



PSI Services LLC

Phone: 833-333-4754

E-mail: examschedule@psionline.com

<https://test-takers.psiexams.com/hitrade>

HAWAII DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS PROFESSIONAL AND VOCATIONAL LICENSING DIVISION



EASLA PROFESSIONAL LAND SURVEYING STATE EXAM - HAWAII DESCRIPTION WRITINGS (HDW) CANDIDATE INFORMATION BULLETIN

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations of landscape architecture in Hawaii. The Hawaii Department of Commerce and Consumer Affairs ("Department") has contracted with PSI to conduct its examination program.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

You are not allowed to register for your exam until the Hawaii Board of Professional Engineers, Architects, Surveyors, and Landscape Architects ("Board") approves your application and sends you a letter of approval. The Board's application forms can be found online at www.cca.hawaii.gov/pvl. Your eligibility is valid for 24 months. You can test unlimited during the 12 month period.

The first and last names printed on your identification must match exactly the first and last names used when applying for licensure. If the names with which you have registered are different from the names on your application for licensure, you must bring legal name change documentation with you to the test center on the day of your test. The only acceptable forms of legal documentation are: a marriage license, divorce decree and/or a court action legal name change document. All documents must contain the name change in Roman characters and must be the original documents. Candidates wishing to make a name change, address change or email address change must contact their regulatory body. This cannot be done when scheduling your examination or at the test center.

Examination Fee

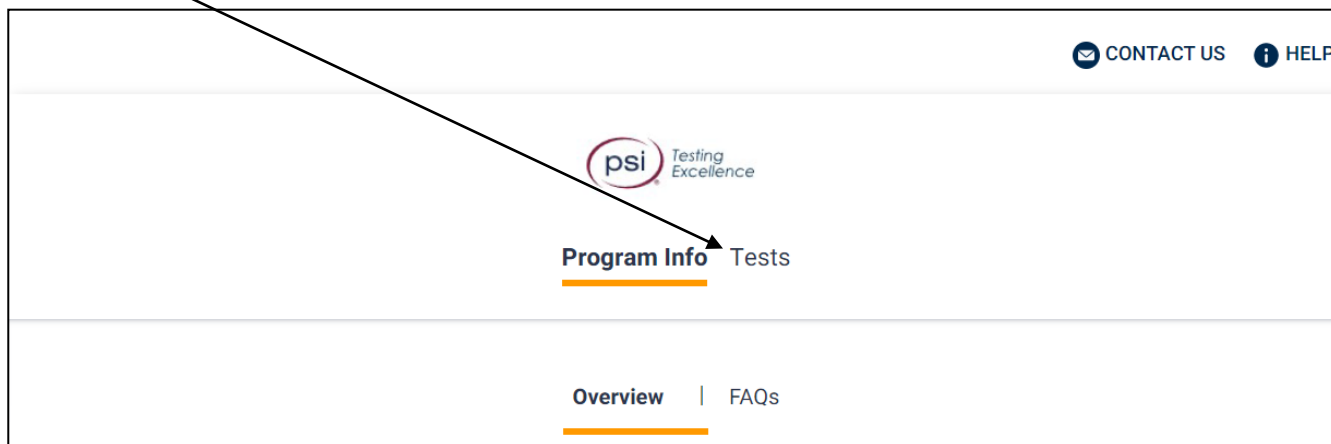
\$60

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ON-LINE ([HTTPS://TEST-TAKERS.PSIEXAMS.COM/HITRADE](https://test-takers.psiexams.com/hitrade))

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/hitrade>. Internet registration is available 24 hours a day.

1. You will receive an eligibility email from PSI. Select the link imbedded in the email.
2. Select **TESTS** to create an account.



3. Select the examination and you are ready to create an account. Select **LOGIN/REGISTER**.

To continue the booking process and schedule your test, you must login or create an account.

LOGIN/REGISTER

4. You will be prompted to **CREATE AN ACCOUNT** with PSI.

The first and last name must match exactly with your current, valid, government-issued ID.

<input type="text" value="ID *"/>	
<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Middle Name"/>	<input type="text" value="Generation"/>
<input type="text" value="Email *"/>	
<input type="text" value="Password *"/>	Your password must contain: <ul style="list-style-type: none">• At least one capital letter A-Z• At least one lower case letter a-z• At least one number 0-9• At least one special character !@#V\$%^&V*• At least 8 and up to 32 characters
<input type="text" value="Confirm Password *"/>	

Scheduling at a Test Center

1. Enter the “City or Postal Code” and select **FIND**.

Search Test Center Location

Radius



2. Select a date and time to book an appointment.

Choose a Date and Time

<

October 2021

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

☐ Available ☒ Selected

**Time slots available for
October 08, 2021**

08:00 AM

01:30 PM

3. You are now ready to pay.

Payment

Billing Address

Address 1 *

Address 2

Address 3

City *

Order Summary

Commercial Contractor Practice Test
Mechanical Bus and Law \$100.00 USD

Total Price

CONTINUE

4. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

Booking Confirmed!! [Print Confirmation](#)

Email Address:
asingla81@psionline.com

Home Phone:
111224444

Office Phone:
2221112345

TELEPHONE (833-333-4754)

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 1:30 am and 4:00 pm and, Saturday-Sunday, between 3:00 am and 12:00 pm/noon, HST.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (2) days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at 833-333-4754.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak directly to a Customer Service Representative.

RETAKING A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination due to processing and reporting results. Depending upon space availability, unsuccessful candidates may be able to retest within two business days. You may access a registration form at <https://test-takers.psiexams.com/hitrade>. You may also call PSI at 833-333-4754.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. You will also forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS (ADA)

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Candidates granted accommodation in accordance with the ADA **MUST** schedule their examination by telephone and speak directly with a PSI registrar.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your scheduled examination by calling 833-333-4754. Every effort will be made to reschedule your examination at a convenient time, as soon as possible. You may also check our website at <https://test-takers.psiexams.com/hitrade>.

EXAMINATION SITE LOCATIONS

KAPAA

KAPAA - SHERATON KAUAI COCONUT BEACH RESORT
1010 CORPORATE DRIVE
KAPAA, HI 96746

HONOLULU

ALA MOANA PACIFIC CENTER
1585 KAPIOLANI BLVD, SUITE 1135
HONOLULU, HI 96814

KAHULUI - UNIVERSITY OF HAWAII MAUI COLLEGE II

310 W. KA'AHUMANU AVENUE
THE LEARNING CENTER
KAHULUI, HI 96732

KAILUA KONA

Kailua Kona - PUEO Testing Center

75-5737 KUAKINI HWY.

KAILUA KONA, HI 96740

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. **If you would like to test outside of Hawaii, please fill out this form by [Clicking Here](#).**

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

REQUIRED IDENTIFICATION (with photo) - Choose One

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will have access to an online calculator. If you bring your own calculator, only nonprogrammable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- **You will be provided a piece of scratch paper and a pencil. These must be returned to the proctor at the end of the examination.**
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear is not permitted in the testing room. Examples of outerwear include open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to all guests, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the Board of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Board.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, and all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type.

You may request a duplicate score report after your examination by emailing scorereport@psionline.com.

DESCRIPTION OF EXAMINATIONS

EASLA PROFESSIONAL LAND SURVEYING STATE EXAM - HAWAII DESCRIPTION WRITINGS (HDW)

# of Questions	Minimum Passing Score	Time Allowed
65	70%	300 Minutes

Content Area	# of Test Items
General	10
Document Research (locations)	
Filing of Maps	
Mathematical Calculations	
Geodetic Calculations (azimuths and distances)	
Conversions of Azimuths and Bearings; True Azimuths	
Laws and Rules	16
Hawaii Administrative Rules (HAR) 3-40, Rules Governing Public use of the Land Survey Division Maps, Descriptions, and Records, and Schedule of Fees for Services, Maps, and other Record Data	
Hawaii Administrative Rules (HAR) 13-16, Rules Relating to Conveyances	
Hawaii Administrative Rules (HAR) 13-222, Shoreline Certifications	
Hawaii Administrative Rules (HAR) 16-115, Professional Engineers, Architects, Surveyors, and Landscape Architects	
Hawaii Revised Statutes (HRS) 7, Miscellaneous Rights of the People	
Hawaii Revised Statutes (HRS) 464, Professional Engineers, Architects, Surveyors and Landscape Architects	
Hawaii Revised Statutes (HRS) 501, Land Court Registration	
Hawaii Revised Statutes (HRS) 502, Bureau of Conveyances; Recording	
Hawaii Revised Statutes (HRS) 514B-33, Condominium Map	
Hawaii Revised Statutes (HRS) 657, Limitation of Actions	
Hawaii Revised Statutes (HRS) 669, Quieting Title	
Rules of the Land Court	
Land System	5
Division of Lands (Hawaiian)	
Regular System	
Land Court	
Land Titles	6
Abbreviations	
Original Land Titles	
Translations for the Purpose of Surveying	6
Definitions (Hawaiian)	
Hawaiian Descriptions	
Units of Measure	
Description Writing and Subdivisions	22
Types of Land and Descriptions	
Format Utilized in Hawaii	
Bureau of Conveyances, Requirements	
Subdivision of Lands and Easements	
Retrieve and Identify Information from Maps	
Steps in Generating a Description	
Coordinates	
Area	

EXAMINATION REFERENCE MATERIAL

The following reference materials may be brought into the examination room by the candidate for their use only:

1. Textbooks
2. Bound reference materials provided the materials remain contained (bound) in a cover during the entire examination; bound refers to:
 - a. Material bound permanently (e.g., stitched or glued)
 - b. Material fastened securely in its cover by fasteners which penetrate all papers (e.g., ring binders)
 - c. Unbound tables, notes, etc., are not permitted in the examination room. References unbound may be confiscated without warning.
3. Candidates are not permitted to exchange any reference material during the examination.

A Brief History of Land Titles in the Hawaiian Kingdom W.D. Alexander - 1882
Brown's Boundary Control and Legal Principles Fifth Edition, Walter G. Robillard and Donald A. Wilson 2013
Bureau of Conveyances https://dlnr.hawaii.gov/boc/
Certified Shoreline Maps https://ags.hawaii.gov/survey/certified-shoreline-maps/
Hawaii Administrative Rules 3-40 https://ags.hawaii.gov/wp-content/uploads/2022/08/HAR-3-40.pdf
Hawaii Administrative Rules 13-16 https://dlnr.hawaii.gov/boc/files/2019/04/2017-02-10-BOC-Rules_Standard-Final-Signed-searchable.pdf
Hawaii Administrative Rules 13-222 https://dlnr.hawaii.gov/ld/files/2013/07/Ch13-222-Amend-Compil-Stand-Rev1.pdf
Hawaii Administrative Rules 16-115 https://cca.hawaii.gov/pvl/files/2013/08/har_115-c1.pdf
Hawaii Revised Statutes 7 https://www.capitol.hawaii.gov/hrscurrent/vol01_ch0001-0042f/hrs0007/hrs_0007-0001.htm
Hawaii Revised Statutes 464 https://www.capitol.hawaii.gov/hrscurrent/vol10_ch0436-0474/HRS0464/HRS_0464-.htm
Hawaii Revised Statutes 501 https://www.capitol.hawaii.gov/hrscurrent/Vol12_Ch0501-0588/HRS0501/HRS_0501-.htm
Hawaii Revised Statutes 502 https://www.capitol.hawaii.gov/hrscurrent/vol12_ch0501-0588/HRS0502/HRS_0502-.htm
Hawaii Revised Statutes 514B-33 https://www.capitol.hawaii.gov/hrscurrent/Vol12_Ch0501-0588/HRS0514B/HRS_0514B-0033.htm
Hawaii Revised Statutes 657-31.5 https://www.capitol.hawaii.gov/hrscurrent/Vol13_Ch0601-0676/HRS0657/HRS_0657-0031_0005.htm
Hawaii Revised Statutes 669 https://www.capitol.hawaii.gov/hrscurrent/Vol13_Ch0601-0676/HRS0669/HRS_0669-.htm
Hawaiian Dictionary Mary Kawena Pukui and Samuel H. Elbert, 1986
Hawaii Land Survey Division Website https://ags.hawaii.gov/survey/
Hawaii State Archives Digital Collections https://digitalcollections.hawaii.gov/docs/mahelebook.pdf
Indices of Awards made by The Board of Commissioners to Quiet Land Titles in the Hawaiian Islands https://ags.hawaii.gov/wp-content/uploads/2023/09/1929_index_of_lca.pdf
Land Surveyor Reference Manual Andrew Harbin, 2nd Edition, 1989
Non-Conforming Shoreline Structures https://dlnr.hawaii.gov/occl/files/2013/07/Shoreline-NonConformity.pdf
Original Land Titles in Hawaii Jon J. Chinen, January 1, 1961
Procedures for Timeshare Deregistration from Land Court and Voluntary Deregistration of Land from Land Court https://dlnr.hawaii.gov/boc/files/2021/09/Deregistration-09-10-2021.pdf
Rules of Land Court https://www.courts.state.hi.us/docs/court_rules/rules/rlc.htm
Subdivision Rules and Regulations Sec. 3-301 https://www.honolulu.gov/rep/site/dpp/dpp_docs/rules-subdivisions.pdf
The Great Mahele Jon J. Chinen, 1958
The Surveying Handbook Russell, C. Brinker, Roy Minnick, 1987
Writing Legal Descriptions Gurdon H. Wattles, Fourth Edition, 1979