

**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

PLEASE READ PRIOR TO FILLING OUT THIS APPLICATION

**Instructions for PE Comity Applicants and PE Re-Licensure
Applicants who are NOT NCEES Record Holders**

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 the NCEES.

1. Go to <https://account.ncees.org/login> to verify your current license and your examinations. Either create a new account or log-in if you already have an NCEES account. Follow the directions to request verification from each state that examinations were administered and one from your resident state or state holding your current license.
2. A. Make as many copies of the Experience Verification form (Appendix A) as necessary to send to your references. For comity applications, at least 5 references are required and **3 must be from PE's having personal knowledge of your engineering experience**. This requirement cannot be waived. Fill out the top portion of the form as indicated. **For re-licensure applications**, two references will typically suffice.
B. Attach a copy of your experience record (No.19 of the application form) to the Experience Verification form and mail to your references.
C. Your reference must place the completed Experience Verification form into a business size envelope, **seal the envelope, and sign across the back sealed 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 reference letter in an envelope from your reference and it is not signed and sealed across the 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.
3. Request universities to provide official transcripts of all university work, even if it is not engineering related, to be sent directly to the Oklahoma Board. Re-Licensure applicants: email taizenman@pels.ok.gov to determine if new transcripts are required and to obtain date of original application.
4. Complete the entire PE application form. **Handwritten applications will not be accepted**. Print the application single-sided. DO NOT PRINT DOUBLE-SIDED.
5. Enclose a check for **\$250.00** payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors (Checks can be made to: OKPELS).

6. Complete the Verification of Lawful Presence Form AND provide documentation as required.
7. Complete the Oklahoma Law and Engineering Examination (OLE exam). Submit the answer sheet for scoring.
8. Mail completed application form, reference letters (sealed in envelopes), Verification of Lawful Presence Form with documentation, OLE exam and payment to the address listed above.
9. Re-licensure applicants must submit a continuing education log form verifying 30 hours of PDH's along with the application form.

IF YOU ARE PRACTICING ENGINEERING THROUGH A FIRM THAT DOES NOT HAVE A CERTIFICATE OF AUTHORIZATION WITH THIS BOARD, YOU MUST SUBMIT THE CERTIFICATE OF AUTHORIZATION APPLICATION FORM ALONG WITH YOUR PE APPLICATION.

For All Comity Applicants or Re-Licensure Applicants Who Meet Oklahoma's Definition of a Model Law Engineer

Upon completion of the PE application and all required documentation is provided (including the Certificate of Authorization application, if applicable), the Principal Assistant and Executive Director will review your application(s). If your application is approved, the Board will assign your Oklahoma Professional Engineer license number and Certificate of Authorization Number (if applicable) and you will receive a licensure packet at that time.

Per OAC 245:15-1-3, An "Oklahoma Model Law Engineer" means a person who meets the minimum requirements of this act and:

- (A) is a graduate of an engineering curriculum accredited by EAC/ABET or has an engineering degree recognized as substantially equivalent to an EAC/ABET degree by the Board, or has a Board-approved related science degree;
- (B) has passed the Fundamentals of Engineering examination using the NCEES cut score except that for an applicant having either years of acceptable engineering experience who obtained an original license prior to December 31, 1996, the Fundamentals of Engineering examination is waived for this definition only;
- (C) has a specific record of an additional four years of progressive experience on engineering projects following graduation, or has a board approved related science degree and an additional six years of progressive experience on engineering projects following graduation;
- (D) has passed the Principles and Practices of Engineering examination using the NCEES cut score 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
- (F) Has not been convicted of a felony.

For Applicants Who Do Not Meet Oklahoma's Definition of a Model Law Engineer

Upon completion of the PE application and all required documentation is provided (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.

Graduates of Non-U.S. Education Programs

Prior to submitting your application, if your education program is not currently accredited by EAC/ABET, or your B.S. degree is not a board approved related science degree, and you do not have an M.S. degree or PhD in engineering from an accredited university with a similar ABET accredited degree program at the B.S. level, the Board requires that your education be evaluated. Please contact:

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



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 Professional Engineer Licensing for Comity Licensure or Re-Licensure 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 _____

ENCLOSE \$250.00 APPLICATION FEE - (Checks may be made to: OKPELS)

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

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

2. Name: _____

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

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

5. Residence Physical Address: _____

(number and street)

(city, state and zip code)

(telephone)

(fax)

(e-mail)

6. 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 WITH THIS BOARD, YOU MUST SUBMIT THE CERTIFICATE OF AUTHORIZATION APPLICATION FORM ALONG WITH YOUR PE APPLICATION.

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

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

9. a. List Professional Engineer licenses in other states:

State of current residence: State _____ Year of Lic. _____ Lic.No. _____

State of current employment: State _____ Year of Lic. _____ Lic.No. _____

Other States:(attach list if necessary) _____

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

c. I passed engineering examinations conducted by the following State Boards or through NCEES by computer based testing (CBT).

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

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

It is your responsibility to verify your current license and your examinations unless your FE exam was administered by CBT. See Instructions.

10. 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 tboswell@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 tboswell@pels.ok.gov. **TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. 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. **All periods of your experience since the beginning of your employment history must be listed and the past 10 years must be verified by reference, leaving no gaps in dates.** If applying for re-licensure, your experience record should begin with the date of your original application and at least the latest 10 years of experience must be verified by one or more references. Set forth names, occupations and relationship of each with applicant.

****PLEASE NOTE: It is your responsibility to mail a copy of the reference form (See Appendix A) along with a copy of your work history (#18 of this application form) to the listed references, along with a self-addressed stamped envelope. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you. The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.**

Name of Reference	Occupation	Business or Personal Relationship

18. 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)

19. 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.

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

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

- | | |
|------------------------------|-----------------------------|
| 1. Architectural | 15. Geotechnical |
| 2. Aeronautical | 16. Industrial |
| 3. Agricultural | 17. Manufacturing |
| 4. Biomedical/Bioengineering | 18. Mechanical |
| 5. Ceramic | 19. Metallurgical |
| 6. Chemical | 20. Mining and Mineral |
| 7. Civil | 21. Naval Arch/Marine |
| 8. Construction | 22. Nuclear |
| 9. Control Systems | 23. Petroleum |
| 10. Electrical | 24. Software |
| 11. Engineering Physics | 25. Structural (without SE) |
| 12. Environmental | 26. *Structural (with SE) |
| 13. Fire Protection | 27. Textile |
| 14. Geological | |

*** Structural (with SE): Applicant must have completed 16 hours of NCEES Structural exams or the PE exam and the NCEES Structural II exam to choose this discipline.**

PRIMARY DISCIPLINE: _____

SECONDARY DISCIPLINE(S): (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 and paying the required fee.

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

20. AFFIDAVIT AND RELEASE STATEMENT

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

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

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 (#18 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

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

VERIFICATION OF LICENSURE

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

FROM:
(State Board
address)

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

**APPLICANT
NAME &
ADDRESS:**

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

I. THE ABOVE NAMED PERSON WAS LICENSED AS:

	Registration/License No.	Date Issued	Valid Until
Engineer Intern	_____	_____	_____
Professional Engineer	_____	_____	_____
Land Surveyor Intern	_____	_____	_____
Professional Land Surveyor	_____	_____	_____

II. BASIS OF LICENSURE:

1. ___ Written Exam	Hours	Results/Scores	NCEES	Date of Exam	NCEES Cut-Score Used (If NO please explain)
FE	_____	_____	_____	_____	_____
PE	_____	_____	_____	_____	_____
FS	_____	_____	_____	_____	_____
PS	_____	_____	_____	_____	_____
State	_____	_____	_____	_____	_____

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

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

Signed by: _____
Title: _____
Date: _____

(Board Seal)

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 U.S. Certificate of Birth Abroad (FS-45, DS-135) or a Report of Birth Abroad of a U.S. Citizen (FS-240).
3. A birth certificate or passport issued from:
 - A. Puerto Rico on or after January 13, 1941;
 - B. 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 U.S. passport (expired or unexpired).
5. Certificate of Naturalization (N-550, N-57, N-578).
6. Certificate of Citizenship (N-560, N-561, N-645).
7. U.S. Citizen Identification Card (I-179, I-197).
8. An individual Fee Register Receipt (Form G-711) that shows that the person has filed an application for a New Naturalization or Citizenship Paper (Form N-565).
9. Any other document which establishes a U.S. place of birth or indicates U.S. citizenship.

LIST B

ACCEPTABLE DOCUMENTS TO ESTABLISH ALIEN STATUS (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:

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

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

INSTRUCTIONS FOR COMPLETING THE OKLAHOMA LAW AND ENGINEERING EXAMINATION

1. This examination covers the Oklahoma Statutes Title 59, Section 475.1 et seq (revised 8-24-2012) 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 I – circle the best answer (revised 4-15-2015)

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 I

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 entity which offers engineering or surveying services to the public.
 - 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. Self-documented completion reports from conventions filled out by the attendee.
14. Licensees shall only sign, seal, and date any 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 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. a P.E. who is a part-time employee of the firm.
 - D. both A and B.
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 (C), 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.