West Virginia State Board of Registration for Professional Engineers
300 Capitol Street, Suite 910, Charleston, WV 25301

PROFESSIONAL ENGINEER APPLICATION

INSTRUCTIONS

Applications must be typed - (Word and Adobe forms provided for ease of completion)

Date of Application: __ / __ / **20**__

Please check the appropriate box:
- ☐ Applying for initial PE licensure (successful WV PE examinee, first license) - **$72**
- ☐ Applying for PE licensure in West Virginia by comity / reciprocity - **$135**
- ☐ Applying for reinstatement of PE license in West Virginia - **$167**

Included relevant fees noted above? ☐ Yes ☐ No   **Included passport-like photo?** ☐ Yes ☐ No
(Headshot needed. Digital printouts or polaroids accepted)

PERSONAL INFORMATION

Applicant's Name   ☐ Mr.   ☐ Ms.

First   Middle   Last   (Sr., Jr., III)

Social Security Number ___ - ___ - ___ **(Required by WV Law)**   Birth Date ___ / ___ / ___

Residence Address _____
Address   City   County   State   Zip

Employer Name _____   Present Position _____

Business Address _____
Address   City   County   State   Zip

Home Phone (___) ___ - ___   Cell Phone (___) ___ - ___   Business Phone (___) ___ - ___   Fax: (___) ___ - ___

Citizenship ☐ U.S.   ☐ Other, please list _____
If not a citizen of the U.S., have you declared your intention of becoming a citizen? ☐ No ☐ Yes

Primary Email _____   Secondary Email _____

Preferred Mailing address for official Board correspondence ☐ Residence ☐ Business

* Please recognize your preferred address will be used for official correspondence, public rosters, website verifications, etc. If a P.O. Box is used, the Board must obtain a valid street address for secondary purposes. The Board also uses email as a primary means of communication. It is the responsibility of all applicants & registrants to notify the Board of any future email or address changes.

REGISTRATION (COMPLETE **ALL** PERTINENT INFORMATION DEPENDING ON COMITY OR INITIAL LICENSURE APPLICANT)

FE Exam Date: State: _____   Date: ___ / ___ / ___   EI Certification Number: _____

PE Exam Date: State: _____   Date: ___ / ___ / ___   PE Registration Number: _____

Initial PE Registration Date: ___ / ___ / ___

Is original registration now in force? _____   If not, why? _____

Were you initially registered by passing written or computer-based examinations? ☐ Yes ☐ No   If "No," then how? _____

Are you currently applying for registration in any other states? ☐ Yes ☐ No   If "Yes," where? _____

Are you currently licensed (and active) in the state where you live and/or work? ☐ Yes ☐ No   **Required by WV Law for Comity Applicants**

Other States in which you are actively registered: _____

Revised 1-2023

Do you participate in the NCEES Records Program? ☐ No ☐ Yes

☐ If "Yes," check here if you have already requested your NCEES Record to be forwarded to WV Board.

Date of Request: _____ / ___ / _____

Date of original registration in WV? _____ / ___ / _____ Date when registration lapsed? _____ / ___ / _____

West Virginia Legislative Rule requires a registrant to bring an inactive license to active status by obtaining all delinquent continuing education. The number of Professional Development Hours (PDHs) required for reinstatement is thirty (30) PDHs total and must be earned within the last 2 years.

If you are applying for reinstatement, please complete the required Professional Development Documentation Form and attach documentation of your completed PDHs (30 hours minimum earned within the last 2 years) and proceed to the last page of this application. You do not need to provide educational history, transcripts or experience verifications if you are applying for reinstatement. However, you must provide five (5) new references.

Date of successful NCEES FE Exam _____ / ___ / _____ Location of FE Exam Test Center _____
☐ Paper and Pencil FE Exam
☐ Computer-Based FE Exam

Date of successful NCEES PE Exam _____ / ___ / _____ Location of PE Exam Test Center _____
☐ Paper and Pencil PE Exam
☐ Computer-Based PE Exam

Are copies of both your NCEES FE and PE Exam passing score notifications enclosed? ☐ Yes ☐ No

EDUCATION – LIST ALL INSTITUTIONS OF HIGHER EDUCATION ATTENDED AND INCLUDE ALL TRANSCRIPTS

INSTITUTION	MAJOR	DATES ATTENDED	DEGREE	DATE OF GRADUATION
		___ / ___ - ___ / ___		___ / ___
		___ / ___ - ___ / ___		___ / ___
		___ / ___ - ___ / ___		___ / ___

Check appropriate box. An ABET-accredited BS degree or accepted equivalent is required by WV Law:

Graduate of:
☐ Baccalaureate ABET Engineering Program (EAC)
☐ Baccalaureate ABET Engineering Technology Program (TAC) *see below
☐ Foreign Baccalaureate Engineering Program Only **see below
☐ Foreign Baccalaureate or Related Science Program + MS or PhD from Engineering ABET program in the US

**Candidates possessing only an ABET (TAC) Engineering Technology degree must have a minimum of six years of qualifying engineering work experience earned AFTER the date of graduation on transcripts. See WV Engineering Law for details.
**Candidates possessing only a foreign degree must have credentials evaluated by the National Council of Examiners for Engineering and Surveying (NCEES), prior to submitting an application for exam. Visit www.ncees.org for complete details.

PROFESSIONAL EXPERIENCE

IF YOU ARE NOT TRANSMITTING AN NCEES RECORD, YOU MUST LIST ALL FULL-TIME EMPLOYMENT SINCE GRADUATION
CONSULT "PE APPLICATION INSTRUCTIONS" FOR DETAILS

Dates of Engagement		Details of Employment	Declaration of Time (Years in decimals to the tenths)				Name and complete address of superior to whom the applicant reported. This individual should be a P.E. for all professional work verifications.
From	**To**	**Name of Employer** **Applicant's Position Title** **Basic Responsibilities / Duties** (Provide specific details on Employer Verification forms)	**1.** **Non-Engineer Work**	**2.** **Professional Work**	**3.** **Responsible Charge**	**4.** **Total Time**	Individuals listed must complete the Employment Verification forms. If extenuating circumstances exist, alternate supervisors will suffice. If self-employed, associates or clients intimately familiar with your work should be used.
		Applicant cannot claim any experience time prior to graduation date on transcript. **Applicants must have a minimum of 4 years* of acceptable, qualifying experience from date of graduation to date of receipt of application (*6 years experience for Technology graduates).**					
/	/						☐ Check here if P.E.
/	/						☐ Check here if P.E.
/	/						☐ Check here if P.E.
/	/						☐ Check here if P.E.
/	/						☐ Check here if P.E.
		Summary (Actual Time) *					**FOR BOARD USE ONLY**

DISCLOSURE

☐ No   ☐ Yes   Have you ever been convicted in any jurisdiction of any felony? A guilty plea must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.

☐ No   ☐ Yes   Have you ever been subject to any disciplinary action or any investigation by any local, state or national regulatory body (including WV)?

☐ No   ☐ Yes   Have you ever been convicted in any jurisdiction of any misdemeanor? A guilty plea must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.

☐ No   ☐ Yes   Have you ever been denied licensure in another jurisdiction?

☐ No   ☐ Yes   Are you currently practicing or even offering to provide engineering services for projects in WV?

If you answered "Yes" to one or more of the above questions, attach additional pages providing an explanation of the events, a description of the investigation, disciplinary proceedings, type of sanctions imposed, or any other documentation relating to this matter, including applicable criminal conviction records, state police or court records. You also have the right to include any additional information you wish to have considered with this application (i.e., reference letters, documentation of rehabilitation, etc.).

CHILD SUPPORT OBLIGATION STATEMENT

Pursuant to WV Code each applicant must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct. If you make a false statement concerning any question on this form, you may be subject to disciplinary action. Failure to complete this section will result in your application being returned.

	No	Yes
Do you have a child support obligation?	☐ No	☐ Yes
If yes, is it equal to or more than six months in arrears?	☐ No	☐ Yes
Are you the subject of a child support related subpoena or warrant?	☐ No	☐ Yes

AFFIDAVIT

State of _____

County of _____

_____, **(Applicant name)** being first duly sworn, deposes and says: I hereby authorize any individual, company or institution with whom I have been associated to furnish the West Virginia State Board of Registration for Professional Engineers with any information concerning my qualifications for certification in West Virginia which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I hereby certify that the foregoing statement together with accompanying sheets and all enclosed materials, are true and correct to the best of my knowledge and belief. I also acknowledge that I have read and understood the Privacy Notice that is posted on the WV PE Board's website.

I hereby certify that the statements made herein are true and that I have read, understand, and agree herein to comply with and upon registration will abide by Chapter 30, Article 13 of the West Virginia Code, as amended, and the Rules and Regulations promulgated by the West Virginia State Board of Registration for Professional Engineers.

_____, **(Applicant name)** being first duly sworn, deposes and says that the foregoing statements are true and correct to the best of my knowledge and belief.

_____
Signature of Applicant

Acknowledged before me this _____day of_____, 20_____.

My commission expires _____   _____

(SEAL)   Notary Public