



**The Canadian Board of Examiners  
for Professional Surveyors**

# **Candidate Handbook**

**July 2016**

## **BECOMING A CANDIDATE**

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

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

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

### **1) ADDRESS AND PAYMENT**

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

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

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

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

## **2) APPLICATION FOR ADMISSION AS A CANDIDATE**

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

To become a CBEPS candidate:

- a. register on the CBEPS website
- b. submit the appropriate fee
- c. in the case of persons who have graduated from a geomatics program at a CBEPS recognized technical institute or accredited university program, a summary of all academic education and training together with an official transcript of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Board).
- d. in the case of those enrolled in a geomatics program at a CBEPS recognized technical institute or accredited university program, an official letter from the institute confirming their enrolment in the program, in addition to a summary of all academic education and training together with an official transcript of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Board).
- e. a certified copy of any certificate, commission or other similar evidence of standing given by a certifying body or professional association.

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

- A separate detailed description of material covered by the relevant course(s), together with a breakdown of the number of hours spent on each major part. The description must be issued by the learning institution.
- Numbers of hours in the academic term that were reserved for classes, and lab assignments.
- The prerequisites for the course(s).
- Copies of the examination question papers written during the course in question.
- Copies of lab assignment descriptions done during the course.
- Name of instructor who gave the course.

(2) Candidates must inform the Board of any changes of address, telephone or fax numbers, or email address.

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

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

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

(1) A candidate must successfully pass the 12 core examinations, as well as any 1 of the 4 elective examinations set out in the Syllabus in order to earn the Certificate of Completion.

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

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

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

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

### **4) DATE OF EXAMINATIONS**

(1) Examinations are held twice annually. Unless notified otherwise, examinations will take place in the months of March and October.

(2) Special examinations in addition to those referred to above may, if deemed necessary, be held at such time and place as the Board chooses.

(3) Notice of the time and place of the examinations shall be distributed at least two weeks before the commencement of the examinations.

### **5) EXAMINATION CENTRES**

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

### **6) TIMETABLE FOR EXAMINATIONS**

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

## **7) DESCRIPTION OF SUBJECTS**

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

## **8) PERSONS ADMITTED TO THE EXAMINATION ROOM**

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

## **9) INSTRUCTIONS TO BE BROUGHT TO THE ATTENTION OF CANDIDATES**

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

## **10) HOURS OF EXAMINATIONS**

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

## **11) CLOSED BOOK EXAMINATIONS**

All examinations are closed book examinations.

## **12) UNAUTHORIZED CONDUCT**

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

## **13) STATIONERY SUPPLIED BY THE BOARD**

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

## **14) CANDIDATES NUMBERS**

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

The candidate's number is to appear in the space provided on each sheet of exam answer paper turned in by the candidate. Except for the candidate's number, no name, signature, or any other mark identifying the candidate is to

appear on the answer paper. *It is extremely important that the candidate has his/her candidate number on each sheet of answer paper.*

### **15) ATTENDANCE RECORD**

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

### **16) EXCERPTS FROM ALMANACS, ETC. SUPPLIED**

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

### **17) USE OF CALCULATORS**

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

### **18) INFORMATION ON EACH SHEET**

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

### **19) METHOD OF DEDUCING ANSWERS**

- (1) Only answer one question on any one sheet except where a question has many subsets, (e.g. a, b, c, d), or where questions have very short answers, as long as the answers are clearly separated.
- (2) The candidate is to arrange his/her answer papers in an orderly manner and the work should not be cramped. In mathematical work, the candidate must show clearly at least the full equation or expression which was used to arrive at the answer. Partial marks for incorrect mathematical answers can only be assigned where the intermediate steps used in arriving at an answer are shown.
- (3) Unless directed otherwise in an examination question, all the work is to be clearly shown. If the examiner is not satisfied that the candidate has understood the question and cannot see what process was used, marks will not be given even if the answer is correct. The use of an electronic calculator does not relieve the candidate from this requirement.
- (4) Each answer must be confined to the question asked. Marks will be deducted where a single answer is requested and the candidate gives a number of possible answers for the question.

### **20) CANDIDATES TO ARRANGE SHEETS**

Before handing in his/her answer papers, the candidate is to arrange the sheets in the consecutive order of the questions. The sheets are then to be numbered in

the manner 1 of 12, 2 of 12, 3 of 12, etc., and then fastened together at the upper left-hand corner.

## **21) RESULTS OF EXAMINATIONS**

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

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

## **22) FEES**

The following fees apply:

(1) Application to become a candidate:

- From an institution that has been granted exemptions by CBEPS: \$125.00
- From an institution that has not been granted exemptions: \$250.00
- Foreign-trained candidates \$350.00

(2) Application for examination (per subject) \$175.00

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

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

## **23) APPLICATION FOR EXAMINATION**

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

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

## **24) EXAMINATION FEE REFUNDS AND CREDITS**

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

Weeks are counted from the beginning of the examinations week, not from the date of an individual examination.

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

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

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

## **25) PASS REQUIREMENTS**

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

## **26) MARKING PAPERS**

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

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

## **27) APPEALS**

Every candidate may appeal to the Board for a review of any decision or examination result. The candidate must make a written application to the Registrar within 30 days after the decision or exam result was issued, and submit the required fee (\$100 for an exam appeal).

## **28) ARTICLES AND PROFESSIONAL EXAMINATIONS**

Candidates should apply to the Registrar of the applicable surveying organization for information concerning articling and writing professional examinations. These organizations may be contacted at the following addresses:

### **Alberta Land Surveyors' Association**

Suite 1000  
10020 – 101A Avenue  
Edmonton, AB T5J 3G2  
[www.alsa.ab.ca](http://www.alsa.ab.ca)

### **Association of British Columbia Land Surveyors**

#301-2400 Bevan Ave.  
Sidney BC V8C 1W1  
[www.abcls.ca](http://www.abcls.ca)

### **Association of Manitoba Land Surveyors**

Room 202, 83 Garry Street  
Winnipeg, MB R3C 4J9  
[www.amls.ca](http://www.amls.ca)

### **Saskatchewan Land Surveyors' Association**

408 Broad Street, #230  
Regina, SK S4P 2K5  
[www.slsa.sk.ca](http://www.slsa.sk.ca)



**Association of Canada Lands Surveyors**

900 Dynes Road, Suite 100E  
Ottawa ON K2C 3L6  
[www.acls-aatc.ca](http://www.acls-aatc.ca)

**Association of Ontario Land Surveyors**

1043 McNicoll Avenue  
Toronto  
M1W 3W6  
[www.aols.org](http://www.aols.org)

**Association of Nova Scotia Land Surveyors**

325A Prince Albert Rd.  
Dartmouth NS B2Y 1N5  
[www.ansls.ca](http://www.ansls.ca)

**Association of New Brunswick Land Surveyors**

212 Queen St, Suite 312  
Fredericton NB E3B 1A8  
[www.anbls.nb.ca](http://www.anbls.nb.ca)

**Association of Newfoundland Land Surveyors**

62-64 Pippy Place, Suite 203  
St. John's NL A1B 4H7  
[www.surveyors.nf.ca](http://www.surveyors.nf.ca)

**Association of Prince Edward Island Land Surveyors**

PO Box 20100  
Charlottetown PE C1A 9E3  
[www.apeils.ca](http://www.apeils.ca)

## CBEPS SYLLABUS

### Core Examinations

C1 – Mathematics
C2 – Least Squares Estimation & Data Analysis
C3 – Advanced Surveying
C4 – Coordinate Systems & Map Projections
C5 – Geospatial Information Systems
C6 – Geodetic Positioning
C7 – Remote Sensing & Photogrammetry
C8 – Cadastral Studies
C9 – Survey Law
C10 – Land Use Planning & Economics of Land Development
C11 – Business Practices & the Profession
C12 - Hydrography

### Elective Examinations

E1 – Spatial Databases & Land Information Systems
<i>E2 – (formerly Hydrography, now moved to Core Examinations)</i>
E3 - Environmental Management
E4 – Advanced Remote Sensing
E5 – Advanced Photogrammetry