

## LAND SURVEYOR APPRENTICESHIP PROGRAM COMMITTEE MEETING MINUTES

The Land Surveyor Apprenticeship Program Committee of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) met on October 20, 2015, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

Doyle B. Allen (LSB)  
Vickie McEntire Anglin (VAS arrived 11:15 am)  
Charles F. Dunlap (LS)  
Chip Richardson (VAS)

Mike Zmuda, Land Surveyor Board Member and Beverley Donati, Department of Labor & Industry, were not present for the meeting.

Board staff present for all or part of the meeting were:

Kathleen R. Nošbisch, Executive Director  
Amy Goobic, Administrative Assistant

There was no representative from the Attorney General's office present.

Mr. Dunlap, Chair, called the meeting to order at 9:47 a.m.

**Call to Order**

Mr. Allen moved to approve the agenda. Mr. Dunlap seconded the motion which was unanimously approved by members: Allen, Anglin, Dunlap, and Richardson.

**Approval of  
Agenda**

There was no public comment.

**Public Comment Period**

Committee members reviewed and discussed the Fairfax County surveyor apprenticeship five year curriculum provided by Ms. Anglin. Ms. Anglin had included comments from colleagues that also teach the curriculum. The Department of Labor and Industry (DOLI) which oversees apprentice programs, requires 600 hours of coursework; the curriculum reviewed has 480 hours of class work and four 30-hour projects, which fulfill the DOLI requirement. The Committee will consider incorporating the curriculum into the Board's apprenticeship program

**Discussion of Land  
Surveyor  
Apprenticeship  
Program**

Discussion was held on the Fairfax County curriculum and the amount of material that must be covered in the five-year program. Comments from instructors in the program indicated that either a sixth year should be added, or possibly have the first year of math courses, be changed to a prerequisite for the program, with the ability to test out. This would enable the program to remain five years.

Committee members reviewed each year's curriculum course by course, and discussed the addition of business economics, and also expanding several of the topics from one to two classes. Discussion was held on concerns regarding the photogrammetric project for the third year. Mr. Richardson stated that it may be difficult for students to have access to the software programs needed. Ms. Nosbisch asked committee members if any surveying companies might be willing to have a student use their programs/computers to complete a project. Mr. Richardson said that he would reach out to firms in Northern Virginia, and will follow up with the Committee.

Committee members discussed the certificate students receive from DOLI upon completion of the apprenticeship program. The current certificate includes the title "Surveyor (Party Chief)."

The Committee recessed from 11:08 a.m. until 11:15 a.m.

Ms. Anglin arrived at 11:15 a.m.

Ms. Nosbisch provided a review for Ms. Anglin. Discussion on the DOLI certificate continued, with members considering Surveyor Apprentice and Surveyor Intern. Ms. Nosbisch will present the committee's suggestion to DOLI. Mr. Allen also commented that the inclusion of the program's 10,000 required hours on the certificate is beneficial when reviewing applications.

Discussion was held on adding 'project management' to the program. Ms. Anglin stated that her colleagues felt strongly about including in the apprentice program.

Ms. Anglin stated that the changes as discussed, would fulfill the DOLI's requirement for the program to be 'comprehensive.'

Ms. Nosbisch stated that the program would be presented at the Professional Engineer & Land Surveyor Section meeting November 18, for consideration, but would require approval by the full Board at its December 17 meeting.

Conflict of Interest forms were completed by all members present.

There being no further business, the meeting was adjourned at 2:09 p.m.

**Recess**

**Arrival of Committee Member**

**Discussion of Land Surveyor Apprenticeship Program**

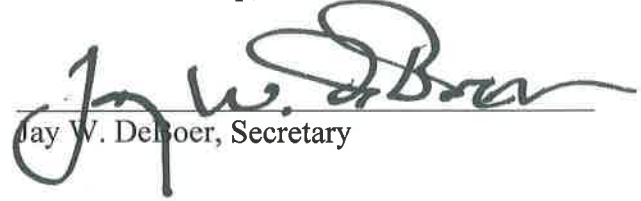
**Conflict of Interest Forms**

**Adjourn**



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Charles F. Dunlap, Chair



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Jay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

- 1. Name: Doyle B. Allen
- 2. Title: Board Member
- 3. Agency: Land Surveyors Section/APELSCIDLA Board
- 4. Meeting/IFF Date: LS Apprenticeship Committee, October 20, 2015

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

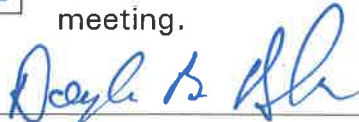
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Charles F. Dunlap
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: LS Apprenticeship Committee, October 20, 2015

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

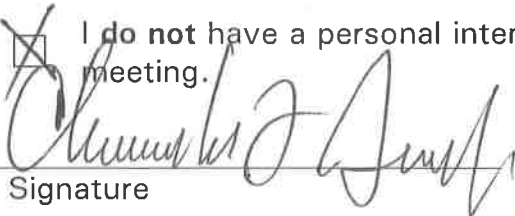
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

10/20/15  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Vickie McEntire Anglin
2. Title: Virginia Association of Surveyors
3. Agency: APELSCIDLA Board/DPOR
4. Meeting/IFF Date: LS Apprenticeship Committee Meeting October 20, 2015

5. I have a personal interest in the following transaction:

Apprenticeship curriculum

Nature of Personal Interest Affected by Transaction:

Instructor of year 5

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

Land Surveyor, VAS,

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

V. M. Anglin  
Signature

10/20/15  
Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Chip Richardson
2. Title: Virginia Association of Surveyors
3. Agency: APELSCIDLA Board/DPOR
4. Meeting/IFF Date: LS Apprenticeship Committee Meeting October 20, 2015

5. I have a personal interest in the following transaction:

Representing Va. Association of Surveyors

Nature of Personal Interest Affected by Transaction:

Current Education Committee Chairman for VAS

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

Va. Association of Surveyors

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Chip Richardson  
Signature

10/20/15  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Michael W. Zmuda
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: LS Apprenticeship Committee, October 20, 2015

5. I have a personal interest in the following transaction:

N/A

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

10/20/15  
Date