



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

Candidate
Handbook
2023 National Syllabus

October 2024 v.3

Introduction

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

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

Paths

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

- Canadian trained candidates
- Foreign trained candidates

Canadian Trained Candidates

Process

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

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

OR

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

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

Entrance Requirements

- (1) The minimum entrance requirements to become a CBEPS candidate are proof of graduation from, or proof of enrolment in, a two-year geomatics program at a recognized technical institute or in a degree program at an accredited university. Other applicants with a bachelor's degree in a related field of study will be assessed in a case-by-case scenario.
- (2) Alternatively, **at the discretion of the CBEPS Board**, a person can receive a waiver from the Board for the educational minimum requirement and become a provisional candidate.

A person desiring to be a provisional candidate must:

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

Candidate Application

To become a CBEPS candidate:

- a. fill in the application form on the CBEPS website;
- b. submit the appropriate fee;
- c. in the case of persons who have graduated from a geomatics program at a CBEPS recognized technical institute or accredited university program, a summary of all academic education and training together with an official transcript of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Registrar);
- d. in the case of those enrolled in a geomatics program at a CBEPS recognized technical institute or accredited university program, an official letter from the institute confirming their enrolment in the program, in addition to a summary of all academic education and training together with an official transcript of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Registrar);
- e. a certified copy of any certificate, commission or other similar evidence of standing given by a certifying body or professional association;
- f. proof of identity (official document with photo);
- g. A provisional candidate can become a regular candidate by providing proof of successful completion of S1 – Mathematics and Sciences; S2 – Modelling and Data Analysis; and S4 – Surveying.

Address and Payment

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

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

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

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

Outcomes

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

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

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

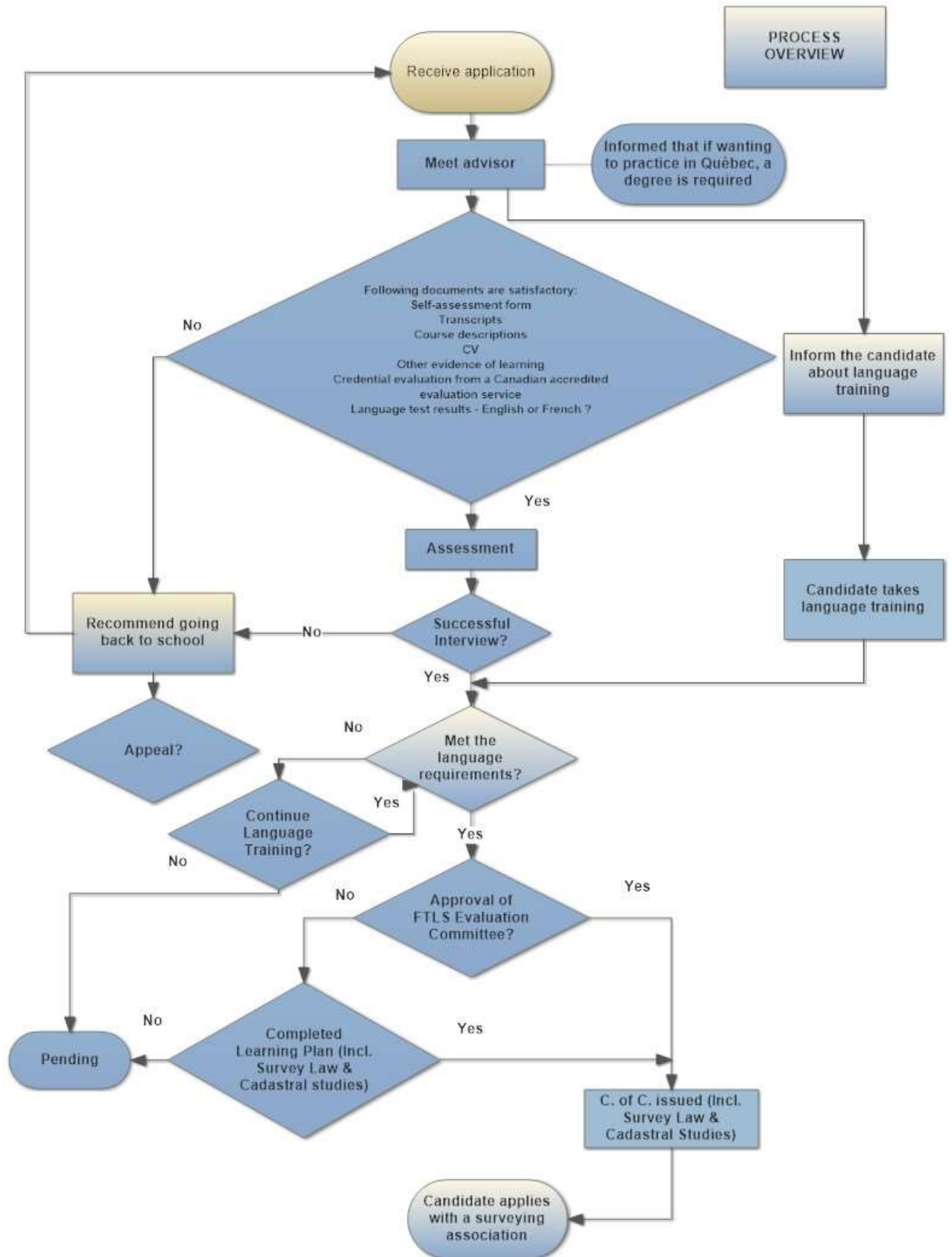
Foreign Trained Candidates

Process

The process to obtain a CBEPS Certificate of Completion is the somewhat different than for Canadian trained candidates and can only occur in the following way:

1. Completing the CBEPS National Syllabus 8 sections either through their recognized academic credentials and/or through in person, hybrid or

online courses recognized by CBEPS as satisfying its requirements (see figure below).



Entrance Requirements

The minimum entrance requirements to become a CBEPS candidate if coming from outside Canada as a foreign trained candidate are proof of graduation from, or proof of enrolment in, a two-year geomatics or surveying program at a technical institute or a degree program at a university.

Candidate Application

To become a CBEPS candidate:

- a. fill in the application form on the CBEPS website;
- b. submit the appropriate fee;
- c. provide a summary of all academic education and training together with official transcript(s) of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Registrar);
- d. a certified copy of any certificate, commission or other similar evidence of standing given by a certifying body or professional association;
- e. course descriptions;
- f. proof of identity (official document with photo)
- g. a credential evaluation from a Canadian accredited evaluation service;
- h. a curriculum vitae;
- i. completed self-assessment form;
- j. any other evidence of learning (vendor specific courses, any non-accredited courses, etc.
- k. copy of any surveying certification or licence;
- l. all documents provided must be either translated in English or French by an official translator or of translated in the country of origin all translations shall be verified and certified by a Canadian licensed land surveyor fluent in the language of the documents.
- m. language test results
For English:
 - For the Canadian Academic English Language (CAEL) Assessment, a minimum score of 65 is required.
 - For or the International English Language Testing System (IELTS), a minimum score of 6.5 is required.
For French:
 - For Québec, 4 different tests are recognized, and for other provinces, the federal government French test will be accepted.

These are not required for English speaking candidates if the candidate comes from a country where the official language is the same as Canada. French speakers are not required to do the language test for working in Quebec and/or New Brunswick. Exceptions can be made where candidates have

received their post-secondary education in English or French as appropriate.

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Assessment of Academic Credentials & Interview

1. Once the application has been received the candidate will be contacted by the registrar to acknowledge receipt of documents and provide an opportunity for the candidate to ask questions and receive clarification if needed.
2. The Registrar will request that the academic qualifications be assessed by a member of its assessor. If any more documentation is required, the candidate will be contacted by the Registrar.
3. The assessor will provide their report to the registrar within 4 weeks.
4. Following receipt of the report the Registrar will convene an interview panel made up of the assessor and 2 Canadian land surveyors and arrange a date for a video conference interview with the candidate and send copy of the report to the candidate.
5. The interview will focus on the gaps in the academic qualifications to achieve the level of land surveyor in Canada. The gaps between the candidate academic qualifications and those required of a Canadian land surveyor will be clearly identified in the report for the candidate.

The interview focuses specifically on the gaps identified as it provides an opportunity for the candidate to prove they have the required knowledge or to confirm the assessor's opinion.

Questions will directly focus on gaps, will be technical in nature and directly related to the competencies and outcomes in the CBEPS National Syllabus (2023).

Issuance of Certificate of Completion

1. Following the interview, the panel will prepare a report with recommendation for a learning plan if applicable and forward it to the Foreign Trained Land Surveyors Evaluation Committee for approval.
2. Once approval is received, the candidate will be informed. If the approval recommends a learning plan, it will be shared with the candidate and acceptance of the plan will be requested.

A candidate with a learning plan should check in with the Registrar on a regular basis to update on their progress.

3. Candidates approved by the Evaluation Committee without a learning plan and those who have completed their learning plan will be issued their Certificate of Completion by the Registrar.
4. A candidate who has not yet met the language requirements will have their Certificate of Completion held back until the language results are met.

CBEPS NATIONAL SYLLABUS (2023)

8 Sections:

S1 – Mathematics and Science
S2 – Modeling and Analysis
S3 – Geodesy
S4 – Surveying
S5 – Remote Sensing
S6 – Geospatial Information Systems
S7 – Law, Tenure, Boundaries, Cadastres and Planning
S8 – Professional Practice

Details for each section can be found here <https://cbeps-cceag.ca/syllabus-sections/>

Resources

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

Association of British Columbia Land Surveyors

#301-2400 Bevan Ave.
Sidney BC V8C 1W1
www.abcls.ca

Association of Manitoba Land Surveyors

Room 202, 83 Garry Street
Winnipeg, MB R3C 4J9
www.aml.ca

Saskatchewan Land Surveyors' Association

408 Broad Street, #230
Regina, SK S4P 2K5
www.slsa.sk.ca

Association of Canada Lands Surveyors

900 Dynes Road, Suite
100E Ottawa ON K2C
3L6 www.acls-aatc.ca

Association of Ontario Land Surveyors

1043 McNicoll Avenue
Toronto, ON M1W 3W6
www.aols.org

Association of Nova Scotia Land Surveyors

325A Prince Albert Rd.
Dartmouth NS B2Y 1N5
www.anls.ca

Association of New Brunswick Land Surveyors

212 Queen St, Suite 312
Fredericton, NB E3B 1A8
www.anbls.nb.ca

Association of Newfoundland Land Surveyors

20 Hallett Crescent
St. John's, NL, A1B 4C5
www.surveyors.nf.ca

Association of Prince Edward Island Land Surveyors

PO Box 20100
Charlottetown PE C1A 9E3
www.apeils.ca

Immigration

Government of Canada- Immigration

For complete up to date information on the process for immigration to Canada, visit:
<https://www.canada.ca/en/services/immigration-citizenship.html>

Loans and Support Services

The foreign credential recognition process can take time, money and effort. The following organizations are funded through the Foreign Credential Recognition Program to provide loans and support services to help you navigate the process.

[Achêv](#), Toronto, Ontario

[Immigrant Services Society of British Columbia \(ISSofBC\)](#), Vancouver, British Columbia

[Immigrant Services Association of Nova Scotia \(ISANS\)](#), Halifax, Nova Scotia

[Ottawa Community Loan Fund \(OCLF\)](#), Ottawa, Ontario

[PAND – Prosperity, Advancement, Networking and Direction for Newcomers to Ottawa \(pandsettlement.ca\)](#) Ottawa, Ontario

[ROADMAP – PAND \(pandsettlement.ca\)](#) Ottawa, Ontario

[Progressive Intercultural Community Services Society \(PICS\)](#), Surrey, British Columbia

[Supporting Employment and Economic Development \(SEED\) Winnipeg Inc.](#), Winnipeg, Manitoba

[Windmill Microlending](#), Calgary, Alberta (Services offered nationally)

Canadian Institutions offering courses to candidates:

BCIT –

BCIT provides CBEPS related courses through our online PTS (part-time studies). Candidates are welcome to register and attend as long as they meet course pre-requisites. Candidates don't have to be enrolled in the program. We don't have CBEPS related PTS set up for in-person classes. For in-person and on-campus, they must be registered in the BCIT Geomatics BSc program.

- PTS course modules are accessible anytime (to accommodate students in various time zones)
- Instructor support is available evenings and weekends
- From another university or institute is ok as long as they meet the pre-requisite

U Calgary –

Candidates who are not in a degree program anywhere can enroll as "open studies students" They are limited to taking four 3-unit (or half) courses per term if they do not have a degree, or up to six courses per term if they already have a degree, and no more than 12 courses in total. The application deadline is 1 month+1 day before the start of the term (this catches a lot of students who only decide they want to take a September course in August, but must apply before July 31.)

<https://www.ucalgary.ca/future-students/open-studies>

If they are in another University's degree program, they also have to apply as an open studies student, but must present a letter of permission from the home university to take courses at UCalgary. (We also require this the other way, our students have to ask for permission to take courses somewhere else before they go there).

<https://www.ucalgary.ca/future-students/open-studies/visiting>

York –

Candidates can register as a part-time student. This category covers cases of students with degrees, students from other universities, and students with a letter of permission for professional designation.

<https://futurestudents.yorku.ca/requirements/visiting>

Ryerson –

Candidates can take both undergraduate and graduate courses as a special & visiting student, without being part of a program.

<https://www.torontomu.ca/engineering-architectural-science/future-undergraduate/special-visiting-students/>

In fulfilling PEO requirements, people can also take courses through "Internationally Educated Engineers Qualification Bridging (IEEQB) Program".

<https://www.torontomu.ca/engineering-architectural-science/programs/continuing-education/internationally-educated-engineers-qualification-bridging/>

UNB –

Candidates wishing to take courses for individual exemptions can register as a part-time “No Degree” student.

If a large number of courses (approximately 8, depending on credit hours) are to be taken, this can be packaged as a GGE Diploma, so candidates can enroll as part-time “Diploma” students and obtain a credential.

If a student has a previous undergraduate degree, they may be able to count courses toward a part-time MEng (course-based Masters) degree.

Finally, students needing to start from “ground 0” can take a Bachelor of Geomatics degree, which requires 3 online courses from outside of UNB but can otherwise be taken entirely with UNB online courses.

All of these options could also be pursued full-time as well. We have prepared a guide explaining the process for CBEPS candidates that we circulate upon request. Courses taken as a No Degree or Diploma student can later be applied toward a degree.

UNB degree or diploma students wishing to take courses elsewhere, whether online or in-person, must fill out a form in advance to obtain pre-approval if the outside course is to count toward their credential. This is not required of no-degree students, since they are not seeking any credential from UNB.

Remote courses from UNB are offered either entirely online through the College of Extended Learning or either hybrid or online by individual departments. More information about courses available online from CEL is here:

<https://www.unb.ca/cel/credit/online-courses/index.html>

Courses from individual departments that are available can be joined by registered students. Instructions on the various registration types, including no-degree are here:

<https://www.unb.ca/cel/registration/summer-term/prospective-student-summer.html>

Note that a “visiting student” option does exist for students already enrolled elsewhere, that allows a more seamless transfer of credit back to their home institution.

Appendix 1

CBEPS TRANSITION POLICY for Pre-2023 Syllabus candidates

1. CBEPS will continue to honor the exemptions of all candidates with exemptions until the candidates complete the requirements for the certificate of completion.
 - a) Once the pre-2023 syllabus is terminated, candidates with exemptions at that time will have them applied to the 2023 syllabus.
 - b) CBEPS will review each candidate's current examinations, apply them to the CBEPS 2023 National Syllabus and notify the candidates of what they have left to do.
 - c) The areas left to complete shall be completed using the CBEPS new 2023 syllabus.

Approved by CBEPS Board of Directors August 24, 2023