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
Facsimile: (916) 263-2246
www.bpelsg.ca.gov

Professional Engineer Application Checklist

Applicants applying for the Professional Engineer license are encouraged to use this checklist to ensure that they meet all application requirements.

- ☐ **Confirm that you meet the qualifying experience requirements before applying by reviewing the applicable statutes and regulations, the qualification flowchart and the application instructions. Qualifying experience must be completed by the day of application submission.**

- ☐ **Complete the application in its entirety.** The application must be typed, and an original/wet signature is required on each page.

- ☐ **Submit a minimum of four (4) Professional Engineer Engagement Record and Reference forms to adequately document that you meet the qualifying experience requirements.** Click here for information on what constitutes a satisfactory reference.

- ☐ **Submit official sealed transcripts for all engineering degrees you are claiming for educational credit.** Unsealed transcripts are not accepted. Foreign transcripts that are not in English do not need to be sealed, but applicants must submit the original transcripts along with a notarized English translation. Degree evaluations are not accepted.

- ☐ **If licensed as a Professional Engineer in another state, submit a license verification using the verification system available through NCEES. Login to your NCEES account and request that the license verification(s) be sent to the Board.**

- ☐ **Submit copies of your NCEES exam results for the NCEES exams that you have passed in California or in another state. Login to your NCEES account and print out copies of the exam result(s).**

- ☐ **Submit proof of completing the fingerprinting requirement, unless you have fulfilled the requirement with a prior application to this Board (i.e. Applicants who have fulfilled the requirement with their California Engineer-in-Training application).** Applicants who still need to fulfill the requirement must submit a copy of the completed Live Scan Form (applicants who reside or are currently located in California) or Fingerprint Cards (applicants who reside or are currently located outside of California). For additional information, review the Fingerprinting FAQs.

- ☐ **Submit a completed California Professional Engineers State Laws and Board Rules Exam (Take Home Exam) Answer Sheet.** Applicants are required to take and pass this exam to ensure that they are familiar with the laws and regulations that govern the practice.

- ☐ **Submit the appropriate fees as indicated on the first page of the application.** Submit one check or money order payable to the Department of Consumer Affairs (DCA).

- ☐ **Put the application, all supporting documentation, and payment in one envelope.** Do not submit the documents separately. Submitting the documents separately will significantly delay the processing of your application.

- ☐ **Submit the application package to:**

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

- ☐ **Use a mail tracking or delivery confirmation system to confirm the Board's receipt of your application.** Due to the large volume of applications received by the Board, the Board cannot confirm receipt of applications or provide status checks. Communication regarding your application status will be sent to you via email (including emails from Board staff requesting additional documentation regarding your application, and notification of application approval).

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APPLICATION FOR LICENSURE AS A PROFESSIONAL ENGINEER

(Do not use this application if you are applying for licensure as a Civil Engineer, Structural Engineer, Geotechnical Engineer, or Traffic Engineer.)

DISCIPLINE: Select One

For Office Use Only

ATS ID # _____

Date Rcvd. _____

Amount _____

Receipt # _____

FP Card Rcvd. ☐ *Fee Rcvd.* ☐ *N/A* ☐

Mil. ☐ *Yes*

Total Due to Board $ 125

☒ **Application Fee: $125.00** (Non-refundable)

I passed the following exam(s) [check the exam(s) that apply]:

☐ NCEES FE exam (include a printout of the NCEES exam result)

☐ NCEES PE exam (include a printout of the NCEES exam result)

NCEES ID # (required): _____

☐ A complete NCEES Record was ordered on the following date: _____ *(Option for Comity Applicants Only)*

☐ Live Scan Form included (no fee) **OR** ☐ Fingerprint Cards included ($49) **OR**

☐ I submitted my Live Scan Form/Fingerprint Cards with a prior application

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

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):	Email Address:
5. Daytime Phone Number (including area code & extension): ext.	Evening Phone Number (including area code): / Cell Phone Number (including area code):

6. If you passed the NCEES Fundamentals of Engineering (FE) exam fill out the applicable information below, or if requesting a FE exam waiver, check "Waiver Requested".

State: Date of exam: EIT Certificate Number (if applicable): NCEES ID #: Waiver Requested ☐

7. If you passed the NCEES Principles and Practice of Engineering (PE) exam fill out the information below.

State: Date of exam:

8. List the 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	DISCIPLINE (e.g. NUCLEAR, ELECTRICAL, ETC.)	LICENSE ISSUANCE DATE	LICENSE NUMBER	EXPIRATION DATE

9. Education: **Applicants who are claiming educational credit must submit official sealed college/university transcripts for all engineering degrees.** Foreign transcripts do not need to be sealed but must be translated into English and notarized. Degree evaluations are not accepted.

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

10. Have you previously filed an application for licensure as a Professional Engineer, Land Surveyor, Geologist or Geophysicist with this Board?

☐ Yes ☐ No DISCIPLINE: DATE:

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

Applicant's Name ***(Last)*** ***(First)*** ***(Middle)***

Section 2

Engagement Summary and References

- List your engagements below starting with your most recent employment, working back to your graduation date. Your current job is considered Engagement 1. Leave no gaps in the record.
- 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.
- **Applicants must submit a minimum of four (4) references (on Professional Engineer Engagement Record and Reference Forms).** Read the instructions and Information on what constitutes a satisfactory reference for more information.
- **For each engagement claimed as qualifying experience, list the name of the person who will serve as your reference (even if you are submitting an NCEES Record).** Failure to complete this page may cause your application to be deemed incomplete.
- Comity applicants may submit NCEES Records in lieu of Engagement Record and Reference Forms, but NCEES Records are not required for comity applicants. In the case that the NCEES Record does not provide the information the Board needs to determine if an applicant meets the requirements for licensure in California, the applicant will be asked to provide additional information.

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	Discipline
1				
	MONTHS*			
	MONTHS*			
	MONTHS*			
	MONTHS*			
	MONTHS*			
	MONTHS*			
	MONTHS*			
	MONTHS*			

11. REMARKS: Use this space for explanatory remarks or additional information.

* 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 student summer work. 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)* *(Middle)*

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
Discipline

Have you ever had an engineering, land surveying, geologist or geophysicist related license denied, disciplined, suspended, surrendered, or revoked in any state (other than for lack of minimum qualification or failure of examination)?

☐ Yes ☐ No

If YES, explain below.

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: _____