


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


Professional Traffic Engineer Application Checklist

Applicants applying for the Professional Traffic 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 a copy of your NCEES Fundamentals of Engineering (FE) exam result. Login to your [NCEES](#) account and print out the exam result.**
- 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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Facsimile: (916) 263-2246

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APPLICATION FOR LICENSURE AS A TRAFFIC ENGINEER

Application and State Exam Fees: \$350* (\$175 Application Fee – Non-refundable and \$175 State Exam Fee)

I passed the NCEES FE exam (include a printout of the NCEES exam result)

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

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

Exam Cycle: Fall _____

*Once approved, applicants will need to schedule the exam with testing vendor, Prometric, Inc. and pay an additional required fee to Prometric, Inc.

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.	<input type="checkbox"/>	Yes
Total Due to Board \$	_____	

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

Section 1
General Information

Type your legal name exactly as it appears on your government issued ID. 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. 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. 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. If applicable, include additional states in the "Remarks" in Section 2 on page 2 of this application.							
STATE	DISCIPLINE (e.g. CIVIL, TRAFFIC, ETC.)		LICENSE ISSUANCE DATE		LICENSE NUMBER	EXPIRATION DATE	
8. 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
9. 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 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 your graduation date. Your current job is considered 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.
- Applicants must submit a minimum of four (4) references (on the Professional Engineer Engagement Record and Reference Form) from individuals authorized to practice Traffic Engineering.** 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. To be in responsible charge the reference must be authorized to practice Traffic Engineering in the jurisdiction where the projects are located during the time of the engagement. The remaining references can be from indirect supervisors, co-workers, clients, etc.
- All of the names of your references must be listed on this page.** Failure to complete this page may cause your application to be deemed incomplete.

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*			

10. 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: _____

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: _____