



Instructions 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, 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 unless otherwise noted.
- One 2 ½" x 3" passport-like photo taken within six months of the date of application. 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** – You must arrange for the Registrar of your educational institution(s) to forward you an official transcript(s) for all degrees earned. 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, it is recommended that the applicant supply the registrar with a self-addressed stamped envelope.

An official copy of your Fundamentals of Engineering certification (excluding WV Engineer Interns) must be included in this package in a **signed, sealed** envelope from the granting State Board office. A Verification of Examination/Licensure Form has been prepared for your use. To expedite the process, it is recommended that the applicant supply the State Board office with a self-addressed stamped envelope.

- Comity Applicant** – An official copy of Licensure Verification 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). WV Law also requires PE comity candidates to be licensed in the state which they currently reside. Therefore, a completed Licensure Verification form must be included in your packet from the State Board where you reside showing your license in that state is currently active. To expedite the process, it is recommended that the applicant supply the State Board(s) granting certifications and registrations with a self-addressed stamped envelope.
- 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. **Please Confirm Date of Request** _____
NCEES record holders do not have to supply references, transcripts, employer verifications, or exam scores. However, WV Law requires PE comity candidates to be licensed in the state which they currently reside. Therefore, a completed Licensure Verification form must be included in your packet from the State Board where you reside.
- Reinstatement Applicant** – In order to reinstate a professional engineering license from a retired, inactive or lapsed status, the registrant must obtain all delinquent PDH's. The number of PDH' required shall be no less than fifteen (15) or no more than thirty (30), the two-year minimum annual 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 PDH's 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 references 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 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 each degree earned, you must arrange for the Registrar of the educational institution(s) to forward you an official transcript(s) for 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, it is recommended that the applicant supply the registrar with a self-addressed stamped envelope.

- Foreign Degree Holder** – An official copy of the evaluation of your foreign degree credentials from Engineering Credentials Evaluations International must be included in this package in a **signed, sealed envelope** from ECEI. ECEI is the official ABET evaluation service used by the WV State Board of Registration. Visit www.ecei.org for details of this process.
- A complete employment and experience history is required on the application (NCEES record holders are exempt). You must fill in the minimum experience record on the application. 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. 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 following guidelines are available for your use.

1. The time in “Non-Engineer Work” plus the time in “Professional Work” must equal the time entered under “Total Time”.
2. If any of the time given as “Professional Work” has been in “Responsible Charge,” enter the portion of the time spent in the proper column.
3. Time spent in military service must be included and proof of such service and honorable discharge if separated must be provided.
4. Number each engagement and list them in chronological order. Make the record continuous even though some engagements were not in engineering work. The experience must be documented through the present.
5. Double credit cannot be taken for any work performed.

NON-ENGINEERING WORK is to cover the time spent under direct supervision or on work where the personal responsibility and technical knowledge required are small; that is, minor positions in which the responsibility is slight and the individual performance of a task, set and supervised by a superior, is all that is required. It shall also include time which has been occupied in engineering work before the age of 21 years except as modified by the statement in regard to education in the definition of Professional Work. No account is to be taken of work done before the applicant is 16 years old, or of work performed during vacations.

PROFESSIONAL WORK shall include time after the applicant is 21 years old, during which he has been occupied in engineering work of a higher grade and responsibility than that above defined as Non-Engineering Work. Time spent in engineering teaching subsequent to graduation shall be listed as professional work. Advanced Engineering Education shall also be considered as Professional Work. The Board may credit an applicant who has followed a Board-approved B.S. degree in engineering with a Master’s degree in engineering with one year’s experience if the applicant successfully completes the degree requirements. If the applicant completes a Ph.D. in engineering under the same conditions, the Board may credit the applicant with an additional year of experience. Two years’ credit includes the one year for the Master’s degree. If the Ph.D. is obtained without the Master’s degree, the credit for experience is two years.

RESPONSIBLE CHARGE shall include the following: **In the field**, the applicant must have had the direction of work, the successful accomplishment of which rested upon him, where he had to decide questions of methods of execution and suitability of materials, without relying upon advice or instructions from his superior, and of supplying deficiencies in plans or correcting errors in design without referring them to higher authority for approval, except in cases where such approval was a mere matter of form. **In the office**, the applicant must have had to undertake investigations, or carry out important assignments, demanding resourcefulness and originality, or to make plans, write specifications and direct the drafting and computations for design of engineering work, with only sketches, general information and field measurements for reference and guidance. **In engineering teaching**, the applicant must have taught in an engineering school of recognized reputation, must have had, at least, a grade of assistant professor, or its equivalent.

- The application must be notarized.
- A check made payable to “WV Board of Registration for Professional Engineers” must be enclosed. For exam candidates, this check should cover 2 fees (both the application fee and the examination fee) or simply the reapply fee. **If your original application is over 2 years old, you must reapply as if you are submitting for the first time.** For comity or reinstatement candidates, this check should cover the relevant application fee only.

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.

Each checkbox above is clearly marked indicating my acknowledgement of the completeness of this application submission. I understand that my application will be returned without consideration unless all required elements are complete and included within this packet.

Print Name: _____

Signature: _____

Date of Submission: _____