



Instructions Checklist and Statement of Understanding Professional Engineer, 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. Using the Word or Adobe form versions of the application, all information can be typed on a computer before printing the final document for signature and notarization.
- One passport-like photo (headshot of applicant's head and face) taken within six months of the date of application. Minimum size of photo is 2"x 3". Printed 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.

- First-Time, Initial Licensure PE Applicant** – An official copy of your Fundamentals of Engineering exam verification (excluding WV Engineer Interns) must be included in this package in a **signed, sealed** envelope from the granting State Board office or sent via the secure online NCEES Electronic Verification Process. To expedite the paper process, it is recommended the applicant supply that State Board Office verifying the Examination/Licensure with a self-addressed stamped envelope. **The WV Board requires passage of both the FE and PE exams and accepts electronic exam and license verifications from any state using the official NCEES Verification System as it typically expedites the exam and license verification process.** <https://account.ncees.org/records/verification-requests>

Have you taken the Principles and Practice Exam (PE) exam as a WV applicant (registered with NCEES for your scores to be sent to WV)? Yes No

One must have registered as a WV PE examinee in order to be initially licensed in West Virginia. This is required for first time licensee applicants not yet registered in any other state. If registered in another state, you will apply as a Comity Applicant.

- Comity Applicant without NCEES Record** – An official copy of Verification of Examination/Licensure Form for both your Fundamentals of Engineering exam 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 requires passage of both the FE and PE exams and accepts electronic exam and license verifications from any state using the official NCEES Verification System as it typically expedites the exam and license verification process.** <https://account.ncees.org/records/verification-requests>
- 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 NCEES Records have been requested. NCEES Record holders do not have to supply references, transcripts, employer verifications, or the required FE and PE 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 requires passage of both the FE and PE exams and accepts electronic exam and license verifications from any state using the official NCEES Verification System as it typically expedites the exam and license verification process. If your NCEES Record is up-to-date, this information should 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 is 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** (or included in your NCEES Record transmittal) 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 (or included in your NCEES Record transmittal). 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. Applicant must meet minimum education requirements outlined in WV Engineering Law (BS ABET-accredited engineering/engineering technology degrees or equivalent) to be approved for WV PE license.
- 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 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 <https://ncees.org/records/ncees-credentials-evaluations/> for details of this credential evaluation process. If you also hold a Master's and/or PhD in engineering from an ABET-accredited engineering program, an NCEES Evaluation should not be necessary. Review WV Engineering Law and/or contact our office to discuss specific requirements/evaluation needs.
- A complete employment and experience history is required on the application (or included in your NCEES Record transmittal). If you do not have an NCEES Record, you must fill in the complete experience record on Page 3 of the application (all full-time and part-time engagements after 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 are not PEs or cannot be located, at a minimum the employer's Human Resources 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 (Page 4) must be notarized and all WV Engineering Law requirements must be met prior to application.
- A check made payable to "WV Board of Registration for Professional Engineers" must be enclosed and it should be noted that **ALL FEES ARE NON-REFUNDABLE**.

Comity Applicants (*already licensed in another state*) – Check should be made for \$135.

Reinstatement Applicants (*previously licensed in West Virginia*) – Check should be made for \$167.

First Time PE Applicants (*Successful WV PE examinee applying for initial licensure*) – Check should be made for \$72.
- Any change of address is the responsibility of the applicant to report within 30 days. Failure to do so will result in delay or no receipt of official Board correspondence.

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: _____