



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

# **Candidate Handbook**

## **BECOMING A CANDIDATE**

In order to become eligible to become a professional surveyor in British Columbia, Alberta, Saskatchewan, Manitoba or a Canada Lands Surveyor, a candidate must first possess a Certificate of Completion, which is issued by the Canadian Board of Examiners for Professional Surveyors. *A Certificate of Completion of Academic Requirements for Professional Surveyors* issued upon proof to the CBEPS of sufficient academic qualifications, by successful completion of examinations set by the CBEPS or by a combination of academic qualifications and completion of certain 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. Fees may also be paid by Visa or MasterCard. Documents of value should be sent by registered mail.

NOTE: Hereinafter “Board” means the Canadian Board of Examiners for Professional Surveyors.

## **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 shall be assessed on a case-by-case basis.

Every person who wishes to be a CBEPS candidate in order to obtain a Certificate of Completion shall submit to the Board an application for admission accompanied by:

- a. in the case of persons enrolment in a geomatics program at a CBEPS recognized technical institute or a Canadian Council of Land Surveyors (CCLS) accredited university program, an official letter from the institute confirming their enrolment in the program in addition to a summary of all his/her academic education and training together with an official transcript of his/her marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Board)..
- b. in the case of persons who have graduated from a geomatics program at a CBEPS recognized technical institute or a CCLS accredited university program, a summary of all his/her academic education and training together with an official transcript of his/her marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Board).
- c. a certified copy of any diploma, degree, certificate, commission or other similar evidence of academic standing given to him/her by a college, university or other educational institution or a certifying body or professional association.
- d. the prescribed fee.

Persons who have graduated from a non CBEPS recognized technical institute or non CCLS accredited university program, who feel that they merit exemptions from some of the topics listed in the Candidates Handbook, should apply for these exemptions soon after submitting an application by providing an Exemption Request Form for each topic that the person feels merits an exemption. Each form shall be accompanied by the following information:

- A separate detailed description of material covered by the course(s) which seem equivalent to topic that the person feels merits an exemption during the year taken, 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. Persons who have graduated from a CBEPS recognized technical institute or a CCLS accredited university program, who feel that they should be awarded more exemptions from some of the topics listed in the Candidates Handbook, can then apply by submitting an Exemption Request Form for each topic that the person feels merits an exemption. Each form shall be accompanied by the documents listed above (same as for graduates from a non recognized technical institute or non accredited university).

(4) An application must be received sixty 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” (A Certificate of Completion)**

(1) A candidate must successfully pass the examinations set out in the Schedules I and II Syllabus in order to earn the Certificate of Completion.

(2) A candidate shall be allowed seven (7) consecutive years to successfully complete both Schedules I and II examinations.

(3) A candidate who has not completed both schedules of examinations in the allowed seven (7) consecutive 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) Persons who were accepted as candidates while entered in a two-year program in

Geomatics at a technical institute and have completed their CBEPS examinations must provide a transcript from the technical institute 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 may direct.

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

## **5) EXAMINATION CENTRES**

Examination centres are selected, on the basis of applications on hand, 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 satisfactory for preparation and study.

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

No person other than members of the Board, the presiding examiner, 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 thereafter as the coming of new candidates may render necessary, the presiding examiner will provide a copy to, or shall read, and make clear to the candidates Sections 11-22 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 p.m. and continue until 4:30 p.m., Monday through Friday, or until all sittings are completed. A candidate arriving later than fifteen (15) minutes after the commencement of an examination will be refused admission to the examination room.

## **11) CLOSED BOOK EXAMINATIONS**

All Schedule I and II examinations are "closed book" examinations.

## **12) UNAUTHORIZED CONDUCT**

The sharing or borrowing of written material between candidates, or the use of any unauthorized material 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, therefore, extremely important that the candidate ensures that his/her candidate's number is on each sheet of answer paper.*

**15) ATTENDANCE RECORD**

Candidates will be asked to sign an attendance sheet at the beginning of each examination.

**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 hand-held, silent and battery operated. The presiding examiner may inspect any calculator brought into the examination room and may forbid use of any which, in his opinion, do not meet the requirements of this section.

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

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

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

(1) Not more than one question is to be answered on any one sheet except where a question has many subsets in each question, (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 the preamble to an examination question, all the work by which a result is obtained is to be clearly shown. Subject to that exception, credit will not be allowed for any result, however correct it may be, unless the full working is shown so as to enable the examiners to satisfy themselves that the candidate has understood the question and to see by what process the results have been obtained. 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**

After the Board has released the results of examinations, candidates will be provided with the total mark they received for each written examination. At the same time or shortly thereafter, a copy of the examination will be sent to the candidate, which shows the value of the mark for individual questions on the exam and the mark received by the candidate for each question. Upon request, the original written examinations will be returned to the candidate.

## **22) FEES**

The following schedule of fees shall apply. These fees must accompany applications to the Registrar:

- (1) Application for assessment and/or admission as a candidate: \$100.00
- (2) Application for examination (per subject) \$135.00
- (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 who wishes to write an examination shall send to the Registrar an Application to Write Examinations (see Appendix B) together with the fee(s) for the examination(s). The application must be received no later than six weeks before the starting date of either the winter or fall examinations.
- (2) A candidate who has not made application as prescribed by subsection (1) in respect of an examination shall, on payment of the examination fee, be admitted to the examination if there is sufficient room in the place where the examination is being held 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 before the registration deadline date of six weeks before the start of the examinations will receive a full refund of the examination fees.
- (2) A candidate who cancels an examination registration during the four-week period between the deadline date and a date 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 Schedule I and II examinations is sixty percent.

## **26) MARKING PAPERS**

Every examination, or special examination, written by a candidate shall 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 24 (1) or (2) in respect of the examination
- (3) has not paid the prescribed fee
- (4) has not complied with these requirements or the instructions of the Board
- (5) has contravened section 12.

**27) APPEALS**

(1) Every candidate may appeal to the Board for a review of any decision or examination result if the candidate makes written application to the Registrar within thirty days after the issuance of the decision or result.

(2) Where a specific reason is presented to support an appeal under subsection (1), the Board shall review the decision or result and shall do so in light of the reason presented.

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

Upon completion of the examinations and receipt of a certificate of completion of the academic requirements for professional surveyors, 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**

1000 Phipps-McKinnon Building  
10020 – 101A Avenue  
Edmonton, AB T5J 3G2

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

Suite 306, 895 Fort Street  
Victoria, BC V8W 1H7

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

Room 202, 83 Garry Street  
Winnipeg, MB R3C 4J9

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

408 Broad Street, #230  
Regina, SK S4P 2K5

### **Association of Canada Lands Surveyors**

900 Dynes Road, Suite 100E  
Ottawa ON K2C 3L6

# **CBEPS SYLLABUS**

## **SCHEDULE I**

- Item 1 - Mathematics**
- Item 2 - Least-Squares Estimation & Data Analysis**
- Item 3 - Advanced Surveying (including Survey Astronomy)**
- Item 4 - Remote Sensing and Applied Photogrammetry**
- Item 5 - Spatial Database Management Systems (Informatics)**
- Item 6 - Map Projections and Cartography**
- Item 7 - Cadastral Studies**

## **SCHEDULE II**

- Item 1 - Geodetic Positioning**
- Item 2 - Hydrographic Surveying and Oceanography**
- Item 3 - Survey Law**
- Item 4 - Land-Use Planning and Environmental Management**
- Item 5 - Land Information Systems and Management**
- Item 6 - Business: Law, Administration and Economics**