



WV Professional Engineer Application and Instruction Checklist Initial PE Licensure / Comity / Reinstatement Applicants

The application (including instruction checklist) must be printed, signed and enclosed with your submission. Applicants should initial all items relevant to their personal application submission to ensure all licensure requirements have been met and all required documentation for application review is enclosed.

**Initial
Below**

- _____ I have typed all application materials and understand I must initial all relevant items on this checklist. I understand both Word and Adobe PDF versions of the application have been provided to allow for ease of completion on a computer before printing the final document for signature and notarization before a notary public.
- _____ I have enclosed one passport-like photo taken within six (6) months of the date of my application. I understand the minimum size of the photo (headshot of applicant's head and face) is 2"x3". Digital photos and polaroids are acceptable. Improper or unrecognizable photos will result in processing delays.
- _____ I have appeared before a notary public for signature completion of the Disclosure and Affidavit page of this application.
- _____ I have initialed below the category under which I am applying for WV PE licensure and have enclosed a check made payable to "WV Board of Professional Engineers":
- _____ **First Time PE Applicant (Successful WV PE examinee applying for initial licensure)** – Check Fee Enclosed = \$72
- _____ **Comity Applicant (Currently licensed in another state)** – Check Fee Enclosed = \$135
- _____ **Reinstatement Applicant (Previously licensed in West Virginia)** – Check Fee Enclosed = \$167
- _____ I understand my check cannot be returned once submitted for processing. **ALL FEES ARE NON-REFUNDABLE.**
- _____ **I am an NCEES Record Holder and have authorized NCEES to transmit my record to the WV PE Board.** I understand my NCEES Record should contain the required FE and PE exam verifications, required references, a comprehensive experience history documented by employment verifications and all educational transcripts and credential evaluations need to process application.
- _____ **I am NOT an NCEES Record Holder and have enclosed the following:**
- _____ **FE and PE Exam Verifications showing passing results.** Official FE and PE exam verification must be included in this package in a signed, sealed envelope from the granting State Board office (unless that is the West Virginia PE Board) or sent via the secure online NCEES Electronic Verification Process. The WV Board accepts electronic exam verifications from any state using the NCEES Verification System and recommends this free, quick and simple method to expedite the FE and PE exam verification process. <https://account.ncees.org/records/verification-requests>
- _____ **Five (5) professional reference forms in original, unopened, signed, sealed envelopes.** References cannot be related to the applicant. A minimum of 3 of the 5 required references **must** be PEs familiar with applicant's work. The required Board-approved PE Reference Form is provided for your use.
- _____ **A complete educational history with official transcripts in original, unopened, signed, sealed envelopes.** For all higher education obtained, you must arrange for the Registrar of the educational institution(s) to forward your official transcript(s) for inclusion with your submission. Failure to do so will result in your PE application being delayed. This is the responsibility of the applicant as no one else can be issued an official copy of your transcript. A Transcript Request Form has been prepared for your use.
- _____ **Foreign education degree evaluation.** NCEES is the official education evaluation service used by the WV State Board of Registration. An official copy of the evaluation of your foreign degree credentials from the NCEES must be electronically transferred to our Board by NCEES for Board review and approval. For details regarding this credential evaluation process, visit <https://ncees.org/records/ncees-credentials-evaluations/>. If you also hold a Master's and/or PhD in engineering from an ABET-accredited engineering program, an NCEES Credential Evaluation should not be necessary. Applicants should review WV Engineering Law and/or contact the WV Board office to discuss education requirements and evaluation needs.
- _____ **Comity applicants are required to be licensed in the state where they live and/or work.** In order for the Board to verify compliance with this requirement, a current Licensure Verification form must be included with your application from the State Board where you reside and/or perform work.

_____ **A complete employment history with Employment Verification Forms in original, unopened, signed, sealed envelopes.** Each employment engagement since graduation must be verified by using the Board-approved PE Employment Verification Form provided for your use. Employment history and experience will be listed on the application table and should include all full-time and part-time engagements after graduation to present. If the person to whom you reported is no longer living, or if the address is unknown, you should attempt to obtain verification from another person familiar with the engagement. The individuals verifying your experience should be registered Professional Engineers. If these individuals are not PEs or cannot be located, at a minimum the employer's Human Resources department should be contacted to verify exact employment dates. The employment engagement(s) must be described **in detail** in the box provided on Page 2 of the required Board form found on our website. Failure to do so will result in a delay of your application being processed.

_____ **Reinstatement applicants must submit the following:**

_____ A cover letter stating the reason for re-activating your professional engineer's license.

_____ A minimum of thirty (30) hours of acceptable continuing education earned within the last 2 years prior to their reinstatement application date. Completion of the Board-approved Professional Development Reporting Form log is required and certifications of attendance/completion must be included.

_____ **Five (5) professional reference forms in original, unopened, signed, sealed envelopes.** References cannot be related to the applicant. A minimum of 3 of the 5 required references **must** be PEs familiar with applicant's work. The required Board-approved PE Reference Form is provided for your use.

**** Reinstatement applicants are NOT required to provide educational history, transcripts or experience verifications.**

***** ATTENTION: WEST VIRGINIA RESIDENTS APPLYING VIA COMITY *****

Universal Professional and Occupational Licensing Act of 2025

Any West Virginia resident that does not meet the requirements for licensure under §30-1-13 WV Engineering Law will be reviewed under the criteria established by passage of Senate Bill 458 known as the Universal Professional and Occupational Licensing Act of 2025 effective July 1, 2025 and thereafter. This legislation states "Pursuant to W.Va. Code §30-1-27, a person shall be granted an occupational or professional license, registration, or certificate if the person has been licensed or certified in another state, the license, registration, or certificate is in the same discipline and at the same practice level as the license, registration, or certificate for which the person is applying in this state and the person meets other conditions prescribed by W.Va. Code §30-1-27". The following criteria must be met:

1. Has established residence in West Virginia or is married to an active-duty member of the armed forces of the United States and has accompanied the member to an official permanent change of station to a military installation located in this state.
2. Currently licensed in at least one other state in the practice of engineering at the same practice level as determined by the Board.
3. All issued PE licenses are in good standing in all states in which a PE license is held.
4. Licensed and verified by another state where there were minimum education requirements and, if applicable, work experience requirements in effect.
5. Written examinations required by the issuing state have been passed.
6. Has not had a PE license revoked or has not voluntarily surrendered a PE license in any other state while under investigation.
7. If past discipline exists, the WV PE Board may determine the cause of action in the other state was corrected and fully resolved. If not resolved, a PE license may not be issued or denied until the matter is resolved.
8. Paid the applicable PE application fees.
9. Does not have any disqualifying criminal history as determined by the WV PE Board.

To apply under the Universal Professional and Occupational Licensing Act of 2025, include the following for Board review:

- Copy of a valid WV Driver's License issued by the WV Department of Motor Vehicles to establish official residency.
- Licensure Verifications from all state boards in which the applicant is currently registered as a Professional Engineer.

By signing below, I hereby certify the foregoing information is correct and my initials indicate my acknowledgement of the completeness of this application package. I also certify I have read and understood the Privacy Notice posted on WV PE Board's website and that it is my responsibility to report any change of address to the Board (home, business, email) within 30 days.

Print Name: _____ Signature: _____ Date: _____

MAIL COMPLETE APPLICATION PACKAGE TO: WV PE Board, 300 Capitol Street – Suite 910, Charleston, WV 25301



PROFESSIONAL ENGINEER APPLICATION

PD \$ _____ CK/Mo # _____
FOR OFFICE USE ONLY

INSTRUCTIONS

Applications must be typed.

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
* 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 and registrants to notify the Board of any future email or address changes within 30 days.

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

Passing of FE Exam: State: Date: / / EI Certification Number: _____

Passing of PE Exam: State: Date: / / PE Registration Number: _____

Initial PE Registration Date: / /

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

Were you registered by passing NCEES written and/or computer-based exams? [] 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 where you are actively registered: _____

ALL APPLICANTS – FIRST TIME / COMITY / REINSTATEMENT APPLICANTS - NCEES RECORD HOLDER?

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: _____ / _____ / _____

REINSTATEMENT APPLICANTS

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 during the 2 years prior to the reinstatement application date.

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 acceptable references.

FIRST TIME REGISTRANTS – SUCCESSFUL WV PE EXAMINEES NOT LICENSED IN ANY OTHER JURISDICTION

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 FE Exam

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

ALL APPLICANTS - IF YOU HAVE AN NCEES RECORD, STOP HERE AND PROCEED TO THE LAST PAGE OF THIS APPLICATION. IF YOU ARE NOT TRANSMITTING AN NCEES RECORD, YOU MUST COMPLETE EDUCATION TABLE BELOW AND ENGINEERING EXPERIENCE TABLE ON THE NEXT PAGE.

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 being approved to sit for NCEES exams. Visit www.ncees.org for details.**

PROFESSIONAL EXPERIENCE

**IF YOU ARE NOT TRANSMITTING AN NCEES RECORD, YOU MUST LIST ALL FULL & PART-TIME EMPLOYMENT SINCE GRADUATION
COMPLETION OF THE BOARD-APPROVED PE EMPLOYMENT VERIFICATION FORM FOR EACH ENGAGEMENT IS REQUIRED**

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		1. Non-Engineer Work	2. Professional Work	3. Responsible Charge	4. Total Time	
<p>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).</p>							
/	/						<input type="checkbox"/> Check here if P.E.
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		Summary (Actual Time) *					FOR BOARD USE ONLY

