

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 LICENSE 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.**
2. Complete the entire Temporary License application form on the computer and print the application single-sided. DO NOT PRINT DOUBLE-SIDED. **Handwritten application will not be accepted.**
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. **This is a requirement that will not be waived.**
4. Enclose a check for \$500.00 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 license, or your temporary license 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 at www.pels.ok.gov.

Please remit the completed CA application and the \$200 application fee along with your Temporary Permit application and \$500 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.

Temporary License

O.S. Title 59, Section 475.22.(2)

2. Temporary license:

- 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 resident state or jurisdiction and who has made application for licensure to this Board. Such person shall make application for temporary license to the Board, in a manner prescribed by the Board. After payment of a temporary license fee, a written license may be granted to perform a particular job for a definite period of time, to expire at the earliest issuance of a professional engineering license by this Board. Further, such person shall not have been disciplined in any jurisdiction by a Board of licensure for engineering, land surveying or architecture, and shall not have been convicted in any jurisdiction of a felony. Further, such person shall submit a complete permanent professional engineer application to the Board within thirty (30) days of the date of issuance of the temporary license with all required properly completed forms and fees. **Failure to submit a permanent professional engineer application for Board consideration within the designated thirty-day time period may be considered a violation of Section 475.1 et seq. of this title and Board rules.** No right to practice engineering shall accrue to such applicant by reason of a temporary license for any works not set forth in the license, and
- b. Professional Land Surveyor. The practice of land surveying under a temporary permit by a person licensed as a professional land surveyor in another state is not considered to be in the best interest of the public and therefore shall not be granted;

S.E. Designation

O.S. Title 59, Section 475.12 (c)

"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: The Board is currently drafting proposed rules to define significant structures. Until such time as this term is defined, professional engineers are required to undertake projects to practice within their area(s) of competence.]

Please refer to the instructions on the permanent P.E. application for more information about the S.E. designation.

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

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

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

Application Fee: \$500 - 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 license is granted:

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

REQUIRED – You must 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 license, or your temporary license 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)

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

* Please refer to the instructions on the permanent P.E. application for more information about the S.E. designation in Oklahoma.

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 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 73105-2802

VERIFICATION OF LICENSURE

TO: Oklahoma State Board of Licensure for Professional Engineers & 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: _____ Date: _____

Title: _____ (Board Seal)

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