



**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 2024.**

## **Introduction**

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 as a Canada Lands Surveyor, a candidate must have a Certificate of Completion, issued by the Canadian Board of Examiners for Professional Surveyors (CBEPS).

*A Certificate of Completion of Academic Requirements for Professional Surveyors* will be issued upon proof of sufficient academic qualifications meaning that a candidate has completed all the requirements of the CBEPS National Syllabus (2023).

## **Paths**

There are different paths to the CBEPS Certificate of Completion depending on where a candidate's education was obtained:

- Canadian trained candidates
- Foreign trained candidates

## **Canadian Trained Candidates**

### **Process**

The process to obtain a CBEPS Certificate of Completion can occur in the following ways:

1. Completing a degree from an accredited university program (survey engineering for example) through in person, hybrid or online courses;

**OR**

2. Completing the CBEPS National Syllabus 8 sections through in person, hybrid or online courses recognized by CBEPS as satisfying its requirements.

Once a candidate has been issued the Certificate of Completion, they can apply to any of the Canadian self-regulated land surveying associations listed above to obtain a professional land surveying designation.

## Entrance Requirements

- (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's degree in a related field of study will be assessed in 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:

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

## Candidate Application

To become a CBEPS candidate:

- a. fill in the application form 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 Registrar);
- 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 Registrar);
- e. a certified copy of any certificate, commission or other similar evidence of standing given by a certifying body or professional association;
- f. proof of identity (official document with photo);
- g. A provisional candidate can become a regular candidate by providing proof of successful completion of S1 – Mathematics and Sciences; S2 – Modelling and Data Analysis; and S4 – Surveying.

## Address and Payment

Please note that all correspondence must be addressed to the CBEPS Registrar or sent to the Registrar via email:

**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](mailto:registrar@cbeps-cceag.ca) or [info@cbeps-cceag.ca](mailto: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.

## Outcomes

1. For candidates who have graduated from a CBEPS accredited program, the Certificate of Completion will automatically be issued upon receipt of the candidate application, payment of fees and receipt of the candidate's **official** transcript.
2. For candidates who are completing the CBEPS requirements while not in a degree program, they will need to ensure the Registrar receive official transcripts of all courses taken to satisfy the CBEPS requirements.

Candidates should do so as they complete various courses in a calendar year especially if they are at different institutions in order for them to be placed in their file.

Once all requirements are met the Certificate of completion will be issued.

