BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS
2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944
Telephone: (916) 263-2222 – Toll Free: (866) 780-5370
Facsimile: (916) 263-2246
www.bpelsg.ca.gov

Professional Engineer Application Checklist

Applicants applying for licensure are strongly encouraged to use this checklist to ensure all required documents* are included with their Professional Engineer application.

❒	Confirmed Qualifications	Qualifying experience must be completed by the final filing date for the chosen exam cycle.
❒	Reviewed Application Instructions	Get answers to many questions asked by applicants.
❒	Application for Licensure	Applications must be filled out in their entirety. Wet signatures on all pages are required. Hand written forms are not accepted.
❒	Application and State Exam Fees	Payment made by check or money order.
❒	Copy of Completed Live Scan Form or Fingerprint Cards	All applicants are required to provide proof of fingerprinting when submitting applications.
❒	License and/or Exam Verification	Create or Log in to your NCEES account to request license/exam verification.
❒	Official, Sealed College Transcripts	Submit transcripts for all engineering degrees to claim education credit.**
❒	Engagement Record and Reference Form	A minimum of four (4) completed forms are required. Review instructions before completing.
❒	Certified Court Documentation	Applicants who mark "Yes" to any question in Section 4 of the Application must submit the appropriate certified court documentation and a statement of explanation.
❒	California Laws and Board Rules Exam (Take Home Exam) Answer Sheet	The Board must ensure California licensed Professional Engineers are familiar with the laws and regulations that govern the practice. Applicants are required to take and pass this examination.

Submit applications and all supporting documentation in one envelope* to:**

Board for Professional Engineers, Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300, Sacramento, CA 95833

The Board recommends submitting your application package
using a tracking or delivery confirmation system to confirm receipt.

Due to the volume of applications received, the Board does not provide status checks.
Regular communication regarding application status will be sent via email.

* Application, fees, and all required documents must be postmarked by the exam cycle final filing date.
* Applicants who do not submit complete application packages may not be eligible to sit for the exam cycle for which they applied.
* Incomplete applications will not be processed unless/until all documents are received.
** Foreign transcripts do not need to be sealed but must be translated into English and notarized. Credential evaluations are not accepted.
*** The Board makes every attempt to combine documents submitted separately, but cannot assure assembly in time for the preferred exam cycle.

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APPLICATION FOR LICENSURE AS A TRAFFIC ENGINEER

☒ **Application and State Exam Fees: $275**
($125 Application Fee – Non-refundable and $150 State Exam Fee)
☐ Live Scan form included (no fee) **OR** ☐ Fingerprint cards included ($49)

MAKE ONE CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF CONSUMER AFFAIRS (DCA)

Once approved, you will need to schedule your exam(s) with our testing vendor(s) during the appropriate scheduling periods and directly pay their required testing/scheduling fees: Prometric Inc. for the state exam.

Exam Cycle: Fall _____

For Office Use Only
ATS ID # _____
Date Rcd. _____
Amount _____
Receipt # _____
FP Card Rcvd. ☐ *Fee Rcvd.* ☐ *N/A* ☐
Mil. ☐ *Yes*

Total Due to Board $ 275

Section 1
General Information

Type your legal name exactly as you want it to appear on your wall certificate. Please Note: The names and addresses of Board licensees are public records and are published in both electronic and print media, as well as disclosed to the public upon request. You may use a home address, a post office box, a business address, or an alternate address where you can receive mail.

1. Last Name	First Name	Middle Name	2. Social Security No. or ITIN

3. Address of Record:	City	State	Zip Code	Country

4. Birth Date (MM/DD/YYYY):	E-Mail Address:

5. Daytime Phone Number (including area code & extension): ext.	Cell Phone Number (including area code):

6. If you have passed a fundamentals of engineering written examination, give the following information:

State: Certificate No. (if applicable): Date of exam: Waiver Requested ☐

7. List states in which you hold a valid license as a professional engineer, starting with the state where you took and passed the original PE examination.

STATE	BRANCH (Civil, Traffic, etc.)	EXAM DATE/Initial License Date	CERTIFICATE NO.	EXPIRATION DATE

8. Education: University and Graduate Studies NOTE**: Official sealed transcripts must be provided to be given credit for education.** Foreign transcripts do not need to be sealed but must be translated into English and notarized. Evaluations are not accepted.

NAME AND LOCATION OF INSTITUTION	ATTENDANCE (MM/YY)		COURSE OF STUDY	DATE OF DEGREE	TYPE OF DEGREE
	FROM	TO			

9. Have you previously filed an application for licensure as a professional engineer or land surveyor with this Board?
BRANCH: DATE: ☐ Yes ☐ No

I certify under penalty of perjury under the laws of the State of California that the information on this application as well as any other documents submitted in support of this application are true and correct to the best of my knowledge.

Applicant's Signature (Wet Signature Required) _____ Date: _____

USE TYPEWRITER OR FILL OUT FORM ONLINE, PRINT, SIGN AND MAIL THIS APPLICATION TO ADDRESS ABOVE. HANDWRITTEN FORMS WILL NOT BE ACCEPTED.

Applicant's Name ***(Last)*** ***(First)*** ***(M.I.)***

Section 2

Engagement Summary and References

- List engagements below starting with your most recent employment, working back to graduation date. Your current job is Engagement 1.
- An engagement is an employment with one employer, in one capacity at one level of responsibility. Different projects in the same capacity for one employer are not considered separate engagements.
- Explain overlaps in dates.
- All applicants must submit a minimum of four (4) references from individuals appropriately licensed in the discipline you are applying. At least one of the licensed references must be from a person in responsible charge over the applicant for each engagement for which the applicant desires credit. The remaining references can be from indirect supervisors, co-workers, clients, etc.
- **ALL THE NAMES OF YOUR REFERENCES MUST BE LISTED ON THIS PAGE.** For California work, each engagement claimed as qualifying experience MUST have a reference from a licensed California Professional Engineer in responsible charge licensed in the discipline for which you are applying, unless exempt from licensure. For work out of state or country, references must be from a person in responsible charge legally authorized to practice engineering in the state or country where the projects are located during the period of the engagement.

ENGAGEMENT NUMBER	From MM/DD/YY To MM/DD/YY	Employer	Name of Reference	Reference's License No./State
	Months of Qualifying Experience**	City/State/Country of Employer	Professional Relationship	Branch
1				
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			

10. REMARKS: Use this space for explanatory remarks or additional information, including information relating to Section 4 on page three (3) of this application.

** Qualifying experience includes only engineering work. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-engineering work, or summer work while a student. Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience. Qualifying experience means engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Professional Engineer.

Applicant's Signature (Wet Signature Required) _____ Date: _____

Applicant's Name *(Last)* *(First)* *(M.I.)*

Section 3
Military Service

Are you currently or have you previously served in the military? ☐ **Yes** ☐ **No**

Are you relocating to California as a result of your spouse's/domestic partner's active duty military orders?

☐ **Yes** ☐ **No**

(If you answered "No" to the question above, please proceed to Section 4.)

Pursuant to Business and Professions Code Section 115.5, the Board shall expedite the licensure process for an applicant who is married to or in a domestic partnership or other legal union with an active duty member of the U.S. Armed Forces who is assigned to a duty station in California under official active duty military orders and who holds a current license in another state, district or territory of the U.S. in the profession for which he or she is seeking licensure. If you would like to be considered for the expedited review process, provide the following documentation:

1) A copy of the marriage certificate or certified declaration/registration of domestic partnership
2) A copy of military orders establishing duty station in California
3) A copy of the current license held in another state, district, or territory of the U.S.
4) Write "MILITARY SPOUSE" on bottom left corner of the envelope to be expedited

Section 4
Background/Discipline

Pursuant to Title 16, Division 5 of the California Code of Regulations Section 420.1, **all applicants are required to furnish to the Department of Justice a full set of fingerprints** for the purpose of conducting a criminal history record check and to undergo a state and federal level criminal offender record information search. For more information on fingerprinting, go to our Questions & Answers page at FAQs.

Have you ever been convicted of or plead guilty or nolo contendere ["no contest"] to ANY offense in the United States or a foreign country? This includes every citation, infraction, misdemeanor, and/or felony that resulted in a conviction or a plea of guilty or nolo contendere. **NOTE:** Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) two years or older should **NOT** be reported. Convictions that were later expunged from the records of the court or set aside pursuant to Sections 1203.4, 1203.4a, or 1203.41 of the California Penal Code or equivalent non-California law **MUST** be disclosed.	☐ Yes	☐ No
Exclusive of juvenile court adjudications and criminal charges dismissed under Section 1000.3 of the California Penal Code or equivalent non-California laws, or convictions two years or older under California Health and Safety Code Sections 11357(b), (c), (d), (e), or Section 11360(b), have you had a conviction that was set aside or later expunged from the records of the court?	☐ Yes	☐ No
Is any criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?	☐ Yes	☐ No
Have you ever had an engineering or land surveying related license denied, disciplined, suspended, surrendered, or revoked in any state (other than for lack of minimum qualification or failure of examination)? **If YES, explain under "Remarks" in Section 2 on page two of this application.**	☐ Yes	☐ No

If you answered "Yes" to any of the above questions, you must submit the appropriate certified court documentation and a statement of explanation for each criminal conviction on an additional sheet of paper.

NOTICE: Under the laws of the State of California, the State Board of Equalization and the Franchise Tax Board are allowed to share taxpayer information with the Board for Professional Engineers, Land Surveyors, and Geologists. The laws require a licensee to pay his or her state tax obligation, and his or her license may be suspended if the state tax obligation is not paid.

Applicant's Signature (Wet Signature Required) _____ Date: _____