

# **THE LAND SURVEYORS REGISTRATION HANDBOOK**

## **LAND SURVEYORS BOARD**

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## **ANNUAL RE-REGISTRATION LINKED TO CONTINUING EDUCATION**

A Publication of the  
Land Surveyors Board of Jamaica  
(under Sections 12 & 17 of the Land Surveyors (Amendment), Act 2005)

This publication is a summary of all the decisions taken by the Education Committee of the Land Surveyors Association of Jamaica on the subject of Annual Re-Registration for Land Surveyors. The aim is to inform concerned persons on the steps to be taken to ensure that all Land Surveyors in Jamaica conform to eligibility regulations.

## THE LAND SURVEYORS REGISTRATION HANDBOOK

First Edition (amended January 2021)

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## **INTRODUCTION**

The practice of Land Surveying in the Twenty-first Century has given rise to many challenges, and Land Surveyors are expected to face these challenges with a sense of purpose and resolve. Hence, despite the number of years spent in preparation to enter this noble profession, Land Surveyors must continue to update their knowledge and skills, as well as make themselves familiar with new concepts, in the delivery of first class Land Surveying Services. Attending Continuing Education Events is one method of maintaining competence and this has already been recognised by a number of Land Surveyors.

In any profession, the knowledge acquired during one's course of study, is likely to become out-dated and probably irrelevant after a period of time. New legislation often requires professionals such as doctors, nurses, pharmacists, lawyers and accountants to change the way they practise. In recent years it has become a legal requirement for the aforementioned professionals to be re-registered and to update their knowledge, in order to continue to practise. New technology and equipment, as well as legislation now dictate that Land Surveyors keep abreast of developments, which will be reflected in their practice.

Major providers of Continuing Education Events for Land Surveyors include:

The Land Surveyors Association of Jamaica (LSAJ)  
The University of Technology, Jamaica (UTech. Ja.)  
The Land Information Council of Jamaica (LICJ)

The LSAJ has been offering organised Continuing Education Events since 1990 and has lobbied for Continuing Education (CE) to be linked to annual registration. These Events have been well received and attended, indicating that participants have been aware of the need to remain current. In recognition of the dynamism of the profession which has resulted in a number of innovative and modern instrumentation and methodologies for surveying and mapping, the Council of the Land Surveyors Association of Jamaica (LSAJ) in its bid to have the profession deliver the best possible service to its clientele, has advocated for Annual Registration linked to Continuing Education(CE). Hence, all Land Surveyors will be required to obtain a minimum of twelve CE credits annually in order to be re-registered to continue practising.

## **DEFINITIONS**

### **Practising Certificate**

A certificate issued by the Land Surveyors Board (LSB) in the form set out in the First Schedule of the Land Surveyors (Amendment) Act, 2005 to an applicant surveyor upon his satisfactory application and payment of the prescribed fee.

### **Renewal of Registration**

The act of obtaining a valid practising certificate by a Land Surveyor.

### **Registration Fee**

The annual fee that a surveyor is charged in order to receive a practising certificate from the LSB. The fee is subject to change at the discretion of the LSB and the approval of the relevant Minister.

### **Continuing Education Unit**

A unit of educational credit, which is equivalent to forty-five (45) minutes of participation in an approved programme of Continuing Education (CE).

### **Continuing Professional Education/Development (CPD)**

This is participation by a registered Land Surveyor in a Board-approved educational programme. This is required for renewal of registration.

### **Continuing Education Credit**

An award granted or endorsed by the LSB for participation in any developmental activity, which will enhance the participant's professional knowledge. The award of one credit corresponds to an accredited Unit of Continuing Education.

### **Approved Provider**

A Person, Institution or Agency, which provides a Continuing Education programme for Land Surveyors that has been accredited by the LSB.

### **Approved Course/Event**

Any course of study, seminar, workshop, conference, technical session or other such educational activity, which in the opinion of the Board, provides Continuing Education which will enhance the participant's professional knowledge. These may be published on the LSAJ's website: <http://www.lsj.com>.

## **Land Surveying Practice**

The practice of Land Surveying includes, but is not limited to Cadastral Surveying, Geodetic Surveying, Hydrographic Surveying, Engineering Surveying, Mining Surveying, Topographic Surveying, Remote Sensing and Geographic Information Systems.

## **REGISTRATION PROCESS**

1. Application forms for renewal will be available from the LSB.
2. Registration expires on the 31<sup>st</sup> day of December of each year.
3. Registration is renewed on the payment of the prescribed annual fee of \$4,000.00 to the Land Surveyors Board on or before the first working day of January of each year.
4. CE credits equivalent to nine **(9)** contact hours (a minimum of twelve **(12)** points) of CE must be obtained within the previous year.
5. CE credits equivalent to three **(3)** contact hours (a minimum of four **(4)** points) of CE must be obtained within the previous year from LSAJ meetings, seminars, workshops and other educational fora.
6. Failure to achieve the minimum required points within the previous year, will require that the surveyor obtains the approval of the Board, to acquire the outstanding points within the 1<sup>st</sup> quarter of the ensuing year. Reasonable explanation **must** accompany this request.
7. Applications that are submitted after the 31<sup>st</sup> day of December will attract a late registration fee of an additional 50% of the prescribed annual fee as at the 1<sup>st</sup> day of January.
8. No application will be accepted after the 31<sup>st</sup> day of March.
9. Surveyors who fail to renew their annual Practising Certificate for **two** consecutive years may have to satisfy special requirements for re-registration. The number of CE credits may be waived in the first year.
10. The Practising Certificate is issued after all requirements are met and is valid until the 31<sup>st</sup> day of December of that calendar year.
11. Surveyors not holding a Practising Certificate may amend plans **only if** the Land Surveyors Board permits.

## **ANNUAL RENEWAL OF REGISTRATION**

The need for the Annual Registration to be linked to Continuing Education has long been endorsed by the LSAJ. This was enacted on the 15<sup>th</sup> day of April 2005.

### **Why Annual Registration Linked to Continuing Education?**

This has become necessary due to the:

- Changing dynamics of professional trends.
- Need for Land Surveyors to keep abreast of current happenings.
- Need for Land Surveyors to update their knowledge.
- Need to maintain an adequate level of competence in carrying out Land Surveying activities
- Need for the LSB to keep up-to-date records in respect of Land Surveyors.

### **Who is required to register?**

All Land Surveyors who are entitled to, and who intend to practise in Jamaica.



## **POLICIES AND GUIDELINES**

**(Detailed in Appendices I – V)**

The annual renewal of registration will take effect on the 1<sup>st</sup> working day of January of each year. As of this date, all Land Surveyors who are entitled to, and who intend to practise in Jamaica, will be required to have their certificate renewed with the LSB.

Policies and guidelines will include:

- The Renewal process
- Methods of obtaining CE credits
- Requirements for reinstatement on Register
- Responsibilities of the Board – Regulatory and Disciplinary.
- Responsibilities of the Land Surveyors
- Responsibilities of the Continuing Education providers

## **THE RENEWAL PROCESS**

Subject to the provisions outlined under **REGISTRATION PROCESS**, the following procedures should be followed for the annual renewal of the Surveyors Practising Certificate

- Publication by the Land Surveyors Board (LSB) of Notice of Renewal in the month of September of each year.
- Land Surveyors must submit evidence of CE credits earned during the current year, by the 31<sup>st</sup> day of December of that year and pay the prescribed fees.
- Practising Certificate issued by the Board in January of the following year.

## METHODS OF OBTAINING CREDITS

Continuing Education credits can be obtained from any Approved Provider. These may include:

- Land Surveying Institutions
- Professional Associations
- Regulatory Agencies/Boards
- Land Surveying Companies
- Land Surveying Instrument manufacturers and dealers
- Other groups/individuals approved by the LSB

Continuing Education Providers who seek approval from the LSB must submit their proposal to the Board at least three (3) months before the date of the proposed programme.

The Land Surveyors Board will review all requests from Providers for authorisation or approval of programmes and respond in a timely manner.

Providers seeking approval for programmes should submit documentation, as stated in the Responsibilities of Providers.

Areas for Continuing Education Studies include:

- Land Surveying Practice
- Research in Land Surveying
- Technical Sessions - LSAJ (credits to be assigned per session)
- Attendance at Quarterly General Meetings of LSAJ (one credit per meeting)
- Attendance at meetings of the Land Surveyors Board or Committees of the Board by Members or Appointees of the Board (Credits awarded on the basis of  $\frac{1}{2}$  the number of meetings attended, rounded up, to a maximum of 4 points)
- Ethics and Professional Practice (Mandatory minimum of 2 credits required in alternate years).
- Laws and Regulations
- Business Management
- Such other areas that may be approved by the LSB.

At least four (4) CE credits must be obtained from attendance at events conducted by approved providers. **Land Surveyors who are presenters at CE Events, or on approved courses, will obtain twice the number of credits being awarded.**

Land Surveyors, who are enrolled in educational programmes, should inform the Board in writing and submit documentary evidence so that the number of credits to be awarded may be determined.

Land Surveyors enrolled in survey-related programmes which are delivered by face-to-face modality, may be exempted up to the maximum number of credits required for re-registration. Supporting documentary evidence must be submitted.

Credits for re-registration must be obtained during the twelve months prior to renewal, subject to the provisions outlined under **REGISTRATION PROCESS**.

## REQUIREMENTS FOR REINSTATEMENT ON REGISTER

Unless the Board is advised in writing the following requirements dependent on the number of years that the Land Surveyor is off the register, shall apply.

Number of years off the Register	Requirements
1	<ul style="list-style-type: none"><li>• Satisfy the CE requirements for that year</li><li>• Pay annual registration fee</li><li>• Pay late registration fee; which is 50% of the prescribed annual fee as at the 1<sup>st</sup> day of January</li></ul>
2 or more	<ul style="list-style-type: none"><li>• Assessment done on a case by case basis</li><li>• Satisfy the CE requirements for the preceding year</li><li>• Pay annual registration fee</li><li>• Pay reinstatement fee that is 75% of annual registration fee</li></ul>

Surveyors who advise the Board of their intention to be inactive for a period not exceeding two (2) years, may pay 25% of the prescribed fees and will, therefore, be exempt from a reinstatement fee upon resumption of his/her practice.

Surveyors who fail to renew their registration by reason of illness or incapacity, may receive special consideration by the Board.

Surveyors whose Commission has been suspended by the Board, may elect to take continuing education courses during the period of suspension.

## **Appendix I**

### **REGULATORY AND DISCIPLINARY RESPONSIBILITIES OF THE BOARD**

The responsibilities of the Board are to:

- Determine the registration process.
- Outline the terms of registration.
- Maintain the register of Land Surveyors.
- Ensure the enactment of regulations to cover annual renewal of registration process.
- Provide notices of renewal to all prospective registrants on a timely basis.
- Provide Land Surveyors with ID cards and Certificates of Renewal of Registration.
- Approve CE Providers and Courses.
- Ensure the maintenance of proper standards of professional conduct by persons registered under this Act.
- Ensure compliance with the requirements of the Land Surveyors Act.
- Facilitate the dissemination of relevant and current information to prospective registrants on a timely basis.
- Provide adjudicators to evaluate CE Events by use of some acceptable standard.

## **Appendix II**

### **RESPONSIBILITIES OF LAND SURVEYORS**

It is the responsibility of Land Surveyors to:

1. Ensure that registration forms are obtained and fees paid by the due date.
2. Participate in CE programmes delivered by approved Providers.
3. Provide proof of participation in approved CE Programmes at the time of renewal of registration.
4. Provide current mailing address and other relevant contact information to the LSB.
5. Inform the LSB at the outset of any break or termination of practice.
6. Ensure that the current Practising Certificates of all Land Surveyors employed by them, are conspicuously displayed at all times.  
(See Land Surveyors (Amendment) Act, 2005, Section 17(a) (iii) (d)).
7. Ensure that there is compliance with the Land Surveyors Act as it relates to registration and employment of Land Surveyors.
8. In the absence of a submission for accreditation of an Event, by a provider, the surveyor shall submit the following documentation at least one (1) month prior to the Event:

Objectives of the programme

An abstract of the subject matter to be presented

The proposed number of CE credits the session is intended to provide.

The method(s) of delivery

Bio-data of the Presenter(s)

## **Appendix III**

### **RESPONSIBILITIES OF CONTINUING EDUCATION PROVIDERS**

Providers seeking approval for CE Events will be expected to satisfy the requirements of the LSB as set out below:

1. Submit to the LSB the proposed programme for award of credits at least one (1) month prior to the Event.
2. Submit documentation which should include:
  - Objectives of the programme
  - An abstract of the subject matter to be presented
  - The proposed number of CE credits the session is intended to provide.
  - The method(s) of delivery
  - Bio-data of the Presenter(s)
3. Ensure that the quality of the material to be presented is of a high standard.
4. Complete and sign forms certifying attendance/participation of Land Surveyors in CE Event(s) and return to the LSB.



**Appendix IV**

**LAND SURVEYORS BOARD OF JAMAICA  
APPLICATION FOR PRACTISING CERTIFICATE  
(LAND SURVEYORS (AMENDMENT) ACT, 2005)**

ATTACH  
PHOTOGRAPH  
HERE

I, \_\_\_\_\_

Of \_\_\_\_\_

Whose name is registered in the register of all surveyors at the Office of the Land Surveyors Board and whose photograph is attached hereto, do hereby apply for a Practising Certificate for the period: **January 1, 20\_\_ to December 31, 20\_\_**

Surveyor Registration Number (Identifying No.) .....

Tel. No. \_\_\_\_\_ (O) \_\_\_\_\_ (H) \_\_\_\_\_ (M)

Email address .....

Application Fee: (\$4,000.00)

Attachments: (evidence of continued development)

I also advise that the following Student Surveyor(s) and/or Survey Technicians (copy of whose certificates are attached) are employed/attached to me:

1. ....
2. ....
3. ....
4. ....

I hereby certify that the information and documents provided herein are true and correct.

Signature .....

Date.....

**FOR OFFICIAL USE ONLY**

DATE	ACTIVITY	POINTS ASSIGNED
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Recommended by: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Appendix V**

First Schedule (Section 11)

**THE LAND SURVEYORS ACT  
Practising Certificate**

I hereby certify that:

(Name and Address)

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whose name is registered in the register of all Surveyors at the Office of the Land Surveyors Board is entitled to practise as a Land Surveyor in the year ending the 31<sup>st</sup> day of December, 20\_\_\_\_

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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Chairman  
Land Surveyors Board