

Application for Surveying Reinstatement

CHECKLIST

Before mailing your application packet, make sure that you have completed the following items:

(PLEASE DO NOT RETURN THIS CHECKLIST TO OUR OFFICE)

- ☐ Carefully read all the instructions before beginning the application.
- ☐ Complete the application in full.

NCEES Record Holder complete questions 1-18 and sign and date page 3.
Contact National Council of Examiners for Engineering and Surveying (NCEES) and request your records to be forwarded to the Kentucky Board.

- ☐ **Report of Professional Experience**
(NCEES Record Holders are not required to complete Report of Professional Experience).

- ☐ **Continuing Education Requirements**

Applicants must complete eight (8) professional development hours for each calendar year since license expiration, up to a maximum of thirty-two (32) hours including board sponsored ethics and standards of practice.
(Please send copies of completion certificates, not originals, as materials cannot be returned to you).

- ☐ **Surveying Affidavit**

Read and circle have or have on the document. Sign and date.

- ☐ **Cover Letter**

- ☐ **Application fee. (Nonrefundable)**

Check or money order for \$500 made payable to Kentucky State Treasurer.
Payments can also be made by credit card, contact the board @ 1-800-573-2680.

- ☐ **Mailing address:** Kentucky State Board of Licensure for Professional Engineering and Land Surveyors
160 Democrat Drive
Frankfort, Kentucky 40601

For questions contact Tamra Chesser.

IMPORTANT: You are required in the Commonwealth of Kentucky to obtain a business entity permit if you practice as a corporation, partnership, limited liability company, or professional limited liability company. Business permit application/instructions are available on our website.