



West Virginia State Board of Registration for Professional Engineers

300 Capitol Street – Suite 910, Charleston, WV 25301

FEE WAIVER REQUEST* **FOR MILITARY FAMILIES or LOW INCOME APPLICANTS**

INSTRUCTIONS:

If you meet the requirements set forth in WV Code §30-1-23 (attached) for a waiver of initial occupational licensing fees for military families or low-income individuals, you may complete this form to request a fee waiver and forward it with your application to the WV State Board of Registration for Professional Engineers in lieu of a check. If the Board determines you to be ineligible for the fee waiver based on the documentation you provide, you will be contacted to supply additional information or to submit the required fee.

REQUESTING WAIVER OF THE FOLLOWING INITIAL OCCUPATIONAL LICENSING FEE(S):

- _____ Initial PE Licensure Application Fee (\$72)
- _____ Comity Application Filing Fee (\$135)
- _____ Certificate/Seal Registration Fee (\$23)

Applicant's Name _____
First Middle Last Suffix (Sr., Jr., II, III)

Social Security Number _____ - _____ - _____ Birth Date ____ / ____ / ____

Primary Address _____
Street Address City State Zip

Home Phone _____ Cell Phone _____

Primary Email _____ Secondary Email _____

By signing below, I acknowledge that I have attached the necessary documentation for the Board to verify my eligibility for a fee waiver. I also understand that if the Board determines I am ineligible for the fee waiver based on the documentation provided, I will be contacted for additional information or to submit the required fee.

Applicant's Signature: _____ Date: _____

WEST VIRGINIA CODE: §30-1-23

§30-1-23. Waiver of initial licensing fees for certain individuals; definitions.

(a) As used in this section:

(1) "Initial" means obtaining a license in West Virginia for the occupation sought for the first time;

(2) "Low-income individuals" means individuals in the local labor market as defined in §21-1C-2 of this code whose household adjusted gross income is below 130 percent of the federal poverty line. This term also includes any person enrolled in a state or federal public assistance program including, but not limited to, the Temporary Assistance for Needy Families Program, Medicaid, or the Supplemental Nutrition Assistance Program; and

(3) "Military families" means any person who serves as an active member of the armed forces of the United States, the National Guard, or a reserve component as described in 38 U.S.C. §101, honorably discharged veterans of those forces, and their spouses. This term also includes surviving spouses of deceased service members who have not remarried.

(b) Each board or licensing authority referred to in this chapter shall waive all initial occupational licensing fees for the following classes of individuals:

(1) Low-income individuals; and

(2) Military families.

(c) Individuals seeking a waiver of initial occupational licensing fees must apply to the appropriate board or licensing authority in a format prescribed by the board or licensing authority. The board or licensing authority shall process the application within 30 days of receiving it from the applicant.

(d) The board or licensing authority shall propose rules for legislative approval in accordance with §29A-3-1 et seq. of this code to implement the provisions of this section.