



## CTS ONLINE APPLICATION INSTRUCTIONS FOR: Fundamentals of Surveying Examination - for 028 Land Surveyor Intern



**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 (known as the FS) Examination is a computer-based examination and is offered year-round. Computer-based exams are offered in testing windows during the following months:

January-March	April-June	July-September	October-December
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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.

### **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 028 Land Surveyor Intern 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 EXAMINATION ADMINISTRATION YOU ARE APPLYING FOR AND IS NOT A ONE-TIME REGISTRATION.**
- Failure to register with NCEES and CTS will result in you not being scheduled for the examination.
- All applicants can register with NCEES at [www.ncees.org/surveying/#illinois](http://www.ncees.org/surveying/#illinois).
- All applicants must read the NCEES Examinee Guide, available here: <http://ncees.org/exams/examinee-guide/>.
- All fees are subject to change based on the NCEES Board Examination expense.
- 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 028 Land Surveyor Intern. 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.

### **What happens after taking the exam:**

- An **unofficial** grade 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.
- Once your official score results have been published by CTS, they will be uploaded to the IDFPR.
- Upon processing, you should receive an email with instructions from the IDFPR on how to download your SI certificate.