



PSI licensure:certification
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CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

OCCUPATIONAL LICENSING LAND SURVEYOR CANDIDATE INFORMATION BULLETIN

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OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION

Please refer to our website to check for the most updated information at www.psiexams.com

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CONNECTICUT EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Become eligible to take the examination(s):

- Eligibility to take the examination is determined by the Professional Engineers and Land Surveyors Licensing Board. To apply go to the Boards website at: www.ct.gov/dcp “click on License” on top web page bar. You may also call the Board at 860-713-6135 or email DCP.OccupationalProfessional@ct.gov.
- Upon approval from the Board, you will be sent an email Examination Eligibility Notification. You are now ready to contact PSI to schedule for the examination.
- The eligibility never expires. If you fail the examination, you may test on an unlimited basis.

Prepare for your examination(s):

- Use the examination content outlines provided in this bulletin as the basis of your study.

Schedule your examination(s):

- Once you are eligible, it is your responsibility to contact PSI to pay and schedule. You may go online at www.psiexams.com or call (800) 733-9267.

Take your examination(s):

- Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Arrive 30 minutes prior to appointment.

After your examination(s):

- Submit all passing score reports to the Connecticut Department of Consumer Protection.

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for Occupational Licensure in the State of Connecticut.

Connecticut State law requires Land Surveyors to be licensed and regulated by the Connecticut Department of Consumer Protection. Eligibility for examination is determined by the State.

The State has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Connecticut. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

The Connecticut Land Surveyor examination will be offered twice a year.

April 19, 2019
October 18, 2019

BECOMING ELIGIBLE TO TAKE THE EXAMINATION

Eligibility to take the examination is determined by the Professional Engineers and Land Surveyors Licensing Board. To apply go to the Boards website at: www.ct.gov/dcp "click on License" on top web page bar.

Professional Engineers and Land Surveyors Licensing Board
Occupational and Professional Licensing Division
450 Columbus Boulevard
Hartford, CT 06103
www.ct.gov/dcp
860-713-6135
Email: DCP.OccupationalProfessional@ct.gov

Upon approval from the Board, you will be sent an email Examination Eligibility Notification. You are now ready to contact PSI to schedule for the examination.

MILITARY TRAINING EVALUATION

If you have been or are a "service member". Which means a member of the armed forces or the National Guard or a veteran, please contact the Connecticut Department of Labor, Office of Apprenticeship Training and request a military training evaluation, for on the job training and school related instruction credit towards the type of license you are applying for, prior to sending in an application for licensure. Phone: (860) 263-6128 or Email: paul.femia@ct.gov. Web site: www.ctapprenticeship.com.

EXAMINATION SCHEDULING PROCEDURES

Connecticut Land Surveyor \$65

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

Once you are eligible, it is your responsibility to contact PSI to pay and schedule.

INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information PSI has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

TELEPHONE SCHEDULING

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267, or use the PSI website.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;



- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666 or email it to examaccommodations@psionline.com.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

West Hartford

1245 Farmington Ave, Suite 203
West Hartford, CT 06107

From I-84 West, take exit 40 toward CT-71/New Britain Ave/Corbins Corner. Turn right onto Ridgewood Rd. Turn left onto Wood Pont Rd. Turn left onto Tunxis Rd. Turn right onto Brookmoor Rd. Turn right onto Buena Vista Rd. Turn left onto Everett Ave. Turn right onto Farmington Ave. Destination is on the right.

Milford

500 BIC Drive
Suite 101

Milford, CT 06461

From Highway I-95 exit 35. Go toward BIC Drive. Go .5 miles to 500 BIC Drive which is at Gate 1 of the former BIC complex. Go to the rear of the lot and park. Walk down the hill in front of the building and enter the front door. Signs will direct you to Suite 101 (PSI).

You must take this test at a Connecticut test site.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name provided to the Board.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves



and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers. The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main content area displays question 3: "What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)" and lists four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of one to five "experimental" questions may be administered to candidates during the examinations. These questions will NOT be scored and time to answer them has been added to the time allowed. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

CANDIDATE COMMENTS

During the test development process, PSI makes every effort to create accurate and fair test questions. However, on occasion a candidate may feel that a particular test question is misleading or is missing information that is needed in order to provide a correct answer. If during the test you believe that a test question needs clarification, we highly recommend that you submit your comments and concerns to PSI while at the test center. Comments may be entered by clicking the "Comments" link on the function bar of the test question screen. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

PSI regularly collects all comments from its test centers and reviews every comment within 20 business days from the date the comment was submitted. If your comments result in the editing or removal of one of your test questions, PSI will re-score your test results to determine if your grade status has changed from fail to pass. If your test result changes from fail to pass, you will be notified of the change. Otherwise, if you do not hear from PSI within 20 business days following your test, please understand that your comments have been reviewed but that they have not impacted your overall passing status. If you feel that you wish to further challenge the test content, we recommend that you register for an examination review.

SCORE REPORTING

In order to receive a passing score on each examination, you must correctly answer 70% of the questions available. In order to help you understand how this cut-score relates to your examination, we have listed the total number of questions found on each exam, and have listed the number of questions that equates to the 70% passing score. For example, on an 80-question test, candidates are required to get 70% of the questions correct which translates into 56 questions for that test.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:



REFERENCE MATERIAL AND CONTENT OUTLINES

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

LAND SURVEYOR EXAMINATION

# of Questions	Minimum Passing Score	Time Allowed
40	70%	130 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Project Management	4
Research	5
Legal Principles and Reconciliation	8
Monumentation	4
Documentation and Land Information Systems	7
Standards	8
Land Planning and Design	4

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center. Copies will be given to all candidates. You may not use your own copies.

Connecticut General Statutes

http://www.ct.gov/dcp/cwp/view.asp?a=1618&q=275808&dc_pNav=1

Professional Engineers and Land Surveyors, Chapter 391 Connecticut General Statutes.

Regulations of Connecticut State Agencies

http://www.ct.gov/dcp/cwp/view.asp?a=1618&q=275808&dc_pNav=1

- Regulations of Connecticut State Agencies on Professional Engineers and Land Surveyors, Section 20-300-1
- Regulations of Connecticut State Agencies on Minimum Standards of Accuracy, Contact and Certification for Surveys and Maps, Section 20-300b-1
- Regulations of Connecticut State Agencies on The Use of Electronic Signatures by Professional Engineers and Land Surveyors Section 20-300-10. License seals and stamps

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION REFERENCE MATERIALS AND CONTENT OUTLINES

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.



CANDIDATES SHOULD STUDY THE FOLLOWING REFERENCES WHICH ARE NOT ALLOWED AND WILL NOT BE PROVIDED AT THE TEST CENTER.

- **Connecticut General Statutes:**
<https://www.cga.ct.gov/current/pub/titles.htm>

The following Sections in particular:

- Sec. 3-8. Restoration and repair of state boundary marks.
- Sec. 6-2. Boundaries on Long Island Sound.
- Sec. 7-23 thru Sec. 7-32. Town Clerk Records and copies.
- Sec. 7-113 thru Sec. 7-118. Marking of bounds of towns, cities and boroughs
- Sec. 8-1 thru Sec. 8-30. Zoning Commissions, Planning Commissions & Subdivision of land.
- Sec. 13a-7. Layout, alteration, grading, discontinuance in cities and boroughs.
- Sec. 13a-13. Layout or repair of highways dividing towns.
- Sec. 13a-36 thru Sec. 13a-71. Highway Layout.
- Sec. 13a-255. Establishment of a Connecticut coordinate system.
- Sec. 13b-208. (Formerly Sec. 16-59). Record of conveyance or lease.
- Sec. 13b-244 thru Sec. 13b-261 (Formerly Sec. 16-76). Railroad taking of land.
- Sec. 15-32 thru Sec. 15-33. Entry upon land for coast survey.
- Sec. 16-50a. Local filing of maps on acquisition of property.
- Sec. 20-299 thru Sec. 20-310. Professional Engineers and Land Surveyors.
- Sec. 22a-28 thru Sec. 22a-39 (Formerly Sec. 22-7h). Preservation of tidal wetlands.
- Sec. 25-102a thru 25-102c. Connecticut River Conservation Zone.
- Sec. 47-1 thru Sec. 47-56 Land Titles, Easements & Fences.
- Sec. 47-200 thru Sec. 47-235 Common Interest Ownership Act.
- Sec. 48-13 thru Sec. 48-15. Eminent Domain.
- Sec. 52-557o. Liability of land surveyors (Trespass Bill)
- Sec. 52-567. Treble damages for injury to milestone, guidepost or railing.
- Sec. 52-575 thru Sec. 52-575a. Statute of Limitations
- Secs. 53-81 to 53-129. Willful injury to private building.

- **Regulations of Connecticut State Agencies: Professional Engineers and Land Surveyors**
<https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/%7B9E922C31-1D4F-4CE1-8811-3A13078AC316%7D>

- Sec. 20-300-1 thru Sec. 20-300-15

- **Regulations of Connecticut State Agencies: Minimum Standards of Accuracy, Content and Certification for Surveys and Maps**
<https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/%7B9F1BA7F9-FEFE-4B20-A26C-F590756EAD31%7D>

- Sec. 20-300b-1 thru Sec. 20-300b-20

- **The Following Reference Materials**, many of which can be found at Connecticut Association of Land Surveyors Publications List at <http://ctsurveyors.org>
 - **Evidence and Procedures for Boundary Location** by Walter G. Robillard & Donald A. Wilson.
 - **Statutes & Case Law Pertaining to Land Surveying in Connecticut** by Donald A. Wilson.
 - **Blacks Law Dictionary**
 - **The Surveying Handbook** by Russell C. Brinker
 - **Clark on Surveying and Boundaries** by Walter G. Robillard
 - **GPS for Land Surveyors** by Jan Van Sickle
 - **Connecticut Law Pertaining to Surveying & Boundaries** published by CALS
 - **American Land Title Association (ALTA) Standards** - see www.alta.org
 - **Amtrak Safety Course**
 - **Land Survey Review Manual** 3rd. Author: R. B. Buckner. Hardcover. ISBN 9781575041575 3rd Edition, 2000

In addition, you may wish to read the following supplemental book. Note that no questions are derived from this book, and it is NOT allowed in the examination center.

A Pocket Guide to Business for Engineers and Surveyors, 2009; ISBN: 978-0-471-75849-5
<http://www.wiley.com>

LICENSE APPLICATION INSTRUCTIONS

Submit all passing score reports to the Connecticut Department of Consumer Protection.

**Connecticut Department of Consumer Protection
Occupational and Professional Licensing Division
450 Columbus Boulevard, Suite 801
Hartford, CT 06103
Phone: 860-713-6135
E-Mail: DCP.OccupationalProfessional@ct.gov
Agency Web site: www.ct.gov/dcp**





EXAM ACCOMMODATIONS REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodations requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____

Social Security or ID#: _____

Legal Name: _____

Last Name	First Name
-----------	------------

Address: _____

Street	City, State, Zip Code
--------	-----------------------

Telephone: (_____) _____ (_____) _____

Home	Work
------	------

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- | | |
|---|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended Time
(Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Other _____
_____ |

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121