

TITLE 245: CHAPTER 15
LICENSURE AND PRACTICE OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

SUBCHAPTER 3. APPLICATION AND ELIGIBILITY FOR LICENSING

245:15-3-1. Availability of forms and Board records

Applications required to be submitted to the Board are available at the Board office and other locations as deemed appropriate by the Board. Completed applications, with all attachments and the required fee, when received by the Board will be entered into the Board records.

245:15-3-2. Documents required for licensing

- (a) Every individual applying for a license shall submit an application, which shall be the forms furnished by the Board, or its designee, or forms located on the Board's website, accompanied by the applicable fees.
- (b) All information filled in on the application forms must be typewritten or computer generated. In case there is not sufficient room on the form to present all the subject matter necessary, the applicant shall set forth the additional information on additional sheets of plain white paper, 8 ½" x 11" in size. Such sheets shall be typewritten or computer generated on one side only, shall be marked and numbered consecutively and in series with the regular pages of the application.
- (c) An affidavit certifying the truthfulness of the statements in the application shall constitute a part of each application. Withholding information or providing statements which are untrue or misrepresent the facts may be cause for denial of an application.
- (d) An applicant shall request the university or college, or its designee, from which credit has been obtained to forward directly to the Board, or its designee, a properly certified university or college transcript showing all academic work.
- (e) All application forms and information furnished thereon and all examinations and answers thereto shall be entirely in the English language.

245:15-3-3. Non-resident applications for original license

All applicants for original license must show proof they are a United States citizen or show proof they are lawfully present in the United States.

245:15-3-4. Board action required

- (a) Individual professional engineer, professional engineer with a structural engineer designation, and professional land surveyor comity applicants meeting the requirements of a NCEES Model Law Engineer or NCEES Model Law Surveyor, or other requirements as determined by Board statutes, rules and policy may be reviewed and evaluated by the Principal Assistant, Executive Director, or the Board's designee, to determine if the applicant meets or exceeds the approved criteria. If the applicant meets or exceeds these requirements, the applicant may receive a contingent license authorizing the individual to offer or provide engineering or surveying services in Oklahoma. A list of all engineers issued contingent licenses will be placed on the agenda of the next meeting of the Board for formal approval by the Board. A list of all surveyors who have been issued contingent licenses and who have passed the appropriate Oklahoma-specific examination will be placed on the agenda of the next meeting for formal approval by the Board. All other complete comity applicants will be reviewed and evaluated by the Board at the next regularly scheduled meeting of the Board to determine if they meet or exceed the criteria to be licensed as a professional engineer, professional engineer with a structural engineer designation or a professional land surveyor
- (b) Certificate of Authorization applications for firms which meet the statutory and rule requirements may also be approved by the Principal Assistant, Executive Director, or the Board's designee. If the firm meets or exceeds these requirements, the firm may receive a contingent authorization allowing the firm to offer or provide engineering or surveying services in Oklahoma. A list of all firms issued contingent authorizations will be placed on the agenda of the next meeting of the Board for formal approval by the Board.
- (c) Initial applicants for a professional engineer or professional land surveyor license who are applying prior to obtaining the requisite experience for licensure, but have met the education requirement and have passed the Fundamentals of Engineering or Fundamentals of Surveying examination, respectively, may be approved to sit for the requested professional examination upon approval by the Principal Assistant, Executive Director, or the Board's designee.

- (d) Intern applications for certification may be approved by the Executive Director, Principal Assistant, or the Board's designee.
- (e) All other applications for Professional Engineer, Professional Land Surveyor and Certificate of Authorization submitted for a license shall be first considered by the Board for approval or disapproval.

245:15-3-5. Examination dates and locations

Examinations are offered on dates and locations as set by NCEES and/or the Board.

245:15-3-6. Active and inactive applications

- (a) Incomplete applications not yet presented to the Board, will be withdrawn from consideration by the Board after one year from the date submitted to the Board and a new and complete application shall be required from an applicant seeking licensure.
- (b) The Board shall adopt a policy regarding the number of attempts an examinee may be granted for any NCEES or Board-approved examination, as well as requirements for re-applying for future examination attempts. An applicant's application will be closed after a prescribed number of failures of any NCEES examination or other Board-approved examinations, regardless of the jurisdiction in which the examination is administered. For further consideration, an applicant shall file a new and complete application for re-examination, to include evidence of additional education, knowledge or skill sufficient to materially improve the applicant's qualifications for re-examination which shows that the additional requirements outlined in the Board's policy for re-examination have been met. NCEES examinations will be administered per NCEES policy and the policies of the Board.
- (c) If an applicant requests that the applicant's application be withdrawn from consideration, the Board will reject the application. Any further consideration will require a new and complete application and fee.

245:15-3-7. Qualifications for original professional engineer license and engineer intern certification

To be eligible for consideration for original licensure as a Professional Engineer or certification as an Engineer Intern, the applicant must be of good character and reputation. Applicants must meet all qualifications as contained within the Statutes and the Rules of the Board. An application for an Engineer Intern certification or Professional Engineer license shall be individually reviewed by the Board or its designee. Evidence of minimum qualifications is required by the Board in accordance with Title 59, 475.12a. and the following requirements:

- (1) Engineer Intern and Professional Engineer - education requirements for original license:
 - (A) Completion of one of the following shall be considered as minimum evidence that the applicant has fulfilled the education requirement for certification as an Engineer Intern or licensure as a Professional Engineer:
 - (i) a bachelor's degree in engineering from an EAC/ABET-accredited program, or the equivalent, which may include a bachelor's degree in engineering from a degree program accredited by the Canadian Engineering Accreditation Board (CEAB) or signatories of the Washington Accord, a bachelor's degree in engineering from a program that meets the NCEES Engineering Education Standard, or a bachelor's degree in engineering from a program that, upon evaluation, does not meet the NCEES Engineering Education Standard, but deficiencies outlined in the degree evaluation have been corrected with further education approved by the Board,
 - (ii) a bachelor's degree in a Board approved related science degree program which meets the Board's statutory definition of a related science degree,
 - (iii) a master's degree in engineering from an institution that offers EAC/ABET-accredited programs,
 - (iv) a master's degree in engineering from an EAC/M-ABET-accredited program, or
 - (v) an earned doctoral degree in engineering acceptable to the Board.
- (2) Professional Engineer- experience (original license):
 - (A) Experience credit may be claimed to the date of the application. Part-time experience shall be prorated after a review by the Board or its designee. Experience record is to be continuous from beginning to the date of the application. Experience time shall not exceed elapsed calendar time. Application fees are non-refundable. Only experience obtained directly within the professional field will be considered as qualifying experience by the Board and must be verified by reference. Experience shall be gained

under the supervision of a licensed professional engineer or, if not, an explanation shall be made showing why the experience should be considered acceptable. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted and approved by the Board or its designee. In evaluating experience that indicates to the Board that the applicant may be competent to practice engineering, the following will be considered:

- (i) Experience must be progressive on engineering projects to indicate that it is of increasing quality and requiring greater responsibility.
- (ii) Experience must not be obtained in violation of the licensure act.
- (iii) Experience gained in the armed services must be of a character equivalent to that which would have been gained in the civilian sector doing similar work. Sales experience must demonstrate that engineering principles were required and used in gaining the experience.
- (iv) Sales experience must demonstrate that engineering principles were required and used in gaining the experience.
- (v) Teaching experience must be in engineering or engineering-related courses at an advanced level in a college or university offering an engineering program of 4 years or more that is approved by the Board.
- (vi) Experience may be gained in engineering research and design projects by members of an engineering faculty, where the program is approved by the Board.
- (vii) Experience in construction must demonstrate the application of engineering principles.
- (viii) Experience should include demonstration of knowledge of engineering mathematics, physical and applied science, properties of materials, and the fundamental principles of engineering design.
- (ix) Experience should include demonstration of the application of engineering principles in the practical solution of engineering problems.
- (x) The board may deem professional experience acquired by applicants outside the United States to be equivalent to the minimum Board requirements established by regulations for professional experience in that jurisdiction.

(B) Partial experience credit may be given for experience earned prior to receipt of a baccalaureate degree, at the discretion of the Board, if the employment is at least half-time and the work is performed under the supervision of a professional engineer. At the time the experience was gained, the applicant must have passed upper level engineering or related engineering science courses and applied relevant engineering knowledge in the claimed experience. In no case shall the experience credit exceed one half of that required for approved qualifying experience.

(C) Concurrent time spent in engineering work while attending school will be credited either as education experience or work experience but not both.

(D) Applicants shall submit a minimum of five (5) acceptable references, three (3) of whom shall be Professional Engineers having personal knowledge of the applicant's engineering experience, none of whom may be current members of the Board or immediate family members. References verifying experience, who have been disciplined by any professional licensure board within the past 10 years, must submit a copy of the formal disciplinary action taken for the Board's review and consideration. References will verify the periods of experience since the beginning of the history, leaving no gaps in dates. The Board shall not give credit for engineering experience that has not been verified by one or more references.

(E) Applicants may apply for a waiver of the NCEES Fundamentals of Engineering examination by showing proof of a minimum of fifteen (15) years of acceptable progressive engineering experience following the date of the conferred degree qualifying the applicant for licensure. The required experience shall be verified by reference, and may not be self-verified. Experience earned prior to the conferred qualifying degree shall not be considered in the years of required experience. All elements of the application shall be evaluated by the Board when considering application for a waiver of the exam, including but not limited to, reference responses, disciplinary actions and all convictions.

(F) An applicant with a Board-approved doctoral degree in engineering shall be required to obtain two (2) years of experience credit after the doctoral degree is conferred, whether or not an M.S. degree was also conferred, to qualify for licensure.

(G) An applicant with an education path described in OAC 245:15-3-7(1)(A)(i) or (1)(A)(ii), who further obtains a master's degree in engineering from an institution that offers EAC/ABET-accredited programs or CEAB-accredited programs, shall be required to obtain three (3) years of experience

following the master's degree to qualify for licensure. Under the same conditions, if a Board-approved doctoral degree is conferred, the applicant shall be required to obtain two (2) years of experience following the Ph.D. in engineering.

(H) An applicant with a bachelor's degree in engineering from a program that is a signatory of the Washington Accord, who chooses not to obtain a degree evaluation from a Board-approved evaluation service, shall be required to obtain six (6) years of experience following the date of the conferred bachelor's degree to qualify for licensure.

(I) Non-U.S., non-EAC/ABET-accredited degrees, non-CEAB-accredited degrees which are not approved by the Board may be considered only following a degree evaluation obtained through a degree evaluation service approved by the Board. If the degree evaluation states that the degree is equivalent to the NCEES Education Standard, then four (4) years of experience will be required following the conferred degree. If the degree does not meet the NCEES Education Standard and deficiencies outlined in the degree evaluation are corrected by further education as approved by the Board, then four (4) years of experience will be required following the conferred degree to qualify for licensure. If the applicant described in this paragraph obtains a master's degree in engineering from an institution that offers EAC/ABET-accredited programs or CEAB-accredited programs, they may be required to obtain three (3) years of experience credit following the master's degree to qualify for licensure. Under the same conditions, if a Board-approved doctoral degree is conferred, the applicant shall be required to obtain two (2) years of experience following the Ph.D. in engineering to qualify for licensure.

(J) Non-U.S., non-EAC/ABET-accredited degrees or non-CEAB-accredited degrees which are not approved by the Board which upon evaluation are not deemed equivalent to the NCEES Education Standard shall be considered at a maximum equivalent to a related science degree.

(K) No examination shall be administered following July 1, 2020, for applicants applying with a non-accredited technology degree or non-related science degree for licensure as a Professional Engineer if the applicant's application was originally approved by the Board prior to July 1, 2016.

(3) Professional Engineer – examination requirements (original license):

(A) Applicants for professional engineering licensure must take and pass the FE examination prior to being admitted to take the PE examination, unless the Board has approved a waiver request for the FE examination.

(B) Applicants applying to take the PE examination prior to obtaining the required number of years' experience for licensure shall submit a board approved application and required documents verifying their degree program and verifying passage of the FE examination. The Board or its designee shall review the application for compliance with the education and exam requirements prior to admitting the applicant to the PE examination. Once the applicant has passed the PE examination and has obtained the required experience for professional engineering licensure, the remaining application requirements shall be submitted and verified prior to final consideration.

(C) When the requirements of the Statutes and of this Chapter are met, the applicant shall be admitted to, and must pass, an examination covering the laws, rules, procedures and practices pertaining to engineering in the state of Oklahoma, prior to being licensed as a Professional Engineer.

245:15-3-8. Qualifications for original land surveying license

To be eligible for consideration for original licensure as a Professional Land Surveyor or certification as a Land Surveyor Intern, an applicant must be of good character and reputation. Applicants must meet all qualifications as contained within the Statutes and the Rules of the Board. Applications for Land Surveyor Intern certification or Professional Land Surveyor licensure shall be individually reviewed by the Board or its designee. Evidence of minimum qualifications is required by the Board in accordance with Title 59, 475.12b and the following requirements:

(1) Professional Land Surveyor - experience (original license):

(A) Experience record may be claimed to the date of the application. Part-time experience shall be pro-rated after a review by the Board or its designee. Experience record is to be continuous from the beginning to the date of the application. Experience time shall not exceed elapsed calendar time. Application fees are non-refundable. Only experience obtained directly within the land surveying area will be considered as qualifying experience by the Board. Experience shall be gained under the supervision of a licensed professional surveyor; or if not, an explanation shall be made showing why

the experience should be considered acceptable. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted and approved by the Board or its designee. In evaluating experience which indicates to the Board that the applicant may be competent to practice surveying, the following will be considered:

- (i) Experience must be progressive on surveying projects and must demonstrate an increasing quality and greater responsibility.
- (ii) Experience must be obtained in compliance with the Statutes and Rules of the Board.
- (iii) Experience gained in the armed services must be of a character equivalent to that which would have been gained in the civilian sector doing similar work.
- (iv) Teaching experience-must be in surveying or surveying-related courses at an advanced level in a surveying program that is approved by the Board.
- (v) A substantial portion of the experience must be spent in charge of work related to property conveyance and/or boundary line determination.
- (vi) Experience in the technical field aspects of the profession must be demonstrated.
- (vii) Experience must include demonstration of the application of surveying principles in the practical execution of surveying tasks.
- (viii) Experience may be gained in surveying research projects by members of a surveying faculty where the program is approved by the Board.
- (ix) The Board may deem professional experience acquired by applicants outside the United States to be equivalent to the minimum Board requirements established by statutes or rules for professional experience.

(B) Professional land surveyor applicants shall submit a minimum of five (5) acceptable references, at least three (3) of whom shall be Professional Land Surveyors having personal knowledge of the applicant's land surveying experience and none of whom may be current members of the Board. References verifying experience who have been disciplined by any professional licensure board within the past 10 years must submit a copy of the formal disciplinary action taken for the Board's review and consideration. References should verify the periods of experience since the beginning of the history, leaving no gaps in dates. The Board cannot give credit for surveying experience that has not been verified by one or more references.

(2) Professional Land Surveyor – examination requirements (original license):

(A) Applicants for professional land surveyor licensure must take and pass the FS examination prior to being admitted to take the PS examination.

(B) Applicants applying to take the PS examination prior to obtaining the required number of years' experience for licensure shall submit a Board-approved application and required documents verifying their degree program and verifying passage of the FS examination. The Board or its designee shall review the application for compliance with the education and examination requirements prior to admitting the applicant to the PS examination. Once the applicant has passed the PS examination and has obtained the required experience for Professional Land Surveying licensure, the remaining application requirements shall be submitted and verified prior to final consideration.

(C) When the requirements of the Statutes and of this Chapter are met, the applicant shall be admitted to, and must pass the

Oklahoma Law and Surveying examination and an examination covering the laws, rules, procedures and practices pertaining to surveying in the state of Oklahoma, prior to being licensed as a Professional Land Surveyor.

245:15-3-9. License by comity or endorsement for professional engineers or professional land surveyors

(a) Applicant for comity or endorsement license shall provide proof that the applicant is a person holding a Professional Engineer or Land Surveyor license, in good standing, issued by a proper authority.

(b) Applicant must have been licensed, based on requirements that do not conflict with the provisions of the Statutes and Rules of the Board. If the applicant was originally licensed by standards lower than those specified in the applicable Statute in effect in Oklahoma at the time such license was issued, the applicant must provide proof that they are qualified. All disciplinary actions by a professional licensing board and all criminal activity shall be taken into consideration by the Board.

(c) Applicant shall submit a minimum of five (5) references, three (3) of whom shall be Professional Engineers

or Professional Land Surveyors, respectively, having personal knowledge of the applicant's engineering or surveying experience, none of whom may be current members of the Board or immediate relatives.

(d) An applicant with less than the standards outlined in subsection (b) of this section may be required to obtain additional education, experience and examination requirements as the Board may determine to establish the applicant's qualifications.

(e) Upon satisfactorily complying with minimum requirements of this section and examination requirements as described in the Board rules, the applicant shall be licensed in the State of Oklahoma.

245:15-3-10. Temporary License

The Executive Director or Principal Assistant shall be authorized to issue a Temporary License to a Professional Engineer, subject to the approval of the Board, under Title 59, 475.22(2) and the following conditions:

(1) An applicant who is granted a Temporary License, but fails to submit their complete permanent professional engineer application within the prescribed period of time, may be considered to be in violation of the Statutes and Rules of this Board. An application shall be considered complete when all required properly completed forms and fees have been received in the Board's office.

(2) Information relative to a license in the other state or jurisdiction shall be verified before issuance of a Temporary License.

(3) The Temporary License fee as prescribed by law shall be remitted with the application and is non-refundable.

(4) A Temporary License shall be issued for a definite period of time not to exceed 120 days, for a specifically described single work project as set out in the application form and may not be renewed or extended.

(5) A Temporary License shall expire the earliest of the issuance of the permanent professional engineer license by this Board or the rejection of the application for licensure, but not later than 120 days after issuance.

(6) The holder of a Temporary License shall seal plans, specifications, or other documents only in accordance with the Statutes and Rules of this Board. The seal used shall be the holder's license seal of the state on which issuance of the Temporary License as based and immediately under the seal the following shall be inserted:

(A) Oklahoma Temporary License number _____

(B) Date of issue _____

(C) Date of expiration _____

(D) Signature of holder _____

(7) No person may be issued more than one (1) temporary license.

(8) A Temporary License application shall include a statement describing the circumstances which require the issuance of a Temporary License for the project. The applicant shall submit either a contract, work order, or correspondence containing the date the proposal was submitted, the scope of the project, the current status of the project and the expected date of completion of the project.