



PROFESSIONAL ENGINEER APPLICATION

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

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: _____

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 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.

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 PE 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 THE EDUCATION BELOW AND 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 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		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

