

LOG BOOK FOR PROFESSIONAL LAND SURVEYOR APPLICANTS

THIS FORM MUST BE TYPED OR LEGIBLY PRINTED.

*This form must be signed by both the applicant and the reference. The reference must also affix his or her professional seal or stamp to this form.
Forms that are not properly signed and sealed or stamped will not be accepted by the board.*

This form is to document qualifying work experience in land surveying pursuant to Business and Professions Code sections 8741 and 8742 and Title 16, California Code of Regulations section 425 [Board Rule 425]. Board Rule 425 provides some tasks that may be considered as "responsible field training" and "responsible office training"; these tasks are excerpted on Page 2 of this form. Business and Professions Code section 8726 defines the practice of land surveying.

Last Name:		First Name:		Middle Name:		Reference Name:			
Address:						License Number:			
City:		State:		Zip Code:		Issue Date:		Expiration Date:	
DATES OF WORK (MM/DD/YYYY)		SUMMARY OF WORK PERFORMED				GENERAL WORK		RESPONSIBLE TRAINING	
FROM:	TO:					OFFICE (# of Months)	FIELD (# of Months)	OFFICE (# of Months)	FIELD (# of Months)

I, the applicant, certify under penalty of perjury that the information contained on this form is true and correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____

I, the reference, certify under penalty of perjury that the information contained on this form is true and correct to the best of my knowledge and that I have personally reviewed the applicant's land surveying work.

Signature of Reference: _____ Date: _____

Excerpts from Title 16, California Code of Regulations section 425

For purposes of Section 8742 of the Code, the term “responsible field training” experience may include, but is not limited to, the land surveying activities listed below. Under the responsible charge, direction, and review of a person legally authorized to practice land surveying, the applicant:

- (1) Determines field survey methods and procedures, including selection of accuracy standards.
- (2) Selects or verifies that the correct control monumentation is used to establish the designated survey datum(s) (horizontal and vertical) and selects on-the-ground locations for control monuments.
- (3) Determines the relevance of monuments and physical field evidence for the purpose of establishing boundary and property lines.
- (4) Reviews measurement observations for the determination of accuracy, completeness, and consistency.
- (5) Reviews field notes and records for application of proper field survey procedures.
- (6) Plans, performs, and reviews field checks and, based on such checks, determines if completed field surveys are accurate and sufficient.
- (7) Searches for boundary and control monuments; assists in analyzing field evidence for locating boundary points and lines; identifies and describes such evidence; compares record data to found physical evidence; compares record data to measured data; documents discrepancies; assists in acquiring and documenting testimony regarding boundary locations; recommends boundary location and/or establishment; selects or verifies that the correct controlling monuments are used to locate or establish boundary points and lines; and prepares draft record documents.
- (8) Coordinates the fieldwork necessary to prepare maps, plats, reports, descriptions, or other documents.
- (9) Recommends when existing boundary monuments are to be replaced, selects the method(s) to be used for replacing and resetting monuments, and prepares field documentation of such work, including that necessary for Parcel Maps, Final Maps, Record of Survey Maps, and Corner Records.
- (10) Functions as a party chief, chief of parties, or lead person in charge of field crew(s) in the performance of field surveys.
- (11) Plans and performs field observations using Global Positioning System technology and determines if completed field surveys are accurate and sufficient in geodetic and land surveying applications.
- (12) Performs surveys to facilitate the location or construction of infrastructure and fixed works of improvement.

For purposes of Section 8742 of the Code, the term “responsible office training” experience may include, but is not limited to, the land surveying activities listed below. Under the responsible charge, direction, and review of a person authorized to practice land surveying, the applicant:

- (1) Performs the planning and analysis necessary for the preparation of survey documents, such as Parcel Maps, Final Maps, Record of Survey Maps, Corner Records, legal descriptions, topographic maps, plat maps, lot line adjustments, annexations, and boundary line agreements.
- (2) Reduces and evaluates field data.
- (3) Develops procedures and systems for the collection, reduction, adjustment, and use of land surveying data.
- (4) Prepares data to be used by field surveyors or field crews.
- (5) Coordinates the processing of maps, plats, reports, descriptions, or other documents with local agencies, other licensed surveyors, or County Surveyors Offices.
- (6) Coordinates the office work necessary to prepare maps, plats, reports, descriptions, or other documents.
- (7) Coordinates survey and design efforts for improvement plans as required for sufficiency to enable proper location of improvements in the field.
- (8) Researches public and private records to obtain survey and title data.
- (9) Performs boundary analysis and determination using record descriptions, survey, and title data.
- (10) Plans and coordinates the application of Global Positioning System technology for geodetic and land surveying applications.
- (11) Plans, coordinates, performs, and reviews the entry of property boundary related geo referenced data into an electronic database.
- (12) Prepares topographic mapping utilizing photogrammetric methods.

The enumeration of the above tasks does not preclude the Board from awarding “responsible field training” or “responsible office training” credit for training of a similar character in other current or future land surveying activities not specifically enumerated herein. It is also understood that the listed tasks are only some of those that may be considered as responsible training, and that this list is not in any way intended to enumerate all of the tasks which may be performed by licensed professional land surveyors.