

**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
www.pels.ok.gov

NCEES Record Holder – Initial Licensure as a P.E.

[Application for Oklahoma P.E. applicants who previously filed a Form D – Part 1 to take the P.E. exam]

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION

Information regarding obtaining a Record can be found at <https://ncees.org/records/>. Please follow the instructions and contact the NCEES Records Department at 800-250-3196 if you encounter any problems. **You must request that NCEES transmit your Record to us; we cannot do this for you.** NCEES will charge a fee of \$100 to transmit the completed Record to us. You will then have a Record that you can maintain throughout your career with no charge for updates and a reduced fee of \$75 for each transmission to other states where you seek licensure.

1. Request NCEES submit your NCEES Record to this office.
2. Complete the entire P.E. application form on the computer and print the application single-sided. DO NOT PRINT DOUBLE-SIDED. **Handwritten applications will not be accepted.**
3. Complete the Oklahoma Law and Engineering Examination (OLE Exam). Submit the answer sheet for scoring.
4. **If you are practicing engineering through a firm that DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION with this Board, you MUST submit a Certificate of Authorization application along with your P.E. application. Application forms are available at www.pels.ok.gov.**
5. Once your P.E. application package is complete (including the Certificate of Authorization application, if applicable), your completed application(s) will be presented for review at the next scheduled Board meeting. If approved, you will receive your licensure packet approximately two weeks following the meeting.

P.E. Licensure with an S.E. Designation (P.E., S.E.)

Effective November 1, 2017 – October 31, 2020

To qualify for P.E. licensure with an S.E. designation (P.E., S.E.) by education and experience, you must provide the following in addition to the requirements for P.E. licensure.

Complete [Application A – Structural Engineering Designation Transitioning by Education And Experience](#). Please note, as an initial applicant the additional application fee and PDH requirement are waived.

Effective November 1, 2020

All initial licensure applicants for the P.E.,S.E. license must have successfully completed one of the four exams listed below to qualify.

- a. The NCEES Structural I and Structural II exams taken prior to January 1, 2011, **or**
- b. An equivalent sixteen-hour state-written examination prior to January 1, 2004, **or**
- c. The NCEES Structural II exam plus an equivalent 8-hour state-written structural examination prior to January 1, 2011, **or**
- d. The NCEES 16-hour structural engineering examination (vertical and lateral) taken after January 1, 2011;

PLEASE BE ADVISED

O.S. Title 59, 475.12(c) states, in part,

“G. Professional engineers who have indicated in their official board records that they have competence in structural engineering may offer and perform structural engineering services and use the term structural engineer or structural engineering to describe their qualifications or services. However, only licensed professional engineers who have been authorized by this Board to do so may use the title “Professional Structural Engineer, “P.E., S.E.,” “S.E.,” or any title using the “S.E.” designation and to perform structural engineering analysis and design services for significant structures.”

“H. The Board may adopt rules defining significant structures and establish standards of competence in structural engineering and analysis and design relating to seismic or other influences which have a direct impact on the life, health, safety, property and welfare of the public.”

NOTE: Effective September 14, 2018, the definition of the term **significant structures** can be found in Oklahoma Administrative Code 245:15-1-3. You may find the definition under the Publications / Administrative Rules tab at www.pels.ok.gov.



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NCEES Record Holder - Initial Licensure as a P.E.

[Application for Oklahoma P.E. applicants who previously filed a Form D – Part 1 to take the P.E. exam]

____ Check here if you are qualifying for the P.E., S.E. designation by education and experience.

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 and mailing address (Residence or Business): _____

If you are practicing engineering through a firm that DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION with this Board, you MUST submit a Certificate of Authorization application along with your P.E. application. Application forms are available at www.pels.ok.gov.

9. 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.*

10. 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*

11. 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.)

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

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

13. 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.)

14. Please select in the space below your discipline(s) of engineering 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.

As an 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".

The following criteria must be met to designate a 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 under the supervision of a PE, 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.

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

- | | | |
|-------------------------------|----------------------------|----------------------------------|
| 1 Architectural | 10 Electrical and Computer | 19 Metallurgical and Materials |
| 2 Aeronautical and Aerospace | 11 Engineering Physics | 20 Mining and Mineral Processing |
| 3 Agricultural | 12 Environmental | 21 Naval Arch / Marine |
| 4 Biomedical / Bioengineering | 13 Fire Protection | 22 Nuclear |
| 5 Ceramic | 14 Geological | 23 Petroleum |
| 6 Chemical and Biochemical | 15 Geotechnical | 24 Software |
| 7 Civil | 16 Industrial and Systems | 25 Structural (without SE) |
| 8 Construction | 17 Manufacturing | 26 SE |
| 9 Control Systems | 18 Mechanical | |

(You may select no more than three disciplines)

PRIMARY DISCIPLINE: _____

SECONDARY DISCIPLINE: (if applicable) _____

ADDITIONAL DISCIPLINE: (if applicable) _____

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

I certify that I have read the criteria for designating a discipline of engineering and meet this criteria for the discipline(s) listed above. I further attest that the performance of any engineering service outside my designated area(s) of competence, indicated above, is a violation of O.S. 475.18(A)(14) and may lead to disciplinary action by the Board.

Original Written Signature

Date

15. AFFIDAVIT AND RELEASE STATEMENT

I, _____, hereby make application
(full legal name - do not abbreviate)
for 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

- _____ Request that NCEES submit your Record to this office
- _____ Oklahoma Law and Engineering (OLE) examination answer sheet included with application
- _____ All sections of application completed and printed single-sided (**DO NOT PRINT DOUBLE-SIDED**)
- _____ Application signed and dated on page two and page three
- _____ Certificate of Authorization application submitted (if applicable)
- _____ If applying for the P.E., S.E. designation by education and experience, you must also submit [Application A – Structural Engineering Designation Transitioning by Education and Experience](#). As an initial applicant, the additional application fee and PDH requirement are waived.

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

INSTRUCTIONS FOR COMPLETING THE OKLAHOMA LAW AND ENGINEERING EXAMINATION

1. This examination covers the Oklahoma Statutes Title 59, Section 475.1 et seq (revised 11-1-2017) and the Oklahoma Administrative Rules Title 245, Chapter 2 and 15 (revised 7-25-2013). Please be sure that you are using the most recent version of the statutes and rules.
2. The above referenced statutes and rules may be found on our website at www.pels.ok.gov.
3. All applicants, whether for comity licensure or original licensure, must successfully complete this examination.
4. This is an open book examination.
5. Successful completion is defined as missing no more than 2 of the 25 questions.
6. You will receive only a “pass” or “fail” notification.
7. If you have been contacted by this office that you did not successfully complete the examination, you may retake the examination up to 3 additional times with no waiting period. In the event of 4 failures, your application will be put on hold for one month to allow you time to thoroughly review the statutes and rules prior to retaking the examination.
8. Read each question carefully on the attached examination and circle the best answer on the answer sheet. If at the time of grading the scorer cannot determine which answer has been circled, the question will be counted as incorrect.
9. Once you complete the examination, submit the answer sheet with your application.

Applicant's Name: _____

Application Number (if applicable): _____

Telephone Number: _____

E-mail Address: _____

EXAMINATION J – circle the best answer (revised 11-1-2017)

1. A B C D
2. A B C D
3. A B C D
4. A B C D
5. A B C D
6. A B C D
7. A B C D
8. A B C D
9. A B C D
10. A B C D
11. A B C D
12. A B C D
13. A B C D
14. A B C D
15. A B C D
16. A B C D
17. A B C D
18. A B C D
19. A B C D
20. A B C D
21. A B C D
22. A B C D
23. A B C D
24. A B C D
25. A B C D

EXAMINATION J

1. The practice of engineering shall be deemed a _____ granted by the state through the State Board of Licensure for Professional Engineers and Land Surveyors.
 - A. privilege
 - B. right
 - C. honor
 - D. entitlement

2. The purpose of the Title 59, 475.1 et seq., statutes regulating the practice of engineering. is to:
 - A. promote the profession of engineering.
 - B. safeguard life, health and property.
 - C. ensure that engineers are reasonably paid for their services.
 - D. encourage engineers to become actively involved in their profession.

3. If a licensee fails to renew their license, but continues to practice, the Board may:
 - A. revoke his/her license, but allow the licensee to practice for 180 days following the revocation date without any disciplinary action taken.
 - B. revoke his/her license, and commence disciplinary action if it is found that the licensee has practiced engineering with an expired license.
 - C. revoke his/her license, but allow the licensee to practice for an undetermined period of time without any disciplinary action being taken.
 - D. not revoke his/her license and continue to try to contact the licensee through the employer.

4. The Rules of Ethical Marketing require that the procedure for seeking professional employment restricts the engineer, land surveyor or firm from submitting a fee or price for services until the governmental client or any entity contracted by the governmental client to furnish engineering or land surveying services has been selected based upon:
 - A. technical ability.
 - B. previous experience specialized training.
 - C. professional qualifications.
 - D. All of the above.

5. A licensee possessing personal knowledge of a violation of the licensure law or the Board rules:
 - A. must provide the Board with such information and cooperate with the Board in the investigation of such violation.
 - B. must provide their employer with such information and the responsibility to notify the Board would fall on the employer.
 - C. is not required to furnish such information to the Board if they have signed a confidentiality agreement.
 - D. None of the above.

6. According to the licensing law's definition of a "Firm", which of the following requires a Certificate of Authorization issued by this Board?
 - A. Any form of business or entity other than an individual operating as a sole proprietorship under his or her name.
 - B. A private practitioner employing other licensed engineers, surveyors or other design professional.
 - C. Any person or other engineering or surveying entity using one or more fictitious names.
 - D. All of the above.

7. Which of the following situations is NOT allowable under the Oklahoma Statutes and Rules governing the practice of engineering:
 - A. An electrical engineer reviews, signs and seals plans designed by an independent electrical contractor for a project.
 - B. A licensee coordinates an entire project, provided each design segment is signed, dated and sealed by the licensee in direct control and personal supervision of that design segment.
 - C. A licensee is in direct control and personally supervises an Engineer Intern working for his firm, and signs and seals the Engineer Intern's engineering design plans for a project.
 - D. All of these situations are allowable under the Oklahoma Statutes and Rules governing the practice of engineering.

8. Drawings, reports, or documents that require a signature may be signed using a digital signature. A digital signature must be:
 - A. Unique to the person using it;
 - B. Capable of verification;
 - C. Under the responsibility and control of the licensee affixing it or other licensees within the firm who may need access to the licensee's seal and signature in his/her absence;
 - D. A & B above

9. When a bound drawing set involves the work of multiple licensees, the documents shall be sealed, signed and dated as follows:
- A. All engineers in responsible charge of a portion of the work seal, sign and date the cover sheet only.
 - B. The highest ranking P.E. in the company is in responsible charge of all work contracted for by the company and may seal, sign and date the cover sheet in lieu of the licensees performing the work.
 - C. Only the managing engineer seals, signs and dates the cover sheet.
 - D. Each sheet of the drawing set is sealed, signed, and dated individually by the engineer in responsible charge of the work represented on the sheet, or the cover sheet or index page must be sealed, signed and dated by each licensee with a breakdown of the licensee in responsible charge of each document clearly identified.
10. Which of the following information about the firm's Certificate of Authorization is required to be shown on the document?
- A. No CA information is required to be shown on the document.
 - B. Only the name of the firm and the CA number must be shown.
 - C. The name of the firm, the CA number and the firm's contact information must all be shown on an engineering document.
 - D. None of the above.
11. Which of the following statements is true for an engineer to take responsible charge of the prototypical design plan prepared by others?
- A. The engineering services provided must include creation of a complete design file including design criteria, calculations and code research.
 - B. The engineer must completely recalculate and redraft all of the design plans for the project.
 - C. The burden is on the original designer of the prototypical plans to demonstrate compliance.
 - D. An engineer cannot take responsible charge over prototypical plans not designed by the engineer.
12. Engineering technical submissions given to an architect for a project must be signed and sealed by the professional engineer in responsible charge of the work:
- A. prior to the architect taking responsible charge of the work as the prime professional for a project.
 - B. after the architect has incorporated the technical submissions and has signed and sealed the work as the prime professional.
 - C. prior to the project being completed.
 - D. only at the request of the architect.

13. It is the responsibility of the licensee to maintain records to be used to support continuing education credits claimed. Which of the following types of records would be approved by the Board as supporting evidence of actual completion of activity claimed?
- A. Paid receipt for a convention or seminar.
 - B. Printed course materials or meeting agendas.
 - C. Dated and signed completion certificates or other documentation directly supporting evidence of attendance.
 - D. None of the above.
14. Licensees shall only sign, seal, and date plans or documents dealing with a discipline of engineering in which:
- A. they earned their degree.
 - B. they gained their experience.
 - C. they have designated as their area(s) of competence with the Board office.
 - D. they passed a PE exam.
15. A licensee not practicing as a firm shall include which of the following on any plans, reports, or other engineering documents when presented to a client, a user or any public or governmental agency:
- A. licensee's contact information to include address and phone number
 - B. seal, signature and date of signature
 - C. client contact information to include owner address and phone number
 - D. both A & B
16. The Board shall have the power to deny, place on probation, suspend, revoke or refuse to issue a certificate, or fine, reprimand, issue orders, levy administrative fines or seek other penalties, if a person or entity is found guilty of which of the following:
- A. Failure, within 30 days, to provide information requested by the Board as a result of a formal or informal complaint to the Board
 - B. Engaging in dishonorable, unethical or unprofessional conduct of a character likely to deceive, defraud or harm the public.
 - C. Performing engineering or surveying services outside any of the licensee's areas of competence.
 - D. All of the above.

17. Consultants hired to do work on behalf of the firm must sign, seal and date their work and include _____ on the work. Consultants may not sign and seal as the responsible charge engineer for the firm to which they are consulting.
- A. their title block, contact information, and Certificate of Authorization information, if applicable,
 - B. their listed area(s) of competence
 - C. their license date of expiration
 - D. All of the above.
18. A professional engineer in the practice of engineering, who demonstrates carelessness which is in reckless disregard of the safety, property, or lives of others, may be guilty of:
- A. gross incompetence.
 - B. gross negligence.
 - C. misconduct.
 - D. deceptive practice.
19. Which of the following professional engineers may be designated as being the managing agent and in responsible charge of the professional activities of a firm:
- A. a P.E. providing consulting and/or contracting services to the firm.
 - B. a P.E. who is a full-time employee of the firm.
 - C. both A & B above
 - D. a professional engineer is not required to be the managing agent for a firm.
20. According to Section 475.20(B)(1) any person or entity who has been determined by the Board to have violated any provision of Section 475.1 et seq. of this title, or any rule, regulation or order issued pursuant to such provisions, may be liable for an Administrative Penalty not less than \$250.00 nor more than _____ for each separate violation.
- A. \$10,000.00
 - B. \$1,000.00
 - C. \$500.00
 - D. None of the above.

21. In the case of an out-of-state firm authorized to perform engineering services in Oklahoma, the firm may have one or more branch offices located in Oklahoma only if the firm has a professional engineer designated responsible and in charge of the firm's professional practice in this state. The professional engineer designated for this purpose shall be required to:
- A. supervise remotely or by personal presence each branch office during normal business hours and be duly licensed as a professional engineer in this state, as prescribed by law.
 - B. spend a majority of normal business hours at one branch office located in Oklahoma and be duly licensed in their home state, as prescribed by law.
 - C. spend a majority of normal business hours at one or more branch offices located in Oklahoma and be duly licensed as a professional engineer in this state, as prescribed by law.
 - D. be a full-time employee of the firm or a consultant competent in the area(s) of engineering specified for each project.
22. A licensee who cannot certify they have obtained the required 30 professional development hours:
- A. will be allowed to renew their P.E. license without any consequences.
 - B. will be allowed to renew their P.E. license, but will be required to make up the deficiency at the time of their next renewal.
 - C. will not be allowed to renew their P.E. license until such time as they have obtained the required 30 professional development hours.
 - D. None of the above.
23. Engineering work of a preliminary nature submitted to obtain comments and not for formal approval shall be clearly marked with the following statement:
- A. "This document may not be altered without the approval of the engineer of record."
 - B. "Any comments on this document should be forwarded to the architect or other prime professional."
 - C. "This document is preliminary in nature and is not a final signed and sealed document."
 - D. "This document is preliminary in nature and may only be changed by the reviewing agency architect or the prime professional for this project."

24. According to Title 59 Section 475.15 (D), a professional engineer or firm shall retain a hard copy or electronic copy of all technical submissions produced for a minimum of _____ years following the date of preparation.
- A. five (5)
 - B. fifteen (15)
 - C. twenty-five (25)
 - D. ten (10)
25. According to Board rule, which of the following is an engineer and affiliated firm allowed to perform prior to obtaining a Certificate of Licensure for the individual and Certificate of Authorization for the firm?
- A. Submit “preliminary” engineering design drawings to the client for review.
 - B. Sign a contract for performing engineering services.
 - C. Submit a proposal to the client for engineering services.
 - D. None of the above.