

PLEASE READ PRIOR TO FILLING OUT THIS APPLICATION

Examination Dates

April 13, 2012 – Spring PE and Structural Component/ Vertical Forces Exam

April 14, 2012 – Structural Component/ Lateral Forces

October 26, 2012 Fall PE and Structural Component – Vertical Forces Exam

October 27, 2012 Structural Component/ Lateral Forces

Application Cutoff Dates

Dec 1, 2011 (*Fall Grads who need the additional month of experience to qualify may apply by January 3, 2012*)

June 1, 2012 PE & LS (*Summer Grads who need the additional month of experience to qualify may apply by August 1, 2012*)

Instructions

Re-application:

If you have filed a previous P.E. application with our Board within the past 5 years, you must still complete this application in its entirety except for the following:

Record of Experience – update from the date the previous application was submitted.

References - If your previous application was submitted within the past two years, at least 2 of the references should be individuals not listed on your previous application. These new references should verify your work experience since your previous application. (See Instruction below)

Transcripts - You do not need to order transcripts for your new application unless you have earned additional college credits since your previous application was filed.

IF YOU HAVE NOT FILED AN APPLICATION WITHIN 5 YEARS, A COMPLETE NEW APPLICATION INCLUDING TRANSCRIPTS IS REQUIRED.

New Application:

1. If you completed the FE examination in a state other than Oklahoma please make a copy of the Verification of Licensure form (Appendix A) and mail to the appropriate state board to verify your Fundamentals of Engineering Examination. Also, along with the verification form please include a stamped envelope addressed to: Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, Oklahoma Engineering Center, 201 N.E. 27th St., Room 120, Oklahoma City, OK 73105-2788. Addresses of state boards may be obtained from www.ncees.org "Licensure Boards". The responding state board will complete the verification form and mail it directly to the Oklahoma Board office in the envelope you provided.
2. A. Make as many copies of the Experience Verification form (Appendix B) as necessary to send to your references. Fill out the top portion of the form as indicated. At least 5 references are required and 3 must be from PE's currently licensed in some state. This requirement cannot be waived.

- B. Attach a copy of your experience record (#12 of your PE application form) to this form and mail to your references.
 - C. Your reference must place the completed Experience Verification form into a business size envelope, seal the envelope, and **sign across the sealed portion of the back flap of the envelope.**
 - D. Your reference must return the sealed and signed envelope to you. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope, as well as a business size envelope, in which to insert the sealed and signed envelope for returning it directly to you. You will send the **sealed and signed envelopes** to the Board office along with your application form for the Board's review. **If we receive the reference in an envelope from your reference and it is not signed and sealed across the back flap it cannot be accepted.**
3. Request universities to provide official transcripts of all university work (even if it is not engineering related) to be sent directly to the Oklahoma Board.
 4. Complete the entire P.E. application form.
 5. Enclose a check or money order for **\$150.00** payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors (Checks can be made to: OK St. Bd. of PE & LS)
 6. Complete and have notarized the Verification of Lawful Presence Form **and submit supporting documentation. Do not submit original documents – photocopies or scanned images will suffice.**
 7. Mail completed application form, reference letters (**sealed in envelopes with signature across the back flap**), Verification of Lawful Presence Form and check to: Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, Oklahoma Engineering Center, 201 NE 27th St, Room 120, Oklahoma City, OK 73105-2788.

After your application is processed and approved by the Board, your name will be provided to the National Council of Examiners for Engineering and Surveying (NCEES). **It is your responsibility to register with NCEES for the examination at www.ncees.org/exam.** The exam fee will be paid to NCEES. There is a separate examination fee from the application fee. After your approval you will be expected to sit for the next scheduled examination.

Graduates of Non-U.S. Education Programs:

Prior to submitting your application, if your education is from an institution not currently accredited by the Accreditation Board for Engineering and Technology, Inc. (ABET), or your degree is not an approved related science degree, the Board requires that your education be evaluated. Please contact:

NCEES Credentials Evaluation www.ncees.org (click on Credentials Evaluation for the online application form and additional information)



**STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

Form B

Oklahoma Engineering Center - Room 120, 201 N.E. 27th Street
Oklahoma City, OK 73105-2788 (405) 521-2874

Application for Professional Engineer Licensing – Initial License
(MUST BE TYPEWRITTEN OR COMPUTER GENERATED)

ENCLOSE \$150.00 APPLICATION FEE - (Checks may be made to: OK St. Bd. of PE & LS)

I, _____, hereby make application for licensure as a
(full legal name - do not abbreviate)
professional engineer under the provisions of 59 O.S. § 475.1-475.22a, and the rules and regulations of your Board. My application is based on the provisions of 475.12(A)(1)(a) and Oklahoma Administrative Code 245:15-3-4. I declare under penalty of perjury under the laws of Oklahoma that I am the person described in this application and that the statements and representations contained therein are true in every respect.

(Date of Signature)

(Usual Written Signature)

1. Name: _____
(as you wish it to appear on your certificate- you must sign and seal using this exact name)

2. Date of Birth: _____ 3. Social Security #: _____

4. Residence Address: _____ *
(number and street) (city)

(county) (state and zip code) (telephone) (fax) (e-mail)

5. Business: _____ *
(place of employment) (your title) (cert. of auth. # - if applicable)

(number and street) (city)

(county) (state and zip code) (telephone) (fax) (e-mail)

* Please indicate with an "X" in the your preferred mailing address to be used by the Board.
** If you are practicing through a firm that does not have a Certificate of Authorization please fill out the CA form and submit along with your application form.

6. a. List Professional Engineer licenses in other states:
State of current residence: State _____ Year of Lic. _____ Lic.No. _____
State of current employment: State _____ Year of Lic. _____ Lic.No. _____
Other States:(attach list if necessary) _____

b. List Engineer Intern Certification: State _____ Year of Cert. _____ Cert.No. _____

c. I passed written engineering examinations conducted by the following State Boards?
Fundamentals: State _____ Year of Exam _____ No. Hours _____
Principles & Practice: State _____ Year of Exam _____ No. Hours _____

It is your responsibility to verify your current license and your examinations. See Instructions.

7. List in the following space institutions of higher education, which you attended, including names, locations, degrees earned or major pursued and dates. Substantiate each listing by requesting each institution to send an OFFICIAL, signed and sealed transcript directly to this office. **TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.**

SCHOOL	LOCATION	DEGREE	DATE

8. Have you previously filed any application with this Board?

No Yes (If yes please indicate) P.E. _____ E.I. _____ L.S. _____ L.S.I. _____

9. Have you been found guilty of any crime, which was a felony or misdemeanor, and not traffic related?

No Yes (If Yes, attach explanation.) *DUI's, DWI's are not traffic related.

**Include all information, even if a significant period of time has passed.

10. Have you ever been disciplined by any professional or vocational licensing authority (including Oklahoma)?

No Yes (If Yes, attach explanation.) *Include formal/informal admin. actions

Have you ever had an application for professional or vocational licensing denied?

No Yes (If Yes, attach explanation.)

11. List in the following space five persons for reference, at least three of whom are Licensed Professional Engineers, none of whom are members of this Board. **All periods of your engineering experience since the beginning of your employment history must be verified by reference, leaving no gaps in dates.** Set forth names, complete mailing addresses, including street or box number, occupations and business relationship of each with applicant.

****PLEASE NOTE: It is your responsibility to mail a copy of the reference form (See Appendix B) along with a copy of your work history (page 3 of this application form) to the listed references, along with a self-addressed stamped envelope. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you. The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.**

12. RECORD OF EXPERIENCE

SUBMIT THE ORIGINAL TO THE BOARD OFFICE WITH YOUR APPLICATION, AND MAIL ONE (1) COPY OF THIS PAGE, ALONG WITH A BLANK REFERENCE FORM (SEE APPENDIX B) TO EACH REFERENCE LISTED

The Board requires a complete record of all of your employment from the date of your B.S. degree. **List the date of each engagement in chronological order beginning with the earliest engagement.** List all engagements of whatever nature, but under the "Total Progressive Engineering Experience" column enter only those portions spent in Engineering. The term "Responsible Charge" means direct control and personal supervision of the work. Copy this sheet if additional space is needed.

FROM (mo. /yr)	TO (mo. /yr)	For each engagement state in order (a) title of position held, (b) name and location of employer (c) sample projects detailing kind of work done by applicant and degree of personal responsibility for the work (d) name and address of the professional engineer in responsible charge of the engineering work.	Total Progressive Engineering Experience (Years and months)

13. EXAMINATION DISCIPLINE SELECTION:

Select which exam(s) you wish to take. Go to nces.org for the specifications for each exam discipline.

Spring and Fall Examinations

- CHEMICAL
- CIVIL
- ELECTRICAL AND COMPUTER
- ELECTRICAL AND ELECTRONICS
- ELECTRICAL POWER
- ENVIRONMENTAL
- MECHANICAL
- Structural Component Vertical
- Structural Component Lateral

*Only the Structural Components may be taken during the same exam administration. Vertical Component is given on Friday - Lateral Component is given on Saturday. Both components must be successfully completed to pass the exam, but you are not required to pass both during the same exam cycle.

(Exam + Admin Fee \$500)

(Exam + Admin Fee \$500)

Spring Examination Only

- NAVAL ARCHITECTURE/MARINE ENGINEERING
- ARCHITECTURAL ENGINEERING

Fall Examinations Only

- AGRICULTURAL
- CONTROL SYSTEMS
- FIRE PROTECTION
- INDUSTRIAL
- METALLURGICAL
- MINING & MINERAL PROCESSING
- NUCLEAR
- PETROLEUM

*Unless indicated otherwise, Exam + Admin Fee payable to NCEES at the time of registration with NCEES is \$265

14. Please select in the space below your primary discipline of engineering and up to 4 secondary disciplines of engineering, if applicable, for which you will be offering your services in Oklahoma.

Selecting a discipline of engineering does not necessarily indicate competency to practice all aspects of that discipline of engineering. The licensee is required by law to only practice within the discipline of engineering in areas in which the licensee is competent.

For example, listing "Civil" as your primary discipline does not necessarily mean that you are competent to do all types of civil engineering projects. The civil engineer's specialty may be in wastewater, but not transportation. In this case, the engineer would simply list "Civil".

Another example: Listing "Mechanical" as your primary discipline of engineering and "Electrical" as a secondary discipline might mean that you are a degreed mechanical engineer and took and passed the electrical PE exam. You then went to work for a MEP firm, and after working under the supervision of the PE in charge of the electrical department for 10 years, you have gained competency to perform some electrical engineering work. You may not be competent to design a power plant, but are competent to perform electrical engineering on smaller electrical projects relating specifically to HVAC.

The following criteria must be met to designate a primary or secondary discipline of engineering:

- a. A degree in the discipline of engineering, **or**
- b. An experience record documenting at least 4 years of experience in the discipline of engineering verified by at least one PE reference provider that has personal knowledge of the license holder's character, reputation, suitability for licensure, and engineering experience, **or**
- c. Verification of successful passage of the examination on the principles and practice of engineering exam in the discipline of engineering designated.

(If you are currently applying to take the PE exam in a discipline of engineering other than the discipline of engineering in which you have a degree or the required experience listed in a & b above, you may list the discipline for which you are examining but it will not be granted until you have successfully passed the examination.)

Please choose your discipline(s) from the list below.

- | | |
|------------------------------|-----------------------------|
| 1. Architectural | 15. Fire Protection |
| 2. Aeronautical | 16. Geological |
| 3. Agricultural | 17. Geotechnical |
| 4. Biomedical/Bioengineering | 18. Industrial |
| 5. Ceramic | 19. Manufacturing |
| 6. Chemical | 20. Mechanical |
| 7. Civil | 21. Metallurgical |
| 8. Construction | 22. Mining and Mineral |
| 9. Control Systems | 23. Naval Arch/Marine |
| 10. Electrical | 24. Nuclear |
| | 25. Petroleum |
| | 26. Software |
| 13. Engineering Physics | 27. Structural (without SE) |
| 14. Environmental | 28. Structural (with SE) |
| | 29. Textile |

*Once an applicant is licensed and has declared disciplines in which they are competent, they may add additional disciplines by application to the Board using the same criteria listed in a-c above.

PRIMARY DISCIPLINE: _____

SECONDARY DISCIPLINE(S): _____

(if applicable) _____

15. RELEASE STATEMENT

I state under penalty of perjury under the laws of Oklahoma as follows:

I, the applicant named in the attached application for licensure in Oklahoma, hereby authorize any individual, company or institution with whom I have been associated to furnish the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualifications for professional licensure in Oklahoma 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 also consent to the confidentiality of the requested evaluation, and waive any right to see or to question the evaluation submitted.

Signature of Applicant: _____

Date of Signature: _____

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors

Oklahoma Engineering Center, Room 120 * 201 NE 27th St * Oklahoma City, OK 73105-2788 * 405-521-2874

Experience Verification – Professional Engineer Application

To Be Completed by Applicant - Please type or print in black ink.

Instructions to Applicant:

- 1. Make as many copies of this form as necessary to send to your references. Fill out the top portion of this page.
2. Attach a copy of your experience record from your PE application and mail this form along with your experience record to your references. Enclose a business size envelope to the reference.
3. Your reference MUST place the completed Experience Verification form into the envelope, seal the envelope, and sign across the back flap of the envelope.
4. Your reference MUST return the sealed and signed envelope to you. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you.
5. You will send the sealed and signed envelopes to the Board office along with your application form for the Board's review.

Applicant's Name:
Applicant's Address:
Reference Name:
Reference Address:

To Be Completed by Respondent - Please type or print in black ink.

Instructions to Respondent:

- 1. Fill out the "Respondent" portion of this form. Do not fill it out in the presence of the applicant.
2. Place the completed Experience Verification form into the provided envelope, seal the envelope, and sign across the back flap of the envelope.
3. Return the sealed and signed envelope to the applicant as soon as possible.
4. The applicant will send the sealed and signed envelope to the Board office along with his/her application form for the Board's review.

1. Is the attached transcript of the applicant's professional history a fair account as to the degree of responsibility and the extent of professional experience involved. Please give full details.

Blank lines for response to question 1.

2. How long have you known the applicant? (During which years?)

3. What is/was your business relationship to the applicant?

4. Would you recommend this applicant to be registered as a Professional Engineer? Yes No

Comments:

5. Please give your own estimate of the applicant's moral character and personal integrity

6. If you have been a co-worker, an employer or client of the applicant, please tell us the general nature of your professional relations with the applicant and your opinion of him/her as a professional engineer based on said relationship.

Blank lines for response to question 6.

Name of Respondent:

Respondent's Engineering Registration: Jurisdiction Reg./Lic. # Year of original license

Respondent's Place of Employment and Title:

Address:

Signature: Date:

PLEASE PLACE SEAL IMPRESSION OVER SIGNATURE IF APPLICABLE

APPLICANT: Complete the shaded areas of this form and mail to the verifying State Board with a stamped envelope addressed to: Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, Oklahoma Engineering Center, 201 N.E. 27th St., Room 120, Oklahoma City, OK 73105-2788

VERIFICATION OF LICENSURE

TO: Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors

FROM: (State Board address)

Shaded box for State Board address

State Board Responding: Mail this directly to the Okla. Board Office DO NOT return to applicant.

APPLICANT NAME & ADDRESS:

Shaded box for Applicant Name & Address

Date of Birth: Social Security Number: - - - - -

I. THE ABOVE NAMED PERSON WAS LICENSED AS:

Table with 4 columns: License Type, Registration/License No., Date Issued, Valid Until. Rows include Engineer Intern, Professional Engineer, Land Surveyor Intern, Professional Land Surveyor.

II. BASIS OF LICENSURE:

Table for Basis of Licensure with columns: Exam Type, Hours, Results/Scores, NCEES, Date of Exam, NCEES Cut-Score Used. Rows include FE, PE, FS, PS, State.

- 2. FE or FS accepted from: 3. PE, PS or State accepted from: 4. Education and Experience: 5. Other:

III. Has applicant ever been disciplined by your board or is disciplinary action pending? Yes No If Yes, please supply full details of Board Action on reverse side – or attach documentation.

Signed by: _____

Title: _____

(Board Seal)

Date: _____

PLEASE: If a fee is required, please notify the applicant, but DO NOT delay the processing of this form.

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide this Board with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Board's office is staffed with notaries who are available to provide notary service at no cost to Applicants. You will not be allowed to apply for licensure or renew your license without this verification. Please sign and have notarized the applicable form and enclose a document listed on List A or List B (see attached).

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Option 1 - Verification of Citizenship

Affidavit of

Applicant's Name [please print legibly or type]

License No. [if applicable]

STATE OF _____)

)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, upon
[Applicant's Name]
oath states, under penalty of perjury, as follows:

I am a United States Citizen.

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this ____ day of _____,
20____, by _____.
[Applicant]

NOTARY

My Commission Expires: _____

(Seal)

LIST A
ACCEPTABLE DOCUMENTS TO ESTABLISH U.S. CITIZENSHIP

A person who is a citizen of the United States as evidenced by one of the following:

1. A copy of a birth certificate issued in or by a city, county, state, or other governmental entity within the United States or its outlying possessions.
2. A U.S. Certificate of Birth Abroad (FS-45, DS-135) or a Report of Birth Abroad of a U.S. Citizen (FS-240).
3. A birth certificate or passport issued from:
 - A. Puerto Rico, on or after January 13, 1941;
 - B. Guan, on or after April 10, 1898;
 - C. U.S. Virgin Islands, on or after February 25, 1927;
 - D. Northern Mariana Islands, after November 4, 1986;
 - E. American Samoa;
 - F. Swain's Island; or
 - G. District of Columbia.
4. A U.S. passport (expired or unexpired).
5. Certificate of Naturalization (N-550, N-57, N-578).
6. Certificate of Citizenship (N-560, N-561, N-645).
7. U.S. Citizen Identification Card (I-179, I-197).
8. An individual Fee Register Receipt (Form G-711) that shows that the person has filed an application for a New Naturalization or Citizenship Paper (Form N-565).
9. Any other document which establishes a U.S. place of birth or indicates U.S. citizenship.

LIST B
ACCEPTABLE DOCUMENTS TO ESTABLISH ALIEN STATUS

An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA) must submit supporting documentation to establish lawful presence under one of the following categories:

- INS Form I-551 (Permanent Resident Card commonly known as a "green card");
- INS Form I-551 Temporary Stamp
- INS Form I-327 Reentry Permit
- INS Form I-94 (Arrival/Departure Document);
- INS Form I-688 (Temporary Resident Card);
- INS Form I-688A (Employment Authorization Card);
- INS Form I-688B (Employment Authorization Card);
- INS Form I-766 (Employment Authorization Card);
- Machine Readable Immigrant VISA (with Temporary I-551 Language);
- Unexpired Foreign Passport

The preceding lists (A and B) contain the most common documents, which can be used to establish U.S. Citizenship or legal alien status.