



Instructions Checklist and Statement of Understanding Professional Engineer Exam, Comity and Reinstatement Applicants

THIS DOCUMENT SHALL SERVE AS YOUR APPLICATION COVER PAGE.

This checklist must be printed, completed by hand, signed and returned as the cover page to your application submission. It is provided to assist you in ensuring that you have assembled all required documentation prior to submittal of your application package.

- All application materials, excluding this cover page, must be typed. By downloading the Word version of the application, all information can be typed on a computer before printing the final document.
- One passport-like photo taken within six months of the date of application. Minimum size of photo is 2"x3". Digital photos or polaroids are acceptable. Your signature is required on the front of this photo. Improper or unrecognizable photos may result in your application being returned.

Please circle the category you are in below and check the box indicating you understand your responsibilities.

- Exam Applicant** – An official copy of your Fundamentals of Engineering Exam score certification (excluding WV Engineer Interns) must be included in this package in a **signed, sealed** envelope from the granting State Board office unless you have requested an electronic verification of such via the NCEES License and Exam Verification System. **The WV Board accepts electronic exam and license verifications from any state using the official NCEES Verification System and recommends this method to expedite the exam verification process.**

Have you taken the Principles and Practice Exam (PE) two (2) or more times in WV or another jurisdiction?

- Yes No 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 upcoming exam date for which you are applying? Yes No

If yes, and taken outside of WV, please list state(s) and dates: _____

- Comity Applicant** – An official copy of Verification of Examination/Licensure Form for both your Fundamentals of Engineering certification and Professional Engineering license must be included in this package in a **signed, sealed** envelope from the granting State Board office(s) or sent via the secure online NCEES Electronic Verification Process. WV Engineering Law also requires PE comity candidates to be licensed in the state where they currently live and/or work. Therefore, a completed Licensure Verification form (or electronic NCEES Verification) must be included in your packet from the State Board where you reside showing your license in that state is currently active. **The WV Board accepts electronic exam and license verifications from any state using the official NCEES Verification System and recommends this method to expedite the exam and license verification process.**
- Comity Applicant with NCEES Record** - In order for the WV Board to receive your NCEES record for consideration, it is your responsibility to contact NCEES to authorize transmittal of your record files. Please do not submit your application until such records have been requested. NCEES record holders do not have to supply references, transcripts, employer verifications, or exam scores since this information is on file with NCEES. However, WV Law requires PE comity candidates to be licensed in the state where they currently reside. Therefore, a completed Licensure Verification form must be included in your packet from the State Board where you reside. **The WV Board accepts electronic exam and license verifications from any state using the official NCEES Verification System and recommends this method to expedite the exam verification process. If your NCEES Record is up-to-date, the required documentation should already be included in the transfer from NCEES.**

DATE OF REQUEST FOR NCEES RECORD TRANSMITTAL? _____

- Reinstatement Applicant** – In order to reinstate a professional engineering license from a retired, inactive or lapsed status, the registrant must obtain all delinquent PDHs. The number of PDHs required shall be fifteen (15) hours per year, with thirty (30) hours as the two-year minimum requirement. In addition, the Board requires a cover letter stating the reason for activating your professional engineer's license. The cover letter should be drafted by the applicant and PDHs should be documented on the appropriate form provided. There is no need to provide educational history, transcripts or experience verification if applying for reinstatement. However, one must provide five (5) new references.

- Five professional reference forms must be included in your application packet in **original, unopened, signed, sealed envelopes** from those who are serving as references. References cannot be related to the applicant and should be Professional Engineers (a minimum of 3 of the references **must** be PE's) who are familiar with your work. The required Professional Engineer Reference Form has been prepared for your use. To expedite the process, it is recommended that the applicant supply the reference with a self-addressed stamped envelope.
- A complete educational history must be provided on the accompanying application materials. For all higher education obtained, you must arrange for the Registrar of the educational institution(s) to forward you an official transcript(s), in particular showing all degrees earned. All transcripts must be forwarded within your application packet in **original, unopened, signed, sealed envelopes** from the Registrar. Failure to do so will result in your PE application being returned. This is your responsibility for no one else can be issued an official copy of your transcript without your permission. A Transcript Request Form has been prepared for your use. To expedite the process, visit your institution's website and electronically request an **official** transcript to be mailed to our agency address.
- Foreign Degree Holder** – NCEES is the official evaluation service used by the WV State Board of Registration. An official copy of the evaluation of your foreign degree credentials from the National Council of Examiners for Engineering and Surveying (NCEES) must be ordered and electronically transferred to our office by NCEES before your file can be approved to allow you sit for the PE exam. Visit www.ncees.org for details of this credential evaluation process. If you also hold a Master's and/or PhD in engineering from a U.S. ABET-approved engineering program, please contact our office to discuss foreign degree evaluation needs and application requirements.
- A complete employment and experience history is required on the application (NCEES record holders are exempt). You must fill in the complete experience record on the application (all full-time and part-time engagements since graduation to present). Referring to an attachment is not acceptable. If the person to whom you reported is no longer living or if the address is unknown, provide the name and address of some other person familiar with the engagement. The individuals verifying your experience should be registered Professional Engineers. If these individuals cannot be located, at a minimum the employer's HR department should be contacted to verify exact employment dates.

The employment engagement(s) must be described **in detail** in the box provided on Page 2 of the required form found on our website. Failure to do so will result in a delay of your application being processed. Each engagement must be verified by using the Professional Engineer Employment Verification Form that has been prepared for your use and each must be included in your application packet in **original, unopened, signed, sealed envelopes** from those supervisors who are providing employment verification.
- The application must be notarized and all exam applications **must be received** in the Board office on or before the published deadline.
- A check made payable to "WV Board of Registration for Professional Engineers" must be enclosed. For exam candidates, this check will cover only the PE exam application fee or simply the reapply fee. **If your original application is over 2 years old, you must send in a full new application package and full fee as if you are submitting for the first time.** All examination and scoring fees will be charged directly by NCEES at the time of online registration after you receive your official WV PE Board approval letter. For Comity or Reinstatement candidates, this check should cover the relevant application fee only. See Fee Table for all current rates.
ALL FEES ARE NON-REFUNDABLE.
- Any change of address is the responsibility of the applicant to report within 30 days. Failure to do so will obviously result in delay or no receipt of official Board correspondence.

If you are applying to sit for the PE exam, on-line registration with NCEES will be required if your WV application is approved. Details will be included in the official correspondence you will receive from the WV PE Board approximately 2-3 weeks following the application deadline. By specifying your exam discipline choice and preferred exam site at the time of NCEES on-line registration, your selections will be confirmed with you by NCEES and then all decisions are final. No walk-ins or changes are possible on exam day.

By signing below, I hereby certify the foregoing information is correct and I certify each checkbox is clearly marked on the previous two pages indicating my acknowledgement of the completeness of this application package. I also certify I have read and understood the Privacy Notice that is posted on the WV PE Board's website.

Print Name: _____ Signature: _____ Date: _____