

ASSOCIATION OF NEWFOUNDLAND LAND SURVEYORS

- BOARD OF EXAMINERS -

Articling Student Manual

[Persons Not Licensed In Any Jurisdiction]

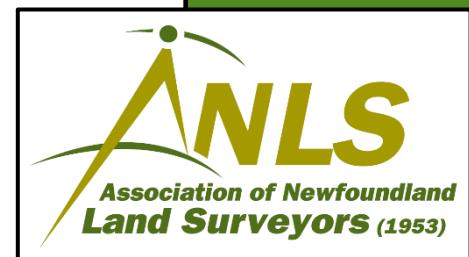




Table of Contents

Definitions	4
1 General Information	8
1.1 Self-Regulatory Body	8
1.2 Exclusion of the Labour Mobility Process.....	8
1.3 No Superseding Legislation or ANLS Directives	8
1.4 Syllabus of Studies	9
1.5 Flow Diagram – Path on Becoming a Newfoundland Land Surveyor.....	9
2 CBEPS Certificate of Completion	10
3 ANLS Articles.....	11
3.1 Articles Eligibility.....	11
3.1.1 Articles Eligibility for Candidates	11
3.1.2 Articles Eligibility for Newfoundland Land Surveyors	12
3.2 Responsibilities During the Articling Period	12
3.2.1 Articling Student.....	13
3.2.2 Newfoundland Land Surveyor	13
3.3 Period and Terms of Articles.....	14
3.3.1 Formal Interview.....	14
3.3.2 Factors Affecting the Period and Terms of Articles	14
3.3.3 Minimum Period of Articles	15
3.3.4 Deadline to Complete all Articles Requirements.....	15
3.3.5 Failure to Meet the Deadline to Complete all Articles Requirements.....	15
3.3.6 Additional Articles Required	16
3.3.7 Transfer of Articles	16
3.3.8 Paused Period of Articles	16
3.3.9 ANLS Council Notification.....	17
3.4 Mandatory Activities During Articles	17
3.4.1 Practical Field Training.....	17
3.4.2 Office Duties.....	18
3.5 Articleship Process	19

3.5.1	Articles Logbook	19
3.5.1.1	Mandatory Use of the Articles Logbook	20
3.5.1.2	Monthly Entries	20
3.5.1.3	Meeting ANLS Directives and BOE Expectations	20
3.5.1.4	Logged Cadastral Land Surveying Activities	20
3.5.1.5	Mandatory Sign-Off of the Articles Logbooks	21
3.5.1.6	Submission of the Articles Logbook to the BOE	21
3.5.1.7	Final Submission Deadline of the Articles Logbook	21
3.5.1.8	Client Confidentiality	22
3.5.1.9	Articles Logbook Format	22
4	Professional Survey Project	23
4.1	Professional Survey Project Guidelines	23
5	Professional Examinations	24
5.1	Professional Examination Requirements	24
5.2	Additional Examinations as Required	24
5.3	Examination Request, Registration and Deadlines	24
5.3.1	Failure to Request and / or Register for Examinations	25
5.4	Examination Fee	25
5.5	Order of Examinations	26
5.6	Professional Examination Schedule	26
5.7	Examinations and Attempts	26
5.8	No Supplementary or Make-up Examinations	27
5.9	Professional Examination Evaluations	27
5.9.1	Communicating Results of Professional Examinations	27
5.9.2	Additional Training and / Extended Period of Articles	27
5.9.3	Rechallenging Examinations After Additional Training	28
5.9.4	Reviewing Completed Written Examinations Prohibited	28
5.10	General Knowledge & Suggested Readings	28
5.10.1	Important Components of ANLS Examinations	28
5.10.2	Ethics	29
5.10.3	Professional Practice	29
5.10.4	Law	29
5.10.4.1	Law and Land Tenure Complexities	30

5.10.4.2	Provincial Statutes of Interest.....	30
5.10.5	Practical and Technical Applications	31
5.10.6	Knowledge Required.....	31
5.10.7	Suggested Readings & Books.....	33
5.10.8	University & College Course Syllabus Review	33
5.11	Written Examination	34
5.11.1	Eligibility to Challenge Written Examinations	34
5.11.2	Written Examination Format	35
5.11.3	Sample Written Examination Questions.....	35
5.11.4	Written Examination Duration	35
5.11.5	Examination Time Management	36
5.11.6	Written Examination Evaluation	36
5.11.7	Communication of Written Examination Results.....	36
5.12	Oral Examination.....	37
5.12.1	Oral Examinations Schedule	37
5.12.2	Eligibility to Challenge Oral Examinations	37
5.12.3	Attire	38
5.12.4	Oral Examination Duration	38
5.12.5	Presentation Requirements	38
5.12.6	Topics of Discussion	39
5.12.7	Oral Examination Evaluation.....	40
5.12.8	Communication of Oral Examination Results.....	40
6	Articles Complete – Recommendation for COR.....	42
6.1	The Next Steps After Articles	42
6.2	Presentation of the Certificate of Registration	42
	APPENDIX A – Application to ANLS for Articleship.....	43
	APPENDIX B – Articles of Pupil to a NLS	48
	APPENDIX C – Articles Process Flowchart.....	51
	APPENDIX D – Sample – Articles Logbook.....	53
	APPENDIX E – Sample – Written Examination (Multiple Choice)	57

DEFINITIONS

Articling Student:

Any person who has their Terms of Articles set by the ANLS Board of Examiners as approved by ANLS Council.

Articles:

This term summarizes the entire ANLS articleship process commencing on the first day of the *Period of Articles* and ending on last day upon the *Board of Examiners forwarding a recommendation* for Council to issue a Certificate of Registration.

BOE:

ANLS Board of Examiners. Also referred to as the *Board*.

CADD:

Computer Aided Drafting & Design

CADO:

Company and Deeds Online. An online application used in conjunction with the Registry of Deeds.

Candidate:

Any person who has applied for Articles through the ANLS but has yet to have their Terms of Articles set by the Board of Examiners and approved by Council, such that they become an Articling Student.

CBEPS:

Canadian Board of Examiners for Professional Surveyors.

COR:

Certificate of Registration which is issued by the ANLS after an Articling Student meets all requirements of their Articles.

CSRS-PPP:

Canadian Spatial Reference System – Precise Point Positioning is an online application for global navigation satellite systems (GNSS) data post-processing.

GPS-H:

Global Positioning System – Height. GPS-H is used to convert GNSS ellipsoidal heights (h) that are in either NAD83(CSRS) or ITRF, to orthometric heights (H, heights above mean sea level) by applying a gravimetric or hybrid geoid model.

NAD27:

North America Datum of 1927. This horizontal datum which was the predecessor of NAD83 (original).

NAD83 (original):

The original North American Datum of 1983.

NRCAN:

Natural Resources Canada. This federal government department currently maintains various geodetic processing, transformation and reprojection applications used within the Geomatics industry.

NTv2:

The NTv2 tool provides a national standard for transforming coordinates (geographic, UTM/MTM/stereographic) between the North American Datum of 1927 (NAD27), the Average Terrestrial System of 1977 (ATS77), the North American Datum of 1983 (NAD83(Original)) and NAD83(CSRS) reference systems using binary grid shift files (.GSB format) where available. The transformation is 2D (horizontal), so heights are not required.

Period of Articles:

Different from the *Terms of Articles*. The period of “time” set by the ANLS Board of Examiners whereby the Articling Student must work full-time hours during their on-the-job training at a Cadastral Land Surveying company under the direct mentorship of a Newfoundland Land Surveyor.

Pupil:

Describes the person receiving mentorship from a Newfoundland Land Surveyor. Also referred to as the Articling Student.

ROD:

Registry of Deeds.

SPCKS:

The ANLS Standards of Professional Conduct, Knowledge and Skill.

Sponsor:

Refers to the Newfoundland Land Surveyor who has formally signed an *Articles of Pupil to a Newfoundland Land Surveyor form*, agreeing to mentor their pupil who is an Articling Student.

Terms of Articles:

Includes the Period of Articles. These are the specific details and terms set by the ANLS Board and assigned to the Articling Student. It describes all Board expectations during Articles.

TOC:

Table of Contents.

TRX:

TRX is a coordinate transformation tool that allows you to transform between NAD83(CSRS) and ITRF realizations; convert coordinates between geographic, Cartesian and mapping projections (UTM, MTM, and stereographic); and transform coordinates between epochs using the predicted velocities from the Canadian Velocity Grid.

1 General Information

The **purpose** of the Association of Newfoundland Land Surveyors (ANLS) Board of Examiners (BOE) Articling Student Manual is to provide *guidance, direction* and act as a *reliable resource* to Articling Students, Newfoundland Land Surveyors who are sponsors and currently mentoring Articling Students and for any other person(s) who are seeking information on the process of becoming a Newfoundland Land Surveyor.

1.1 Self-Regulatory Body

The ANLS is a self-regulating body with a mandate to promote and increase the knowledge, skill and the proficiency of surveyors in all aspects relating to their profession. The ANLS is responsible for the regulating, licensing, examination and registration of all cadastral surveyors in Newfoundland and Labrador.

1.2 Exclusion of the Labour Mobility Process

This Articling Student Manual does not include information on the processes of Labour Mobility. Please refer to the ANLS Agreement on Internal Trade Handbook for details pertaining on the Labour Mobility Process.

1.3 No Superseding Legislation or ANLS Directives

This Articling Student Manual does not supersede:

- The Land Surveyors Act (1991);
- Motions passed by the ANLS BOE;
- ANLS Bylaws;
- ANLS Regulations;

- ANLS Standards of Professional Conduct, Knowledge and Skill;
- ANLS Policy Statements; or
- Other ANLS Directives.

1.4 Syllabus of Studies

The ever-changing technological advancements in the Cadastral Surveying and Geomatics profession have required the ANLS to demand high standards academically and the practical application of these advancements into the profession.

The ANLS recognizes the importance of quality education. With the assistance of Professional Land Surveying

Associations in Canada, a syllabus of studies has been developed which is required to be completed by persons wishing to enter into articleship agreements with these Associations. This syllabus is administered by the **Canadian Board of Examiners for Professional Surveyors (CBEPS)**.

1.5 Flow Diagram – Path on Becoming a Newfoundland Land Surveyor

Appendix C contains a flow diagram that provides a summarized overview of the required path that must be taken for any Candidate wishing to become a Newfoundland Land Surveyor.

2 CBEPS Certificate of Completion

A *CBEPS Certificate of Completion* is required by all entry candidates wishing to become an Articling Student of the ANLS. Holding a *Certificate of Completion* signifies that the candidate has successfully achieved the academic standards required in order to begin their journey as an Articling Student with the potential to later become a Newfoundland Land Surveyor.

For additional information on the overall process and how to receive a *CBEPS Certificate of Completion*, then please visit the CBEPS homepage: <https://cbeps-cceag.ca/>.

3 ANLS Articles

To be *in Articles*, or to be an *Articling Student*, means that it has been recognized by the Council of the ANLS that the Candidate has officially begun the process of receiving *mentorship* and *practical training* from a Newfoundland Land Surveyor in pursuit of meeting all requirements set out by the ANLS BOE in order to become a Newfoundland Land Surveyor.

All requirements set by the BOE must be met before Council may authorize that an Articling Student receive their ***Certificate of Registration*** as a Newfoundland Land Surveyor.

3.1 Articles Eligibility

In accordance with the Land Surveyors Act and ANLS directives, both the *Candidate* (pupil) and the *Newfoundland Land Surveyor* (sponsor) must meet all eligibility criteria before Articles can be considered for approval by Council.

3.1.1 Articles Eligibility for Candidates

In accordance with the Land Surveyors Act and ANLS directives, a candidate must meet the following requirements in order to qualify to start *Articles* as a Articling Student under a Newfoundland Land Surveyor:

- a) Meet **all requirements** set out by CBEPS;
- b) Hold a “**Certificate of Completion**” issued by CBEPS;
- c) Complete Appendix A “**Application to ANLS for Articles**”;
- d) 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 sponsoring Newfoundland Land Surveyor stating his/her willingness to supervise by completing **Appendix B “Articles of Pupil to a Newfoundland Land surveyor”**; and
- f) Pay all applicable fees to the Association as outlined in ANLS Bylaws.

3.1.2 Articles Eligibility for Newfoundland Land Surveyors

In accordance with ANLS directives, a Newfoundland Land Surveyor must meet the following requirements in order to qualify as being a *sponsor* for a *pupil* during the period of articleship. The sponsor must:

- a) Have been previously **engaged in the active practice** of cadastral land surveying;
- b) Currently holds a **Certificate of Authorization** (COA) for two full calendar years with the intent to maintain a COA for the duration of articleship;
- c) Be a member in **good standing** as defined by ANLS directives;
- d) Be capable of providing **adequate practical experience** during the Period of Articles assigned as stated in section 3.4; and
- e) **Not sponsor more than two Articling Students** at any given time and may not accept more than one pupil in any one calendar year, unless the BOE otherwise permits.

3.2 Responsibilities During the Articling Period

Both the pupil and the sponsor are required to embrace a series of responsibilities throughout the Articling Period including a comprehensive review of all directives, instructions and details spelled out in the Articling Student Manual. While meeting all responsibilities are imperative, it is also important to explicitly mention the ANLS membership's duty to protect the public and unequivocally adhere to the ANLS Code of Ethics at all times.

3.2.1 Articling Student

Throughout the Articling Period, the Articling Student must review all directives, instructions as detailed in the Articling Student Manual. The Articling Student must also be willing to accept the responsibilities that all Newfoundland Land Surveyors must embrace, by adhering to:

- ANLS Bylaws;
- ANLS Code of Ethics;
- ANLS Manual of Standards, Practice, Knowledge and Skill;
- ANLS Policy Statements;
- ANLS Regulations;
- Any other ANLS Directive;
- Land Surveyors Act (1991);
- All other legislation linked to the governance and practice of cadastral land surveying;
- Duty to protect the public; and
- All instructions given by their sponsor.

3.2.2 Newfoundland Land Surveyor

In addition to the Articling Student's responsibilities throughout the Articling Period, under the umbrella of mentorship and in accordance with ANLS directives, the Newfoundland Land Surveyor must:

- Comply with all pupil and articles responsibilities as listed in the **ANLS Code of Ethics**;
- Review all directives, instructions and details spelled out in the Articling Student Manual;
- Provide the student with sufficient practical training and experience;
- Assist the student in obtaining instruction in theoretical aspects of land surveying;
- Assist the student in building professional techniques;
- Provide direct guidance and supervision for the student regarding all deliverables and preparations required for the Professional Survey Project and examinations as set by the Board of Examiners as described in Section 5.0; and

- Provide mentorship to the student on the importance of upholding professional integrity and maintaining appropriate ethical behaviour.

3.3 Period and Terms of Articles

After a Candidate has submitted an application to the ANLS to become an Articling Student, the BOE is required to evaluate all of the information provided prior to the BOE deciding upon the final Period and Terms of Articles.

3.3.1 Formal Interview

If it is deemed necessary by the BOE, the Board may hold a **formal interview** with the Candidate to gain a better understanding of their knowledge and experience prior to determining the Period and Terms of Articles.

The **formal interview** may occur virtually, by phone or in person. The interview may or may not include all BOE members, but must consist of at least one Board representative.

3.3.2 Factors Affecting the Period and Terms of Articles

There are many factors taken into consideration by the BOE prior to establishing the Period and Term or Articles for a Candidate. In addition to those items listed in Section 3.1.1, some of these considerations include, but are not limited to, whether or not:

- The Candidate has **recent practical work experience** in Cadastral Land Surveying;
- The Candidate has **recently been mentored** in Cadastral Land Surveying by a Newfoundland Land Surveyor or other jurisdiction, both nationally and internationally;
- The Candidate has recently been **part of a articlingship program** in Cadastral Land Surveying in Newfoundland & Labrador or other jurisdiction, both nationally and internationally; and
- The Candidate has **received specialized training** in Cadastral Land Surveying.

3.3.3 Minimum Period of Articles

The minimum Period of Articles set for an Articling Student, as established by the BOE, will not be less than two years.

Note: It is important not to confuse the time length of an Articling Student's Period of Articles versus the duration that an Articling Student has been given to complete all components of their Articles.

3.3.4 Deadline to Complete all Articles Requirements

In the absence of extenuating circumstances, an Articling Student who commences Articles must complete the required mentorship and practical training, professional survey project, professional examinations and all other requirements set by the Board within five years of the commencement of Articles.

3.3.5 Failure to Meet the Deadline to Complete all Articles Requirements

In the absence of extenuating circumstances, any Articling Student who is unsuccessful in completing all Articles requirements within the **5 year** deadline for reasons that would be considered *controlled* by the Articling Student, will immediately result in an incompletion of Articles.

Examples whereby an Articling Student would be considered to be *in control* of meeting Articles requirements would be related to their ability to meet all deliverable completion deadlines associated with the Professional Survey Project, Articles logbook submission(s), examinations or any other deadline requirement assigned by the Board.

3.3.6 Additional Articles Required

Throughout the Articling Period, if it is determined by the BOE that additional Articles (ie. training, practical experience etc.) are required, the Articling Student will be informed and provided with a breakdown of all additional requirements.

3.3.7 Transfer of Articles

An Articling Student may transfer Articles from the service of one Newfoundland Land Surveyor to another by:

- 1) Submitting a new **Appendix B – “Articles of Pupil to a Newfoundland Land Surveyor”**;
- 2) Obtaining a **letter from the new sponsor** stating their willingness to supervise the Articling Student;
- 3) Sending the above documentation and cover letter to the **Registrar of the ANLS**.

Note: In the event of an Articles transfer, all rules pertaining to the Newfoundland Land Surveyor's eligibility, as previously detailed, will still apply.

3.3.8 Paused Period of Articles

Under special circumstances, it may be necessary for an Articling Student's Period of Articles to be temporarily paused. In the event there is a period of time whereby the Articling Student is no longer being mentored by a sponsor for any reason (ie. lay off or termination of employment of either the student or sponsor etc.) then the Board must be notified by the sponsor and student, of the circumstances, within **7 days** after the last day of mentorship. During these circumstances, the student's Period of Articles may be temporarily paused until the mentorship continues under the current sponsor, or until a new sponsor has been assigned.

During this situation, a new Terms of Articles will be assigned for the student and new sponsor. Also, the total time accumulated during the period of “**Paused Articles**,” will be directly added to the original Period of Articles; thus extending the period end date.

3.3.9 ANLS Council Notification

The BOE will notify Council of all circumstances pertaining to:

- The establishment of the **Period and Terms of Articles**;
- When there are **additional Articles** required by the Articling Student;
- The **completion of the Period of Articles**;
- **Transfer of Articles** from one sponsor to another;
- During a **Paused Period of Articles**;
- The **successful or unsuccessful completion** of Articles; and
- All other instances that the BOE deems necessary.

3.4 Mandatory Activities During Articles

During the Articling Period, there are mandatory activities which the Articling Student must perform and record in their Articles Logbook, while under the direct mentorship and supervision of the sponsoring Newfoundland Land Surveyor. These activities include:

- **Practical field training** in Cadastral Land Surveying;
- **Office duties** in support of Cadastral Land Surveying and deliverables; and
- **Project management**.

3.4.1 Practical Field Training

Throughout the Period of Articles, it is mandatory that **66%** of the Articling Student’s work experiences be **devoted to practical field training** primarily in **Cadastral Land Surveying** in

Newfoundland & Labrador. The BOE will determine if **66%** has been achieved after extensive review(s) of the Articling Student's Articles Logbook.

It is expected that the Articling Student's work experiences be consistent with the same level of involvement required from a Newfoundland Land Surveyor. These experiences gained must be:

- In accordance with all **ANLS directives and standards**;
- In accordance with **Crown Land Survey Standards**;
- Of a **satisfactory type and variety**;
- Involve extensive usage of the following **survey instrumentation**:
 - GNSS receivers (for Static and RTK positioning etc.); and
 - Total Station / Electronic Theodolite.
- In accordance with all **expectations** set and communicated by the BOE;
- In accordance with **safety legislation, regulations & polices**; and
- As outlined in **specific detail** provided in the **Articling Student Manual**.

3.4.2 Office Duties

Throughout the minimum Period of Articles (2 years), it is mandatory that the remaining **34%** of the Articling Student's experiences be in office duties. These experiences gained must be:

- In accordance with all **ANLS directives and standards**;
- In accordance with **Crown Land Survey Standards**;
- **Project management** (ie. resources, time, client interactions etc.);
- **Preanalysis** efforts;
- **Drafting** using relevant CADD software;
- **Survey computations** and **adjustments**;
- Use of common **NRCAN applications** to assist with geospatial transformations and reprojections such as, but not limited or restricted to:
 - NTv2;
 - TRX;
 - GPS-H;
 - CSRS-PPP;

- ..more.
- **Deliverable preparations** for all of the following:
 - Survey Plans;
 - Survey Descriptions;
 - Real Property Reports; and
 - Newfoundland Land Surveyor's Reports.
- Research in accordance with the boundary delimitation process and as listed in **ANLS directives (SPCKS)**:
 - CADO / ROD;
 - Crown Lands Registry & Titles;
 - ..more.

Similar to practical field training, the BOE will determine if the required **34%** of experiences achieved has been achieved after extensive review(s) of the Articling Student's Articles Logbook.

3.5 Articleship Process

During the Period of Articles, both the Articling Student and Newfoundland Land Surveyor must work closely together to ensure that the sponsor is properly providing mentorship to their pupil, while allowing the Articling Student the opportunity to embrace what they are learning. These successes are dependent on a direct and consistent means of communication between both the sponsor and pupil.

3.5.1 Articles Logbook

It is both vital and mandatory that the Articling Student and sponsor establish and maintain solid communication throughout the Period of Articles. The Articles Logbook must be maintained by the Articling Student and must be actively reviewed by the sponsor.

Appendix D provides a sample illustration of the Articles Logbook.

3.5.1.1 Mandatory Use of the Articles Logbook

All Articling Students must download a MS Word or PDF version of the Articles Logbook from the ANLS website prior to commencing Articles and complete it with monthly entries. The Articles Logbook may also be distributed directly from ANLS Administration and /or the ANLS BOE.

3.5.1.2 Monthly Entries

The Articles Logbook must be maintained by the Articling Student and **reviewed monthly** by the sponsor during scheduled **monthly meetings**, which must also be logged in the Articles Logbook. Scheduled monthly meetings is yet another opportunity for the Articling Student to seek out professional mentorship, guidance and advice from their sponsor.

3.5.1.3 Meeting ANLS Directives and BOE Expectations

Aside from the benefits experienced by both the Articling Student and sponsor, the Articles Logbook is a vital tool used by the BOE to help assess whether or not the Articling Student has met all requirements relating to the overall experience achieved in Cadastral Land Surveying.

3.5.1.4 Logged Cadastral Land Surveying Activities

There is essentially no limit on *what* and on *how much* should be logged or entered into the Articles Logbook. In light of this flexibility, there are activities which must be entered monthly at minimum such to demonstrate that supervision and mentorship is taking place. A record of these monthly activities must include, but is not limited to:

- Overview of the **Articling Student's Duties and Responsibilities**;
- The Articling Student's **Professional Development activities**;
- All **dates that monthly meetings** were held;
- All **topics** specific to the mentorship given by the sponsor and received by the pupil;
- A brief and concise **scope of the Cadastral Land Surveys** performed by the student;

- **Dates and duration of all Cadastral Land Surveys** performed by the student;
- **Cadastral Land Survey decisions and outcomes;**
- **Any other necessary information** pertaining to activities and experiences in Cadastral Land Surveying; and
- **Other topics** and / or outcomes.

3.5.1.5 Mandatory Sign-Off of the Articles Logbooks

As observed in Appendix D, each page of the Articles Logbook **must** be signed off by both the sponsor and pupil as written affirmation that the event, or details surrounding the logged entry, has occurred.

3.5.1.6 Submission of the Articles Logbook to the BOE

The BOE may request to review the Articles Logbook at any point in time throughout Articles and as many times as the Board deems necessary. Upon this request by the Board, the Articling Student must cooperate and make arrangements with the Board so that the Articles Logbook can be reviewed in a timely manner.

3.5.1.7 Final Submission Deadline of the Articles Logbook

Registration for the Oral Examination will not be permitted unless the Articles Logbook has been submitted to the BOE for final review not less than **30 days** prior to the registration date.

If the Board is satisfied with the Articles Logbook and the Articling Student is successful in passing the oral examination, then the Articling Student must permanently surrender the Articles Logbook to ANLS Administration as a written record.

3.5.1.8 Client Confidentiality

It is the responsibility of the sponsor and Articling Student to ensure that any Articles Logbook entries do not breach *client confidentiality commitments* in any way. It is important to note that Articles Logbook entries can easily be entered by the Articling Student in such a way to satisfy BOE requirements, while at the same, not disclosing confidential or sensitive information.

3.5.1.9 Articles Logbook Format

The format of the Articles Logbook is structured such that it can contain manual entries of all monthly activities, mentorship meeting minutes and sketches (if applicable). Appendix D provides a sample illustration of the Articles Logbook.

4 Professional Survey Project

The Articling Student must complete a Professional Survey Project in its entirety under the direct supervision of the Newfoundland Land Surveyor who has been assigned as the sponsor. The Board of Examiners must first approve the topic and scope of the Articling Student's Professional Survey Project prior to the student commencing any project activities.

4.1 Professional Survey Project Guidelines

Articling Students must refer to the **Professional Survey Project Guidelines** document. This Professional Survey Project Guidelines document is designed to provide both guidance and instructions to Articling Students and their respective sponsors when completing the survey project. This document provides information on all expectations which the ANLS Board of Examiners have regarding the completion of the project and will also highlight specific report guidelines which must be followed when constructing the Professional Survey Project Report.

NOTE: It is important to note that these guidelines work in conjunction with the information provided within the ANLS Board of Examiners Articling Student Manual. Therefore it is imperative that all Articling Students and their respective sponsors be thoroughly familiar and comfortable with the specific content provided both in the Articling Student Manual and these Professional Survey Project Guidelines.

Please refer to the **Professional Survey Project Guidelines** document for further details.

5 Professional Examinations

In accordance with the Lands Act (1991), the Board of Examiners will require Articling Students to successfully complete a series of examinations as required by the Board.

5.1 Professional Examination Requirements

At a minimum and in addition to previously mentioned requirements, in order for an Articling Student to receive a recommendation by the BOE, to Council, to receive a *Certificate of Registration (COR)*, then the Articling Student is required to complete and pass the following examinations:

- (i) 1 X Written Examination;
- (ii) 1 X Oral Examination.

5.2 Additional Examinations as Required

It is important to note that the Board may require that the Articling Student successfully complete additional examinations (in addition to the above) if the Board identifies the need that they need to further demonstrate that they are ready to become a Newfoundland Land Surveyor.

5.3 Examination Request, Registration and Deadlines

It is the sole responsibility of the Articling Student to **request** and **register** for all examinations within stipulated deadlines. Any Articling Student who is eligible to challenge either the written or oral examination must make a formal **request** to the Board through ANLS Administration. The Articling Student must also **register** with ANLS Administration to take the examination and pay the associated **examination fee** not less than **30 days** from the scheduled examination date.

Regarding the oral examination, the final BOE accepted version of the Articling Student's Professional Survey Project Report must also be submitted to the ANLS office not less than **30 days** from the scheduled oral examination.

5.3.1 Failure to Request and / or Register for Examinations

It is not the responsibility of ANLS Administration or the ANLS Board of Examiners to remind Articling Students of their requirement to request examinations or to "automatically" register them for an examination. This process must be *owned* by the Articling Student.

In the event that an Articling Student fails to request and / or register for any examination within the stipulated deadlines, then the result will be that the Articling Student not be permitted to challenge the examination which will further result in a significant delay in the Articling Student completing Articles.

Any Articling Student who is unsuccessful in completing all Articles requirements within the 5 year deadline, which can be directly linked to their failure to properly request, register and / or successfully complete an examination or meet any other Articles deliverable requirement, will never be a responsibility of ANLS Administration or the Board and will immediately result in an incompleteness of Articles.

5.4 Examination Fee

Articling Students must pay an examination fee prior to challenging any single or subsequent sitting of a written or oral examination. The cost to attempt an ANLS written or oral examination is in accordance with information provided in the Fees and Dues section of the ANLS Bylaws, as adjusted from time to time. Articling Students are encouraged to reach out to ANLS Administration to confirm the examination fee amount prior to attempting any examination.

All examination fees must be paid in full and submitted to ANLS administration during the time of *examination registration*, not less than **30 days** from the scheduled examination.

5.5 Order of Examinations

The first examination to be completed by the Articling Student is the **written examination**, while the last being the **oral examination**.

Please review the flow diagram contained in Appendix C for an illustration of the order of examinations and overall process on becoming a Newfoundland Land Surveyor.

5.6 Professional Examination Schedule

Written and oral examinations are held throughout the year at the Board's discretion. It is the intent of the Board, where possible, to hold the written and oral examination **semi-annually**, typically in the fall (~October) and spring (~April) of each year. This is subject to change.

Articling Student's must refer to the ANLS website and / or ANLS administrative staff for confirmation of the latest **pre-set written examination dates**.

It is the Articling Student's responsibility to ensure that they keep their sponsor informed of any changes in the written examination dates. Reminders of these important dates **will not** be provided by ANLS Administration, or the Board of Examiners, as this information is actively displayed on the ANLS Website for the Articling Student to view at their convenience.

5.7 Examinations and Attempts

All Articling Students will have **three attempts** to pass any specific examination.

5.8 No Supplementary or Make-up Examinations

Aside from the three examination attempts permitted for all examinations, there are **no other additional supplementary or make-up examination opportunities**.

5.9 Professional Examination Evaluations

The Articling Student must receive a minimum of **70%** on all examinations. The final mark evaluation scheme used by the Board is either **SUCCESSFUL** or **UNSUCCESSFUL**.

5.9.1 Communicating Results of Professional Examinations

The Board will communicate all examination results back to both the Articling Student and the sponsor as soon as possible.

5.9.2 Additional Training and / Extended Period of Articles

After the third attempt to pass any component of a professional examination, the articling student will be required to do additional training in some capacity. For the Articling Student, this may include having to, but not limited to:

- Complete an **extended period of Articles** under mentorship of a sponsor;
- Complete an **additional professional cadastral survey project**;
- Complete **additional professional examinations**;
- Complete **additional courses or training** in various areas such as ethics, cadastral land surveying, professional practice or any other specific area required by the Board; and
- Meet any **other requirement** as deemed necessary by the Board.

5.9.3 Rechallenging Examinations After Additional Training

If it was required that additional training was necessary for an Articling Student and that all additional requirements set by the Board have since been met, then the Articling Student will be given one more opportunity to rechallenge the examination.

Decisions following any further failed attempts to pass examinations will be made by Council after receiving recommendations from the Board.

5.9.4 Reviewing Completed Written Examinations Prohibited

Written examinations are not permitted to be reviewed by Articling Students.

5.10 General Knowledge & Suggested Readings

The Articling Student is required to put in a significant level of study effort in order that they retain the important knowledge required to be a Newfoundland Land Surveyor.

As a guide, it is important to note that the level of self-study efforts expected for all ANLS examinations is comparable to those same efforts that were required of the Articling Student when completing CBEPS examinations, final examinations held at universities and / or colleges having a program in Geomatics & Cadastral Land Surveying.

5.10.1 Important Components of ANLS Examinations

Important components of all ANLS examinations consists of the following:

- (i) Ethics;
- (ii) Professional Practice;
- (iii) Law; and
- (iv) Practical and Technical Applications.

5.10.2 Ethics

Ethics is an important component of all ANLS examinations. As part of the Regulations, the ANLS publishes a code of ethics which consists of imperatives that must be followed, applied and embraced by all Newfoundland Land Surveyors and Articling Students.

5.10.3 Professional Practice

Professional Practice is an important component of all ANLS examinations. Professional Practice encompasses many areas related to professional cadastral land surveying in Newfoundland & Labrador. This includes:

- Knowledge of respective legislation pertaining to cadastral land surveying in Newfoundland & Labrador;
- Knowledge of all ANLS directives such as bylaws, regulations, standards, policy statements and other directives as they relate to cadastral land surveying in Newfoundland & Labrador; and
- Knowledge of all Crown Lands / Titles directives & standards relevant to Newfoundland & Labrador.

5.10.4 Law

Survey Law, Statute Law, Common Law, Case Law and **Real Property Law** are all important components of all ANLS examinations. For purposes relating to the articleship process, all laws described refers to various legislation which govern cadastral land surveying and land tenure within Newfoundland & Labrador. Articling Students can expect to be examined on all relevant legislation.

5.10.4.1 Law and Land Tenure Complexities

The province of Newfoundland & Labrador is unique in its method of dealing with land tenure because the basis of a majority of land ownership is *adverse possession*. The Government of Newfoundland & Labrador over the years has struggled with issues related to land ownership and developed *statutes* to address problems surrounding land claims. Thus, it is important that the Articling Student have thorough knowledge in provincial statutes and other laws.

5.10.4.2 Provincial Statutes of Interest

Articling Students must become familiar with all of the provincial *statutes* listed below as they specifically relate to the practice of cadastral land surveying and land tenure in Newfoundland & Labrador. Articling students must review any revisions to legislation that occur during the Period of Articles to ensure they are familiar with any changes.

Note: The content and naming of the listed statutes are also subject to change from time to time and that a future change in the statutes name **does not** exclude it from the list of required legislation which an Articling Student must know for ANLS examinations. It is therefore important that the Articling Student captures any new and most revisions of the act and be familiar with any changes.

The following statutes can be viewed at <https://www.assembly.nl.ca/Legislation>

- Land Surveyors Act;
- Lands Act;
- Quieting of Titles Act;
- Limitations Act;
- Expropriation Act;
- Registration of Deeds Act;
- Forestry Act;
- Quarry Materials Act;
- Condominium Act;
- Urban & Rural Planning Act;
- Works Services & Transportation Act;

- Public Utilities Acquisition Act;
- Mining Act;
- Mineral Act;
- Conveyancing Act; and
- Municipalities Act.

5.10.5 Practical and Technical Applications

Practical Application is another important component of the professional examinations. Essentially, this component will test the Articling Student's ability to apply their knowledge which they obtained throughout their journey in learning the fundamentals of Cadastral Land Surveying; most importantly throughout their Period of Articles while under mentorship.

This may involve questions on actual and / or hypothetical scenarios on problems and possibilities of a practical nature likely to be encountered when surveying land in Newfoundland and Labrador, with emphasis placed on situations requiring some degree of discretion and professional judgment. It also includes the technical side of the profession in relation to such things as survey equipment, data processing, calculations related to basic geodetic coordinate transformation and reprojections and the resources available for assistance in performing these tasks.

5.10.6 Knowledge Required

Whether the Articling Student is challenging a written examination or an oral examination, they will be expected to demonstrate a thorough knowledge of Land Tenure and the Cadastral Land Surveying profession in Newfoundland & Labrador which may include, but not limited to:

- Scope of the surveying profession;
- Professional practice;
- Fundamentals of Cadastral Land Surveying and the boundary delimitation process along with the various products and deliverables generated;
- Survey Law, Case Law, Statute Law, Common Law and Real-Property Law;

- Ethics pertaining to the Cadastral Land Surveying profession;
- Current affairs the of ANLS;
- Current ANLS directives pertaining to:
 - Bylaws;
 - Regulations;
 - Policy Statements;
 - Standards of PCKS and survey requirements;
 - Website information & communication;
 - All ANLS newsletters and other forms of communication to the ANLS membership;
 - Mandatory Continuing Professional Development;
 - Quality Assurance / Quality Control;
 - All relevant legislation governing Cadastral Land Surveying and land tenure in Newfoundland & Labrador; and
 - Any additional and current directives issued from time to time.
- Crown Land Survey Standards;
- Practical applications;
- Technical applications associated with Cadastral Land Surveying:
 - Accuracies and precisions;
 - Methods and procedures in achieving ANLS accuracy standards;
 - General processes and procedures in geodetic coordinate transformation, map / plan product reprojections;
 - General cadastral survey instrumentation and spatial data processing procedures;
 - Common resources and tools used to process geospatial data and perform necessary land surveying related calculations such as geodetic coordinate transformations, map / plan product reprojections etc.
- Interrelationships between member associations and other land related disciplines in the field of Geomatics;
- Structure of Crown Lands Administration:
 - Knowledge of the Crown Lands application process for the various types of land tenure;
 - Knowledge of the Crown Land survey authorization processes; and

- Head Office and Regional Lands Office.
- Deeds Registry System, Crown Titles System and Registration of Letters of Probate:
 - The Articling Student will be expected to understand the principle workings of each, including the physical location of each and the governing Department;
- Actual and / or Hypothetical scenarios:
 - “What would you do if” scenarios;
 - Discussions on problems and possibilities of a practical nature likely to be encountered during Cadastral Land Surveying in Newfoundland and Labrador; and
 - Emphasis will be placed on situations requiring some degree of discretion and professional judgment.

5.10.7 Suggested Readings & Books

In addition to the reading material surrounding topics addressed in this section, the following is a list of suggested readings and books:

- Survey Law in Canada (Carswell 1989);
- All **reference material** and content provided by the Articling Student’s university and / or college of study including CBEPS courses / subjects relating to:
 - Cadastral Studies;
 - Cadastral Land Surveying;
 - Law: Survey Law, Statute Law, Common Law, Case Law and Real Property Law all in accordance with Cadastral Land Surveying and Land Tenure;
 - Land Administration and Development;
 - Ethics; and
 - Any other course relating to the subjects listed in this Articling Student Manual.

5.10.8 University & College Course Syllabus Review

Articling Students are encouraged to revisit the course syllabus of all applicable post-secondary courses they completed in the past, in an effort to identify useful books, readings and all other

reference material and content in Cadastral Land Surveying which may assist them with their studying efforts.

5.11 Written Examination

In order for the Articling Student to be permitted to challenge the written examination, they must first meet the eligibility criteria.

5.11.1 Eligibility to Challenge Written Examinations

An Articling Student will only be permitted to challenge the written examination after they have successfully:

- Completed their **Period of Articles**;
- Submitted their **first submission** of their **Professional Survey Project Report** to the Board not less than **30 days** before the scheduled written examination;
- Contacted the BOE through ANLS administration to **request to challenge the written examination**;
- Contacted ANLS Administration to formally **register to challenge the written examination** not less than **30 days** before the scheduled written examination;
- **Paid** for the **examination fee** through ANLS Administration not less than **30 days** before the scheduled written examination; and
- Any **other requirements** set by the Board.

Note: Articling Students will still be permitted to challenge the written examinations even if the Board is still in the process of reviewing the first draft of their Professional Survey Project Report and have not yet provided feedback to the student.

Please review the flowchart Appendix C for an illustration of the order of examinations.

5.11.2 Written Examination Format

The written examination format is subject to change from time to time with modern upgrades and changes in examination material. As an *approximation*, Articling Students can expect that the written examination consist of the following format:

- ~100 Multiple Choice; and
- ~8 Short or Long Answer (with additional sub-questions under each of the ~8 questions).

5.11.3 Sample Written Examination Questions

Articling Students can expect that all required study material for the written examination, as mentioned above, will show up in the multiple choice and / or short / long answer questions in some form or another. This requires that some multiple choice questions be longer to read and answer than others.

Please review the multiple choice sample questions provided in Appendix E as a preview of what the format of the multiple choice could look like.

5.11.4 Written Examination Duration

The written examination duration is subject to change from time to time with modern upgrades and changes in exam material. As an *approximation*, Articling Students can expect to have **4 hours** to complete the written examination.

The written examination will be designed to be completed within **3 hours**, however an **additional 1 hour** will be purposely added to the overall duration (for a total of 4 hours) to give extra time. If an Articling Student is unable to complete the written examination within the provided 4 hours, then no additional time will be given by the examination invigilator. Pencils must be placed down at the 4 hour mark.

5.11.5 Examination Time Management

It is of vital importance that Articling Students exercise good *examination time management* when challenging the written examination. Every person is different on the strategy that they may follow when challenging an exam. For example, one might complete the multiple choice first or begin at the long answer, while another may start at the questions that are worth the most points.

The written examination is also very much a test of the Articling Student's time management skills. Regardless of the Articling Student's approach in tackling the written examination, due consideration to the remaining examination time and how the Articling Student manages this time is imperative to their overall examination success. While the **4 hour** examination duration time provided by the Board may be plenty, it is incumbent upon the Articling Student to manage that time when they are writing the written examination.

5.11.6 Written Examination Evaluation

The process for the Board to evaluate a written examination can be time consuming and very complex. Therefore, under the umbrella of performing a professional, ethical and respectful evaluation, it is important that the Board take sufficient time to properly conclude to a final evaluation. The Board will release the results of the oral examination in a timely manner as deemed necessary to evaluate the Articling Student.

5.11.7 Communication of Written Examination Results

The results of the written examination will be delivered to the Articling Student in writing by the Board or ANLS Administration.

Upon the successful completion of the written examination, the Board will make arrangements to set the date of the oral examination.

5.12 Oral Examination

The oral examination is the final step of the entire Articles process. The intent of the professional oral examination is for the Board to evaluate the Articling Student's professional knowledge throughout their journey towards becoming a Newfoundland Land Surveyor.

5.12.1 Oral Examinations Schedule

Oral examination dates are typically *dynamic* and are held approximately **30 days** after all other requirements and deliverables have been met. However, based on scheduling conflicts of both the BOE and the Articling Student, it is not uncommon for the oral examination to occur before or after the 30 day approximation.

5.12.2 Eligibility to Challenge Oral Examinations

In order for an Articling Student to be permitted to challenge the oral examination, all of the following requirements and deliverables and / or actions must be successfully completed by the Articling Student:

- **Period of Articles;**
- **Professional Survey Project** whereby the Board has accepted the project and report as **final**;
- **Final submission** of the **Professional Survey Project** to ANLS Administration and that the ANLS BOE are in possession of the final copy;
- All **written examinations**;
- Contacted the ANLS BOE to **request to challenge the oral examination**;
- Contacted ANLS Administration to formally **register to challenge the oral examination**;
- Submitted their Articled Logbook to ANLS Administration and the ANLS BOE not less than **30 days** before the scheduled oral examination;
- **Paid** for the **examination fee** through ANLS Administration not less than **30 days** before the scheduled oral examination; and

- Any **other requirements** set by the Board.

Please review the flowchart Appendix C for an illustration of the order of examinations.

Due to logistical constraints and considerations of personal working schedules of both Board members' and Articling Students, the oral examination dates are assigned as final by the Board only after the successful completion of those applicable requirements listed above.

5.12.3 Attire

During the oral examination, Articling Student's are expected to dress in a **professional and formal fashion**.

5.12.4 Oral Examination Duration

While there is no set time limit for the oral examination, the length of time it takes to complete the oral examination is dependent upon the number of questions the BOE will have for the Articling Student.

As a guide, the Articling Student can expect to have **~15-20 minutes** to present their Professional Survey Project to the Board. The Board will then take an additional **~40-60 minutes** or more to ask their individual questions about the project and on other topics or matters as described in Section 5.12.6.

5.12.5 Presentation Requirements

The Articling Student must meet the Board at the ANLS office (or other location specified by the Board or ANLS Administration) in a formal manner to be tested orally.

Presentation equipment and technology (ie. computer / smartboard / projector) will be made available to Articling Students during the oral examination. All Articling Student must be prepared

to use **PowerPoint**, or equivalent, to present their Professional Survey Project during the oral examination.

Rather than using the ANLS computer, Articling Students are permitted to bring and use their own personal **laptop**. Under these circumstances, all personal laptops would be connected to the ANLS TV / smartboard / projector in preparation of the presentation.

While it is not a requirement, if Articling Students chose to bring their own personal laptop to the oral presentation, it is recommended that they make arrangements with ANLS Administration to visit the examination room prior to the oral examination to test their presentation setup. Many past Articling Students have opted to take this approach to ensure that their presentation would run smoothly during the examination.

In summary, the Articling Student must bring along the following to the oral examination:

- 1 X paper copy of the final Professional Survey Project Report;
- Handouts or illustrations (if applicable);
- Laptop (if applicable);
- USB memory stick (if applicable); and
- Any other documents, handouts and / or deliverables deemed necessary.

5.12.6 Topics of Discussion

During the oral examination, the Articling Student must participate in oral discussions and answer questions from the Board based on, but not limited to:

- **All study information** used to prepare for the written examinations as previously outlined;
- Specific answers that the Articling Student provided in their written examination(s);
- Any components of the Articling Student's Professional Survey Project;
- Theoretical and technical knowledge related to Cadastral Land Surveying, the boundary delimitation process, land tenure, Survey Law, Real Property Law, Common Law, Statute Law, Case Law and the profession as a whole;
- Seeking the Articling Student's opinion on hypothetical and / or actual scenarios related to Cadastral Land Surveying and the profession as a whole;

- Problem solving related to Cadastral Land Surveying and the profession as a whole;
- Professional Cadastral Land Survey experiences as outlined in their Articles logbook; and
- Any other topic or area related to the ANLS directives, Cadastral Land Surveying, the boundary delimitation process and the profession etc. which the Board may deem to be important.

The number of questions asked by the Board is completely unique and specific to each Articling Student based on the discussion items mentioned above.

5.12.7 Oral Examination Evaluation

The process for the Board to evaluate a written examination can be time consuming and very complex. Therefore, under the umbrella of performing a professional, ethical and respectful evaluation, it is important that the Board take sufficient time to properly conclude to a final evaluation. The Board will present the results of the oral examination in a timely manner as deemed necessary to evaluate the Articling Student.

5.12.8 Communication of Oral Examination Results

The results of the oral examination will be delivered to the Articling Student in writing by the Board or ANLS Administration.

Unless there are other underlying circumstances, if the Articling Student is successful in passing the oral examination, then the final communication between the BOE and the Articling Student would be in the form of a *Successful Completion of Articles* letter. Within this letter, the Articling Student would be congratulated on their accomplishments, followed by a reminder to ensure that the following actions have taken place:

- Final submission of the **Professional Survey Project Report** (1 X Paper copy, 1 X PDF copy);
- Final submission of the **Articles Logbook** which was maintained throughout Articles;

- Signing of the **ANLS Confidentially Agreement for Use of Student Project** so that the Professional Survey Project Report may be posted to the “Member’s Only” section of the ANLS webpage;
- Familiarity with the **application process on receiving a Certificate of Authorization** after receiving a Certificate of Registration;
- Gather information pertaining to receiving the **Newfoundland Land Surveyors Stamp / Seal** after receiving a Certificate of Registration; and
- Gather information pertaining to **Liability Insurance** and other administrative requirements.

If the Articling Student is successful in passing the oral examination, the Board will reach out to the Articling Student to arrange a final meeting to discuss their successful completion of Articles. This final meeting may be in person, or perform online / remotely.

6 Articles Complete – Recommendation for COR

Upon the successful completion of the oral examination, the Board will provide a recommendation in writing to Council that the graduating Articling Student be issued a *Certificate of Registration*. It would then be the decision of Council, the next time they convene, on whether or not they make a motion to issue a COR.

6.1 The Next Steps After Articles

After the Board makes its recommendation to Council for a COR, this would ultimately conclude the Articles process along with any further BOE responsibilities. At this stage, the graduated Articles Student would take further direction from ANLS Administration on the next steps. Other orders of business may include, but not limited to, working closely with ANLS Administration so that the graduated Articles Student receives:

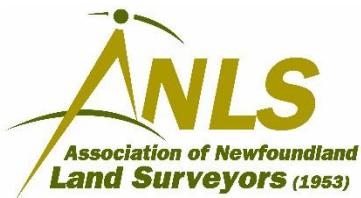
- Certificate of Registration (framed);
- Professional stamp / seal;
- Information on applying for a Certificate of Authorization;
- Liability insurance (if applying for a COA); and
- Any other order of business required by ANLS Administration.

6.2 Presentation of the Certificate of Registration

It is the intent that once Articles has been completed, the framed Certificate of Registration be presented to the graduated Articles Student during the ANLS President's Dinner / Supper at the Annual General Meeting. Prior to receiving the framed Certificate of Registration, the graduated Articles Student must repeat the sworn oath before being sworn in as the newest member of the ANLS.

APPENDIX A

APPLICATION TO ANLS FOR ARTICLESHIP



Association of Newfoundland Land Surveyors
20 Hallett Crescent, Suite 100
St. John's, NL A1B 4C5
Telephone: (709) 722-2031
Fax: (709) 722-4104
Email: admin@anls.ca
Webpage: www.anls.ca

Application to ANLS for Articles

Please complete **ALL** pertinent sections of this Application and submit to the Registrar of the Association.

PERSONAL DATA

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:		
ADDRESS (STREET OR P.O. BOX)		CITY	PROVINCE	POSTAL CODE
TELEPHONE:				
HOME:	BUSINESS:	E-MAIL:		

EDUCATION

List the last three Educational Institutions (e.g. University, Trade School, High School) you attended, starting with the most recent. Applicants may be requested provide proof of successful completion of relevant.

1.	INSTITUTION	LOCATION
	COURSE (INDICATE MAJOR AND MINOR)	FROM _____ TO _____ DATES ATTENDED
	TYPE OF INSTITUTION (e.g. UNIVERSITY)	COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO
	DEGREE, CERTIFICATE, DIPLOMA OR LICENCE	

2.

INSTITUTION

LOCATION

COURSE (INDICATE MAJOR AND MINOR)

FROM _____ TO _____
DATES ATTENDED

TYPE OF INSTITUTION (e.g. UNIVERSITY)

COMPLETED YES NO

DEGREE, CERTIFICATE, DIPLOMA OR LICENCE

3.

INSTITUTION

LOCATION

COURSE (INDICATE MAJOR AND MINOR)

FROM _____ TO _____
DATES ATTENDED

TYPE OF INSTITUTION (e.g. UNIVERSITY)

COMPLETED YES NO

DEGREE, CERTIFICATE, DIPLOMA OR LICENCE

IF YOU HOLD RECOGNIZED SCHOLARSHIPS, CERTIFICATES, LICENSES OR DIPLOMAS OTHER THAN
WHAT HAS BEEN INDICATED ABOVE, GIVE DETAILS, INCLUDING YEAR OF EXPIRY (if applicable):

PRACTICAL EXPERIENCE

1.

CURRENT OR MOST RECENT EMPLOYER

ADDRESS

POSITION

FROM _____ TO _____
PERIOD EMPLOYED

OUTLINE OF EXPERIENCE

2.

CURRENT OR MOST RECENT EMPLOYER

ADDRESS

POSITION

FROM _____ TO _____
PERIOD EMPLOYED

OUTLINE OF EXPERIENCE

3.

CURRENT OR MOST RECENT EMPLOYER

ADDRESS

POSITION

FROM _____ TO _____
PERIOD EMPLOYED

OUTLINE OF EXPERIENCE

YOU MAY USE THE SPACE BELOW TO LIST ANY SKILLS, EXPERIENCE, SPECIAL TRAINING COURSES, AND QUALIFICATIONS OTHER THAN THOSE STATED ELSEWHERE ON THIS FORM TO ASSIST US IN ASSESSING YOUR APPLICATION. IF RELEVANT, ATTACH A LIST OF PUBLICATIONS.

REFERENCES

Preferably include persons who have known you for at least two years and have knowledge of your work experience. It is not acceptable to use relatives as references.

NAME AND OCCUPATION	FULL MAILING ADDRESS	TELEPHONE NUMBER
1.	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
3.	_____	_____
	_____	_____

Candidate is to provide a current Royal Newfoundland Constabulary Code of Conduct, or equivalent if from a Province other than Newfoundland and Labrador.

I certify that the information provided on this application is true and complete to the best of my knowledge.

APPLICANT'S SIGNATURE

DATE

APPENDIX B

ARTICLES OF PUPIL TO A NEWFOUNDLAND LAND SURVEYOR

Articles of Pupil to a Newfoundland Land Surveyor

These Articles of Agreement made this _____ day of _____, 20_____.

BETWEEN _____ of _____,

In the Province of Newfoundland & Labrador, a member of the Association of Newfoundland Land Surveyors (hereinafter called "the Surveyor") of the first part,

AND _____ of _____,

In the Province of Newfoundland & Labrador, (hereinafter called "the Pupil") of the second part,

WITNESS AS FOLLOWS:

The pupil is hereby bound to the surveyor to serve articles for a period of _____ year (s) from the date hereof, at the end of which the pupil shall be entitled to appear for examination before the Board of Examiners of the Association of Newfoundland Land Surveyors on his/her qualifications to be admitted to practice as a Newfoundland Land Surveyor.

And the pupil doth covenant with the surveyor to faithfully and diligently serve in the practice and profession of a Newfoundland Land Surveyor, and shall continue as such during the said period.

And further that the pupil shall readily follow the lawful and reasonable instructions of the surveyor and/or the surveyor's partners, and shall not be absent from the surveyor at any time during the said period without the surveyor's consent and shall at all times act with due diligence and with honesty and propriety.

In consideration whereof and of _____ dollar(s) of lawful money paid by the pupil at or before the sealing and delivery of these presents, (the receipt whereof is hereby acknowledged), the surveyor doth covenant with the pupil and will by the best way and means within his/her power, and to the utmost of skill and knowledge, instruct, or cause the pupil to be instructed in the course of study prescribed by the aforesaid Board of Examiners and generally in the practice and profession of a Newfoundland Land Surveyor; and at the end of the said period make an affidavit of service as provided by the Land Surveyors Act 1991, and use his/her best means and endeavors to procure and cause the pupil to be admitted as a member of the Association of Newfoundland Land Surveyors, provided the pupil shall have faithfully and diligently served the intended articleship.

Notwithstanding, the covenants contained above, while the surveyor shall give, or cause to be given, work which may be considered necessary to give the pupil satisfactory practical experience, except in the case of direct employment, there shall be no obligation on the part of the surveyor himself to provide employment of any kind or pay for the pupil.

IN WITNESS WHEREOF, the parties aforesaid have hereunto set their hand and seals the day and year first above written.

**SIGNED, SEALED and DELIVERED in
Presence of:**

(Witness)

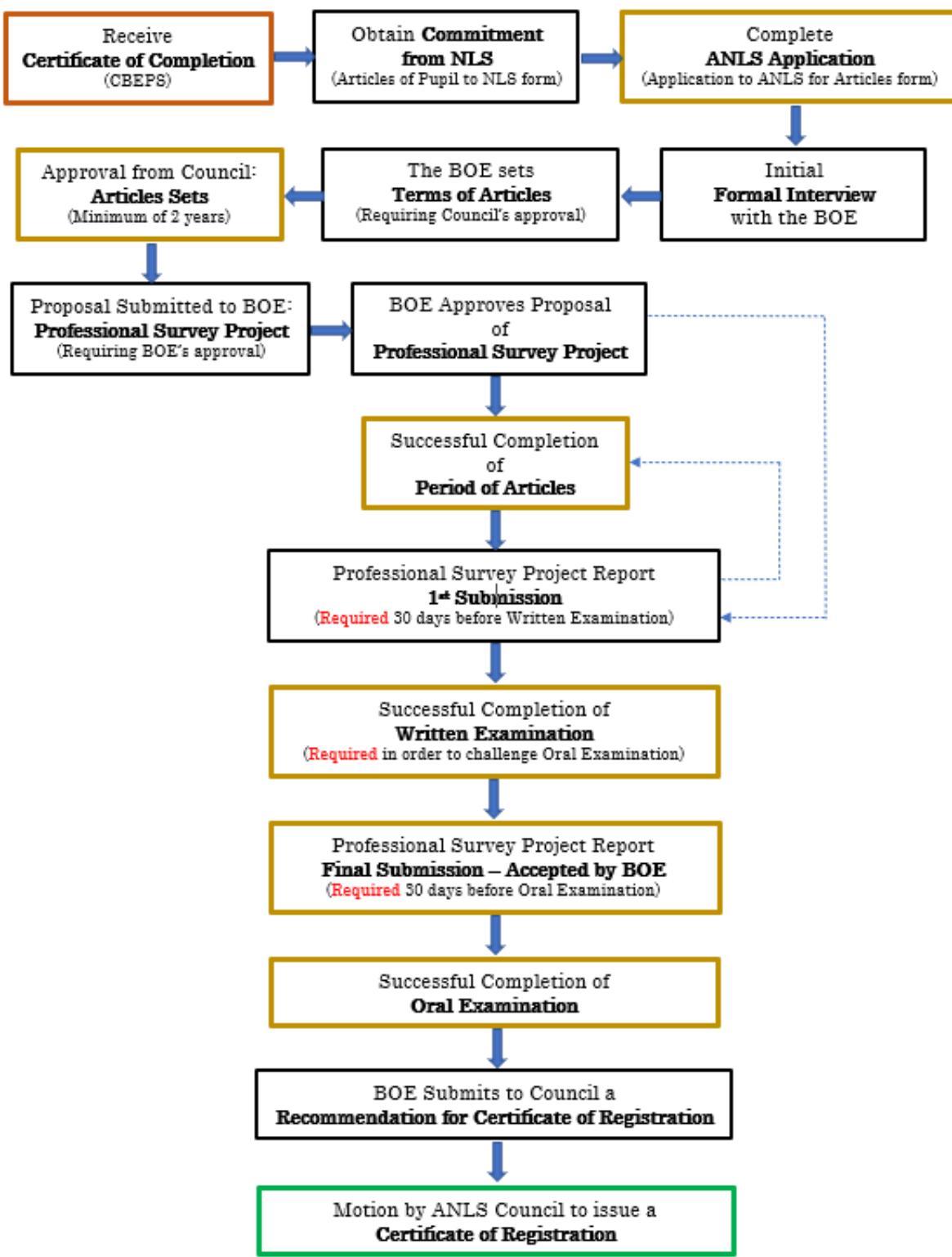
(Surveyor)

(Witness)

(Pupil)

APPENDIX C

ARTICLES PROCESS FLOWCHART



 = Begin Process

 = Step / Process

 = Milestone

 = Complete Process

APPENDIX D

SAMPLE – WRITTEN EXAMINATION (MULTIPLE CHOICE)



Written Examination Format

Sample Multiple Choice Questions

1. Based on the *ANLS Bylaws*, how many years of membership is typically required before a member can apply to Council to become a *Life Member*?
 - a. 20 years;
 - b. 30 years;
 - c. 40 years;
 - d. 50 years;
 - e. None of the above.

2. Based on the *ANLS Regulations*, which statement below best describes the purpose of *The Disciplinary Committee Investigative Panel*?
 - a. Responsible to receive complaints/allegations of unprofessional conduct from Counsel and conduct an investigation to form an opinion whether the complaint/allegation is warranted;
 - b. Responsible to receive complaints/allegations of unprofessional conduct from the secretary-treasurer and conduct an investigation to form an opinion whether the complaint/allegation is warranted;
 - c. Responsible to formulate an official complaint of unprofessional conduct and submit their findings to Counsel;
 - d. Responsible to formulate an official complaint of unprofessional conduct and submit their findings to the Secretary-treasurer;
 - e. None of the above.



Written Examination Format

3. Consider the following scenario. You are a NLS who decides that it is time to take a short break from professional land surveying. Because of your break from the industry, your plan is to not pay ANLS dues; typically due in April 2023. So on March 10th 2023 you leave the province to visit family in British Columbia. On February 10th 2024 you return back home to Newfoundland & Labrador with the desire to continue land surveying.

According to the *ANLS Bylaws*, which statement below best describes any conditions, if any, whereby you may or may not be permitted to conduct professional land surveying?

- a. You would be permitted to return to work immediately;
- b. You never paid dues for 11 months, so you are not in good standing. However, you may apply to be reinstated and Council may approve if all outstanding fees are paid along with a \$350.00 fee;
- c. You would be permitted to return to work immediately provided that you pay a \$400.00 fee;
- d. You never paid dues for 11 months, but you are still in good standing because 12 months has not passed. You would be permitted to work provided that you apply to Council and pay a \$500.00 fee;
- e. None of the above.