



The Canadian Board of Examiners for Professional Surveyors

The Nova Scotia Board of Examiners has delegated to CBEPS the assessment of candidates in respect to the academic requirements for a certificate of completion.

The following information relates to the role of CBEPS as third-party assessor, applicable in 2020.

BECOMING A CANDIDATE

In order to become eligible to become a professional surveyor in British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, Nova Scotia, Newfoundland, Prince Edward Island, or a Canada Lands Surveyor, a candidate must have a Certificate of Completion, issued by the Canadian Board of Examiners for Professional Surveyors.

A Certificate of Completion of Academic Requirements for Professional Surveyors will be issued upon:

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

1) ADDRESS AND PAYMENT

Please note that all correspondence must be addressed to the CBEPS Registrar:

**The Registrar
Canadian Board of Examiners for Professional Surveyors
900 Dynes Road, Suite 100E
Ottawa ON K2C 3L6**

The direct contact numbers are: Tel. (613) 274-7115; Fax (613) 723-5558;
Email: registrar@cbeps-cceag.ca or info@cbeps-cceag.ca

Fees should be remitted in the form of a cheque or money order payable to the Canadian Board of Examiners for Professional Surveyors, or through the CBEPS website using Visa or MasterCard. Documents of value should be sent by registered mail.

2) APPLICATION FOR ADMISSION AS A CANDIDATE

(1) The minimum entrance requirements to become a CBEPS candidate are proof of graduation from, or proof of enrolment in, a two-year geomatics program at a recognized technical institute or in a degree program at an accredited university. Other applicants with a bachelor degree in a related field of study will be assessed on a case by case scenario.

(2) Alternatively, ***at the discretion of the CBEPS Board***, a person can receive a waiver from the Board for the educational minimum requirement and become a provisional candidate.

A person desiring to be a provisional candidate must:

- Be employed in the surveying industry for at least 5 years and provide proof from employer(s);
- Provide a reference letter from his/her employer;
- Have a letter from a Canadian land surveyor committing to act as mentor.

To become a CBEPS candidate:

- a. register on the CBEPS website
- b. submit the appropriate fee
- c. in the case of persons who have graduated from a geomatics program at a CBEPS recognized technical institute or accredited university program, a summary of all academic education and training together with an official transcript of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Board).
- d. in the case of those enrolled in a geomatics program at a CBEPS recognized technical institute or accredited university program, an official letter from the institute confirming their enrolment in the program, in addition to a summary of all academic education and training together with an official transcript of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Board).
- e. A provisional candidate can become a regular candidate by providing proof of successful completion of C1 – Mathematics, C2 – Least Squares Estimation and Data Analysis, and C3 – Advanced Surveying.
- f. a certified copy of any certificate, commission or other similar evidence of standing given by a certifying body or professional association.

Persons who have been graduated from a non CBEPS recognized technical institute or non-accredited university program, can apply for exemptions by providing an Exemption Request Form. For each subject, the following information is required:

- A separate detailed description of material covered by the relevant course(s), together with a breakdown of the number of hours spent on each major part. The description must be issued by the learning institution.
- Numbers 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 in question.
- Copies of lab assignment descriptions done during the course.
- Name of instructor who gave the course.

(3) Candidates must inform the Board of any changes of address, telephone or fax numbers, or email address. The Registrar will confirm approval of candidacy and awarded exemptions. Those who have graduated from a CBEPS recognized technical institute or accredited university program, who feel that they should be awarded *more* exemptions from some of the subjects listed in the Candidates Handbook, can apply by submitting an Exemption Request. Each form shall be accompanied by the documents listed above.

(4) In the communication confirming approval or rejection of candidacy, candidates will be expressly notified that every decision of the Registrar is subject to an appeal process as described in section 27).

(5) An application must be received 60 days prior to the next sitting of CBEPS examinations if the candidate wishes to write any of the examinations in the next sitting.

3) EXAMINATIONS FOR CANDIDATES TO OBTAIN A CERTIFICATE OF COMPLETION OF ACADEMIC REQUIREMENTS FOR PROFESSIONAL SURVEYORS

(1) A candidate must successfully pass the 12 core examinations, as well as any 1 of the 5 elective examinations set out in the Syllabus in order to earn the Certificate of Completion.

(2) A candidate has 7 years to successfully complete the core and elective examinations.

(3) A candidate who has not completed the examinations in the allowed 7 years must reapply under Section 2 (Application for Admission as a Candidate). The candidate's file will be reassessed.

(4) Before granting a Certificate of Completion to a candidate, the Board may require that the candidate be re-examined in any subject that the candidate had passed more than 12 years previously.

(5) Those who were accepted as candidates while enrolled in a geomatics program at a technical institute and have completed their CBEPS examinations must provide a transcript indicating graduation before being granted a Certificate of Completion.

4) DATE OF EXAMINATIONS

- (1) Examinations are held twice annually. Unless notified otherwise, examinations will take place in the months of March and October.
- (2) Special examinations in addition to those referred to above may, if deemed necessary, be held at such time and place as the Board chooses.
- (3) Notice of the time and place of the examinations shall be distributed at least two weeks before the commencement of the examinations.

5) EXAMINATION CENTRES

Examination centres are selected on the basis of applications received, or in the case of other examinations, as may suit the circumstances.

6) TIMETABLE FOR EXAMINATIONS

For examinations held simultaneously at different centres, the examination questions are the same for the respective schedules and according to the timetables supplied by the Board.

7) DESCRIPTION OF SUBJECTS

In the descriptions given in the following pages, specified textbooks are recommended in most cases. However, these textbooks are sometimes supplemented by other reference books. In general, the examinations will be based on the recommended texts, although other texts of the same standard may be acceptable for preparation and study.

8) PERSONS ADMITTED TO THE EXAMINATION ROOM

No person other than members of the Board, the invigilator, other authorized persons and the candidates will be admitted to the examination room while the candidates are writing.

9) INSTRUCTIONS TO BE BROUGHT TO THE ATTENTION OF CANDIDATES

Before the beginning of an examination and as often as necessary afterwards, the invigilator will provide a copy to, or will read, and make clear to the candidates Sections 11-20 below.

10) HOURS OF EXAMINATIONS

The examination sittings begin at 9:00 a.m. and continue until 12:00 noon. They begin again at 1:30 pm and continue until 4:30 pm, Monday through Friday or until all sittings are completed. A candidate arriving later than 15 minutes after examinations begin will be refused admission to the examination room.

11) CLOSED BOOK EXAMINATIONS

All examinations are closed book examinations.

12) UNAUTHORIZED CONDUCT

The sharing or borrowing of written material between candidates, or the use of any unauthorized material or device during the examination, is not allowed under any circumstances.

13) STATIONERY SUPPLIED BY THE BOARD

The Board supplies the stationery needed for writing examination papers. The answers are to be written in ink on one side of the paper, except for necessary diagrams, which may be in pencil.

14) CANDIDATES NUMBERS

Each candidate writing examinations will be assigned a candidate number at the beginning of each examination cycle for purposes of tracking and anonymity. The candidate will use the same number throughout the examination cycle, regardless of the number of exams being written. This number will change from cycle to cycle.

The candidate's number is to appear in the space provided on each sheet of exam answer paper turned in by the candidate. Except for the candidate's number, no name, signature, or any other mark identifying the candidate is to appear on the answer paper. *It is extremely important that the candidate has his/her candidate number on each sheet of answer paper.*

15) ATTENDANCE RECORD

Candidates will be asked to sign an attendance sheet at the beginning of each examination, and must also provide a government-issued photo ID.

16) EXCERPTS FROM ALMANACS, ETC. SUPPLIED

The Board supplies excerpts from publications required during an examination when required. Candidates are not allowed to use their own copies, except when authorized.

17) USE OF CALCULATORS

For examinations that require them, candidates are to supply their own programmable calculators. Calculators used are to be silent and battery operated. The presiding examiner may inspect any calculator brought into the examination room and may forbid use of any which do not meet the requirements of this section.

18) INFORMATION ON EACH SHEET

Each sheet of paper must have at the top the number of the examination as listed in this booklet, and the number of the candidate. It is not necessary to copy the question on the sheet.

19) METHOD OF DEDUCING ANSWERS

(1) Only answer one question on any one sheet except where a question has many subsets, (e.g. a, b, c, d), or where questions have very short answers, as long as the answers are clearly separated.

(2) The candidate is to arrange his/her answer papers in an orderly manner and the work should not be cramped. In mathematical work, the candidate must show clearly at least the full equation or expression which was used to arrive at the answer. Partial marks for incorrect mathematical answers can only be assigned

where the intermediate steps used in arriving at an answer are shown.

(3) Unless directed otherwise in an examination question, all the work is to be clearly shown. If the examiner is not satisfied that the candidate has understood the question and cannot see what process was used, marks will not be given even if the answer is correct. The use of an electronic calculator does not relieve the candidate from this requirement.

(4) Each answer must be confined to the question asked. Marks will be deducted where a single answer is requested and the candidate gives a number of possible answers for the question.

20) CANDIDATES TO ARRANGE SHEETS

Before handing in his/her answer papers, the candidate is to arrange the sheets in the consecutive order of the questions. The sheets are then to be numbered in the manner 1 of 12, 2 of 12, 3 of 12, etc., and then fastened together at the upper left-hand corner.

21) RESULTS OF EXAMINATIONS

(1) After the Board has released the results of examinations, candidates will be provided with the total mark they received for each written examination.

(2) Upon request, the original written examinations will be returned to the candidate along with a template showing the mark achieved for each question. Note that answers to the questions are not provided, and examiners are not required to provide comments or direction on the marked exams.

22) FEES

The following fees apply:

(1) Application to become a candidate:

- From an institution that has been granted exemptions by CBEPS: \$125.00
- From an institution that has not been granted exemptions: \$250.00
- For a provisional candidate: \$250.00
- Foreign-trained candidates \$1,300.00

(2) Application for examination (per subject) \$200.00

(3) Application for appeal of each examination \$100.00

(4) Penalty for bounced cheque or declined credit card \$30.00

23) APPLICATION FOR EXAMINATION

(1) Every candidate intending to write an examination will register and pay via the CBEPS website. Candidates can contact the CBEPS office if they require an alternative method of registration and payment. The application must be received no later than six weeks before the starting date of the examinations.

(2) A candidate who has not applied to write an examination, on payment of the examination fee, can be admitted to the examination if there is sufficient room for the candidate and a copy of the examination is available for the candidate.

24) EXAMINATION FEE REFUNDS AND CREDITS

(1) A candidate who cancels an examination registration six weeks before the start of the examinations will receive a full refund of the examination fees.

Weeks are counted from the beginning of the examinations week, not from the

date of an individual examination.

(2) A candidate who cancels an examination registration during the four-week period between the deadline date and two weeks before the starting date of the examinations will receive a full credit towards the next round of examinations.

Credits are carried forward for the next round of examinations only. If the examinations are not written in the next round the examination credits will expire.

(3) A candidate who cancels an examination registration during the two-week period before the date of commencement of the examinations, or who does not appear for an examination and has not given proper notice of cancellation, will not receive any refunds or credits.

25) PASS REQUIREMENTS

The pass mark for all core and elective examinations is 60 percent.

For candidates taking online courses Survey Law 1 and Survey Law 2 provided by 4Point Learning, University of New Brunswick or the Lassonde School of Engineering, who are not enrolled in a degree program in geomatics, the required pass mark is an average of at least 60% on the 2 courses in order to be awarded exemptions from subjects C8 and C9.

26) MARKING PAPERS

Every examination, written by a candidate will be reviewed and marked except where a candidate:

- (1) is found by the Board to be ineligible to be examined
- (2) is found by the Board to have contravened subsection 23 .(1) or (2)
- (3) has not paid the examination fee
- (4) has not complied with the requirements or the instructions of the Board
- (5) has contravened section 12.

27) APPEALS

Every candidate may appeal for a review of any decision or examination result.

Every appeal by a candidate must provide the following:

- (1) What the appeal is about i.e. decision from the Registrar or an examination result;
- (2) Arguments supporting the appeal i.e. why the decision or mark is wrong in your opinion;
- (3) Supporting documents such as exam, answers and marks and/or any documents justifying the appeal;
- (4) Submit the request for appeal and all necessary documents via email to the Registrar at registrar@cbeps-cceag.ca.

An appeal from an examination result is handled by the official reviewer for the subject named by the CBEPS Exams Review Committee from time to time.

An appeal from a decision made by the Registrar is handled by the CBEPS Board of Directors. The Board of Directors members are representatives from all Canadian land surveying associations elected on the Board by their respective

associations and representatives from Academia.

All documents provided by the candidate as well as the request demanding a review are provided to the person or persons responsible to adjudicate the appeal.

The candidate must make the appeal to the Registrar **within 30 days** after the decision or exam result was issued and submit the required fee (\$100 for an exam appeal and \$200 for a Registrar decision appeal).

Decisions:

- (1) A decision from an appeal of an examination result will be rendered within 30 working days of the receipt of a candidate's request for appeal where all the information is provided;
- (2) A decision from a Registrar's decision will be rendered within 60 days of the receipt of a candidate's request for appeal where all the information is provided;

All decisions will be provided to the candidate in writing via email by the Registrar.

