



PSI Services LLC
Phone: (855) 746-8171
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<https://test-takers.psiexams.com/ctot>

CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

OCCUPATIONAL LICENSING LAND SURVEYOR CANDIDATE INFORMATION BULLETIN

Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/ctot>

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CONNECTICUT EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Prepare for your examination(s):

- Use the examination content outlines provided in this bulletin as the basis of your study.

Schedule your examination(s):

- Once you are eligible, it is your responsibility to contact PSI to pay and schedule. You may go online at <https://test-takers.psiexams.com/ctot> or call (855) 746-8171.

Take your examination(s):

- Must bring one form of identification, which bear your signature and photograph.
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Arrive 30 minutes prior to appointment.

After your examination(s):

- Submit the licensing fee indicated on the passing score report for your trade examination with all passing score reports to the Connecticut Department of Consumer Protection.

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination process for Occupational Licensure in the State of Connecticut.

Connecticut State law requires Land Surveyors to be licensed and regulated by the Connecticut Department of Consumer Protection. Eligibility for examination is determined by the State.

The State has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Connecticut. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

The Connecticut Land Surveyor examination will be offered twice a year.

October 18, 2024
April 25, 2025
October 17, 2025

EXAMINATION SCHEDULING PROCEDURES

Connecticut Land Surveyor \$59

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

Once you are eligible, it is your responsibility to contact PSI to pay and schedule.

INTERNET SCHEDULING

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/ctot>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE SCHEDULING

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (855) 746-8171, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel an examination appointment without forfeiting your fee if your *cancellation notice is received 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 (855) 746-8171, or use the PSI website.

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

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

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 examination schedule by calling (855) 746-8171. 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/ctot>.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

West Hartford
1245 Farmington Ave, Suite 203
West Hartford, CT 06107

Milford
500 BIC Drive
Suite 105
Milford, CT 06461

You must take this test at a Connecticut test site.

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 (VALID and with photo) - Choose One

- State issued driver's license
 - State issued temporary driver's license
 - State issued identification card
 - State issued temporary identification card
 - US Government Issued Passport
 - US Government Issued Military Identification Card
 - US Government Issued Alien Registration Card
 - Canadian Government Issued ID
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- 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 such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **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 guests of any nature, 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 being 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 examination sponsor 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 examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- 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. Candidate 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 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 answering questions and reviewing your answers.

TEST QUESTION

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.

EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of one to five “experimental” questions may be administered to candidates during the examinations. These questions will NOT be scored and time to answer them has been added to the time allowed. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

SCORE REPORTING

In order to receive a passing score on each examination, you must correctly answer 70% of the questions available. In order to help you understand how this cut-score relates to your examination, we have listed the total number of questions found on each exam, and have listed the number of questions that equates to the 70% passing score. For example, on an 80-question test, candidates are required to get 70% of the questions correct which translates into 56 questions for that test.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.

- If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.

- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

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

EXAMINATION REFERENCE MATERIALS AND CONTENT OUTLINES

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

REFERENCE MATERIAL AND CONTENT OUTLINES

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LAND SURVEYOR EXAMINATION

# of Questions	Minimum Passing Score	Time Allowed
40	70%	130 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Project Management	4
Research	5
Legal Principles and Reconciliation	8
Monumentation	4
Documentation and Land Information Systems	7
Standards	8
Land Planning and Design	4

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become

available. For Code questions, the examinations will be based only on the edition of the Code book that is listed.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center. Copies will be given to all candidates. You may not use your own copies.

Connecticut General Statutes

<http://www.ct.gov/dcp/cwp/view.asp?a=1618&q=275808&dcPNav=1>

Professional Engineers and Land Surveyors, Chapter 391 Connecticut General Statutes.

Regulations of Connecticut State Agencies

<http://www.ct.gov/dcp/cwp/view.asp?a=1618&q=275808&dcPNav=1>

- Regulations of Connecticut State Agencies on Professional Engineers and Land Surveyors, Section 20-300-1
- Regulations of Connecticut State Agencies on Minimum Standards of Accuracy, Contact and Certification for Surveys and Maps, Section 20-300b-1
- Regulations of Connecticut State Agencies on The Use of Electronic Signatures by Professional Engineers and Land Surveyors Section 20-300-10. License seals and stamps

CANDIDATES SHOULD STUDY THE FOLLOWING REFERENCES WHICH ARE NOT ALLOWED AND WILL NOT BE PROVIDED AT THE TEST CENTER.

- **Connecticut General Statutes:**
<https://www.cga.ct.gov/current/pub/titles.htm>

The following Sections in particular:

- Sec. 3-8. Restoration and repair of state boundary marks.
- Sec. 6-2. Boundaries on Long Island Sound.
- Sec. 7-23 thru Sec. 7-32. Town Clerk Records and copies.
- Sec. 7-113 thru Sec. 7-118. Marking of bounds of towns, cities and boroughs
- Sec. 8-1 thru Sec. 8-30. Zoning Commissions, Planning Commissions & Subdivision of land.
- Sec. 13a-7. Layout, alteration, grading, discontinuance in cities and boroughs.
- Sec. 13a-13. Layout or repair of highways dividing towns.
- Sec. 13a-36 thru Sec. 13a-71. Highway Layout.
- Sec. 13a-255. Establishment of a Connecticut coordinate system.
- Sec. 13b-208. (Formerly Sec. 16-59). Record of conveyance or lease.
- Sec. 13b-244 thru Sec. 13b-261 (Formerly Sec. 16-76). Railroad taking of land.
- Sec. 15-32 thru Sec. 15-33. Entry upon land for coast survey.
- Sec. 16-50a. Local filing of maps on acquisition of property.
- Sec. 20-299 thru Sec. 20-310. Professional Engineers and Land Surveyors.

- Sec. 22a-28 thru Sec. 22a-39 (Formerly Sec. 22-7h). Preservation of tidal wetlands.
- Sec. 25-102a thru 25-102c. Connecticut River Conservation Zone.
- Sec. 47-1 thru Sec. 47-56 Land Titles, Easements & Fences.
- Sec. 47-200 thru Sec. 47-235 Common Interest Ownership Act.
- Sec. 48-13 thru Sec. 48-15. Eminent Domain.
- Sec. 52-557o. Liability of land surveyors (Trespass Bill)
- Sec. 52-567. Treble damages for injury to milestone, guidepost or railing.
- Sec. 52-575 thru Sec. 52-575a. Statute of Limitations
- Secs. 53-81 to 53-129. Willful injury to private building.

- **Regulations of Connecticut State Agencies: Professional Engineers and Land Surveyors**
<https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/%7B9E922C31-1D4F-4CE1-8811-3A13078AC316%7D>

- Sec. 20-300-1 thru Sec. 20-300-15

- **Regulations of Connecticut State Agencies: Minimum Standards of Accuracy, Content and Certification for Surveys and Maps**
<https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/%7B9F1BA7F9-FEFE-4B20-A26C-F590756EAD31%7D>

- Sec. 20-300b-1 thru Sec. 20-300b-20

- **The Following Reference Materials**, many of which can be found at Connecticut Association of Land Surveyors Publications List at <http://ctsurveyors.org>
 - **Evidence and Procedures for Boundary Location** by Walter G. Robillard & Donald A. Wilson.
 - **Statutes & Case Law Pertaining to Land Surveying in Connecticut** by Donald A. Wilson.
 - **Blacks Law Dictionary**
 - **The Surveying Handbook** by Russell C. Brinker
 - **Clark on Surveying and Boundaries** by Walter G. Robillard
 - **GPS for Land Surveyors** by Jan Van Sickle
 - **Connecticut Law Pertaining to Surveying & Boundaries** published by CALS
 - **American Land Title Association (ALTA) Standards** - see www.alta.org
 - **Amtrak Safety Course**
 - **Land Survey Review Manual** 3rd. Author: R. B. Buckner. Hardcover. ISBN 9781575041575 3rd Edition, 2000

In addition, you may wish to read the following supplemental book. Note that no questions are derived from this book, and it is NOT allowed in the examination center.

A Pocket Guide to Business for Engineers and Surveyors, 2009; ISBN: 978-0-471-75849-5
<http://www.wiley.com>

LICENSE APPLICATION INSTRUCTIONS

Submit all passing score reports to the Connecticut Department of Consumer Protection.

**Connecticut Department of Consumer Protection
Occupational and Professional Licensing Division
450 Columbus Boulevard, Suite 801**

Hartford, CT 06103

Phone: 860-713-6135

E-Mail: DCP.OccupationalProfessional@ct.gov

Agency Web site: www.ct.gov/dcp