



CTS ONLINE APPLICATION INSTRUCTIONS FOR:

Professional Land Surveyor Examination (Principles and Practice of Land Surveying)



NOTICE: Read the following instructions carefully and thoroughly prior to applying for the examination. Failure to follow all examination instructions will result in your not being scheduled for the examination. All deadlines are strictly enforced. No applicant will be allowed to register after the deadline for any reason.

The Fundamentals of Surveying (FS) Examination as well as the Principles and Practice of Land Surveying (PS) Examination are now computer-based examinations and offered year-round. Examinees may attempt an exam one time per testing window and no more than three times in a 12 month period, which begins with the first exam attempt. Computer-based exams are offered in testing windows during the following months:

January-March	April-June	July-September	October-December
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The Illinois Jurisdictional Examination is currently offered as a paper and pencil exam only. This examination is offered four times a year during the following months:

January	April	July	October
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Education:

All applicants must apply directly to the Illinois Department of Financial and Professional Regulation (IDFPR) for examination approval prior to registering with CTS. Submit the application to IDFPR with the requested documentation in order to be approved to sit for the examination. You can download the application from IDFPR here: [Professional Land Surveyor Examination/Licensure - Application](#). Once you have been approved by IDFPR you can apply to schedule your examination using the online application process listed on the 035 Professional Land Surveyor page.

Registration:

All applicants are required to register with NCEES for the examination part, discipline and exam location prior to applying to CTS. There is a separate fee required for registration with NCEES and CTS. When you register for the examination with NCEES, you will be provided with a 7 digit MyNCEES ID number which you will need to register with CTS.

- **REGISTRATION WITH NCEES AND CTS IS REQUIRED FOR EACH FS AND PS EXAMINATION ADMINISTRATION YOU ARE APPLYING FOR AND IS NOT A ONE-TIME REGISTRATION.**
- Failure to register with NCEES and CTS will result in your not being scheduled for the examination.
- All applicants for the FS and PS examinations must register with NCEES at www.ncees.org/surveying/#illinois.
- Please note that computer-based examinations do not have deadlines to apply, however, the Illinois Jurisdictional has a deadline to apply and is posted on the Land Surveyor examination home page. **No applicant will be allowed to register for the Illinois Jurisdictional Examination after the deadline for any reason.**
- Any applicant applying to take the FS and PE examinations ONLY must also register with NCEES to sit for the exams and obtain an ID number. Please note that NCEES currently requires a fee of \$225.00 in order to register for the FS examination and \$300 for the PS examination.
- If you are registering for both the Principles and Practices of Surveying examination and the Illinois Jurisdictional examinations, you must register with NCEES for the PS examination. You can use your NCEES ID number that you received when you registered for the PS when you register with CTS even though an ID number is not required for the Illinois Jurisdictional examination.
- If you are registering for the Illinois Jurisdictional examination ONLY, you do not need to register with NCEES. You must complete the online application process on the Land Surveyor examination home page. You can complete the online application by entering 0000000 (seven zeros) in the NCEES ID field in order to register for the Illinois Jurisdictional examination.

- All FS and PS examination fees are subject to change based on the NCEES Board Examination expense.
- All FS and PS examination applicants must read the NCEES Examinee Guide, available here: <http://ncees.org/exams/examinee-guide/>.
- All applications are valid for three (3) years from the date of receipt at IDFPR and must be valid at the time of examination. You must complete a full application with all supporting documentation to IDFPR again upon application expiration.
- References, Materials and Procedures for the Professional Land Surveyor Examinations can be found here: [Professional Land Surveyor - Candidate Exam Guide](#)

Checking your status:

- You may check your status on the home page under “Get Your Application Status and Grades.”
- Your entity is IDFPR and your profession is 035 Professional Land Surveyor. Status is available at any time, but please allow at least ten business days to process supporting documentation.
- Once an applicant is approved for examination, you should expect your examination authorization notice from NCEES by email. If you do not receive your notice, you should be able to download it from your NCEES account.

After taking an exam:

- Applicants taking the FS and/or PS examination will receive an **unofficial** grade that will be posted by NCEES to your account, however, the **official** grade letter will be sent by CTS after the grades have been reviewed. Make sure your address is up-to-date with CTS. Official Examination results are usually released 4 weeks following the exam.
- Diagnostic reports will be available through your NCEES account.
- Applicants taking the Illinois Jurisdictional examination will receive an **official** grade letter sent by CTS after the grades have been reviewed. Make sure your address is up-to-date with CTS. Official Examination results are usually released 6-8 weeks following the exam.
- Once your **official** score results have been published, they will be uploaded to the IDFPR.
- Upon processing by the IDFPR, if you passed all required examinations, you should receive an email with instructions from the IDFPR on how to download your Professional Land Surveyor License.