

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

220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105-2802
(405) 521-2874

**Application for Early Admission to the P.E. Examination
(Prior to Obtaining Requisite Experience for P.E. Licensure)**

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION

What is Required to Qualify for Early Admission to the P.E. Examination?

A. You must have successfully completed the Fundamentals of Engineering (FE) Examination.

B. You must have completed one of the following education paths:

1. B.S. degree in engineering from an EAC/ABET-accredited program or CEAB-accredited program,
2. B.S. degree in engineering technology from an ETAC/ABET-accredited program
3. B.S. degree in engineering from a program accredited by a signatory of the Washington Accord
4. B.S. degree in a board approved related science program*
5. M.S. degree or Ph.D. in engineering from an institution that offers EAC/ABET or CEAB accredited programs
6. M.S. degree in engineering from an EAC/M-ABET-accredited program

If your highest qualifying degree is an engineering degree from a non-U.S. institution and is not accredited by ABET, CEAB or recognized by the Washington Accord, an NCEES Credentials Evaluation will be required prior to consideration for early admission to the P.E. examination.

Please visit: <https://ncees.org/records/ncees-credentials-evaluations/> for more information.

*If you are unsure whether your degree qualifies as an approved related science degree program, please contact Rachel Singer at rsinger@pels.ok.gov.

Transcripts

- 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 office at the address listed above. Official electronic transcripts may be emailed to rsinger@pels.ok.gov. If you have created a MyNCEES account and uploaded your transcripts OR if you hold an Oklahoma Engineer Intern certificate, additional transcripts are not required unless you have earned additional college credits.

Fundamentals of Engineering (FE) Exam Verification

- **If you passed the FE Exam by Computer Based Testing** (all FE Exams after January 2, 2014), **OR if you passed a pencil-and-paper FE Exam in Oklahoma**, you do not need to provide any additional information.
- **If you passed a pencil-and-paper FE Exam in a state other than Oklahoma** (all exams prior to December 31, 2013), please go to <https://account.ncees.org/login> to either create a new account OR log in to your existing MyNCEES account. Follow the directions to request verification of your exam results. The responding state board will complete the verification form and submit it directly to the Oklahoma Board office. **For any state NOT USING the NCEES verification system**, please click [here](#) to access a Verification of Licensure form. You will send that form to the state board. That state board will complete the verification form and submit it directly to the Oklahoma Board office.

Verification of Lawful Presence Form and Supporting Document

- Complete the Verification of Lawful Presence Form and have it notarized.
- Submit an acceptable supporting document. **Do not submit an original document** – a photocopy or scanned image will suffice. A driver's license **does not** qualify as an acceptable supporting document.

If You Have Not Been Certified as an Engineer Intern (E.I) in Oklahoma Previously and Wish to Obtain Certification as Part of This Process (THIS IS NOT REQUIRED)

- List three (3) persons of reference, none of whom are relatives or members of this Board, in Section 17. The references may be professional or personal acquaintances that are familiar with your work and/or character and reputation.
- Provide each of the three (3) references with a copy of Engineer Intern Reference Form (Appendix A) and a self-addressed, stamped envelope. Fill out the top portion of the reference form prior to sending it to the references. Using the stamped envelope you provided, the references will return the completed forms to you, and you will submit the forms in their individual envelopes as part of your application package. **Do not open the envelopes.**

Mail the Following to the Board Office

- A. Completed Application Form (make sure you have signed the last page). **Print the application single-sided.** Handwritten applications will NOT be accepted.
- B. Notarized Verification of Lawful Presence Form
- C. Copy of an acceptable document to support your Verification of Lawful Presence Form
- D. \$150 check or money order made payable to OKPELS
- E. **If applying for E.I. Certification**, three (3) reference forms in individual, sealed envelopes.

In the event that any documentation is missing or incomplete, you will be notified by email. Due to the high volume of applications received, please give the staff at least two weeks to send you this information.

After your application is processed and approved by the Board, you will be notified that you are permitted to take the P.E. examination. **It is your responsibility to register for the P.E. exam with NCEES at <https://account.ncees.org/login>.** The exam fee will be paid to NCEES. This is a separate exam fee from the application fee. **Do not register with NCEES until you have received authorization from OKPELS to do so.**



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**Application for Admission to the P.E. Examination
(Prior to Obtaining Requisite Experience)**

MUST BE TYPEWRITTEN OR COMPUTER GENERATED - HANDWRITTEN APPLICATIONS WILL BE RETURNED

ENCLOSE \$150.00 APPLICATION FEE - (Checks may be made to: OKPELS)

1. Full **Legal** Name (do not abbreviate) _____

Maiden Name or other last name previously used (if applicable) _____

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

3. NCEES ID Number _____

4. Date of Birth: _____ 5. Social Security #: _____

6. Residence Physical Address: _____
(number and street) (city, state and zip code)

_____ (telephone) _____ (fax) _____ (e-mail)

7. Business Physical Address: _____
(number and street) (city, state and zip code)

_____ (official name of place of employment) _____ (your title) _____ (CA # - if applicable)

_____ (telephone) _____ (fax) _____ (e-mail)

8. Preferred e-mail address (Residence or Business): _____

9. Preferred mailing address (Residence or Business): _____

10. I passed the FE Exam conducted by the following State Board or through NCEES by computer based testing (CBT).

State or CBT _____ Year of Exam _____ No. Hours _____

11. 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 send an OFFICIAL, signed and sealed transcript directly to this office.** Electronic OFFICIAL transcripts may be sent to rsinger@pels.ok.gov. **TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.**

If you have uploaded your transcript to your MyNCEES account OR if you hold an Oklahoma Engineer Intern certificate, additional transcripts are not required unless you have earned additional college credits.

SCHOOL(S)	LOCATION(S)	DEGREE(S)	DATE(S)

12. Have you been convicted, found guilty or plead guilty or nolo contendere to any crime, which was a felony or misdemeanor, and not traffic related?

_____ No _____ Yes (If Yes, attach explanation.)* *DUI's and DWI's must be reported.*

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

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

_____ No _____ Yes (If Yes, attach explanation.) *Include formal and informal actions, administrative actions, stipulations and agreements*

14. Have you ever had an application for professional or vocational licensing denied for a reason other than you did not meet the educational or experience requirements?

_____ No _____ Yes (If Yes, attach explanation.)

15. To your knowledge, are you currently under investigation by any professional or licensing authority?

_____ No _____ Yes (If Yes, attach explanation.)

16. Have you been subject to any court rulings, court mandated registration, or any other public records that would show impropriety or reflect poorly on the profession?

_____ No _____ Yes (If Yes, attach explanation.)

17. References (Required only if applying for E.I. Certification)

List in the following space, three (3) persons for reference, **none of whom are relatives or members of this Board.** Include names, occupations and professional relationship of each with applicant.

It is your responsibility to mail a copy of the Engineer Intern Reference Form (**Appendix A**) to the listed references along with a **self-addressed, stamped envelope.** *The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.*

REFERENCES		
Name	Occupation	Professional or Personal Relationship

18. EXAMINATION DISCIPLINE SELECTION

Select which exam(s) you wish to take. Please go to <http://ncees.org/engineering/pe/> for the specifications for each exam discipline.

Computer Based Examinations

- Chemical [Year-round]
- Environmental [Year-round]
- Fire Protection [Single date exam given on October 22, 2020]
- Industrial and Systems [Single date exam given on October 22, 2020]
- Mechanical [Year-round]
- Nuclear [Single date exam given on October 22, 2020]
- Petroleum [Single date exam given on October 22, 2020]

Spring and Fall Examinations

- Civil
- Electrical and Computer
- * Structural Component / Vertical Forces
- * Structural Component / Lateral Forces

* The Vertical Component is given on Friday and the 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.

Spring Examination Only

- Agricultural and Biological
- Architectural Engineering
- Naval Architecture and Marine

Fall Examination Only

- Control Systems
- Metallurgical and Materials
- Mining and Mineral Processing

19. AFFIDAVIT AND RELEASE STATEMENT

I, _____, hereby make application for
(full legal name - do not abbreviate)
licensure as a professional engineer under the provisions of 59 O.S. § 475.1-475.22a, and the rules and regulations of this Board. 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.

Furthermore, I 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.

Original Written Signature

Date

APPLICATION CHECKLIST

- _____ College Transcripts provided to Board
- _____ FE Results provided to Board. If you passed the FE exam by Computer-Based Testing OR if you passed a pencil-and-paper FE Exam in Oklahoma, you do not need to provide any additional information.
- _____ Verification of Lawful Presence Form
- _____ Acceptable document to support your Verification of Lawful Presence Form
- _____ All sections of application completed and printed single-sided (**DO NOT PRINT DOUBLE-SIDED**)
- _____ \$150 application fee included (made payable to OKPELS)
- _____ Application signed and dated
- _____ **For those applying for E.I Certification**, three reference forms in individual, sealed envelopes

Mailing address of the Board

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105-2802

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220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105

Engineer Intern Reference Form



Applicant: Print your name in the space provided below and *print the name and address of the Reference in the shaded area to the left.* Provide the Reference with a **self-addressed, stamped envelope.**

To Whom It May Concern:

_____ is applying for certification as an Engineer Intern with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.

Please provide the information requested below and make any comments that may be of value to the Board in assessing his/her qualifications. Information secured from references is for the confidential use by the Board and the source of this information will not be divulged, except in special cases when requested by legally constituted State Boards of Licensure.

Please use the stamped envelope provided by the applicant to return the completed form to the applicant.

Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.

1. Applicant's present position _____

2. Number of years you have known applicant _____

3. Applicant's character and personal reputation are _____

4. Has applicant worked or studied under your supervision? _____

a. If so, please explain _____

5. Has applicant engaged in active engineering work? _____

Additional Remarks:

Printed Name _____

Place of Employment and Title: _____

Are you a licensed Professional Engineer? _____

Signature _____ Date _____

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for licensure 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). **A DRIVER’S LICENSE IS NOT AN ACCEPTED DOCUMENT.**

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 (Driver's License DOES NOT Qualify)

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 copy of 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 copy of a birth certificate or passport issued from:
 - A. Puerto Rico on or after January 13, 1941;
 - B. Guam, 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 copy of a U.S. passport (expired or unexpired).
5. A copy of a Certificate of Naturalization (N-550, N-57, N-578).
6. A copy of a Certificate of Citizenship (N-560, N-561, N-645).
7. A copy of a U.S. Citizen Identification Card (I-179, I-197).
8. A copy of 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. A copy of any other document which establishes a U.S. place of birth or indicates U.S. citizenship.

LIST B

ACCEPTABLE DOCUMENTS TO ESTABLISH ALIEN STATUS (Driver's License DOES NOT Qualify)

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:

- A copy of INS Form I-551 (Permanent Resident Card commonly known as a "green card");
- A copy of INS Form I-551 Temporary Stamp
- A copy of INS Form I-327 Re-Entry Permit
- A copy of INS Form I-94 (Arrival/Departure Document);
- A copy of INS Form I-688 (Temporary Resident Card);
- A copy of INS Form I-688A (Employment Authorization Card);
- A copy of INS Form I-688B (Employment Authorization Card);
- A copy of INS Form I-766 (Employment Authorization Card);
- A copy of a Machine Readable Immigrant VISA (with Temporary I-551 Language);
- A copy of an 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.