

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

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

PLEASE READ PRIOR TO FILLING OUT THE TEMPORARY PERMIT APPLICATION

1. 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 from each state that examinations were administered 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 A (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 FS exam by CBT, we will verify your exam through NCEES.
2. Complete the entire Temporary Permit application form including the Discipline(s) of Competence Form.
3. Attach a signed/dated copy of the contract for the project, if it exists. If not, please provide a written statement as to whether or not you have contracted for this project and what date you contracted to perform these services.
4. Enclose a check for \$750.00 payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors. (Checks can be made to: OKPELS)
5. Mail completed application form and check to the address listed below:

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
220 NE 28th Street, Suite 120
Oklahoma City, OK 73105
6. Download a copy of **Form A OR Form B** - P.E. Application Form from our website (with or without an NCEES Record) and submit it to this office. **By law, you are required to submit a completed application to this Board within 30 days of the date you are issued your temporary permit, or your temporary permit will be automatically revoked and disciplinary action may be taken against the P.E.**

ATTENTION – Certificate of Authorization (Firm) Application :

If you are offering or performing engineering services through a firm that has not obtained a Certificate of Authorization (CA) **by this Board**, you will be required to obtain this authorization prior to offering or performing engineering services in the state of Oklahoma. The Certificate of Authorization application is available on our website.

Please remit the completed CA application and the \$250 application fee along with your Temporary Permit application and \$750 application fee. The application fee for the Temporary Permit and the CA application must be submitted in separate checks or they will be returned to you.

TITLE 59 O.S. SECTION 475.22(2)

Temporary Permit Section 475.22. Exceptions

2. Temporary Permit:

- a. Professional Engineer. The practice or offer to practice engineering by a person not a resident of or having no established place of business in this state is allowed; provided, such person is legally qualified by licensure to practice engineering, as defined in Section 475.2 of this title, in the applicant's own state or country and who has made application for licensure to this Board. Such person shall make application for temporary permit to the Board, in writing, and after payment of a temporary permit fee may be granted a written permit to perform a particular job for a definite period of time, to expire the earliest of the issuance of a license by this Board, the rejection of the application for licensure or a time limit stated in the temporary permit; provided, however, no right to practice engineering shall accrue to such applicant by reason of a temporary permit for any works not set forth in said permit, and
 - b. Professional Land Surveyor. The practice of land surveying under a temporary permit by a person licensed as a land surveyor in another state is not considered to be in the best interest of the public and therefore shall not be granted; and
3. **Employees and subordinates.** The work of an employee or a subordinate of a person holding a certificate of licensure under Section 475.1 et seq. of this title, or an employee of a person practicing lawfully under paragraph 2 of this section is allowed; provided, such work does not include final engineering or land surveying designs or decisions and is done under the direct supervision of and verified by a person holding a certificate of licensure under Section 475.1 et seq. of this title or a person practicing lawfully under paragraph 2 of this section.

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220 NE 28th Street, Suite 120
Oklahoma City, Oklahoma 73105
(405) 521-2874

**APPLICATION TO PRACTICE PROFESSIONAL ENGINEERING
ON A TEMPORARY BASIS**

Application Fee: \$750 - Non-Renewable

1. Name: _____
2. Social Security No: _____ 3. Date of Birth: _____
4. Firm Name: _____ 5. _____ *
- (Official Name of Place of Employment) CA # - if applicable
6. Firm Address: _____
- (Number and Street) (City, State and Zip Code)
7. Position: _____ 8. Business Phone: (_____) _____
9. Business Fax: (_____) _____ 10. Email: _____

*** If you are practicing engineering through a firm that is not already authorized by this Board, you must also complete the Certificate of Authorization application form located on our website and submit with your Temporary Permit application form.**

11. **EDUCATION:** List in the following space, institutions of higher education which you attended, including school names, locations, degrees earned and dates of attendance.

SCHOOL	LOCATION	DEGREE	DATE

12. Description and location of the project to be engaged in by me if this permit is granted:

13. What is the current status of the project? _____

Attach a copy of any signed and dated written contract, proposal or agreement related to this project, OR, if none exists, provide a written statement as to whether or not you have submitted a proposal or contracted for this project and the date of the proposal or contract.

Total Project Cost _____ Expected Date of Project Completion _____

By law, you are required to submit a completed application to this Board within 30 days of the date you are issued your temporary permit, or your temporary permit will be automatically revoked and disciplinary action may be taken against the P.E.

14. My license(s) in other states (currently in good standing):

STATE	LICENSE NUMBER	DATE LICENSED	VALID UNTIL

15. Have you passed engineering examinations conducted by any state board or through computer based testing (CBT) with NCEES?

(a) **FE Exam** (Fundamentals): YES _____ NO _____ IF YES - Year of Exam _____

List state that administered exam or NCEES if you took the exam by CBT: _____

(b) **PE Exam:** YES _____ NO _____ IF YES - Year of Exam _____

State _____ Exam Discipline _____

16. In which state are you a resident? _____

17. Do you have an office in Oklahoma? _____

18. (a) I am applying for a permanent P.E. license in Oklahoma at this time _____

(b) I will apply for my permanent P.E. license in Oklahoma within 30 days _____

19. Have you ever been disciplined by any professional or vocational licensing authority (including Oklahoma)? (Include formal actions, informal actions, administrative actions, stipulations and agreements)

YES _____ NO _____ (If YES, attach the document)

20. Have you ever been found guilty of any crime, which was a felony or misdemeanor and not traffic Related (no time limit)? DUI's and DWI's are NOT considered traffic related and must be reported.

YES _____ NO _____ (If YES, attach an explanation)

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.

(Original Written Signature)

(Date of Signature)

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

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

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
 OK 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	_____	_____	_____
Prof. 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 | _____ | _____ | _____ | _____ | _____ |
| | FLS | _____ | _____ | _____ | _____ | _____ |
| | PLS | _____ | _____ | _____ | _____ | _____ |
| | State | _____ | _____ | _____ | _____ | _____ |
2. _____ FE or FLS accepted from: _____ 3. _____ PE, PLS 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: _____

(Board Seal)

Date: _____

PLEASE: If a fee is required, please notify the applicant, but DO NOT delay the processing of this form.