as follows:

PART Lan 305 ~~CREDENTIALS~~ ***LAND SURVEYOR SEAL AND STAMP***

Repeal Lan 305.01 and Lan 305.02, effective 11-1-16 (Document #12031), as follows:

~~Lan 305.01 License. An applicant for licensure as a licensed land surveyor who has met satisfactorily all the requirements of RSA 310-A and who has paid all applicable fees, shall be issued a license by the board authorizing the practice of land surveying.~~

~~Lan 305.02 Pocket Cards. Biennially, the board shall issue a pocket card upon acceptance of the biennial renewal form and fee. The card shall certify that the land surveyor holds a license in good standing and is authorized to practice land surveying to the date of expiration as shown on the card.~~

Readopt with amendment and renumber Lan 305.03, effective 11-1-16 (Document #12031), as Lan 305.01, to read as follows:

Lan 305.01 ~~3~~ Licensed Land Surveyor Seal/Stamp.

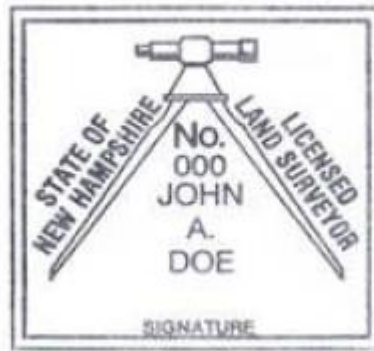
Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 16

(a) Upon issuance of a license to an applicant as a licensed land surveyor, the licensee shall obtain an impression type seal ~~or rubber stamp~~ of the design specified by these rules. This seal shall bear the licensee's name and number as shown on the license. This seal and original signature shall be affixed on all final plans and reports of survey prepared by the licensee.

(b) The seal shall consist of 2 squares with the outer square 1-9/16 inches and the inner square 1-1/2 inches. In the space inside the inner square shall be a transit within the full name of the licensee and the license number written horizontally. On the left side of the transit the words "State of New Hampshire" shall appear, and on the right side of the transit the words "Licensed Land Surveyor." At the bottom of the stamp there shall be a line for the licensee's signature pursuant to figure 306-1.

Figure 3056-1 Land Surveyor Seal



(c) It shall be a violation of these rules for the licensee to stamp or seal any documents with the licensee's seal after the license has expired or been revoked, or while the license is under suspension. It shall be a violation of these rules for the licensee to stamp or seal any document not prepared by the licensee personally or under the licensee's direct supervision.

Repeal Lan 306, effective 11-1-16 (Document #12031), as follows:

~~PART Lan 306 TEMPORARY PERMIT~~

~~— Lan 306.01 Temporary Permit.~~

~~— (a) A person who is eligible to be licensed as a land surveyor in New Hampshire may apply for a temporary permit not to exceed an aggregate of 30 days in one calendar year. Any portion of a day shall be counted as a whole day.~~

~~— (b) Applicants for temporary permits shall provide, or cause to be provided, the following on a temporary permit application form provided by the board **OPLC**:~~

~~(1) The applicant's name, including any names previously used;~~

~~(2) The applicant's residence and business name and title, addresses, telephone numbers, and e-mail address;~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

- ~~(3) The applicant's date and place of birth;~~
- ~~(4) The applicant's social security number required pursuant to RSA 161-B:11, VI-a;~~
- ~~(5) Project information which shall include:~~
 - ~~a. The project title;~~
 - ~~b. The specific location of the project;~~
 - ~~c. The town Tax Map Page and Parcel number;~~
 - ~~d. A brief description of the project; and~~
 - ~~e. An estimate of the time required for the project including field, registry, computation, drafting, supervision, and any other time required;~~
- ~~(6) Applicant's land surveyor stamp of jurisdiction applicant is licensed/ registered in;~~
- ~~(7) The applicant's positions, dates of employment, title, and present address of employer;~~
- ~~(8) Character of employment including types of work performed and degree of responsibility;~~
- ~~(9) The name and present address of someone familiar with each position;~~
- ~~(10) The applicant's educational history including the names of all high school and post-secondary institutions attended, the dates of attendance and degrees awarded and certified copies of transcripts from all post-secondary institutions attended;~~
- ~~(11) A listing of every state in which the applicant holds or has ever held registration/licensure as a land surveyor including license number, year, state, number of hours of written examination, whether the license was reciprocity or grandfather, and whether the license is active or lapsed;~~
- ~~(12) State in which the applicant was first registered or licensed as a land surveyor, date of licensure, and license number;~~
- ~~(13) Whether the registration/license is now in force and if not, the reasons why it is not in force, using additional pages as necessary;~~
- ~~(14) Whether the applicant has ever applied for land surveying licensure in New Hampshire and the status;~~
- ~~(15) Whether the applicant has ever lost or been denied registration or licensure as a land surveyor or disciplined by another licensing board in any other state and if so, an explanation of the circumstances;~~
- ~~(16) Whether the applicant has ever taken the NCEES Fundamentals of Land Surveying and Principals and Practice exam, and if so, the location, date, total number of hours of written exam, the certificate number and grades awarded;~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

Initial Proposal – draft - 18

- ~~(17) Whether the registration /licensure as a land surveyor was issued by examination and if so, the location, date, and grade awarded;~~
- ~~(18) Whether the applicant has ever been convicted of any felony or any misdemeanor, or a violation involving land surveying or the practice of land surveying and, if so, the name of the court, the details of the offense and the date of conviction, and the sentence imposed;~~
- ~~(19) The names, complete addresses, occupation, and business relationship with the applicant of 5 references as specified in Lan 301.03;~~
- ~~(20) A list of current memberships in professional or scientific societies, including name of organization, location, grades and dates of memberships and any additional experience information the applicant wishes to provide;~~
- ~~(21) An affidavit acknowledging that the applicant has provided correct and true statements in the application; and~~
- ~~(22) Applicant's signature.~~

~~—— (c) Applicants shall submit the application fee specified ***required*** in ***Plc 1002.21*** Lan 304.02.~~

~~—— (d) Temporary permits shall be granted if the board ***OPLC*** determines that the applicant meets or exceeds the requirements of Lan 302.02, 302.03, and 303.01, not including the NH Legal Aspects examination.~~

Readopt with amendment and renumber Lan 307, effective 11-1-16 (Document #12031), as Lan 306, to read as follows:

PART Lan 306—FACILITATED LICENSING FOR *ACTIVE MILITARY, AND ACTIVE* MILITARY SPOUSES

Lan 306.01 Licensing for Active Duty Military ***and*** Spouses. ***Individuals who are on active military duty and military spouses who are not licensed in New Hampshire or in another jurisdiction with substantially similar requirements who wish to be licensed in New Hampshire shall apply for initial licensing as specified in Plc 304.02.***

~~—— (a) Each applicant for licensure who is a military spouse pursuant to RSA 332-G:7, III shall apply to the board for licensure on an application for licensure form as specified in Lan 301.02 and pay the fee set forth in Lan 304.02.~~

~~—— (b) Each applicant for facilitated licensing as a military spouse shall provide a copy of the military member's orders showing proof of active duty status.~~

~~—— (c) Each applicant who applies for facilitated licensing as a military spouse shall be eligible to obtain a facilitated license if the military spouse is licensed or registered in another state or jurisdiction, provided that the other state's or jurisdiction's licensure or registration requirements are consistent with RSA 310-A:63, Lan 302.03 and Lan 302.04.~~

~~—— (d) Verification of licensure and examination shall be obtained by the candidate for licensure and submitted to the board directly from the verifying state or jurisdiction for approval.~~

Text added to existing rule shown in ***bold italic***
Text deleted from existing rule shown in ~~strike-through~~
Text shown in **red** is informational for the reader

~~(e) A military spouse who obtains a facilitated license shall comply with all license renewal requirements pursuant to Lan 403.01.~~

APPENDIX

RULE	STATUTE
Lan 301.01	RSA 310-A:58, II, III, VI-a; RSA 310-A:63; RSA 310-A:65; RSA 310-A:65-a; RSA 310-A:67, I
Lan 301.02	RSA 310-A:58, II, & III; RSA 310-A:63; RSA 310-A:65
Lan 301.03	RSA 310-A:58, II; RSA 310-A:63; RSA 310-A:65
Lan 301.04	RSA 310-A:58, II; RSA 310-A:63; RSA 310-A:65
Lan 301.05-301.08 (repeal)	2021 NH Ch.197:134, III; 2024 NH Ch. 327:221, III; RSA 310-A:65; RSA 310-A:65-a
Lan 302.01-302.05	RSA 310-A:58, II; RSA 310-A:63; RSA 310-A:65; RSA 310-A:66
Lan 303.01	RSA 310-A:58, III; RSA 310-A:63, I; RSA 310-A:66
Lan 303.02	RSA 310-A:58, III; RSA 310-A:63, I; RSA 310-A:66
Lan 304.01	RSA 310:6; RSA 310-A:65
Lan 304.02- 304.05 (repeal)	2021 NH Ch. 197:134, III; RSA 310-A:65
Lan 304.06 (repeal)	2025 NH Ch. 161:2, II
Lan 305.01-305.02 (repeal)	RSA 310-A:58, II; RSA 310-A:67
Lan 305.01 (formerly Lan 305.03)	RSA 310-A:58, II; RSA 310-A:67, II, III
Lan 306.01(repeal)	RSA 310-A:58, II; 2022 NH Ch. 227:3;
Lan 306.01 (formerly Lan 307.01)	RSA 310:16