

**BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS**

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

Telephone: (916) 999-3600 – Toll Free: 1-866-780-5370

www.bpelsg.ca.gov**Application Status Definitions**

Under Review-The application has been received by the Board and is pending initial review by the licensing evaluator. During initial review, the licensing evaluator determines if all required documentation has been submitted and is acceptable (i.e., transcripts, the minimum number of completed Work Experience Engagements/References, passed Laws and Rules exam, etc.) and completes a precursory review of the transcripts and Work Experience Engagements/References to determine if the minimum number of months of required experience is claimed. If all required documentation and information has been submitted, the application is forwarded to the registrar for technical review; however, if there is a deficiency, an email will be sent to the applicant. The application will not move to technical review until the deficiency is resolved.

Technical Review-The application has been forwarded to the registrar and is pending technical review. Once in technical review, the registrar determines if the applicant is qualified for licensure and/or examination. If there is a deficiency (i.e., missing/unclear information on Work Experience Engagements/References, not enough detailed information to determine if the applicant qualifies for licensure, etc.) the registrar will send an email. The application cannot be approved for licensure and/or examination until the deficiency is resolved.

Deficiency-Board staff has determined the application is missing required documentation or information. The applicant must check the email from Board staff to resolve the deficiency. *A deficiency can be sent by the licensing evaluator during the initial review and/or by the registrar during technical review.* The applicant must click the "Resolve Deficiency" button on their [BPELSG Connect](#) dashboard. After providing the requested documentation, information, or taking the requested action as described in the email, they must select "Respond", then check "Resolved" and "Save", and lastly click "Save & Next" and "Resubmit", in this order.

Exam Eligible-The applicant is eligible to take the applicable state-specific exam(s). From their [BPELSG Connect](#) dashboard, the applicant must click the "Request Exam" link listed under the "Action" column to pay for and request to take the state-specific exam(s).

Final Review-Final reviews can take 1-2 weeks for processing. *An applicant should not contact the Board about the status of their application unless their license number is not issued after two (2) weeks.* License numbers are issued weekly for eligible applicants who have passed all required exams and fulfilled all licensure requirements. Once Board staff completes the final review, the license number will be issued.

If an application has been in final review for more than two (2) weeks, the fingerprint portion of the application may not be complete. An applicant can check the status of their fingerprints by contacting bpelsg.fingerprint.questions@dca.ca.gov or 916-999-3625. It can take 30-120 days, from the date the Board mails the fingerprint cards to the DOJ/FBI, for the Board to receive the results.

Approved-The application is approved for licensure/certification. The license number will appear on [License Lookup](#) as well as on the applicant's [BPELSG Connect](#) dashboard. For discipline specific information view the [Next Steps After Taking Your Exam\(s\)](#).