

**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

**Form B - Instructions for Applicants for PE Comity Licensure, P.E. Re-Licensure, or
PE Comity Licensure with a Structural Engineer Designation (P.E., S.E.)**

Applicants who are NOT NCEES Record Holders

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION

Am I a NCEES Record Holder? Go to www.ncees.org/records for more information.

The NCEES Records Program serves as a verifying agency for an engineer or surveyor who is seeking multiple-jurisdiction licensure by comity. Applicants to the program must already be licensed with at least one licensing board in the United States or its territories. An NCEES record is not established automatically when an engineering and surveying license is granted. The engineer or surveyor must initiate the process by making application to NCEES.

Instructions

1. 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.
2. Go to <https://account.ncees.org/login> to verify your current license and your examinations. Either create a new account OR log-in to your existing MyNCEES account. Follow the directions to request verification of your exam results and one from your resident state or state holding your current license. The responding state board will complete the verification form and submit it directly to the Oklahoma Board office. **For any state(s) not using the NCEES verification system, please complete the shaded areas of Appendix B** (Verification of Licensure Form) and send it to those state boards. That state board will complete the verification form and submit it directly to the Oklahoma Board office. If you took the FE exam by CBT, we will verify your exam through NCEES.
3. A. Make as many copies of the Experience Verification and Reference Form (Appendix A) as necessary to send to your references. Fill out the top portion of the form as indicated. At least five (5) references are required and **three (3) must be from P.E.'s having personal knowledge of your engineering experience**. This requirement cannot be waived.
B. Attach a copy of your experience record (#21 of the application form) to the experience verification form and mail it 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.
E. 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 Experience Verification form in an envelope from your reference and it is not signed across the sealed back flap it cannot be accepted by this office**.
F. 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.

4. 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.**
5. 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. A driver's license **does not** qualify as supporting documentation.
6. Complete the Oklahoma Law and Engineering Examination (OLE Exam). Submit the answer sheet for scoring.
7. Enclose a check or money order for **\$250.00** payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors (Checks can be made to: OKPELS)
8. Mail the following to the Board office. The Board address can be found on the first page of the instructions.
 - A. Completed Application Form (make sure you have signed the last page)
 - B. Reference Letters (**signed across the sealed portion of the back flap of the envelope**)
 - C. Notarized Verification of Lawful Presence Form and supporting documentation
 - D. OLE Exam Answer Sheet
 - E. \$250 check or money order made payable to OKPELS

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

Re-Licensure Instructions

If you have filed a previous P.E. application with this Board, 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 two (2) references should verify your work experience since your previous application.

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.

Continuing Education – Re-licensure applicants must submit a continuing education log form verifying 30 hours of completed PDH's.

GRADUATES OF NON-U.S. EDUCATION PROGRAMS REQUIRING DEGREE EVALUATIONS

1. If your qualifying education is a non-U.S. B.S. degree in engineering that is not accredited by EAC/ABET or CEAB, and is not accredited by a signatory of the Washington Accord, you will be required to obtain a degree evaluation.
2. If your degree is a part of the Washington Accord and you do not have a M.S. or Ph.D. from an institution that offers EAC/ABET-accredited programs and you do not have 6 years of qualifying experience, you may not meet Oklahoma's experience requirement. In this situation you will be required to obtain a degree evaluation for your application to be considered. Please contact:

NCEES Credentials Evaluation at <https://account.ncees.org/login>. Either create a new account or log-in to your existing MyNCEES account. Follow the directions to request a credentials evaluation.

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

Effective November 1, 2017

- A. To qualify for P.E. licensure with an S.E. designation (P.E., S.E.), you must provide proof of the following in addition to the requirements for P.E. licensure:
1. Structural engineering experience by way of a list of representative projects completed, or courses taught, and three (3) references by licensed professional engineers having personal knowledge of and verifying your structural engineering experience.
 2. Successful completion of one of the following structural engineering examination paths below:
 - 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 eight-hour state-written structural examination prior to January 1, 2011, **or**
 - d. the NCEES sixteen-hour S.E. examination taken after January 1, 2011.
- B. If you meet the qualifications outlined in Part A, complete the following application per the instructions on page 1. Specifically designate which experience you are claiming for structural experience.
- C. Complete the attached Continuing Education Log Form showing proof of ten (10) professional development hours of continuing education related to the technical aspects of structural engineering in the two years preceding the date of application.

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 **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.]

APPLICATION REVIEW PROCESS

Expedited Application Approval

Upon completion of the PE application and submission of all required documentation (including the Certificate of Authorization application, if applicable), the Principal Assistant and Executive Director will review your application(s). If your application meets the criteria below, you will be assigned your Oklahoma Professional Engineer license number and Certificate of Authorization Number (if applicable) and you will receive a licensure packet at that time.

- (A) An approved degree;
- (B) Passed the Fundamentals of Engineering examination if licensed after 1996
- (C) Obtained and documented the required experience with acceptable references
- (D) Passed the Principles and Practices of Engineering examination, if the state of Oklahoma required such an examination at the time the comity applicant's original license was granted; (1982)
- (E) Has not been disciplined in any jurisdiction by a Board of licensure for engineering or land surveying or architecture or been convicted by a felony (these will be reviewed on a case by case basis).

For Applicants Who Do Not Meet The Above Criteria

Upon completion of the PE application and submission of all required documentation (including the Certificate of Authorization application, if applicable), your completed application(s) will be presented at the next regularly scheduled meeting of the Board for review. If approved by the Board, you will receive your licensure packet within approximately a week following approval by the Board.



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

Form B

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

**Application for P.E. Comity Licensure, P.E. Re-Licensure, or P.E. Licensure
with a Structural Engineer Designation (P.E., S.E.) - WITHOUT an NCEES Record**

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

Check here if this is a re-licensure application. Original Oklahoma P.E. Number _____

Check here if this is a P.E., S.E. application

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 (if applicable) _____

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)

**If you are practicing engineering through a firm that DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION (C.A.)
issued by this Board, you MUST submit a C.A. application along with your P.E. application. Forms available at www.pels.ok.gov.**

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

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

10. 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) _____

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

12. I passed engineering exams conducted by the following State Boards or through NCEES by computer based testing.

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

Principles & Practice: State _____ Year of Exam _____ No. of Hours _____

13. List in the following space, institutions of higher education which you attended, including names, locations, degrees earned or major pursued and dates.

For re-licensure applicants: contact rsinger@pels.ok.gov to determine if transcripts are in the original file.

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.**

SCHOOL	LOCATION	DEGREE	DATE

14. Have you previously filed any application with this Board?
 ___ No ___ Yes (If yes, please indicate) P.E. _____ E.I. _____ L.S. _____ L.S.I. _____

15. 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.**

16. 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*

17. 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.)

18. To your knowledge, are you currently under investigation by any professional or licensing authority?
 ___ No ___ Yes (If Yes, attach explanation.)

19. 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.)

20. List in the following space five (5) persons for reference, at least three (3) of whom are Licensed Professional Engineers, none of whom are members of this Board or immediate relatives. All periods of experience since the beginning of your employment history must be listed, and at a minimum, you must provide references to verify the amount of engineering experience needed to qualify for licensure in Oklahoma.

If applying for re-licensure, your experience record should begin with the date of your original application and your most recent experience engagement must be verified by one or more references.

Name of Reference	Occupation	Business or Personal Relationship

21. 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 A) 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: <ol style="list-style-type: none"> 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)

22. 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 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 & 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.

Original Written Signature

Date

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
220 NE 28th Street, Suite 120 * Oklahoma City, OK 73105-2802 * 405-521-2874

**Professional Engineer Application
Experience Verification and Reference Form**

Qualifications of References:

1. References may not be current members of the Board.
2. Three of the five references shall be licensed Professional Engineers having personal knowledge of the applicant's engineering experience.
3. References verifying experience who have been disciplined by a professional licensing board within the past 10 years must submit a copy of the formal disciplinary action taken, along with the completed reference form, for the Board's review and consideration.

Instructions to Applicant:

1. Make as many copies of this form as necessary to send to your references.
2. Fill out the top portion of the following page.
3. Mail both pages of Appendix A and a copy of your experience record (#21 of your P.E. application form) to your references.
4. 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. Your reference **MUST** place the completed Experience Verification form into the envelope, seal the envelope, and sign across the back flap of the envelope.
6. Your reference **MUST** return the sealed and signed envelope to you. You will send the sealed and signed envelopes to the Board office along with your application form for the Board's review.
7. The Board cannot give credit for engineering experience which has not been satisfactorily verified by one or more acceptable references.

Instructions to Reference:

1. After reviewing the applicant's experience record, complete the Experience Verification and Reference Form provided by the applicant.
2. Fill out the form with sincere and conscientious consideration of this Board's need for accurate data and objective appraisal of the applicant's education, ability and/or potential to practice engineering. Do not fill out the form in the presence of the applicant.
3. Once completed and signed, place the Experience Verification Form into the envelope provided, **seal the envelope, and sign across the back sealed flap of the envelope.**
4. If you have been disciplined by a professional licensing board within the past 10 years, submit a copy of the formal action taken for the Board's review and consideration along with the Experience Verification Form.
5. **Return the sealed and signed envelope to the applicant.**

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
 220 NE 28th Street, Suite 120 * Oklahoma City, OK 73105-2788 * 405-521-2874

Experience Verification & Reference Form – Professional Engineer Application

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

Please thoroughly respond to all questions. Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.

1. Are you verifying a specific experience engagement? ___ Yes ___ No. If yes, please indicate the time period for the experience engagement you are verifying _____
 2. Are you related to the applicant? ___ Yes ___ No. If so, explain: _____
 3. 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. _____

 4. How long have you known the applicant? (During which years?) _____
 5. What is/was your business relationship to the applicant? _____
 6. Please give your own estimation of the applicant's moral character and personal integrity:

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

 8. Would you recommend this applicant to be licensed as a Professional Engineer? _____ Yes _____ No
- Name of Reference (Please print or Type): _____
- Reference's Engineering License: Jurisdiction _____ Reg./Lic. # _____ Year of original license _____
- Reference's Place of Employment and Title: _____
- Signature: _____ Date: _____

PLEASE PLACE SEAL IMPRESSION OVER SIGNATURE IF APPLICABLE

VERIFICATION OF LICENSURE/EXAMINATIONS

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
220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105-2802

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

FROM: (Address of verifying State Board)

APPLICANT NAME AND ADDRESS:

Date of Birth: _____

Social Security No: X X X - X X - _____

State Board Responding: Mail this directly to the Oklahoma Board office. **DO NOT** return to the applicant.

1. EXAMINATION RESULTS

EXAM	HOURS	RESULT/SCORE	NCEES	DATE OF EXAM	ADDITIONAL INFORMATION
FE					
PE					
FS					
PS					
State					

2. LICENSURE or CERTIFICATION

	License or Certification No.	Date Issued	Valid Until
____ Engineer Intern	_____	_____	_____
____ Professional Engineer	_____	_____	_____
____ Land Surveyor Intern	_____	_____	_____
____ Professional Land Surveyor	_____	_____	_____

The applicant qualified for licensure or certification through:

- A. Written Examination: _____
- B. Comity or Reciprocity: _____ State _____
- C. Education and Experience: Years of Education _____ Years of Experience _____
- D. Other: _____

3. Has applicant ever been disciplined by your board or is disciplinary action pending? ____ Yes ____ No
If Yes, please attach documentation with full details of Board Action.

Verifier's Name: _____

Verifier's Title: _____

(Board Seal)

Signature: _____ 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 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.

Professional Development Hours Log Form for S.E. Designation

OKLAHOMA STATE BOARD OF LICENSURE
 FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS
 220 N.E. 28th St., SUITE 120
 Oklahoma City, OK 73105

Printed Name:

Oklahoma P.E. Licensure Number:

Log of Professional Development Hours for PE's applying for the S.E. Designation

Please provide proof of attendance or completion certificates of 10 PDH's of acceptable activities earned during the 2 year period prior to this application.

Activities must be related to the technical aspects of structural engineering.

	DATE OF ACTIVITY	SPONSORING ORGANIZATION	ACTIVITY TITLE & LOCATION (CITY, STATE)	PDH's CLAIMED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
			TOTAL PDH's (10 PDH's Required)	

The credits listed above are true and correct and state accurately those professional development hours (PDH's), which I have earned during the period of _____ to _____.

Signed: _____ Date: _____

Professional Development Hours Log Form

OKLAHOMA STATE BOARD OF LICENSURE
 FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS
 220 N.E. 28th St., SUITE 120
 Oklahoma City, OK 73105

Printed Name:

Oklahoma Licensure Number:

Summary Log of Professional Development Hours for PE's: Re-licensure Applicants

Please provide proof of attendance or completion certificates of all acceptable activities earned for the renewal period listed below.

	DATE OF ACTIVITY	SPONSORING ORGANIZATION	ACTIVITY TITLE	PDH's CLAIMED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
			TOTAL PDH's (MUST BE 30 OR MORE)	

The credits listed above are true and correct and state accurately those professional development hours (PDH's), which I have earned during the period of _____ to _____.

Signed: _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE OKLAHOMA LAW AND ENGINEERING EXAMINATION

1. This examination covers the Oklahoma Statutes Title 59, Section 475.1 et seq (revised November 1, 2020) and the Oklahoma Administrative Rules Title 245, Chapter 2 and 15 (revised November 1, 2020). 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 K – circle the best answer (revised 11-1-2020)

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 K

(Revised 11-1-2020)

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. Which of the following scenarios requires a Certificate of Authorization issued by this Board?
 - A. A licensee practicing engineering as a sole proprietor using a fictitious name
 - B. Any form of business or entity offering or performing engineering services other than an individual operating as a sole proprietorship under his or her name.
 - C. Any business entity using the word "Engineer" or any various construction thereof, to describe services or used in the name of the firm.
 - 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.