

**STATE OF UTAH**  
**DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**APPLICATION FOR LICENSURE**  
**PROFESSIONAL ENGINEER**

**APPLICATION INSTRUCTIONS AND INFORMATION**

**General Statement:** The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. **Please read all instructions carefully.**

**Address of Record:** The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

**Social Security Number:** Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and may be denied.

**SUPPORTING DOCUMENTS AND FEES:**

**If you are applying for licensure as a professional engineer, complete each of the following in addition to submitting a completed application:**

1. Submit official transcript(s) or other appropriate records documenting completion of an approved engineering education program (*See page 3*).
2. Submit a “Verification of Experience” form (*attached to this application*) documenting your qualifying experience.
3. Submit a “Request for Verification of License” form (*attached to this application*) documenting your passing score(s) on the NCEES FE and PE examinations, if you passed the NCEES FE and/or PE examinations in a state other than Utah.

Request that the verifying state(s) complete the form(s) and mail or fax them directly to DOPL or return them to you for submission with your application.

4. Submit the original score report from NCEES Exam Administration Services, formerly Engineering and Land Surveying Examination Services (ELSES), documenting your passing score(s) on the NCEES FE and PE examinations, if you passed the NCEES FE and/or PE examinations in Utah.

5. Submit a completed take-home “Utah Professional Engineer Law and Rules Examination” (*pages 10 and 11 of this application*).
6. Submit a **\$110.00** non-refundable application-processing fee, made payable to “DOPL.”

**If you are applying for reinstatement of your professional engineer license, complete each of the following in addition to submitting the information required above:**

1. Submit documentation of 24 hours of continuing education completed within the two years immediately prior to submitting your application for reinstatement of licensure.

**OR**

If you failed to timely complete the required hours of continuing education prior to the expiration of your license, submit documentation of having completed double the number of hours missed. These hours must be completed immediately prior to the submission of this application for reinstatement of licensure.

2. If your license expired more than two years ago you will need to submit a new initial application, meet the current qualifications and pay the required fees.

**ADDITIONAL IMPORTANT INFORMATION:**

1. **Comity or Interstate Licensing:** Each state has authority or jurisdiction over professional engineers working in that state. The applicant is responsible for knowing the licensing qualifications and laws that apply to the profession for each state in which he/she expects to provide engineering services.
2. **Utah Law and Rules Examination:** Enclosed with this application is the take-home Utah Professional Engineer Law and Rules Examination. Return the completed examination with your application for licensure. Do not submit it separately.

The following applicable laws and rules are available on at [www.dopl.utah.gov](http://www.dopl.utah.gov):

- Division of Occupational and Professional Licensing Act
  - General Rules of the Division of Occupational and Professional Licensing
  - Professional Engineers and Professional Land Surveyors Licensing Act
  - Professional Engineers and Professional Land Surveyors Licensing Act Rules.
3. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to [www.dopl.utah.gov](http://www.dopl.utah.gov) to ensure you have the most recent version of these documents.
  4. **Approved Engineering Education Programs are defined in R156-22-302b, including:**
    - Engineering education program accredited by EAC/ABET.
    - Engineering education program accredited by CEAB.
    - If your MS or PhD engineering education program was not accredited by EAC/ABET OR CEAB, but was located in the United States of America, refer to Rule, R156-22-302b(1)(b), to determine if your engineering education program will meet the education requirement for licensure.
    - A letter from the Utah Department of Transportation certifying completion of the Transportation Engineering Technology and Fundamental Engineering College Program.
    - If your engineering degree was earned in a foreign country, please see #5 below.

5. **Foreign Educated Engineers:** If your engineering education program was completed in a foreign country, contact NCEES Credentials Evaluations, formerly the Center for Professional Engineering Education Services (CPEES), at [www.ncees.org](http://www.ncees.org) or 1-800-464-7650 to have your foreign engineering education program evaluated to determine equivalency to an EAC/ABET accredited engineering education program.

Request NCEES Credentials Evaluations to submit the original copy of the foreign engineering education evaluation program report to NCEES Exam Administration Services when you apply to take the FE or PE exam.

6. **Verification of Licensure:** You may use either the Utah “Request for Verification of License” form (attached to this application) or you may use the form provided by the state board providing the verification. The verification must include the following information:
- Licensure status, including original and expiration date licensure
  - Passing scores on the NCEES FE and PE examinations

7. **Qualifying Experience:** (*Note the experience must be obtained after the completion of the education requirement.*) You must document 4 years of qualifying experience. In order for your experience to be accepted, it must be verified by one or more licensed professional engineers who supervised your work and at least one additional verification from a licensed professional engineer – other than your supervisor – who has personal knowledge of your knowledge, ability, and competence to practice professional engineering. Request the professional engineer(s) providing verification of your experience to submit the “Verification of Experience” form to you for submission with your license application.

**IMPORTANT NOTE:** The Verification of Experience form will not be accepted without the stamp/seal of the verifying professional engineer and original signature and date of the verifying professional engineer written across the face of the seal. The form must also be in a sealed envelope with the supervisor’s professional engineer seal stamped across the flap of the envelope.

8. **Requirements to Take the NCEES “FE” Examination:** If you are enrolled in or have graduated from an EAC/ABET engineering education program, apply directly to NCEES Exam Administration Services to register for the FE Examination and pay the examination fee.

**Requirements to take the NCEES “PE” Examination:** To become licensed in Utah you need four years of qualifying work experience. This work experience must be completed after obtaining an EAC/ABET accredited degree. You are eligible to register for the NCEES PE examination only after you complete three out of the four years of qualifying work experience.

You need to contact NCEES Exam Administration Services to register for the “FE” and “PE” examination or for registration information contact NCEES Exam Administration Services at [www.NCEES.org](http://www.NCEES.org)

**Exam Schedules:** NCEES examinations are given in April and October of each year. Refer to the NCEES Exam Administration Services website at [www.NCEES.org](http://www.NCEES.org) for all examination registration deadlines and examination dates.

**NOTE:** Persons retaking the exam must contact NCEES Exam Administration Services directly to register for the exam. You DO NOT need to contact DOPL to retake the exam.

9. **Examination Study Guides:** To obtain NCEES examination study guides, contact NCEES at (864) 654-6824, (800) 250-3196, or [www.NCEES.org](http://www.NCEES.org).
10. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
11. **NCEES Council Record:** If you are currently licensed, DOPL will accept the NCEES Council Record to document education, passing scores on the NCEES “FE” and “PE” examinations, verification(s) of licensure, and experience.  
  
To obtain an NCEES Council Record, contact NCEES at (864) 654-6824, (800) 250-3196, or [www.NCEES.org](http://www.NCEES.org).
12. **Transcripts:** DOPL will accept official transcripts released to the applicant. Internet transcripts are not accepted. Include the transcripts with the application. Do not send the transcripts under separate cover. Transcripts submitted to NCEES Exam Administration Services for approval to sit for the “PE” exam are forwarded to DOPL after you have passed the examination.
13. **Structural Engineer versus Professional Engineer:** A professional engineer is not permitted to advertise or use the title “Structural Engineer” unless licensed as a structural engineer. There are restrictions as to the size or complexity of a building or structure that a professional engineer designs. Applications for licensure as a structural engineer are available on DOPL’s website at [www.dopl.utah.gov](http://www.dopl.utah.gov).
14. **Seal Design:** The specifications for the seal are found in R156-22-601 of the Professional Engineers and Professional Land Surveyors Licensing Act Rules.
15. **License Number:** For official records, correspondence, and use of the seal, you may use the first 6 or 7 digits of the license number located on your license.
16. **License Renewal:** All professional engineer licenses expire on March 31 of each odd-numbered year.

Unlike many other states, Utah’s license renewal schedule **is not** based on the licensee’s date of initial licensure. Under Utah’s renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee’s first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Approximately two months prior to the expiration date shown on the license, renewal information is disseminated to each licensee’s last address of record, as provided to DOPL.

Please also note that a cashed check does not constitute issuance of a new or renewed license. Fee processing is simply the first step in the evaluation process.

17. **Continuing Education:** Licensed professional engineers are required to complete 24 hours of approved continuing professional education in each two-year period, ending on March 31 of each even-numbered year.
18. **Temporary Licenses:** Not issued.
19. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at [www.dopl.utah.gov](http://www.dopl.utah.gov).
20. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).
21. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at [www.dopl.utah.gov](http://www.dopl.utah.gov)
22. **Submit Completed Application to:**

<b>By U.S. Mail</b>	Division of Occupational & Professional Licensing P.O. Box 146741 Salt Lake City UT 84114-6741
<b>By Express Mail or In Person</b>	Division of Occupational & Professional Licensing 1 <sup>st</sup> Floor Lobby 160 E 300 S Salt Lake City UT 84111-2305

23. **Telephone Numbers:** (801) 530-6628  
(866) 275-3675 – Toll-free in Utah
24. **Fax Number:** (801) 530-6511

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**(FOR TWO-SIDED PRINTING)**

# APPLICATION FOR LICENSURE

## PROFESSIONAL ENGINEER

<b>***Please list your <u>full legal name</u> as it appears on your driver's license, Social Security Card, etc.***</b>				
Last Name:		First Name:		Middle Name:
Social Security Number:     -     -			Maiden Name:	
I certify under penalty of perjury that:				
<input type="checkbox"/> I am a citizen of the United States and I have a valid US Driver License or US State ID. License/State ID Number: _____ State: __				
<input type="checkbox"/> I am a citizen of the United States currently living outside the United States and do not have a valid US Drivers License or US State ID. Please attach a legible copy of your valid passport or other documentation to verify you are a legal citizen of the United States.				
<input type="checkbox"/> I am a non-citizen of the United States, who is lawfully present in the United States and I have a valid US Drivers License or US State ID. License/State ID Number: _____ State: __				
<input type="checkbox"/> I am a non-citizen of the United States, who is lawfully present in the United States and I do not have a valid US Drivers License or US State ID. Please attach a legible copy of your current and valid government issued document showing evidence of authorization to work in the United States.				
<input type="checkbox"/> I am a foreign national not physically present in the United States.				
Mailing Address:				
City:			State:	ZIP:
<input type="checkbox"/> Male	Date of Birth:	Phone #:	E-Mail:	
<input type="checkbox"/> Female				
List all other licenses, registrations, or certifications issued by any state which you now hold or have ever held in any profession. <i>(Use additional sheets if necessary.)</i>				
Profession:		Issuing State:		
License Number:		License Status:	Issue Date:	
Profession:		Issuing State:		
License Number:		License Status:	Issue Date:	
Profession:		Issuing State:		
License Number:		License Status:	Issue Date:	
Profession:		Issuing State:		
License Number:		License Status:	Issue Date:	

<b>DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY</b>	
License/Certificate Number: _____	
Date License/Certificate Approved: ___/___/___	
Approved By: _____	
Date License/Certificate Denied: ___/___/___	
Denied By: _____	
Reason for Denial/Other Comments: _____	

**AFFIDAVIT and RELEASE AUTHORIZATION**

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, forgery, misrepresentation, omission of material fact; is truthful, correct, and complete; discloses all material facts regarding the applicant; and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_/\_\_\_/\_\_\_\_\_

**NCEES COUNCIL RECORD:** (*Answer "yes" or "no."*)

- Yes  No I requested NCEES to transmit my Council Record to Utah. If "yes," list the date that you made the request to NCEES: \_\_\_/\_\_\_/\_\_\_\_\_.

**VERIFICATION OF EXAMINATIONS:** (*Answer "yes" or "no."*)

- Yes  No I have requested the "Request for Verification of License" form to verify taking and passing the required NCEES FE and PE examinations.

State: \_\_\_\_\_

State: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**PRINCIPAL:** (*Answer "yes" or "no."*)

- Yes  No Have you been a principal/responsible person in charge for at least 5 of the last 7 years?

# UTAH PROFESSIONAL ENGINEER LAW AND RULES EXAMINATION

This examination is not intended to be difficult. The purpose of the exam is to bring to your attention specific practice issues you need to know in order to avoid violating Utah statute as well as Utah law and rule. If you are uncertain about any of the questions listed below, please refer to the references listed in order to order to avoid violating Utah law and rule.

DOPL Licensing Act, 58-1 - <http://dopl.utah.gov/laws/58-1.pdf>

General Rule for DOPL, R156-1 - <http://dopl.utah.gov/laws/R156-1.pdf>

Professional Engineers and Professional Land Surveyors Licensing Act, 58-22 - <http://dopl.utah.gov/laws/58-22.pdf>

Professional Engineers and Professional Land Surveyors Licensing Act Rule, R156-22 - <http://dopl.utah.gov/laws/R156-22.pdf>

Answer “**True**” or “**False**” for each statement. Submit this completed examination with your application for licensure.

Answer “**true**” or “**false**” for each statement. Do not leave any statement blank.

1. \_\_\_\_\_ A licensed professional engineer may perform architectural work incidental to the practice of professional engineering.
2. \_\_\_\_\_ A licensed architect is exempt from licensure as a professional engineer while performing architectural acts or incidental engineering or structural engineering practices that do not exceed the scope of the education and training of the architect performing engineering or structural engineering.
3. \_\_\_\_\_ When submitting a final set of plans and specifications for a building or structure, the final set of plans normally includes floor plans; elevations; site plans; foundations, structural and framing detail; electrical, mechanical and plumbing design; information required by the energy code; specifications and related calculations as appropriate; and all other documents required to obtain a building permit.
4. \_\_\_\_\_ A professional engineer licensed in a state other than Utah is not permitted to engage in professional engineering services in Utah without first being licensed in Utah, unless exempted from licensure.
5. \_\_\_\_\_ A professional engineer licensed in a state other than Utah is permitted to offer to render professional engineering services in Utah without being licensed in Utah to the extent the engineer complies with the requirements set forth in 58-22-305(1)(a).
6. \_\_\_\_\_ A person preparing a plan and specification for a one or two-family residence not exceeding two stories in height is not required to be a licensed professional engineer.
7. \_\_\_\_\_ A licensed professional engineer may affix his/her seal to a plan, specification, and report only when in accordance with 58-22-603.

*(Continue on next page.)*

8. \_\_\_\_\_ An organization engaged in the practice of professional engineering is exempt from licensure, provided that the organization employs a Utah licensed engineer who is in responsible charge of the professional engineering services provided by that organization, and all other persons employed by the organization, who engage in professional engineering are licensed or exempt from licensure. [58-22-102(7) and 58-22-305(1)(g)]
9. \_\_\_\_\_ A licensed professional engineer who affixes his/her seal to a plan and a specification in violation of 58-22-603, is subject to administration action up to and including revocation of license.
10. \_\_\_\_\_ Any final plan and specification and report prepared by, or under the supervision of the licensed engineer, shall bear the seal of the engineer, when submitted to a client, when filed with public authorities, or when submitted to a building official for the purpose of obtaining a building permit, even if the practice is exempt from licensure under Section 58-22-305.
11. \_\_\_\_\_ A licensed professional engineer may affix his/her seal to a plan, specification, or report prepared by other licensed architects and licensed professional engineers, provided the licensed professional engineer affixing the seal performs a thorough review of all work for compliance with all applicable laws and rules and standards of the profession, and makes any necessary corrections before submitting the final plan, specification or report to a client or to a building official.
12. \_\_\_\_\_ A licensed professional engineer may affix his/her seal to a plan, specification or report prepared by persons exempt from licensure as an architect or engineer, provided the licensed professional engineer affixing the seal performs a thorough review of all work for compliance with all applicable laws and rules and standards of the profession, and makes any necessary corrections before submitting the final plan, specification, or report to a client or to a building official.

# PROFESSIONAL ENGINEER QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. \_\_\_\_\_ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. \_\_\_\_\_ Have you ever been denied the right to sit for a licensure examination?
3. \_\_\_\_\_ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. \_\_\_\_\_ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. \_\_\_\_\_ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or governmental agency?
6. \_\_\_\_\_ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. \_\_\_\_\_ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your patients or clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. \_\_\_\_\_ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. \_\_\_\_\_ Have you been terminated from a position because of drug use or abuse within the past five (5) years?
10. \_\_\_\_\_ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?
11. \_\_\_\_\_ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?

(Continued on next page.)

12. \_\_\_\_\_ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
13. \_\_\_\_\_ Do you currently have any criminal action pending?
14. \_\_\_\_\_ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. \_\_\_\_\_ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. \_\_\_\_\_ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. \_\_\_\_\_ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?



**If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).**

**If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.**

**If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.**



**If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.**

**A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.**

## **REQUEST FOR VERIFICATION OF LICENSE PROFESSIONAL ENGINEER**

**(Use this form to verify licensure from another state, if applicable.)**

### **PART 1 - TO BE COMPLETED BY THE APPLICANT:**

Complete the first section of the form and submit it to the state that is verifying information for you. Request that the verifying state complete the form and return it to you for submission with your application. If a verifying state insists on submitting the verification directly to DOPL, indicate that fact in the appropriate section of the application.

Printed Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I am requesting licensure in the state of Utah as a **PROFESSIONAL ENGINEER**

I am/have been licensed in your state under the name \_\_\_\_\_

My social security number is \_\_\_\_\_

My date of birth is \_\_\_\_/\_\_\_\_/\_\_\_\_

My license number in your state is/was \_\_\_\_\_

I have enclosed the necessary license verification fee in the amount of \$ \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

### **PART 2 - TO BE COMPLETED BY THE VERIFYING AGENCY:**

Please furnish the information requested, sign and verify the document, and provide it to the applicant in person or by mail. The applicant will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State/Agency: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_

*(Continued on next page)*

Classification of License Issued: \_\_\_\_\_

License Number: \_\_\_\_\_ Current Status: \_\_\_\_\_

Original Date of Licensure: \_\_\_/\_\_\_/\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_

Continuously Licensed:

Yes  No If No, please explain: \_\_\_\_\_

Examination Pass Record:

NCEES - FE examination: Date Passed \_\_\_/\_\_\_/\_\_\_

NCEES - PPE examination: Date Passed \_\_\_/\_\_\_/\_\_\_

PPE discipline tested in: \_\_\_\_\_

NCEES 8 Hour Structural I: Date Passed \_\_\_/\_\_\_/\_\_\_

NCEES 8 Hour Structural II: Date Passed \_\_\_/\_\_\_/\_\_\_

Other Exam: \_\_\_\_\_ Date Passed \_\_\_/\_\_\_/\_\_\_ Exam Score \_\_\_\_\_

Disciplinary Action:  Yes  No If Yes, please provide copies of all Petitions, Orders, etc.

Signature of State/Board Official: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

*(Seal Imprint of Stamp)*

## VERIFICATION OF EXPERIENCE - PE

Applicant's Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PART 1:** List the duties you performed for each verifying supervisor in the space provided. A total of 48 months of full-time qualifying engineering experience must be documented. The four years of qualifying work experience is to be completed after obtaining the required engineering degree. Request the professional engineer who is verifying your experience to fill out Part II and return the completed verification to you – in a sealed envelope with the supervisor's professional engineer seal stamped across the envelope flap – for submission with your license application. Copy and complete this form for each verifying engineer.

**Dates:** from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Average hours worked per week: \_\_\_\_\_

Total Months of Engineering Experience Verified: \_\_\_\_\_

*NOTE: If the experience is less than full-time, calculate the number of months equivalent to full-time employment at a rate of 40 hours per week.*

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name of Person Verifying the Experience: \_\_\_\_\_

**Summary and Description: Applicant should make explicit statements, listing design work performed, listing and defining projects for which he/she had full or partial responsibility, and including statements of the extent and complexity of work performed.**

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**PART 2 - TO BE COMPLETED BY THE LICENSED PROFESSIONAL ENGINEER WHO IS VERIFYING THE APPLICANT'S EXPERIENCE.**

Review the description of the applicant's duties as provided by the applicant. Complete the information requested in Part II and return the completed form – in a sealed envelope with your professional engineer seal stamped across the envelope flap – to the applicant for submission with his/her license application.

1. Is the applicant's description of his/her experience correct?  Yes  No

2. Would you recommend the applicant be licensed as a professional engineer?

Yes  No If no, please explain. Attach additional pages if necessary.

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3. Did you supervise the applicant?  Yes  No If no, please explain:

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4. If you did not supervise the applicant, what is the basis of your knowledge of the applicant's knowledge, ability, and competence to practice? \_\_\_\_\_

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Printed Name of Verifying Engineer's: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Engineer License Number: \_\_\_\_\_

State: \_\_\_\_\_ Issue Date: \_\_\_/\_\_\_/\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_

I certify that the information contained in this document is true, complete, and accurate. I further certify that I understand that to falsify or withhold information may be unprofessional conduct and would subject my license to disciplinary action.

Signature of Licensed Professional Engineer Verifying the Information: \_\_\_\_\_

(Seal Imprint of Stamp)

Date of Signature: \_\_\_/\_\_\_/\_\_\_

**NOTE: This form will not be accepted without the stamp/seal of the verifying professional engineer and original signature and date of the verifying professional engineer written across the face of the seal.**