Rev 04/2015

STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS LAND SURVEYORS AND GEOLOGISTS

Mailing Address: **Engineer Board** P.O. Box 2649 Harrisburg, PA 17105-2649

Tel: 717.783.7049 Fax: 717.705.5540 E-Mail: st-engineer@pa.gov Website: www.dos.pa.gov/eng

Courier Address: Engineer Board One Penn Center 2601 North Third Street Harrisburg, PA 17110

PROFESSIONAL ENGINEER LICENSURE

Applicant Checklist:

Must be currently licensed in another state and INITIAL registration must have been under requirements equal to those in effect in Pennsylvania.

- 1. Application must be typed OR printed in black ink.
- DO NOT COMPLETE THIS APPLICATION IF YOU HAVE NOT PASSED THE FE AND PE EXAMINATIONS. Pennsylvania law requires any applicant for licensure as a professional engineer to successfully complete the FE AND PE examinations to qualify for licensure.
- Complete pages 1 4 of application along with the amplified record.

NOTE: NCEES Council Record holders MUST complete all sections of this application and direct NCEES to provide your Council Record to the Board; however, you do **NOT** have to initially submit the "Amplified Record of Engineering/Surveying Experience" form. Council Record holders also do **NOT** have to have their Official Transcripts or the "Verification of Examination/Licensure" forms sent to the Board. For information regarding the NCEES Council Record, contact NCEES on-line at www.ncees.org or by phone at (864) 654-6824

- 4. Verification of Examination Scores and Licensure/Registration must be provided for your FE and PE exam scores, your EIT certification AND by every State or Jurisdiction in which you have ever been issued a license. The Verification of Examination / Registration must be mailed directly to the Board office from every state or jurisdiction involved. You may duplicate the verification form as many times as necessary. (Submittal of the verification of exam scores and licensure/registration are not needed if they are included in your NCEES Council Record.)
- 5. Education information must be provided in Section 5 and must be verified by requesting an Official Transcript from the college/university registrar's office. The college/university must mail the transcript directly to the Board office. (Submittal of the official transcripts are not needed if they are included in your NCEES Record.)
- 6. Amplified Record of Experience form must be fully completed according to the instructions on form. NOTE: The Board may grant 1 year of engineering work experience credit for each post-baccalaureate degree earned by applicants for licensure, not to exceed 2 years, provided that ALL of the following requirements are met: 1)The degree MUST be from an engineering program approved by the Board (an institution that offers an ABET-accredited baccalaureate degree in the same discipline); 2) The degree MUST be in the exact same discipline as an earned undergraduate degree (which MUST be from an ABET accredited institution); AND 3) The academic time MAY NOT be concurrent with ANY earned work experience. The Board will NOT make a determination regarding the amount of work experience that may be granted for an earned post-baccalaureate degree until they have received a fully completed application that has been appropriately submitted in accordance with ALL application deadline requirements.

(This is NOT necessary if the amplified record is provided in your NCEES Record.)

7. References Please list references in section 6 of application. References must have personal knowledge of your work experience and collectively must be able to attest to the entire amount of required engineering work experience. References should include your immediate supervisor(s). Applicants must NOT be related to those listed as references. At least three (3) of your five references must be licensed Professional Engineers. The other two (2) may be licensed Professional Land Surveyors or Licensed Professional Geologists (OR similarly qualified individuals [as determined by the Board]); however they must be able to attest to your engineering work experience, character and qualifications. No reference forms should be submitted at this time. If needed, forms will be sent to you for completion by the references.

(Submittal of reference forms are not needed if they are included in your NCEES Record.)

- Please answer all questions; if you answer "YES" to any questions #3 thru question #7 in Section 9, you must provide a full written explanation on an 8-1/2" x 11" sheet of paper AND submit a certified copy of any and all relevant court and/or legal documents, including documentation of your successful completion of any sentencing requirements. NOTE: Answering "YES" to any of the questions will not necessarily result in the automatic denial of your application.
- 9. Foreign Graduates: If your bachelor's degree is from a school outside of the United States, your educational credentials MUST be evaluated to determine the equivalency of your degree in engineering from an accredited U.S. school. This is required regardless of you having a graduate degree from a U.S. school.

 - Contact: NCEES Website: www.ncees.org, Tel: 800.250.3196,
 The evaluation is to be submitted directly to the Board office from NCEES.
- 10. Social Security Act Certification: Sign and date Section 10 of the application.
- 11. Verification Statement: Sign and date Section 11 of the application.
- 12. Maintain a copy of your completed application, for your records.
- Forward application and fee of \$50 made payable to "Commonwealth of Pennsylvania" to address above.
- Mail your application "Certified Mail Return Receipt" to the courier address for proof of receipt.

If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the Board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

Rev 04/2015

STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS LAND SURVEYORS AND GEOLOGISTS

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Tel: 717.783.7049 Fax: 717.705.5540 E-Mail: st-engineer@pa.gov Website: www.dos.pa.gov/eng

Courier Address: **Engineer Board One Penn Center 2601 North Third Street Harrisburg, PA 17110

APPLICATION FOR LICENSURE AS A PROFESSIONAL ENGINEER

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Section 1	Section 1 Applicant Information. (Must be typed or legibly printed in black ink.)																								
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Mail your appli	cation	"Ce	∍rtifie	ed Ma	ail-R	etur	n Re	eip:	t Re	que	stec	1", to	o the	e **C	Cour	rier A	dd	ress	, for	· pro	of o	f red	ceip	t.	
a) Last Name:																									
b) First Name:														c) Mi	ddl	e:									
d) Social Security # e) Date of Birth:																									
f) Mailing Addres	ss:																								
(Continued)						$oxed{oxed}$	$oxed{oxed}$	$oxed{oxed}$																	
g) City:		\prod			\prod	\perp	$oxed{oxed}$	\perp	\prod	\prod					St	ate:		\perp	7	Zip:		$\underline{\mathbb{I}}$			
h) Daytime Phone #: Extension:																									
i) Internet E-Mail Address:																									
j) Would you like us	to cor	nmı	unica	ate w	ith y	ou r	ega	rdinç	j thi	s ap	plic	atior	n via	a e-r	mail	?	Y	es:				No:	:		
k) Maiden Name If any application docume divorce decree that indica	ents will	be se	ent in	a mai																	certi	ficate	∍, a c	ору с	of a
l) Do you hold an N	ICEES) Cc	ounc	il Re	cor	d? (you	must	req	uest	t tran	ısmit	tal t	o the	е Во	ard)		Y	es			No) :		
Board Application Fee - \$50.00 check or money order payable to the "Commonwealth of Pennsylvania". Fees are non-transferable and non-refundable. NOTE: A \$20.00 processing fee will be assessed for any payment returned by your bank, regardless of the reason for non-payment.																									
Section 2	lı	niti	al Li	icen	sur	e/Re	egis	strat	ion	1															
Indicate state where your INITIAL PE license was issued: Expiration date of that state's PE license: MO Year																									
Approved: PE Disapproved																									
Approved: Pl	=						Q	OFFI	CIAI	L US	SE O	NLY			1	Disa	app	orov	/ed						

Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists Application for PE Licensure REV 04/2015

Section 3	Examination Information	ion								
State in which Fu Engineering exam	ndamentals of nination was passed:	State:		ate Pas	sed: M	о [YI	EAR		
Engineer-in-Train	ing Certificate:	Issuing	Issuing State: MO YEAR YEAR							
State in which Pri Engineering exam	State:		ate Pas	sed: M	ο [Y	EAR			
Section 4	Licensure/Registration registered (If additional sp		•		•				een	
State	Registration Number	Regi	stration	Date	Ву Еха	am	By Re	cipro	city	Other
Section 5	Education (If additional space in a maiden name, you must s									ssued
College, University	or Professional School and	Address	Dates A				rse of Stu ee Award		duation Date	
1.										
2.										
3.										
4.										
Section 6	References (See "Ref	ference lı	nformati	ion" on	Instruc	tion	Page)			
List five references	- Three of which must be p	rofessiona	l enginee	rs licens	ed in the	Unite	d States.	ı		
Name	,	Address		State Whic Licens	h	Licen	se#	Te	lephor	ne #
1.										
2.										
3.										
4.										
5.										

Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists Application for PE Licensure

Name of Applicant:

Section 7	Application	ns previo	ously submit	ed to th	nis Board.			
Engineer-In- Training	Profession Engineer		Surveyor-In- Training		Professional and Surveyor	Professional Geologist	N [lone
Section 8	Do You	Read	Yes	No				
	And	<u>Write</u> I <u>Speak</u>	Yes Yes	No No	the English	Language?		
Section 9	Please Ans	wer the	Following Qเ	estions	S:			
The following must be and full written explanation on an court and/or legal documents requirements and the final in the automatic denial of you	n 8-1/2" x 11" she s, including doc disposition . NO	et of paper A umentation	AND submit certifice of your success	d copies of the complete of th	of any and all relevention of any sent	vant Board, encing	YES	NO
1. Do you hold, or have authorization to practice						r		
2. If you answered yes t jurisdiction.	o the above qu	estion, pl	ease provide th	e profess	sion and state o	or ————		
3. Have you had discipli certificate, permit, regis to you in any state or ju action was taken in Pen	tration or othe risdiction or ha	r authoriza ave you ag	ation to practice greed to volunta	e a profes ry surrer	ssion or occup	ation issued		
4. Do you currently have occupational license, ce	e any disciplina	ary charge	s pending agai	nst your		r		
5. Have you withdrawn a or registration, had an a apply or reapply for a prestate or jurisdiction?	pplication den	ied or refu	ised, or for disc	iplinary ı	reasons agreed	d not to		
6. Have you been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.								
7. Do you currently have	e any criminal	charges p	ending and unr	esolved i	n any state or j	jurisdiction?		

Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists Application for PE Licensure

Name of Applicant:		
Name of Applicant:		

Section 10

Social Security Act Certification

This licensing board is obligated to inform each applicant or licensee from whom it requests a Social Security number on any application or form that disclosing such number is mandatory in order for this licensing board to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). In order to enforce domestic support orders, at the request of the Commonwealth's Department of Human Services (DHS), this licensing board must provide DHS information prescribed by DHS about the licensee, including the Social Security number.

In the event that this licensing Board takes disciplinary action against an applicant or licensee, this board may disclose their Social Security number if applicant or licensee voluntarily agrees to the disclosure of this information to the appropriate professional association. This organization compiles information about individual applicants and licensees and transmits that information to other licensing boards in order to coordinate licensure and disciplinary activities between the individual states. If you do not voluntarily provide your Social Security number for this purpose, information about you will still be transmitted to this organization should this licensing board discipline you, but that information will not include your Social Security number.

I certify that I have read the above statement, understand the full intent and I do give this licensing board permission to report my Social Security number to the appropriate professional association or licensing board.

	Signature of Applicant:			Date:				
(Section 11	Verification Statement						
C		this form is in the original format as supplied by way. I am aware of the criminal penalties for tan						
t (Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.							
	Signature of Applicant	:: Da	ate:					

08/2014

AMPLIFIED RECORD OF ENGINEERING WORK EXPERIENCE FOR PE

Page of

(Duplicate this blank page to provide sufficient extra pages to adequately document your experience. ONLY information presented on this form will be considered.

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	ADDRESS of Supervising oughly familiar with each	employment. dicate "PE" after name.")	a ar <u>mo</u> "	Engin Emplo Ill time mus ccour nd inc onth a Do NO	es of leering by mere framest be nited followed the learning of the learning o	g nt nes or the <u>ear</u> . se	PREPARATION INSTRUCTIONS – READ & FOLLOW DIRECTIONS CAREFULLY 1. Applicants must show at least 4 years of PROGRESSIVE experience gained under the supervision of a licensed Professional Engineer, AFTER the issuance of the EIT certificate and prior to initial licensure. 2. List employers in chronological order with the oldest employment shown as Number 1. 3. Show name and address of each employer and the title of your position. 4. For each employer describe in detail the work you performed and your specific role(s). Applicants with insufficient information will be requested to revise and resubmit the forms. 5. DO NOT INCLUDE POST-BACCALAUREATE DEGREE INFORMATION ON THIS FORM 6. Each page of the record MUST include your PRINTED NAME and DATE as well as all other requested information. Your signature is required on the LAST page of each engagement, along with the totaled experience for that engagement.	Ar	of Year reas of lust equ time e	Expe ual ler employ	rience ngth of
Employment Number (1, 2,	List NAME & ADDRESS of 9 Official thoroughly familiar	(If licensed, in	From	Mo/Yr	To	Mo/Yr	7. List Work Experience section in the following format: (a) Title of Position (b) Name and Address of Employer (c) Description of Work – Must be accurate, detailed, all-inclusive and indicate character of work and degree of responsibility	Yrs	Mos	Yrs	Mos
	Supervisor's Name:	Supervisor's Address:					Engineering Work Experience Description: Work Experience MUST be listed in a yearly format with no more than one year of experience per page; however, you may use more than one page for a single year of work experience; there is no maximum number of pages allowed.				
Prir	nt Name	e (<u>EACH PA</u>	(GE):				Signature (Last Page Of Each Engagement): Date: EXPERIENCE (TIME) GAINED WHILE EMPLOYED → (Total Experience on LAST PAGE OF EACH ENGAGEMENT)				



Commonwealth Of Pennsylvania
Department Of State
Bureau of Professional and Occupational Affairs
State Registration Board for Professional Engineers, Land Surveyors and Geologists
P. O. Box 2649
Harrisburg, PA 17105-2649

<u>Amplified Record of Engineering Work Experience Requirements</u>

To assist the Board with providing the most appropriate evaluation of your engineering work experience, you must submit an "Amplified Record of Engineering Work Experience" form (amplified record), which has been **completed in its entirety** (names, addresses, complete employment dates- NOT to "present" etc...) and provides the Board with specific, thorough and detailed descriptions of your progressive professional experience in engineering work that you obtained under the supervision of a licensed professional engineer(or similarly qualified engineer of a grade or character to fit him to assume responsible charge of the work involved in the practice of engineering), after the issuance of your Engineer-In-Training (EIT) certificate and prior to initial licensure.

The amplified record must clearly describe the supervised engineering work that you personally performed; delineate your role in any group engineering activity; provide an overall description of the nature of work you personally performed and specifically indicate how your engineering skills and responsibilities have progressively increased during your years of experience and must demonstrate conclusively the years of progressive professional experience you have obtained (*including detailed examples of how engineering knowledge and engineering principles, including the principles of math and science, were actually employed*) in engineering work of a grade and character to fit you to assume responsible charge of the work involved in the practice of engineering.

Please note that the only work experience considered during any application review is the experience information provided on the amplified record. Do NOT attach a resume or curriculum vitae in lieu of an Amplified Record of Work Experience form.

Additionally, please note that you should provide <u>no more</u> than **one year of work experience per page** of the amplified record; however, you may use as many pages as necessary to accurately describe each year of experience.

Rev 02 2014 REFERENCE INFORMATION FORM CHECKLIST

A. Applicant Check List:

Please review all Reference requirements in the Board's Regulations (49 Pa. Code §37.32 for Engineers, §37.37 for Geologists and §37.48 for Surveyors).

Applicants for the PE exams, licensure, or the FE exam (based upon work experience) shall provide at least five (5) references. Three (3) who are <u>licensed Professional Engineers who can attest to the progressive work experience</u>, the other two (2) may be professional land surveyors, professional geologists or unlicensed engineers who, through education and experience, possess an equivalent level of expertise as that of a professional engineer. A reference that is not a professional engineer licensed in the United States is required to submit a curriculum vitae. <u>All work experience</u> must be supported by a Reference Information Form submitted by the licensed professional engineer who supervised the work experience.

Applicants for the PS &/or PLS exams, licensure, or the FS exam (based upon work experience) must provide five (5) references. At least three (3) of the references must be <u>licensed Professional Land Surveyors</u>, the other 2 may be licensed professional engineers, professional geologists or unlicensed surveyors who, through education and experience possess an equivalent level of expertise of that of a professional land surveyor. A reference who is an unlicensed surveyor is required to submit a curriculum vitae. All work experience must be supported by a Reference Information Form submitted by the licensed professional land surveyor who supervised the work experience.

Applicants for the **FG &/or PG exams** or **licensure** must provide **five (5) references**, **three (3)** of whom are **licensed professional geologists**, the remaining two (2) references may be professional engineers, professional land surveyors or unlicensed geologists who, through education and experience, possess an equivalent level of expertise as that of a professional geologist. A reference who is an unlicensed geologist is required to submit a curriculum vitae. <u>All work experience</u> must be supported by a Reference Information Form submitted by the licensed professional geologist who supervised the work experience.

Applicant MAY NOT be related to **any** reference. References MUST have *personal knowledge of your experience* and collectively be able to attest to the entire amount of required experience.

Attach this checklist to each Reference Form provided to your references.

Reference Information Forms submitted by the applicant with the application will be REJECTED.

- 1. Fill in your name and address at the top of the Reference Information Form.
 2. Write in what you are applying for i.e. FE, PE, FS, PS &/or PLS, FG &/or PG Exam(s), Type of licensure (if you have already passed ALL required exams).
 B. Reference Check List:

 The applicant is required to furnish evidence of qualification for registration for the category checked below. You are asked to attest to the applicant's character, ability, reputation and professional skills and attainments. Be
- 1. Provide a response for all questions on the Reference Information Form. Forms without all questions answered (and explanations provided, as necessary) will be REJECTED.

assured that the Board will hold all information strictly confidential.

- 2. Sign and date at the bottom of Page 2.
- 3. References without a professional license must attach a copy of their resume to this form before mailing.
- 4. *** Return the original completed Reference Information Form, <u>in a sealed envelope</u> bearing your signature across the seal, to the appropriate location (as noted below):

For **FE/PE** Exam Applicants, Mailing Address: Pearson VUE c/o Dasher, Inc. P.O. Box 60669 Harrisburg, PA 17105 or Courier Address: Pearson VUE c/o Dasher, Inc. 777 East Park Drive Harrisburg, PA 17111

For all other applicants (Geologists (FG, PG), Surveyor (FS, PS, PLS Exam) or Non-Examination Engineer), mail directly to Engineer Board, PO Box 2649, Harrisburg, PA 17105

The fully completed Reference Information Form MUST be returned directly to the appropriate office from the reference, as noted in item 4 (above).

DO NOT RETURN THE REFERENCE INFORMATION FORM TO THE APPLICANT

REFERENCE INFORMATION FORM

Applicant's Name:		Applying for:									
Address:		City:				S	tate:		Zip:		
	F THE FOLLOWING M npleted in black ink – If ALL									nplete	ı
1. Name:	LAST				FIRS	ST					МІ
2. Address:	Street										
	City	S	State					Zip			
3. Business Phone (8 AM -	5 PM):	-	_				Ext.:				
4. E-Mail Address:											
5. What is your present be	usiness or profession:										
6. If in individual practice	, please indicate nature	of such praction	e.								
7. What is your area of ex	7. What is your area of expertise (discipline)?										
8. Are you a Licensed □Engineer □Surveyor □Geologist? □None License # License # Exp. Date □Surveyor □Geologist? □None □State:											
If "none", you must s	submit a detailed resum	e or curriculun	ı vita	ae.	State	e:		Exp. [Date ∟		
9. How long have you kno	9. How long have you known the applicant? From to inclusive. Do not use "present"										
10. Did/Do you provide di	rect supervision over th	e applicants w	ork?	expl	anatio	n belo	If "No w (use				
11. Did/Do you have revie	necessary):										
2.a. 20 ,00	т ала арргота аатт	,				detaile	s □ N ed expla ate pag	anation	below	(use a	
12. Are you in any way re	lated to applicant?	□ Yes		No							
13. Do you know of anyth integrity, morals or gener applicant?				□ No arate pa				a detai	iled exp	olanatio	n below

14. Does the applicant read, write, and speak the En	glish	language intelligibly?	☐ Yes	□ No
15. Was the applicant assigned tasks and duties wit increasing responsibility?		☐ Yes ☐ No If "No", pro a separate page if necessary		planation below (use
16. Is applicant's experience of a grade or character allow applicant to assume sole responsible charge of the work involved in the practice of the profession?		☐ Yes ☐ No If "No", p (use a separate page if nec		explanation below
17. Do you recommend the applicant for certification or licensure?	☐ Yo	es □ No If " No ", prov a separate page if necess		xplanation below
18. Focusing on the applicant's ability to utilize the procession of what you think are the applicant's quantity to the procession of the applicant's quantity to the procession of the applicant's quantity to the procession of the applicant's ability to utilize the applicant ability to utilize				ovide a
19. Does the applicant consistently demonstrate a professional attitude in his/her work?		☐ Yes ☐ No If " No " (use a separate page if r	', provide a deta necessary):	iled explanation
1_		certify to the accurac	y of the above	statements
Print your name				
Signature:		Date:		

08/2014

VERIFICATION OF EXAMINATION / REGISTRATION

Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists

Mailing Address: Engineer Board P. O. Box 2649 Harrisburg PA 17105 Courier Address:
Engineer Board
2601 N 3rd St
Harrisburg PA 17110

This form WILL NOT be accepted electronically OR from the applicant.

INSTRUCTIONS

It is the responsibility of the applicant to request the necessary verification(s) from **every State Board and/or Licensing Jurisdiction** you have ever passed a certification and/or licensure examination in **or** have ever been granted certification or licensure (regardless of the current status).

After completion, this form must be **mailed** to the PA Board **directly from the Verifying State or Jurisdiction.**(You may duplicate this form as much as necessary.)

<u>DO NOT</u> provide the verifying Board an envelope with **YOUR** return address **OR** business letterhead/return address.

	return address O	R business letternead/retu	m address.						
THIS PORTION TO BE COMPLETED E	BY APPLICANT								
TO: (State Board Completing Form)	(Name of Applicant)								
	,	,							
	(S	Street Address)							
	(City)	(State)	(Zip)						
	(Social Security Number)	(Date o	of Birth)						
THIS PORTION TO BE COMPLETED E	SY STATE BOARD								
I. The above named person was certified or reg									
i. The above hamed person was certified of reg	Certificate Number	er <u>Date Issued</u>	Valid Until						
☐ Engineer-in-Training									
☐ Professional Engineer									
\square Surveyor-in-Training									
\square Prof. Land Surveyor									
II. Disciplinary Actions: Yes No	If "Yes", please provide cert	ified copies of action							
III. Basis of Registration:									
Written Examination	# of Rest <u>Hrs.</u> (P/F/S		Exam Date						
☐ Fund. Of Engineering (EIT)									
☐ Princ. & Pract. of Engineering (PE)									
☐ Fund. Of Land Surveying (SIT)									
☐ Princ. & Pract. Of Land Surveying (PLS)									
Other Specify:									
☐ Oral Examination — hrs. PE —	hrs. LS Date:								
☐ Comity with: (1)	(2)								
☐ Education and Experience: If licensed with le	• •	cluding graduation from AE	3ET engineering						
curriculum, please check here and attach a detailed v									
Signature and Title:		- (D	. 1.0 1)						
Bassila	Data	(Boar	d Seal)						
Board:	Date:								