


**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](http://www.bpelsg.ca.gov)


## Structural Engineer Application Checklist

Applicants are encouraged to use this checklist to ensure that they meet all application requirements. **Do not submit your application for Structural Engineer licensure until you have passed the NCEES PE Structural Exam.**

- 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 the date of application submittal in accordance with Title 16, California Code of Regulations section 424(d).**
- 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 three (3) [Structural Engineer Engagement Record and Reference forms](#) (or more) to adequately document that you meet the qualifying experience requirements.**
- Submit license/exam verification using the verification system available through [NCEES](#) if licensed as a Civil or Structural Engineer in another state.** License verification is required if claiming credit for work experience completed out-of-state or if qualifying experience is gained after licensure as a Civil Engineer in another state in accordance with Title 16, California Code of Regulations section 426.14.
- 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 or California Civil Engineer 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 the appropriate fees as indicated on the first page of the application. Submit a check or money order payable to the Department of Consumer Affairs (DCA).**
- Put the application, all supporting documentation, and payment in one envelope.** Submitting the documents separately will 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 STRUCTURAL ENGINEER**

**Application Fee ONLY: \$175** (Non-refundable)

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 (CA)**

For Office Use Only	
ATS ID #	_____
Date Rcvd.	_____
Amount	_____
Receipt #	_____
FP Card Rcvd. <input type="checkbox"/>	Fee Rcvd. <input type="checkbox"/> N/A <input type="checkbox"/>
Mil. Yes <input type="checkbox"/>	FP/LS On File <input type="checkbox"/>
<b>Total Due to Board \$</b> _____	

**Note: Do not submit your application for Structural Engineer licensure until you have passed the NCEES PE Structural Exam.** For information on the exams acceptable for Structural Engineer licensure view the [FAQs Regarding the Structural Engineer \(SE\) Exam](#). If you have not passed an accepted exam, proceed directly to NCEES to create and/or login to your [MyNCEES](#) account and register. Once you have passed the PE Structural Exam and have the required qualifying experience, submit your application for licensure. There is no final filing date. Applications can be submitted and will be accepted on a continuous basis.

**NCEES ID Number:** \_\_\_\_\_

**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.				Cell Phone Number (including area code):			
6. I am currently licensed as a Civil Engineer in California and the following information applies to that license: Certificate Number: _____ Date License Issued: _____ Date License Expires: _____ How was the license obtained (Regular Exam or Comity)?:							
7. List the states in which you hold a valid license as a Professional Engineer and/or a Structural Engineer, starting with the state where you were issued your first Professional Engineer license.							
STATE	DISCIPLINE (e.g. CIVIL, STRUCTURAL, ETC.)			LICENSE ISSUANCE DATE	CERTIFICATE NUMBER	EXPIRATION DATE	
8. Have you previously filed an application for licensure as a Professional Engineer (other than Civil), 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.**

## Section 2

### Engagement Summary and References

- List engagements below starting with your most recent employment, working back to the date of your initial license. Your current job is considered Engagement one (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.
- Applicants must submit a minimum of three (3) references (on Structural Engineer Engagement Record and Reference Forms)** from individuals who hold current, valid California licenses as Civil Engineers and who are authorized by the Board to use the title "Structural Engineer" or equivalent thereto. Each reference shall have personal knowledge of the applicant's qualifying experience and shall have examined the applicant's work in accordance with Title 16, California Code of Regulations section 427.30.
- All of the names of your references must be listed on this page.
- 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/Email Address (if known)	Reference's License No./State
	Months of Qualifying Experience*	City/State/Country of Employer	Professional Relationship	Discipline
1				
	MONTHS*			
	MONTHS*			
	MONTHS*			
	MONTHS*			
	MONTHS*			

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

\*Qualifying experience includes only professional level engineering work. It does not overlap with credit claimed for the applicant's civil engineering license or for education. It does not include overtime, training, orientation, non-engineering work, student summer work or non-professional 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 civil/structural engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Structural Engineer.

Applicant's Signature (Wet Signature Required) \_\_\_\_\_

Date: \_\_\_\_\_

## Section 3

### Military Service Inquiry/Expedited Licensure Process for Military Spouses, Refugees, Asylees and Special Immigrant Visa Holders

#### Military Service Inquiry

Business and Professions Code section 114.5 requires the Board to ask all applicants if they are currently serving in, or have previously served in, the United States military. Answering this question is optional.

Are you currently serving in or have you previously served in the United States military?      YES      NO

#### Expedited Licensure for Honorably Discharged Military Service Personnel

Pursuant to Business and Professions Code Section 115.4, the Board shall expedite the licensure process for an applicant who supplies satisfactory evidence to the Board that the applicant has served as an active duty member of the Armed Forces of the United States and was honorably discharged.

If you meet the above-listed requirement and would like to be considered for the expedited review process, provide a copy of Certificate of Release or Discharge from Active Duty, DD-214, and evidence of honorable discharge.

Do you wish to have your application considered for this expedited review process?      YES      NO

#### Expedited Licensure Process for Military Spouses

Pursuant to Business and Professions Code Section 115.5, the Board shall expedite the licensure process for an applicant who meets BOTH of the following requirements:

1. 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,
2. Who holds a current license in good standing in another state, district or territory of the United States in the profession for which the applicant is seeking licensure.

If you meet BOTH of the above-listed requirements and would like to be considered for the expedited review process, you must provide all of the following documentation:

1. A copy of the marriage certificate or certified declaration/registration of domestic partnership; and,
2. A copy of the spouse's/domestic partner's active duty military orders establishing the duty station in California; and,
3. Official certification verifying the applicant holds a current license in good standing in another state, district, or territory of the U.S. in the same profession in which they are seeking licensure in California.

Do you wish to have your application considered for the expedited review process?      YES      NO

If YES, include the required documentation with this application.

#### Expedited Licensure Process for Refugees, Asylees, and Special Immigrant Visa Holders

Business and Professions Code section 135.4 provides that the Board must expedite, and may assist, the initial licensure process for certain applicants described below.

#### Do any of the following statements apply to you?

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

YES      NO

If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

## 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)? If YES, provide an explanation on an additional sheet of paper.      YES      NO

**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: \_\_\_\_\_