



PROFESSIONAL ENGINEER APPLICATION

PD \$ \_\_\_\_\_ Ck/Mo # \_\_\_\_\_
FOR OFFICE USE ONLY

INSTRUCTIONS

Applications must be typed. Complete exam application packets must be on file in the WV Board office by the deadline, 90 days prior to the exam.

PLEASE DO NOT FORGET TO ENCLOSE YOUR PHOTOGRAPH and ALL NON-REFUNDABLE FEES.

Date of Application: \_\_\_ / \_\_\_ / 20\_\_

- Please check the appropriate box:
[ ] Applying for the Professional Engineer exam for the first time
[ ] Applying to retake the PE exam since my original application is over 2 years old
[ ] Applying for registration in West Virginia by comity / reciprocity
[ ] Applying for reinstatement in West Virginia

PERSONAL INFORMATION

Applicant's Name: [ ] Mr. [ ] Ms.
First Middle Last (Sr., Jr., III)

Social Security Number - - Birth Date / / 19\_\_

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 that email is the Board's first line 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 APPLICANT OR EXAM APPLICANT)

Engineer Intern Certification: State: Date: / / EI Certification Number:

First PE Registration: State: Date: / / PE Registration Number:

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

Were you registered by written examination? [ ] 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:

**COMITY APPLICANTS - NCEES RECORD HOLDERS**

Do you participate in the NCEES Records Verification Program?

No  Yes  If "Yes," check here if you have already requested your records to be forwarded to WV Board

Date of Request: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**If "Yes," stop here and proceed to the last page of this application.**

**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.

**If you are applying for reinstatement, please 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.**

**EXAMINATION APPLICANTS**

**Have you taken the PE Exam two (2) or more times? (In WV or other jurisdictions)**  No  Yes

If yes, list each state followed by the number of times in each state: \_\_\_\_\_

If yes, have you enclosed the required Educational Plan of Study Agreement outlining your plans to obtain further instruction in deficit areas prior to the exam date?  No  Yes

**Before answering the following questions, please visit the NCEES website ([www.ncees.org](http://www.ncees.org)) to determine if the exam discipline you are requesting is available during April, October, or now via Computer Based Testing year-round.**

**Paper and Pencil PE exams:**

Date of PE exam administration you are applying for:  April  October Year \_\_\_\_\_

**OR**

**Computer-Based PE exams:**

Anticipated Date of when you would like to schedule PE exam: Month \_\_\_\_\_ Year \_\_\_\_\_

Exam Discipline you are applying to take: \_\_\_\_\_

Applying to sit for the 16-hour Structural Exam? \_\_\_\_\_ **(additional exam fees will apply for SE exams – contact NCEES for details)**

If yes, will you be taking STR:  Part I – Vertical Forces (Friday)  Part II – Lateral Forces (Saturday)  Both

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

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

Graduate of:  A Baccalaureate ABET Engineering Program  A Baccalaureate ABET Engineering Technology Program

**Candidates possessing 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](http://www.ncees.org) for complete details.**

**PROFESSIONAL EXPERIENCE**

**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	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.
<b>Applicant cannot claim any experience time prior to graduation date on transcript. Exam Applicants must have 4 years* of acceptable experience from date of graduation to date of receipt of application (not date of exam) to sit for PE exam (*6 years experience for Technology graduates).</b>							
/	/						<input type="checkbox"/> Check here if P.E.
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		<b>Summary (Actual Time) *</b>					<b>FOR BOARD USE ONLY</b>

