



**Active Licensed Oklahoma P.E.'s use this Application to Apply for the  
Structural Engineer Designation (P.E., S.E.) by Education and Experience  
(Transitioning provision effective November 1, 2017 - October 31, 2020)**

**Do not fill out this application if you have passed one of the following examinations – instead use Application B:**

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

**Your attention to these details will help us process your application more efficiently.  
See experience forms for submitting experience requirements.**

**To qualify to apply for the Professional Structural Engineer designation, all applicants must:**

- Be currently licensed as an Oklahoma Professional Engineer (P.E.) with competency in structural engineering (with or without an S.E.) listed with this Board prior to November 1, 2017.
- Demonstrate recent progressive structural engineering experience within design, industry, and/or education.
- Provide certified copies of all formal or informal disciplinary actions taken against your professional engineer license in any state or jurisdiction, if applicable.
- Provide proof of ten (10) professional development hours of continuing education related to the technical aspects of structural engineering in the two (2) years preceding the date of application and document on the attached PDH's log form.
- The Board office will notify you if additional transcripts of education or exam verification are required.
- Submit the \$150 fee made payable to OKPELS.

**Instruction Checklist:**

Initial each item to acknowledge it as completed.

\_\_\_\_\_ **Structural Engineer Designation Application:** All sections must be completely filled out, signed and dated.

\_\_\_\_\_ **Fee:** \$150 non-refundable fee by check or money order made payable to OKPELS.

\_\_\_\_\_ **Structural Engineering Experience and References: Three (3) references are required.** You must complete your section of the experience form and send a copy to each reference. The reference must complete their portion and **return it to you in a sealed envelope signed across the flap.** The completed reference forms must be submitted with your application.

\_\_\_\_\_ **Transcript(s):** Only required if you have obtained additional formal education since your original licensure date and would like the Board to consider as part of your application.

\_\_\_\_\_ **Professional Development Log Form showing 10 PDH's and supporting documentation.**

\_\_\_\_\_ **Certified copies of all formal or informal disciplinary actions** taken against your P.E. license in any state or jurisdiction, or any convictions as described on this form (if applicable).

**Submit this checklist, application form, references, and fee to:**

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors  
220 NE 28<sup>th</sup> St., Suite 120  
Oklahoma City, OK 73105

*I certify that I have read this Instruction Checklist and have initialed each item above to acknowledge its completeness.*

\_\_\_\_\_  
PRINT or TYPE Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and place signed

# Structural Engineer Designation Transitioning by Education and Experience Application A

(Effective November 1, 2017 - October 31, 2020)

**Only Typewritten Applications Accepted**

## Applicant

|  |                                   |                            |
|--|-----------------------------------|----------------------------|
| Name (As shown on your Oklahoma PE license)                          |                                   | Oklahoma PE License Number |
| Preferred Mailing Address  |                                   |                            |
| City   | State                             | ZIP Code                   |
| Date of Birth (mm/dd/yyyy)   | Social Security Number (Required) |                            |
| Present Position   | Business Name                     |                            |
| Business Location Address (if different than above – no P.O. Boxes)  |                                   |                            |
| City   | State                             | ZIP Code                   |
| Preferred Telephone Number (indicate whether home, business or cell) | Email                             |                            |

## Experience Record Summary

Please list the structural experience you are claiming.

| Project Number | Time period: From (mm/yyyy) To (mm/yyyy)<br><i>Begin with most recent</i> | Employer | Name of person verifying your experience |
|----------------|---|----------|--|
| 1.             |   |          |  |
| 2.             |   |          |  |
| 3.             |   |          |  |

## Legal

Answer the following. If any of the answers regarding #1 - #4 is "Yes", please attach an explanation on an additional sheet.

1. Has any court or licensing jurisdiction taken action against you for your practice in engineering? . . . .  Yes  No
2. Have you ever been convicted, found guilty or plead guilty or entered a plea of nolo contendere' to any criminal offense, which was a felony or misdemeanor, and not traffic related? . . . . .  Yes  No
3. To your knowledge, are you currently under investigation by any professional or licensing authority? . . . . .  Yes  No
4. 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? . . . . .  Yes  No
5. Do you authorize any business associates (past and present) and any governmental agencies (local, state, or federal) to release any information, files, or records which may be required for a background investigation, to the Oklahoma State Board of Professional Engineers and Land Surveyors? . . .  Yes  No
6. Do you understand that any false information in this application may constitute cause for the denial, suspension, or revocation of your license to practice engineering in the state of Oklahoma? . . . . .  Yes  No

***I certify under penalty of perjury under the laws of the state of Oklahoma that the foregoing is true and correct.***

\_\_\_\_\_  
Date and place signed

\_\_\_\_\_  
Signature

# Structural Engineering Experience and Reference

## Instructions for Applicant

A. Use one or more of the following attachments to provide proof of completion of your structural engineering experience

### 1. Attachment A – Design Specific Experience

Provide complete explanations to describe the time spent on projects where you developed the knowledge, skills and abilities in the tasks typically performed in structural designs of structures or the structural systems integrated within structures.

- Full descriptions are required.
- The work must be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope, and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.
- List a minimum of 3 independent projects where you have experience designing a non-residential structure. Experience should include, but is not limited to, the following:
  - a. Determination of gravity and lateral loads
  - b. Selection of structural system(s)
  - c. Application of code requirements.

### 2. Attachment B – Industry Experience

Provide complete explanations to describe your structural engineering experience in industry where you developed the structural knowledge, skills and abilities in the tasks typically performed in this industry.

- Full descriptions are required.
- The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope, and be reflective of your ability to perform structural engineering services in specific area(s) of industry.

### 3. Attachment C – Teaching Experience

Teaching experience must be in structural engineering design or structural engineering design related courses at an advanced level in a college or university offering an engineering program of four (4) years or more that is approved by the Board. Provide complete course descriptions and syllabi of advanced structural engineering design or structural engineering related courses you taught or developed, documentation verifying peer reviewed articles or proceedings and date(s) of publication, and/or fully describe structural research conducted.

B. Each project or teaching assignment must be substantiated by three (3) references. Send the completed Attachment(s) A, B and/or C work experience descriptions (pages 4-12) to the references verifying your structural engineering experience.

Additionally, fill out the computer fillable portion of page 13 to submit to your references. The references must complete their portion of the form and **return it to you in a sealed envelope signed across the flap**. The completed reference forms must be submitted with your application. If a reference is the same for more than one project, that person can choose to complete their portion of the reference form once.

- Structural engineering experience should be **substantiated by three (3) licensed Professional Engineers** having personal knowledge of your structural engineering experience. If necessary, experience may be substantiated by an unlicensed person if the appropriate credentials of the verifier (i.e. resume') are submitted for review along with the form.
- References may not be current members of the Board or family members.
- For Design Specific Experience (Attachment A) to be accepted as satisfactory each engagement must be separate and distinct and the design must have been successfully completed.
- Missing information or poor explanations of structural experience or courses taught will delay the review and could result in a denial of your application.

**NOTE: All items must be completed for each project listed, industry involvement or course taught. Each engagement must be summarized on the forms provided ("See Attached" is not acceptable). Additional sheets may be added, but not substituted for the form.**

Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT A: STRUCTURAL DESIGN EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

**Project #1 Description:** Location, type, size and year of completion.

**General construction type / project description:** Describe any unique conditions regarding the structural design.

**Describe the primary gravity force resisting system:**

**Describe the primary lateral force resisting system:**

**PROJECT RESPONSIBILITIES:**

**Design / Analysis Scope:** Describe your specific responsibilities in the gravity and lateral forces resisting systems listed above.  
NA

**Documentation:** Describe your responsibilities for drawing / specification preparation.  
NA

**Construction Responsibilities:** Describe any structural construction related activities.  
NA

Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT A: STRUCTURAL DESIGN EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

**Project #2 Description:** Location, type, size and year of completion.

**General construction type / project description:** Describe any unique conditions regarding the structural design.

**Describe the primary gravity force resisting system:**

**Describe the primary lateral force resisting system:**

**PROJECT RESPONSIBILITIES:**

**Design / Analysis Scope:** Describe your specific responsibilities in the gravity and lateral forces resisting systems listed above.  
NA

**Documentation:** Describe your responsibilities for drawing / specification preparation.  
NA

**Construction Responsibilities:** Describe any structural construction related activities.  
NA

Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT A: STRUCTURAL DESIGN EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

**Project #3** Description: Location, type, size and year of completion.

**General construction type / project description:** Describe any unique conditions regarding the structural design.

**Describe the primary gravity force resisting system:**

**Describe the primary lateral force resisting system:**

**PROJECT RESPONSIBILITIES:**

**Design / Analysis Scope:** Describe your specific responsibilities in the gravity and lateral forces resisting systems listed above.  
NA

**Documentation:** Describe your responsibilities for drawing / specification preparation.  
NA

**Construction Responsibilities:** Describe any structural construction related activities.  
NA

Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT B: INDUSTRY EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

**Industry Experience Description #1.** Describe the activity, its structural relevance and the approximate time period you were involved in this activity.

**Give an example(s) of the preparation related to the industry structural engineering experience or describe the required structural engineering related knowledges applied.**

**Describe any specifics related to structural materials or construction techniques used during this activity.**

**Scope of Responsibilities:** Describe your specific structural engineering responsibilities.

**Structural Documentation:** Describe your responsibilities for drawing/specification preparation, if applicable, for any structural documentation.

Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT B: INDUSTRY EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

|   |
|---|
| <p><b>Industry Experience Description #2.</b> Describe the activity, its structural relevance and the approximate time period you were involved in this activity.</p> |
| <p><b>Give an example(s) of the preparation related to the industry structural engineering experience or describe the required knowledges applied.</b></p>            |
| <p><b>Describe any specifics related to structural materials or construction techniques during this activity.</b></p>   |
| <p><b>Scope of Responsibilities:</b> Describe your specific structural engineering responsibilities.</p>  |
| <p><b>Structural Documentation:</b> Describe your responsibilities for drawing/specification preparation, if applicable, for any structural documentation.</p>        |



Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT B: INDUSTRY EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

|   |
|---|
| <p><b>Industry Experience Description #3.</b> Describe the activity, its structural relevance and the time period you were involved in this activity.</p>                         |
| <p><b>Give an example(s) of the preparation related to the industry structural engineering experience or describe the required structural engineering knowledges applied.</b></p> |
| <p><b>Describe any specifics related to structural materials or construction techniques used during this activity.</b></p>  |
| <p><b>Scope of Responsibilities:</b> Describe your specific structural engineering responsibilities.</p>  |
| <p><b>Structural Documentation:</b> Describe your responsibilities for drawing/specification preparation, if applicable, for any structural documentation.</p>                    |

Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT C: TEACHING EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

**Teaching Description #1:**

- A. Provide complete course descriptions and syllabi of advanced structural engineering design or structural engineering related courses you taught or developed.
- B. Provide documentation verifying peer reviewed articles or proceedings and date(s) of publication
- C. Describe structural research conducted.

In A-C above, describe how each activity advanced the knowledge and abilities of students in structural engineering design or the structural systems integrated within structures.

Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT C: TEACHING EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

**Teaching Description #2:**

- A. Provide complete course descriptions and syllabi of advanced structural engineering design or structural engineering related courses you taught or developed.
- B. Provide documentation verifying peer reviewed articles or proceedings and date(s) of publication
- C. Describe structural research conducted.

In A-C above, describe how each activity advanced the knowledge and abilities of students in structural engineering design or the structural systems integrated within structures.

Applicant's Name \_\_\_\_\_ Timeframe \_\_\_\_\_

**ATTACHMENT C: TEACHING EXPERIENCE DESCRIPTION. Applicant to use this form for submitting experience.**

**Teaching Description #3:**

- A. Provide complete course descriptions and syllabi of advanced structural engineering design or structural engineering related courses you taught or developed.
- B. Provide documentation verifying peer reviewed articles or proceedings and date(s) of publication
- C. Describe structural research conducted.

In A-C above, describe how each activity advanced the knowledge and abilities of students in structural engineering design or the structural systems integrated within structures.

Applicant's Name \_\_\_\_\_

Applicant: Complete the first four rows of information on this page.

**Instructions for Reference who is substantiating structural engineering work experience of applicant:**

Please refer to the work description(s) provided to you by the applicant.

After completing this form, **please return all pages to the applicant in a sealed envelope signed across the flap.**

**Substantiation of Work Experience - All sections must be completed.**

|   |                   |       |  |          |
|---|-------------------|-------|--|----------|
| Name of person completing this form         |                   | Title | Relationship to Applicant (i.e. supervisor, peer, professional acquaintance) |          |
| Business Name and Address                   |                   |       |  |          |
| City  |                   | State |  | ZIP Code |
| (Area Code) Telephone Number                | Email Address     |       | Project number(s) being substantiated  |          |
| Professional License Number (if applicable) | Status of License | State | Area(s) of competence of engineering (if applicable)                         |          |

Please describe your working or professional relationship to the applicant and how you are qualified to substantiate the structural engineering experience for this project(s). Active board members and relatives of the applicant may not substantiate work experience.

During what years have you known the applicant? \_\_\_\_\_

Do you have knowledge of the applicant's structural engineering work during the time covered by this project(s)? Yes No

To the best of your knowledge, does the description of the project(s) accurately reflect the work personally performed by the applicant? If "no" please explain below in "Comments". Yes No

Would you recommend this applicant be granted the designation of "Professional Structural Engineer" Yes No

**Comments:**

Provide any additional information or observations that will assist in the determination of this applicant's eligibility for obtaining a "Professional Structural Engineer" designation.

*I hereby certify that the statements and answers contained on this form regarding the person named as applicant are true and correct to the best of my knowledge and the statements given regarding myself are true and correct.*

\_\_\_\_\_  
Date and place signed

\_\_\_\_\_  
Signature

**Please affix your stamp or seal to this form if you are a professional engineer with a license in good standing in some jurisdiction.** If no stamp or seal is available, attach a copy of your current license. If the stamp/license cannot be provided, please give a detailed explanation.

**Professional Development Hours Log Form for S.E. Designation**

OKLAHOMA STATE BOARD OF LICENSURE  
 FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
 220 N.E. 28<sup>th</sup> 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. |                  |                         |   |               |
|     |                  |                         | <b>TOTAL PDH's (10 PDH's Required)</b>  |               |

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: \_\_\_\_\_