



West Virginia State Board of Registration for Professional Engineers

300 Capitol Street, Suite 910, Charleston, WV 25301

PROFESSIONAL ENGINEER APPLICATION

PD \$ \_\_\_\_\_ Ck/Mo # \_\_\_\_\_
FOR OFFICE USE ONLY

INSTRUCTIONS

Applications must be typed. Complete exam application packets must be on file in the WV Board office by the deadline, 90 days prior to the exam.

PLEASE DO NOT FORGET TO ENCLOSE YOUR PHOTOGRAPH and ALL NON-REFUNDABLE FEES.

Date of Application: \_\_ / \_\_ / 20\_\_

- Please check the appropriate box:
[ ] Applying for the Professional Engineer exam for the first time
[ ] Applying to retake the PE exam since my original application is over 2 years old
[ ] Applying for registration in West Virginia by comity / reciprocity
[ ] Applying for reinstatement in West Virginia

STATEMENT

Applicant's Name [ ] Mr. [ ] Ms.
First Middle Last (Sr., Jr., III)

Social Security Number - - Birth Date / / 19

Residence Address Address City County State Zip

Employer Name Present Position

Business Address Address City County State Zip

Home Phone ( ) - Cell Phone ( ) - Business Phone ( ) - Fax: ( ) -

Citizenship [ ] U.S. [ ] Other, please list
If not a citizen of the U.S., have you declared your intention of becoming a citizen? [ ] No [ ] Yes

Primary Email Secondary Email

Preferred Mailing address for official Board correspondence [ ] Residence [ ] Business

\*\* Please recognize that email is the Board's first line of communication. It is the responsibility of all applicants & registrants to notify the Board of any future email or address changes.\*\*

REGISTRATION

Engineer Intern Certification: State: Date: / / Certification Number:

First PE Registration: State: Date: / / Registration Number:

Is original registration now in force? If not, why?

Were you registered by written examination? [ ] Yes [ ] No If "No," how?

Are you currently applying for registration in any other states? [ ] Yes [ ] No If "Yes," where?

Are you currently licensed (and active) in the state where you reside? [ ] Yes [ ] No (Required by WV Law for all comity applicants)

Other States in which you are actively registered:

**NCEES RECORD HOLDERS**

Do you participate in the NCEES Records Verification Program?

- No  Yes  If “Yes,” check here if you have already requested your records to be forwarded to WV Board

Date of Request: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**If “Yes,” stop here and proceed to the last page of this application.**

**REINSTATEMENT APPLICANTS**

Date of original registration in WV? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date when registration lapsed? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

West Virginia Legislative Rule requires a registrant to bring an inactive license to active status by obtaining all delinquent PDHs. The number of PDHs required is fifteen (15) per year with no more than thirty (30) PDHs total.

**If you are applying for reinstatement, please attach documentation of your completed PDHs (15 minimum – 30 maximum) and proceed to the last page of this application. You do not need to provide educational history, transcripts or experience verifications if you are applying for reinstatement. However, you must provide five (5) new references.**

**EXAMINATION APPLICANTS**

**Have you taken the PE Exam three (3) or more times? (In WV or other jurisdictions)**  No  Yes

**If yes, list each state followed by the number of times in each state:** \_\_\_\_\_

**If yes, have you enclosed the required Educational Plan of Study Agreement outlining your plans to obtain further instruction in deficit areas prior to the exam date?**  No  Yes

**PLEASE CHECK BOX OF EXAMINATION DESIRED**

OCTOBER EXAM*		APRIL EXAM*
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Architectural
<input type="checkbox"/> Chemical	<input type="checkbox"/> Metallurgical	<input type="checkbox"/> Chemical
<input type="checkbox"/> Civil	<input type="checkbox"/> Mining/Mineral	<input type="checkbox"/> Civil
<input type="checkbox"/> Control Systems	<input type="checkbox"/> Nuclear	<input type="checkbox"/> Electrical & Computer
<input type="checkbox"/> Electrical & Computer	<input type="checkbox"/> Petroleum	<input type="checkbox"/> Environmental
<input type="checkbox"/> Environmental	<input type="checkbox"/> Structural I	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Structural II	<input type="checkbox"/> Naval Architecture & Marine
<input type="checkbox"/> Industrial		<input type="checkbox"/> Structural I
		<input type="checkbox"/> Structural II

\* If necessary, subdisciplines will be selected when registering for a seat at the exam.

**On-line seat registration with NCEES/ELSES will be required if your WV application is approved. Details will follow.**

**EDUCATION – LIST ALL INSTITUTIONS OF HIGHER EDUCATION ATTENDED AND INCLUDE ALL TRANSCRIPTS**

INSTITUTION	MAJOR	DATES ATTENDED	DEGREE	DATE OF GRADUATION
		/ - /		/ /
		/ - /		/ /
		/ - /		/ /

**Graduate of:**  A Baccalaureate ABET Engineering Program  A Baccalaureate ABET Engineering Technology Program

**Candidates possessing a foreign degree must have credentials evaluated by the Center for Professional Engineering Education Services (CPEES), an affiliate of the National Council of Examiners for Engineering and Surveying (NCEES), prior to submitting an application for exam or comity. Please consult [www.cpees.org](http://www.cpees.org) for complete details.**

**PROFESSIONAL EXPERIENCE**

**LIST ALL FULL-TIME EMPLOYMENT SINCE GRADUATION - CONSULT "PE APPLICATION INSTRUCTIONS" FOR DETAILS**

Dates of Engagement		Details of Employment	Declaration of Time (Years in decimals to the tenths)				Name and complete address of superior to whom the applicant reported. This individual should be a P.E. for all professional work verifications.
From	To		1. Non-Engineer Work	2. Professional Work	3. Responsible Charge	4. Total Time	
<p align="center"><b>Applicant cannot claim any experience time prior to graduation date on transcript. Exam Applicants must have 4 years* of acceptable experience from date of graduation to date of receipt of application (not date of exam) to sit for PE exam (*6 years experience for Technology graduates).</b></p>							
/	/						<input type="checkbox"/> Check here if P.E.
/	/						<input type="checkbox"/> Check here if P.E.
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/	/						<input type="checkbox"/> Check here if P.E.
/	/						<input type="checkbox"/> Check here if P.E.
		<b>Summary (Actual Time) *</b>					<b>FOR BOARD USE ONLY</b>

