



# Association of Newfoundland Land Surveyors

## Student Manual

(persons not licensed in any jurisdiction)

Containing regulations, policies, guidelines,  
Bylaws and Statutes

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PREPARED BY THE BOARD OF EXAMINERS OF THE  
ASSOCIATION OF NEWFOUNDLAND LAND SURVEYORS  
FOR THE USE OF THE MEMBERS AND THEIR ARTICLING PUPILS.

**FEBRUARY 19, 2009**

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## **General Information & Academics**

This manual is intended to inform and assist those who wish to become Newfoundland Land Surveyors and those surveyors who have students under their charge. The manual, therefore, serves as a guide only and does not supercede the Land Surveyors Act (1991), its by-laws nor the motions passed by either the Canadian Board of Examiners for Professional Surveyors (CBEPS) or the Board of Examiners of the Association of Newfoundland Land Surveyors or the Agreement on Labour Mobility for Land Surveying in Canada. This manual may be amended from time to time at the discretion of the aforementioned Boards and Association.

The Association of Newfoundland Land Surveyors as a self-governing body desires to promote and increase the knowledge, skill and the proficiency of surveyors in all aspects relating to their profession. The Association of Newfoundland Land Surveyors is responsible for the examination, licensing and registration of cadastral surveyors in Newfoundland and Labrador.

The ever-changing technological advancements in the Surveying (Geomatics) profession has required the Association to demand high standards academically and the practical application of these advancements into the profession. Our Association recognizes the importance of quality education and have developed, with the assistance of our sister Associations in Canada, a syllabus of studies required to be completed by persons wishing to enter into articleship agreements with these Associations. This syllabus is administered by the CBEPS. ***A certificate of completion from CBEPS is required by all candidates. Candidates holding a license in another jurisdiction within Canada must meet those requirement stated in the Agreement on Labour Mobility for Land Surveying in Canada (see Labour Mobility).***

**At present, the most direct route to becoming a licensed Newfoundland Land Surveyor requires a degree in Geomatics Engineering or Survey Studies (with the Cadastral option) from a Canadian university, followed by a minimum one year term of articles, successful completion of a set of a professional examinations and a professional survey project. For other options available, please contact ANLS.**

Please refer to <http://cbeps-cceag.ca> for detailed academic and other requirements.

## **Articles**

### **Eligibility**

**A candidate must meet the following requirements to qualify for articles with a Newfoundland Land surveyor:**

- (a) Hold a ***“certificate of completion”*** issued by the Canadian Board of Examiners for Land Surveyors (CBEPS) or equivalent.
- (b) Pay all applicable fees to the Association.
- (c) Complete the ***“Application”***. See Appendix C.
- (d) Candidate is to provide a current Royal Newfoundland Constabulary Code of Conduct, or equivalent if from a Province other than Newfoundland and Labrador.
- (e) Hold a written confirmation from a Newfoundland Land Surveyor stating his/her willingness to supervise.

**The Newfoundland Land Surveyor must:**

- (a) have been previously engaged in the active practice of surveying with a current Certification of Authorization for at least two years.
- (b) be a member in good standing
- (c) be capable of providing adequate practical experience as stated in sections ***“Guidelines for the Articling Period”***.

### **Responsibilities under the Articling Period**

#### ***Introduction***

The Bylaws pursuant to the Land Surveyors Act and the Articles Agreement set out the responsibilities of the Newfoundland Land Surveyor and the candidate. A Handbook has been developed to assist the Newfoundland Land Surveyor in his duties and obligations and this syllabus to assist the candidate.

The candidate must be willing to accept the responsibilities of a Newfoundland Land Surveyor; adhering to : instructions given by his/her sponsor, policies , regulations , bylaws , and legislation governing the practice of land surveying.

The Newfoundland Land Surveyor must provide the candidate with sufficient practical training and experience. In addition, the surveyor is required to assist the candidate in obtaining instruction in theoretical aspects of land surveying. During the articles, it is the

responsibility of the surveyor to instill into the candidate, along with professional technique, a deep regard for the utmost integrity which is the fundamental quality of a Newfoundland Surveyor.

### **Guidelines for the Articling Period**

The practice of Land Surveying encompasses a variety of theory based material of which one is required to apply in his/her everyday work. The candidate can best understand this

theory by applying the knowledge to fully grasp the concepts. This application of knowledge is obtained through the Articling Period.

It is through the initial **formal interview** & the Board of Examiner's Questionnaire that the Board can determine the candidate's prior knowledge and experience. Once this has been established, the Board will apply duration of articles. *These articles will not be less than one year.* If it is determined by the Board, through the reporting period that additional articles are required, the candidate will be informed of same and areas where training/experience is required.

Of the minimum one-year of article service, at least eight months (66% articling period) of training shall be devoted to practical field training primarily in *cadastral surveying* in Newfoundland & Labrador. It is expected that the candidate's involvement be consistent with the level of involvement of a Newfoundland Land Surveyor. The experience must be of a satisfactory type and variety. The remaining articling period shall be spent at office duties, such as, computations, plan preparation, research, bidding & client servicing.

### **Commencement of Articles :**

The following is a list of recommendations for the land surveyor and the candidate:

1. That the candidate & Newfoundland Land Surveyor maintain a log of the candidate's duties and performance. This shall be presented to the Board with his request to be examined.
2. That the Newfoundland Land Surveyor provides the candidate with surveys utilizing a variety of laws concerning both ethical conduct and land tenure. By doing so, the candidate will be better prepared for the *professional examinations*.
3. That each candidate review the recommended reading list contained within the *Professional Examinations Handbook*, prior to & during the articling period, as this will develop good skills & knowledge of the profession and land tenure in Newfoundland & Labrador.

## **Transfer of Articles**

A candidate may transfer articles from the service of one Newfoundland Land Surveyor to another by:

1. Completing the *Transfer of Articles*. See Appendix D.
2. Obtain an instrument in writing from the new sponsor stating his/her willingness to supervise.
3. Send above documents and cover letter to the Secretary-Treasurer of the Association of Newfoundland Land Surveyors.

**Note : All rules regarding eligibility (of the Land Surveyor) will still apply.**

## **Professional Examinations**

After the completion of articles, the candidate is eligible to write three examinations and sit at an oral exam. However, these examinations must be taken in a specific order to ensure the candidate's preparedness for each following component.

The Professional Exams consist of the following four components:

1. *Professional Practice*: an exercise of knowledge on the Land Surveyors Act, Association bylaws, regulations and policies. Also included will be the regulations for legal surveys from Crown Titles Office.
2. *Statute Law*: examination on legislation governing land tenure within the province.
3. *Practical Application*: an exam to test the candidate's ability to apply his knowledge from his articling period and 1 & 2 (above).
4. *Oral Examination*: the candidate meets the Board in a **formal manner** to be tested orally on all three components as presented above and any other matter the Board feels may be applicable.

### **Notes :**

1. Numbers 1 & 2 may be written at one sitting. There are two separate exams.
2. Numbers 3 & 4 will be conducted separately and in that order.
3. Numbers 1 & 2 must be completed and passed prior to sitting at 3 & 4.
4. The pass mark for all components is 70%.
5. After the third attempt to pass any component, the candidate **will be** requested to do additional Training, which may include additional articles, as to be determined by the Board.

A Professional Examinations Handbook has been designed for the candidate. This Handbook best describes each examination and the material needed for preparation.

*It is recommended that each candidate review the Professional Examinations Handbook prior to articles, as this may better prepare him/her for future testing.*

## **Professional Survey Project**

The candidate under the supervision of a Newfoundland Land Surveyor shall complete a field project in its entirety. A typical project should consist of 2 or 3 days fieldwork, with appropriate office research and calculations, and should have sufficient challenge to involve the candidate in cadastral survey evidence and boundary decisions. The project shall be primarily a legal survey involving the re-establishment of boundaries, which shall include statute law governing land tenure surveys in Newfoundland & Labrador. An element of topographic or engineering survey in the project may be included to provide insight into the candidate's abilities.

The project must cover all aspects of the job, from client contact, through fieldwork and calculations, to final plan preparation. Final returns to the Board for marking by the Board of Examiners shall be in a complete, professionally presentable format. The project report shall include, as appropriate:

- an index
- work order or proposal acceptance
- a description of the project in narrative form
- details and source of research information
- appropriate plans or other graphics, which need not be hand drawn by the candidate and need not be originals
- a description of any evidential problems, including the rationale used in dealing with the problems
- a description of any conflicts with previous plan, measurements, etc., which were encountered
- a description of the design and approval process, if applicable
- time and materials estimate
- copies of correspondence, plans, field notes and other back-up material which may be necessary for project marking and evaluation
- closing submission

In most cases, the project will be carried out as part of the candidate's regular employment duties. However, if no such suitable project is available, the candidate may arrange for a suitable project under the supervision of any Newfoundland Land Surveyor.

**A request for pre-approval detailing the project, time estimate, and supervision arrangements should be submitted to the Board prior to writing the Professional Examinations.** The project must be completed before the professional examinations and

prior to being orally tested. The Board will review the proposed project, and either advise the candidate of acceptance, or reject the request with recommendations. The final project returns shall be submitted to the Board not less than 30 days prior to oral examination.

### **Flow Diagram**



**Notes:**

1. A candidate who commences articles shall complete the required practical training, experience, professional examinations and professional survey project within five years of commencement of articles.
2. Written & oral examinations are held as the Board sees the need or a minimum of semi annually.
3. Written examinations will commence after completion of articles.
4. The professional survey project shall be conducted upon completion of the three written professional examinations.
5. Oral examination will be conducted upon completion of professional examinations.
6. Candidate's can view the syllabus at [www.ccls-ccag.ca/educ-resources-New.html](http://www.ccls-ccag.ca/educ-resources-New.html)

**Correspondence:**

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