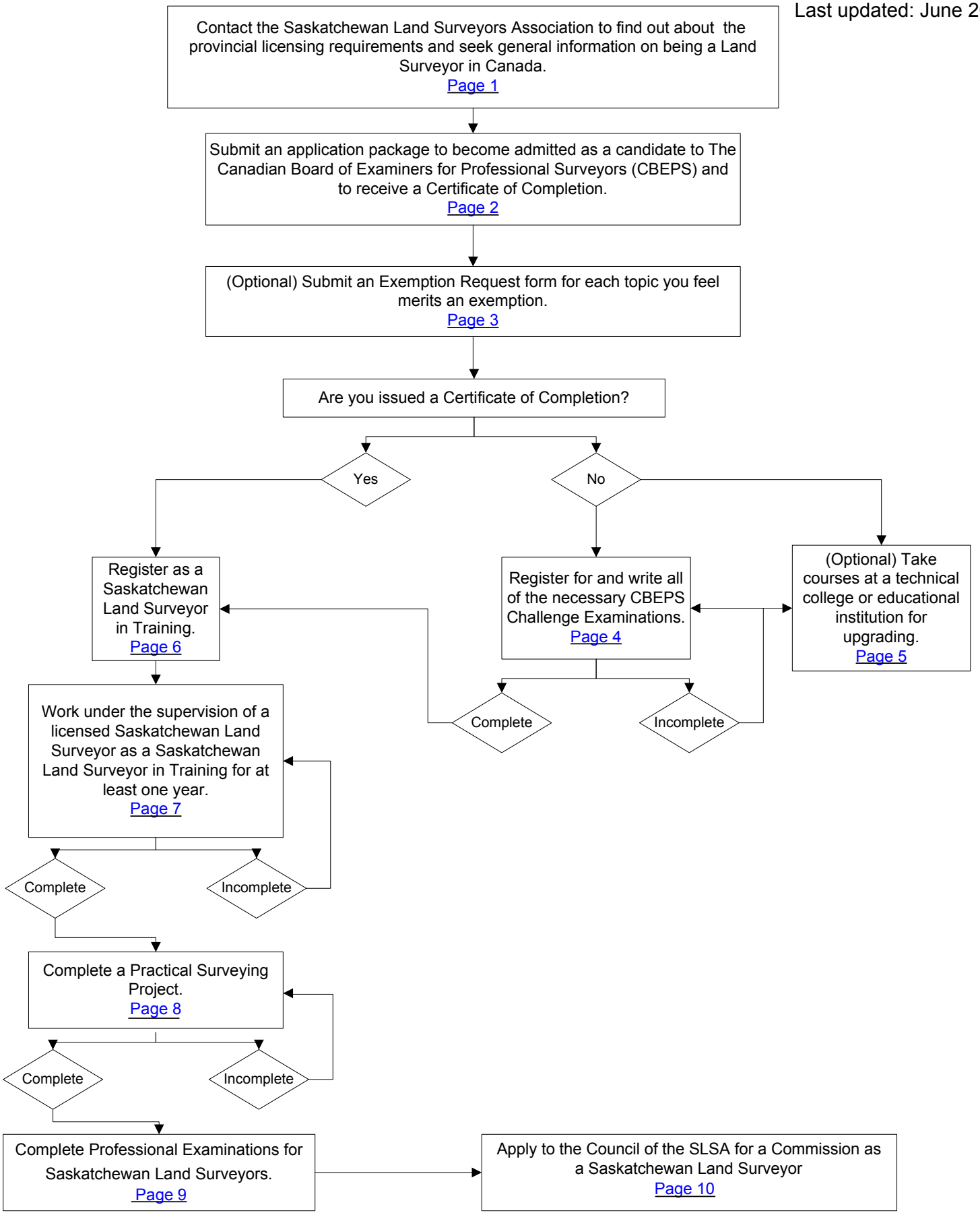
INTERNATIONALLY-TRAINED LAND SURVEYORS

Last updated: June 2010



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PROCESS MAP FOR INTERNATIONALLY-TRAINED LAND SURVEYORS WISHING TO WORK IN SASKATCHEWAN, CANADA

This PROCESS MAP will provide internationally-trained Land Surveyors with information about the most efficient pathway to obtain membership with the Saskatchewan Land Surveyors Association (SLSA). This roadmap is meant as a guide only, but is based on the experience of many Land Surveyors that have been through the licensing process.

Contact the Saskatchewan Land Surveyors Association to find out about the provincial licensing requirements and seek general information about being a Land Surveyor in Canada. Website: www.slsa.sk.ca

The requirements for licensure as a land surveyor may differ in each Canadian province. When deciding to settle in Saskatchewan, it is important to contact the Saskatchewan Land Surveyors Association to find out the steps that are required to become commissioned as a Land Surveyor in the province.

You may write to the Saskatchewan Land Surveyors Association, the regulatory body, to ask about the requirements and costs for licensing, certification, or registration and the recommended procedure for a credential assessment prior to your arrival in Saskatchewan, Canada.

Be sure to ask specifically for information on what parts of the process you can do or start before you leave your home country. For example you may need to:

- Prepare or obtain documents from your home licensing body or educational institution;
- Obtain and complete forms that are available online;
- Obtain personal or work references;
- Begin necessary educational or language assessments; or
- Begin applications to programs or examinations.

Saskatchewan Land Surveyors Association
408 Broad Street, #230
Regina, SK S4R 1X3
Tel: (306) 352-8999
Fax: (306) 352-8366
Email: slsa@sasktel.net
Website: www.slsa.sk.ca/

For more general information on the profession, you may contact the Canadian Council of Land Surveyor (CCLS), which is the national federation of the surveyors' associations in Canada.

Canadian Council of Land Surveyors (CCLS)
900 Dynes Road, Suite 100E
Ottawa, ON K2C 3L6
Tel: (613) 226-5110
Fax: (613) 723-5558
Email: info@ccls-ccag.ca
Website: www.ccls-ccag.ca/

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For a general description of duties and employment requirements, you can refer to the information prepared by Human Resources and Skills Development Canada.
www5.hrsdc.gc.ca/NOC/English/NOC/2006/Profile.aspx?val=2&val1=2154

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Submit an application package to become admitted as a candidate to The Canadian Board of Examiners for Professional Surveyors (CBEPS) and to receive a Certificate of Completion.

In order to be eligible to become a professional land surveyor in Saskatchewan you must first possess a Certificate of Completion, which is issued by the Canadian Board of Examiners for Professional Surveyors (CBEPS). A Certificate of Completion is issued upon proof to the CBEPS of sufficient academic qualifications, by:

- successful completion of examinations set by the CBEPS; or
- a combination of academic qualifications and completion of certain CBEPS examinations.

Every person must submit an application to be a CBEPS candidate in order to obtain a Certificate of Completion.

The minimum entrance requirements to become a CBEPS candidate are proof of graduation from, or proof of enrollment in, a two-year Geomatics program at a recognized technical institute or in a degree program at an accredited university. Other applicants shall be assessed on a case-by-case basis.

The application for assessment and admission for candidacy fee is $100.00 and the processing time is four to six weeks.

A candidate must successfully pass or be exempted from all of the examinations set out in the Schedules I and II Syllabus in order to earn the Certificate of Completion. The examinations can be seen on Page 11 of the CBEPS Candidate Handbook.

The Registrar
Canadian Board of Examiners for Professional Surveyors
900 Dynes Road, Suite 100E
Ottawa, ON K2C 3L6
Tel: (613) 274-7115
Fax: (613) 723-5558
Email: registrar@cbeps-cceag.ca or info@cbeps-cceag.ca

The CBEPS Candidate Handbook is available on the CBEPS website at the following link:
www.cbeps-cceag.ca/cms/?q=en/handbook

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Submit an Exemption Request form for each topic you feel merits an exemption.

Persons who have graduated from a foreign technical institute or university program, who feel they merit exemptions from some of the topics listed in the Candidates Handbook, should apply for these exemptions soon after submitting an application to be admitted as a candidate to receive a Certificate of Completion by providing an Exemption Request Form for each topic that the person feels merits an exemption.

Each form must be accompanied by the following information:

- A detailed description issued by the learning institution of the material covered by the course(s);
- Number of hours in the academic term that were reserved for classes and lab assignments;
- The prerequisites for the course(s);
- Copies of the examination question papers written during the course(s);
- Copies of lab assignment descriptions done during the course(s); and
- Name of instructor who gave the course.

The Board may exempt a candidate from writing an examination in any subject if the candidate demonstrates sufficient knowledge to be eligible for such an exemption based on courses they have taken. The Board will confirm awarded exemptions or deny the request for an exemption on a case-by-case basis.

Any examinations that you have not been exempted from must be successfully completed.

Exemption Request Forms are available on the CBEPS website at the following link: www.cbeps-cceag.ca/cms/?q=en/exempt_req

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Register for and write all of the necessary CBEPS Challenge Examinations.

Every candidate who wishes to write a challenge examination must submit to the Registrar the Application to Write Examination and the fee(s) for the examination. The Application to Write Examination is found in Appendix B of the CBEPS Candidate Handbook.

Application deadlines are strictly enforced. No applications will be accepted after the deadline. Please ensure that if you are sending in your application via regular mail, the post date is before the application deadline.

You will be notified of dates, times, and location of each scheduled examination at least two weeks before the start of the examination cycle.

A passing grade of 60% or greater is required for the successful completion of each examination. Examinations are held twice annually in the months of March and October. The fee per exam is $135.00.

A candidate is allowed seven consecutive years to complete both Schedule I and II examinations. A candidate who has not completed both schedules of examinations in the allowed time period must reapply for admission as a candidate and their file will be reassessed.

Every candidate may appeal to the Board for a review of any decision or examination result if the candidate makes written application to the Registrar within thirty days of the decision of result.

Study guides and previous exams are available on the CBEPS website.

The following Syllabus of exams can be seen on Page 11 of the CBEPS Candidate Handbook.

Schedule I

- Mathematics
- Least-Squares Estimation & Data Analysis
- Advanced Surveying (including Survey Astronomy)
- Remote Sensing and Applied Photogrammetry
- Spatial Database Management Systems (Informatics)
- Map Projections and Cartography
- Cadastral Studies

Schedule II

- Geodetic Positioning
- Hydrographic Surveying and Oceanography
- Survey Law
- Land-Use Planning and Environmental Management
- Land Information Systems and Management
- Business: Law, Administration and Economics

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(Optional) Take courses at a technical college or educational institution for upgrading.

At any point an individual who feels they need some extra academic experience or training should enroll in specific technical courses in a Land Surveying or a Geomatics program at a college or university.

A list of Canadian colleges and universities offering Land Surveying or Geomatics programs is available from the Canadian Council of Land Surveyors on the following website: www.ccls-ccag.ca/links.htm

Saskatchewan Institute of Applied Science and Technology (SIAST) offers technical training courses including a diploma course in Geomatics Technology. SIAST campuses are found in Moose Jaw, Prince Albert, Regina and Saskatoon.

Contact SIAST for information:
SIAST Administrative Offices
400 - 119 4th Avenue South
Saskatoon SK S7K 5X2
(306) 933-7331
Website: www.siast.sk.ca/

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Apply for registration as a Saskatchewan Land Surveyor in Training.

After being granted a Certificate of Completion you must register with the Association as a Saskatchewan Land Surveyor in Training before working under the supervision of a registered Land Surveyor.

An applicant must submit proof of having obtained a Certificate of Completion from CBEPS and a Land Surveyor in Training Agreement signed with a licensed Saskatchewan Land Surveyor.

The fees for members-in-training for 2008 are:

- One-time registration fee: $ 50.00
- Annual renewal fee: $100.00

Contact the Saskatchewan Land Surveyors Association for more information.

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Work under the supervision of a licensed Saskatchewan Land Surveyor as a Saskatchewan Land Surveyor in Training.

Having obtained a Certificate of Completion and designation as a Saskatchewan Land Surveyor in Training, you must enter into an articling agreement with a licensed Saskatchewan Land Surveyor and gain practical experience as a Saskatchewan Land Surveyor in Training.

It is during this time you will learn the practical aspects of professional land surveying in Saskatchewan including the historical, administrative and legal aspects of conducting boundary or “legal” surveys and submit survey plans for registration in the provincial land registry.

Candidates have a maximum of five years to complete the practical experience requirements compulsory to write their professional examinations.

The Saskatchewan Land Surveyors Association publishes a listing of survey firms and government agencies that employ Saskatchewan Land Surveyors in the province. There is currently a very great demand for new Saskatchewan Land Surveyors, so qualified applicants seldom have difficulty finding employment with a company that employs Saskatchewan Land Surveyors. The Association will assist in making contacts if necessary.

Once applicants are registered with the Association, they are provided with all the necessary information about the nature and extent of practical experience required and how to record it.

Contact the Saskatchewan Land Surveyors Association for more information.

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Complete a Practical Surveying Project.

The purpose of this project is to test the ability of the candidate to apply the knowledge that he/she has gained to practical situations. The project shall be completed under the supervision of a licensed Saskatchewan Land Surveyor.

The project may be one large project or two smaller projects designed to cover the areas of testing required.

The project shall be selected to cover the following areas:

- The primary systems of survey in Saskatchewan and the survey evidence common to these systems
- The sources of information for survey research in Saskatchewan
- The subdivision process in Saskatchewan
- The registry system in Saskatchewan

The project shall be designed to require at least 100 hours of work by the candidate.

The candidate shall submit for approval a proposal to the Board of Examiners. The Board of Examiners will reply within thirty days with its decision on the suitability of the proposed project. No credit will be given for work performed on unapproved projects.

The candidate will be required to give an oral defense of the project at the oral examination.

Contact the Saskatchewan Land Surveyors Association for recommended reading material suggested for the presentation of the Professional Surveying Project Paper

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Complete the Professional Examinations for Saskatchewan Land Surveyors.

After completing at least one year of practical experience, including at least nine months of field experience in Saskatchewan and a Practical Survey Project, you become eligible to complete the Professional Examinations for Saskatchewan Land Surveyors.

The final step to become a Saskatchewan Land Surveyor is the successful completion of five written exams and an oral exam on practice.

The written examinations include:

- Provincial Statutes I;
- Provincial Statutes II;
- Provincial Statutes III;
- Standards of Practice and Principles of Evidence; and
- Practical Surveying.

The Oral Exam on Practice may include any of the following:

- Material contained in the candidate's Professional Surveying Project Paper;
- The depth of the candidate's theoretical and practical background in Land Surveying.
- The candidate's understanding of the process of subdivision and procedures in obtaining approval for a subdivision; or
- The responsibilities associated with being a member of the Land Surveying profession. (i.e. Code of Ethics, public image and the social responsibility with regard to professional competence.)

Contact the Saskatchewan Land Surveyors Association for recommended study material and to register to be a candidate.

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Apply to the Council of the Saskatchewan Land Surveyor Association for a Commission as a Saskatchewan Land Surveyor

After successfully completing all of the provincial requirements for membership, you may now apply for a **Commission as a Saskatchewan Land Surveyor** and membership as a licensed Saskatchewan Land Surveyor.

The fees for 2010 are as follows:

- Annual dues for the first year as a member: $650.00
- Annual dues for subsequent years: $1550.00

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