

Student Manual
(Persons not licensed in any jurisdiction)

Association of Newfoundland Land Surveyors
For The Use of the Members and Articling
Students

Reviewed By Board of Examiners July 9, 2013
Approved By Council – October 28, 2013



Table of Contents

[General Information & Academics](#)

[Articles](#)

[Professional Survey Project](#)

[Professional Examination](#)

[Syllabus and Reading List](#)

[Flow Diagram](#)

[Appendix A – Links](#)

[Appendix B – Application to ANLS for Articleship](#)

[Appendix C – Articles of Pupil to a Newfoundland Land Surveyor](#)



General Information & Academics

[\[Back to Table of Contents\]](#)

This manual is intended to inform and assist those who wish to become Newfoundland Land Surveyors and those surveyors who have students under their charge. The manual, therefore, serves as a guide only and does not supercede the Land Surveyors Act (1991), its by-laws nor the motions passed by either the Canadian Board of Examiners for Professional Surveyors (CBEPS) or the Board of Examiners of the Association of Newfoundland Land Surveyors or the Agreement on Labour Mobility for Land Surveying in Canada. This manual may be amended from time to time at the discretion of the aforementioned Boards and Association.

The Association of Newfoundland Land Surveyors as a self-regulating body desires to promote and increase the knowledge, skill and the proficiency of surveyors in all aspects relating to their profession. The Association of Newfoundland Land Surveyors is responsible for the regulating, licensing, examination, and registration of cadastral surveyors in Newfoundland and Labrador.

The ever-changing technological advancements in the Surveying (Geomatics) profession have required the Association to demand high standards academically and the practical application of these advancements into the profession. Our Association recognizes the importance of quality education and has developed, with the assistance of our sister Associations in Canada, a syllabus of studies required to be completed by persons wishing to enter into articleship agreements with these Associations. This syllabus is administered by CBEPS.

A certificate of completion from CBEPS is required by all candidates.

At present, the most direct route to becoming a licensed Newfoundland Land Surveyor requires a degree in Geomatics Engineering, a Bachelor of Geomatics or Survey Studies (with the Cadastral option) from a Canadian university, followed by a minimum one year term of articles, successful completion of a professional survey project followed by one written and one oral examination. For other options available, please contact ANLS.

Please refer to <http://cbeps-cceag.ca> for detailed academic and other requirements.

Correspondence:

[Provincial Office]

Attn: Registrar

**Board of Examiners
Association of Newfoundland Land Surveyors**
62-64 Pippy Place, Suite 203
St. John's, NL
A1B 4H7

Telephone: (709) 722-2031
Fax: (709) 722-4104
Email: anls@nf.aibn.com
Webpage: www.anls.ca

[National Office]

Attn: Registrar

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

Telephone: (613) 274-7115
Fax: (613) 723-5558
Email: registrar@cbeps-cceag.ca
Webpage: www.cbeps-cceag.ca



Eligibility

A candidate must meet the following requirements to qualify for articles with a Newfoundland Land surveyor:

- (a) Hold a ***“Certificate of Completion”*** issued by the Canadian Board of Examiners for Land Surveyors (CBEPS) or equivalent.
- (b) Complete Appendix B ***“Application to ANLS for Articles”***
- (c) Candidate is to provide a current Royal Newfoundland Constabulary Code of Conduct or equivalent, if from a Province other than Newfoundland and Labrador.
- (d) Hold a written confirmation from a Newfoundland Land Surveyor stating his/her willingness to supervise. Complete Appendix C ***“Articles of Pupil to a Newfoundland Land surveyor”***.
- (e) Pay all applicable fees to the Association.

The Newfoundland Land Surveyor must:

- (a) Have been previously engaged in the active practice of surveying with a current Certification of Authorization for at least two years.
- (b) Be a member in good standing
- (c) Be capable of providing adequate practical experience as stated in sections ***“Guidelines for the Articling Period”***.

Responsibilities under the Articling Period

Introduction

The candidate must be willing to accept the responsibilities set by the Newfoundland Land Surveyor; adhering to: instructions given by his/her sponsor, policies, regulations, bylaws, and legislation governing the practice of land surveying.

The Newfoundland Land Surveyor must provide the candidate with sufficient practical training and experience. In addition, the surveyor is required to assist the candidate in obtaining instruction in theoretical aspects of land surveying. During the articles, it is the responsibility of the surveyor to instill upon the candidate, a professional technique, and a regard for the utmost integrity which is the fundamental quality of a Newfoundland Surveyor.

Guidelines for the Articling Period

The practice of Land Surveying encompasses a variety of theory based material which the surveyor is required to apply in his/her everyday work. To support the integration of this theory, it is expected the student apply this knowledge in the work environment. This Application of knowledge is obtained through the Articling Period.

The Board of Examiners *may* hold a **formal interview**. It is through the initial review of the Application and meeting with the Candidate, that the Board may determine the candidate’s prior



knowledge and experience. Once this has been established, the Board will apply duration of articles. *These articles will not be less than one year.* If it is determined by the Board, through the reporting period that additional articles are required, the candidate will be informed of same and areas where training/experience is required.

Of the minimum one-year of article service, 66% articling period of training shall be devoted to practical field training primarily in *cadastral surveying* in Newfoundland & Labrador. It is expected that the candidate's involvement be consistent with the level of involvement of a Newfoundland Land Surveyor. The experience must be of a satisfactory type and variety. The remaining articling period shall be spent at office duties, such as, computations, plan preparation, research, bidding & client servicing.

Commencement of Articles:

The following is a list of recommendations for the land surveyor and the candidate:

1. That the candidate & Newfoundland Land Surveyor maintain a log of the candidate's duties and performance. This shall be presented to the Board with his request to be examined.
2. That the Newfoundland Land Surveyor provides the candidate with surveys utilizing a variety of laws concerning both ethical conduct and land tenure. By doing so, the candidate will be better prepared for the *professional examinations*.
3. That each candidate review the recommended reading list contained within the **Syllabus and Reading List**, prior to & during the articling period, as this will develop good skills & knowledge of the profession and land tenure in Newfoundland & Labrador.

Transfer of Articles

A candidate may transfer articles from the service of one Newfoundland Land Surveyor to another by:

1. Submitting a new Appendix C – "**Articles of Pupil to a Newfoundland Land Surveyor**".
2. Obtaining a letter from the new sponsor stating his/her willingness to supervise.
3. Sending above documents and cover letter to the Registrar of the Association of Newfoundland Land Surveyors.

Note: All rules regarding eligibility (of the Land Surveyor) will still apply.

Professional Survey Project

[\[Back to Table of Contents\]](#)

The candidate under the supervision of a Newfoundland Land Surveyor shall complete a field project in its entirety. A typical project should consist of 2 or 3 days fieldwork, with appropriate office research and calculations, and should have sufficient challenge to involve the candidate in cadastral survey evidence and boundary decisions. The project shall be primarily a legal survey involving the re-establishment of boundaries, which shall include statute law governing land tenure surveys in Newfoundland & Labrador. An element of topographic or engineering surveys in the project may be included to provide insight into the candidate's abilities.

The project must cover all aspects of the job, from client contact, through fieldwork and calculations, to survey plan preparation. Submission to the Board of Examiners shall be a



complete, professionally presented format. The project report shall include, but may not be limited to the following:

- ✓ an index
- ✓ work order or proposal acceptance
- ✓ a description of the project in narrative form
- ✓ details and source of research information
- ✓ appropriate plans or other graphics, which need not be hand drawn by the candidate and need not be originals
- ✓ a description of any evidential problems, including the rationale used in dealing with the problems
- ✓ a description of any conflicts with previous plan, measurements, etc., which were encountered
- ✓ a description of the design and approval process, if applicable
- ✓ time and materials estimate
- ✓ copies of correspondence, plans, field notes and other back-up material which may be necessary for project marking and evaluation
- ✓ closing submission

In most cases, the project will be carried out as part of the candidate's regular employment duties. However, if no such suitable project is available, the candidate may arrange for a suitable project under the supervision of any Newfoundland Land Surveyor.

A request for pre-approval detailing the project, time estimate, and supervision arrangements must be submitted to the Board prior to writing the Professional Examinations.

The project must be completed before the professional examination and prior to being orally tested. The Board will review the proposed project, and either advise the candidate of acceptance, or reject the request with recommendations. The final project returns shall be submitted to the Board not less than 30 days prior to written examination. The student will be asked to sign a Right of Disclosure for Use of Students Projects, as the Board will post the Project on the ANLS Members Only Webpage for other students and members use.

Professional Examinations

[\[Back to Table of Contents\]](#)

After the completion of articles, and completion of a project, the candidate is eligible to write the professional examination and sit at an oral exam.

1. Professional Written Examination:

The Professional Exam consists of the following three components:

- i. Professional Practice: an exercise of knowledge on the Land Surveyors Act, Association bylaws, regulations and policies. Also included will be the regulations for legal surveys from Crown Titles Office.
- ii. Statute Law: examination on legislation governing land tenure within the province.
- iii. Practical Application: an exam to test the candidate's ability to apply his knowledge from his articling period and i & ii (above).



2. **Oral Examination:**

The candidate meets the Board in a **formal manner** to be tested orally on all three components as presented in 1 above and any other matter the Board feels may be applicable.

Notes :

1. Number 1 must be completed and passed prior to sitting at number 2.
2. The pass mark for all components is 70%.
3. After the third attempt to pass any component, the candidate **will be** requested to do additional training, which may include additional articles, as to be determined by the Board.
4. Written & oral examinations are held as the Board sees the need or a minimum of semiannually.
5. A candidate who commences articles shall complete the required practical training, experience, professional survey project, and professional examinations within five years of commencement of articles.

Syllabus and Reading List

[\[Back to Table of Contents\]](#)

Candidates will be expected to demonstrate a thorough knowledge of the surveying profession in Newfoundland and Labrador which may include:

1. Scope of the surveying profession;
2. Ethical basis of the profession;
3. Current affairs of Newfoundland Land Surveyors;
4. Current Bylaws, Regulations & Policies governing standards of practice;
5. Crown Titles Regulation for survey returns;
6. Interrelationships between member associations and other land related disciplines in the field of Geomatics;
7. Structure of Crown Lands Administration. Knowledge of the application process for all types of land tenure.

Suggested Reading - Textbooks & Printed Material:

1. Land surveyors Act, 1991.
2. Bylaws of the Association of Newfoundland Land Surveyors.
3. Crown Lands Survey Standards.
4. PSC Newsletters – PLIC Risk Management Guide.
5. Regulations & Policies adopted by the Association of Newfoundland Land Surveyors.
6. Association of Newfoundland Land Surveyors Newsletters.
7. Association of Newfoundland Surveyors Manual of Practice.
8. Crown Lands Administration. www.env.gov.nl.ca/env/lands/index.html

Note: For all material related to the Association, visit www.anls.ca

Reference Books

1. Survey Law in Canada, visit <https://www.cbeps-cceag.ca/guides-for-sale>



Statute Law

Candidates will be examined on legislation governing land tenure within the province of Newfoundland & Labrador. Knowledge of our Deeds Registry System, Crown Titles System, Mineral Lands Claim Registry System and Registration of Letters of Probate is vital. The candidate will be expected to understand the principle workings of each, including the physical location of each and the governing Department. Candidates will be questioned on survey requirements, legalities, problems and possibilities of a practical nature likely to be encountered in surveys of land in Newfoundland and Labrador. Emphasis will be placed on situations requiring some degree of discretion and professional judgment.

The province of Newfoundland & Labrador is unique in its method of dealing with land tenure. The basis of a majority of land ownership is adverse possession. The Government of Newfoundland & Labrador over the years has struggled with issues related to land ownership and developed statutes to address problems surrounding land claims.

List of provincial statutes recommended for studying:

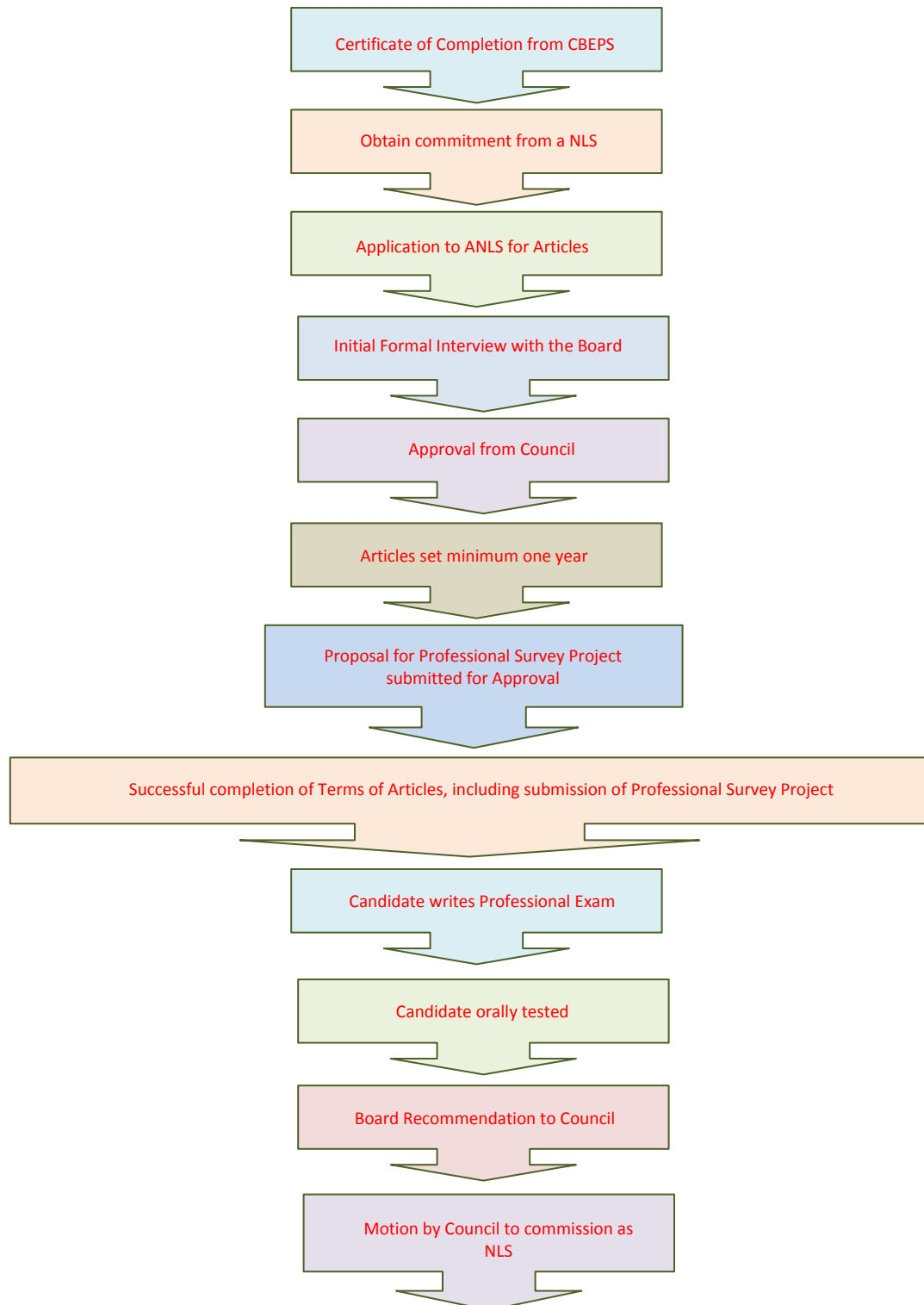
Can be viewed @ <http://assembly.nl.ca/legislation/sr/titleindex.htm#L>

Aquaculture Act
Condominium Act
Conveyancing Act
Engineers and Geoscientists Act
Evacuated Communities Act
Expropriation Act
Fraudulent Conveyances Act
Forestry Act
Lands Surveyors Act
Lands Act amend
Labrador Lands Reservation Act
Labrador Act
Leaseholds in St. John's Act
Limitations Act
Mining Act
Municipalities Act
Newfoundland & Labrador Act
Oath's Act
Public Inquiries Act
Public Utilities Acquisition Act
Quarry's Act
Quieting of Titles Act
Registration of Deeds Act
Undeveloped Mineral Areas Act
Urban & Rural Planning Act
Wills Act
Works Services & Transportation Act



Flow Diagram

[\[Back to Table of Contents\]](#)



Appendix A Links



[The Land Surveyors Act, 1991](#)

[By-Laws](#)

[Regulations](#)

[Policy Statements](#)

[Code of Ethics](#)

[Manual of Practice](#)

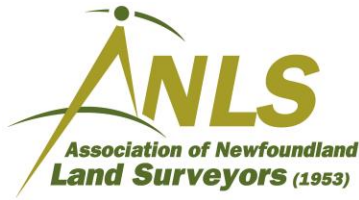
[The Association of Newfoundland Land Surveyors](#)



Appendix B

Application to ANLS for Articleship





Association of Newfoundland Land Surveyors
62-64 Pippy Place, Suite 203
St. John's, NL A1B 4H7
Telephone: (709) 722-2031
Fax: (709) 722-4104
Email: anls@nf.aibn.com
Webpage: www.anls.ca

Application to ANLS for Articles

Please complete **ALL** pertinent sections of this Application and submit to the Registrar of the Association.

PERSONAL DATA

LAST NAME	FIRST NAME	MIDDLE INITIAL	
<hr/>			
ADDRESS (STREET OR P.O. BOX)	CITY	PROVINCE	POSTAL CODE
<hr/>			
TELEPHONE			
<hr/>			
HOME: _____	BUSINESS: _____	ALTERNATE: _____	

EDUCATION

List the last three Educational Institutions (e.g. University, School of Technology, High School) you attended, starting with the most recent. Applicants may be requested provide proof of successful completion of relevant.

1.	
_____	_____
INSTITUTION	LOCATION
_____	_____
COURSE (INDICATE MAJOR AND MINOR)	FROM _____ TO _____
	DATES ATTENDED
_____	COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO
TYPE OF INSTITUTION (e.g. UNIVERSITY)	

DEGREE, CERTIFICATE, DIPLOMA OR LICENCE	



2.

INSTITUTION

LOCATION

COURSE (INDICATE MAJOR AND MINOR)

FROM _____ TO _____
DATES ATTENDED

TYPE OF INSTITUTION (e.g. UNIVERSITY)

COMPLETED YES NO

DEGREE, CERTIFICATE, DIPLOMA OR LICENCE

3.

INSTITUTION

LOCATION

COURSE (INDICATE MAJOR AND MINOR)

FROM _____ TO _____
DATES ATTENDED

TYPE OF INSTITUTION (e.g. UNIVERSITY)

COMPLETED YES NO

DEGREE, CERTIFICATE, DIPLOMA OR LICENCE

IF YOU HOLD RECOGNIZED SCHOLARSHIPS, CERTIFICATES, LICENSES OR DIPLOMAS
OTHER THAN WHAT HAS BEEN INDICATED ABOVE, GIVE DETAILS, INLCUDING YEAR OF
ISSUE/AWARD:

Empty box for providing details of recognized scholarships, certificates, licenses or diplomas.



PRACTICAL EXPERIENCE

1.

CURRENT OR MOST RECENT EMPLOYER

ADDRESS

POSITION

FROM _____ TO _____
PERIOD EMPLOYED

OUTLINE OF EXPERIENCE

2.

CURRENT OR MOST RECENT EMPLOYER

ADDRESS

POSITION

FROM _____ TO _____
PERIOD EMPLOYED

OUTLINE OF EXPERIENCE

3.

CURRENT OR MOST RECENT EMPLOYER

ADDRESS

POSITION

FROM _____ TO _____
PERIOD EMPLOYED

OUTLINE OF EXPERIENCE



YOU MAY USE THE SPACE BELOW TO LIST ANY SKILLS, EXPERIENCE, SPECIAL TRAINING COURSES, AND QUALIFICATIONS OTHER THAN THOSE STATED ELSEWHERE ON THIS FORM TO ASSIST US IN ASSESSING YOUR APPLICATION. IF RELEVANT, ATTACH A LIST OF PUBLICATIONS.

REFERENCES

Character references preferably include persons who have known you for at least two years and have knowledge of your work experience.

NAME AND OCUPATION	FULL MAILING ADDRESS	TELEPHONE NUMBER
1. _____ _____	_____ _____	_____ _____
2. _____ _____	_____ _____	_____ _____
3. _____ _____	_____ _____	_____ _____

Candidate is to provide a current Royal Newfoundland Constabulary Code of Conduct, or equivalent if from a Province other than Newfoundland and Labrador.

I certify that the information provided on this application is true and complete to the best of my knowledge.

APPLICANTS SIGNATURE

DATE



Appendix C

Articles of Pupil to a Newfoundland Land Surveyor



Articles of Pupil to a Newfoundland Land Surveyor

These Articles of Agreement made this _____ day of _____, 20_____.

BETWEEN _____ of _____,

In the Province of Newfoundland & Labrador, a member of the Association of Newfoundland Land

Surveyors (hereinafter called "the Surveyor") of the first part,

AND _____ of _____,

In the Province of Newfoundland & Labrador, (hereinafter called "the Pupil") of the second part,

WITNESS AS FOLLOWS:

The pupil is hereby bound to the surveyor to serve articles for a period of _____ year (s) from the date hereof, at the end of which the pupil shall be entitled to appear for examination before the Board of Examiners of the Association of Newfoundland Land Surveyors on his/her qualifications to be admitted to practice as a Newfoundland Land Surveyor.

And the pupil doth covenant with the surveyor to faithfully and diligently serve in the practice and profession of a Newfoundland Land Surveyor, and shall continue as such during the said period.

And further that the pupil shall readily follow the lawful and reasonable instructions of the surveyor and/or the surveyor's partners, and shall not be absent from the surveyor at any time during the said period without the surveyor's consent and shall at all times act with due diligence and with honesty and propriety.

In consideration whereof and of _____ dollar(s) of lawful money paid by the pupil at or before the sealing and delivery of these presents, (the receipt whereof is hereby acknowledged), the surveyor doth covenant with the pupil and will by the best way and means within his/her power, and to the utmost of skill and knowledge, instruct, or cause the pupil to be instructed in the course of study prescribed by the aforesaid Board of Examiners and generally in the practice and profession of a Newfoundland Land Surveyor; and at the end of the said period make an affidavit of service as provided by the Land Surveyors Act 1991, and use his/her best means and endeavors to procure and cause the pupil to be admitted as a member of the Association of Newfoundland Land Surveyors, provided the pupil shall have faithfully and diligently served the intended articleship.

Notwithstanding, the covenants contained above, while the surveyor shall give, or cause to be given, work which may be considered necessary to give the pupil satisfactory practical experience, except in the case of direct employment, there shall be no obligation on the part of the surveyor himself to provide employment of any kind or pay for the pupil.

IN WITNESS WHEREOF, the parties aforesaid have hereunto set their hand and seals the day and year first above written.

**SIGNED, SEALED and DELIVERED in
Presence of:**

(Witness)

(Surveyor)

(Witness)

(Pupil)

