

Professional CIVIL Engineer Application Checklist

[Click here to see the qualifications flowchart](#)

For use by applicants who have previously obtained an Engineer-In-Training certificate.

(FE waiver requests can review requirements here: [Fundamentals of Engineering Waiver](#) or Comity applicants review comity instructions here: [comity](#))

Please use this checklist to ensure you have all the required documents ready to submit with your PE application. Items below are hyperlinked to the correct form on the BPELSG website. For more information, go to the [Professional Engineer Application page](#).

- ☐ A minimum of 72 months (6 years) of qualifying experience completed by the postmark final filing deadline (May 1 for October Exams – Nov. 1 for April exams)
- ☐ [Frequently Asked Questions](#) (FAQs) - applicant has read in full
- ☐ [Application Instructions](#) (3 pages) - applicant has read in full

The items below must be postmarked to the Board by the final filing deadline:

- ☐ [Application for licensure as a civil engineer](#) - 3 page application
- ☐ [Engagement Record and Reference Forms](#) - a minimum of four (4)
 - A form from at least one person in responsible charge for each engagement must be included to be given credit for time worked.
- ☐ **Sealed college transcripts** – If claiming education credit, submit original, sealed transcripts for all engineering degrees to facilitate application approval. Degree evaluations are not accepted.
- ☐ [Board Verification Form](#) of licensure or exam for applicants with an out-of-state exam (FE, PE) and/or licensure. You must contact the other state and have the form completed according to their procedures.
- ☐ [Take Home Examination answer sheet](#) - on the CA Board Rules and the Professional Engineers Act
- ☐ **Two (2) self-addressed stamped postcards or envelopes.** The Board will use these to notify you regarding the status of your application.
- ☐ Effective July 1, 2015, all applicants will be required to submit fingerprints prior to certification/licensure. For more information and to download the Live Scan form (in California) or to request hard copy fingerprint cards, please visit the Board's Frequently Asked Questions ([FAQs](#)).
- ☐ **Certified court documentation** for all convictions (including entering a plea of nolo contendere) other than a minor traffic offense. Non-certified copies are not accepted. You must contact the court to obtain.
- ☐ **FEES:** An application fee must be included with all applications: \$125.00 plus additional state civil exam fees below:
- ☐ Seismic Principles Exam \$150.00 and Engineering Surveying Exam \$150.00 must be paid at the time of application submittal if you wish to take the exams this cycle. Make check or money order payable to "DCA". You will find all the application and exam fees in the [Examination Fee Matrix](#).

AFTER you receive your application approval postcard, you will need to schedule your exam(s) with our testing vendor(s) during the appropriate scheduling periods and directly pay their required testing/scheduling fees: [NCEES](#) for the national exam (if required) and [Prometric](#) for the state exam.

Mail the application and all materials to:

Board for Professional Engineers, Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300 • Sacramento, CA 95833-2944

Tracking or delivery confirmation is recommended so you know the Board has received your application
Due to the volume of application received, the Board cannot confirm receipt of individual applications.



BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

Telephone: (916) 263-2222 – Toll Free: 1-866-780-5370

Facsimile: (916) 263-2246

www.bpelsg.ca.gov



APPLICATION FOR LICENSURE AS A CIVIL ENGINEER

- ☐ **Application: \$125** (Non-refundable.)
- ☐ **NCEES Principles and Practice Exam** (See <http://ncees.org/exams/> for additional exam fees.)
- ☐ **California Seismic Principles Exam: \$150**
- ☐ **California Engineering Surveying Exam: \$150**
- ☐ Live Scan form included (no fee) OR ☐ Fingerprint cards included (\$49)

MAKE ONE CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF CONSUMER AFFAIRS (DCA)

*Once approved, you will need to schedule your exam(s) with our testing vendor(s) during the appropriate scheduling periods and directly pay their required testing/scheduling fees: NCEES for the national exam (if required) and Prometric for the state exam.

Exam Date: ☐ Spring _____ ☐ Fall _____ NCEES ID (if known) _____

☐ New ☐ Comity ☐ A complete NCEES Council Record has been ordered ☐ Delinquent Reinstatement

For Office Use Only

ATS ID # _____

Date Rcd. _____

Amount _____

Receipt # _____

FP Card Fee Rcvd. ☐ Yes ☐ No ☐ N/AMil. ☐ Yes

Total Due \$ _____

Section 1

General Information

Type your name exactly as you want it to appear on your wall certificate. Please Note: The names and addresses of Board licensees are public records and are published in both electronic and print media, as well as disclosed to the public upon request. You may use a home address, a post office box, a business address, or an alternate address where you can receive mail.

1. Last Name		First Name		Middle Name		2. Social Security No. or ITIN	
3. Address of Record:			City		State	Zip Code	Country
4. Birth Date (MM/DD/YYYY):		E-Mail Address:					
5. Daytime Phone Number (including area code & extension):		Evening Phone Number (including area code):			Cell Phone Number (including area code):		
6. If you have passed a fundamentals of engineering written examination, give the following information:							
State:		Certificate No. (if applicable):		Date of exam:		Waiver Requested <input type="checkbox"/>	
7. List states in which you hold a valid license as a professional engineer starting with the state where you took and passed the original PE examination.							
STATE	BRANCH	EXAM DATE/Initial License Date		CERTIFICATE NO.		EXPIRATION DATE	

8. Education: University and Graduate Studies NOTE: **Official sealed transcripts must be provided to be given credit for education.** Foreign transcripts do not need to be sealed but must be translated into English and notarized. Evaluations are not accepted.

NAME AND LOCATION OF INSTITUTION	ATTENDANCE (MM/YY)		COURSE OF STUDY	DATE OF DEGREE	TYPE OF DEGREE
	FROM	TO			

9. Have you previously filed an application for licensure as a professional engineer or land surveyor with this Board? ☐ Yes ☐ No

BRANCH: _____ DATE: _____

I certify under penalty of perjury under the laws of the State of California that the information on this application as well as any other documents submitted in support of this application are true and correct to the best of my knowledge.

Applicant's Signature (Wet Signature Required) _____ Date: _____

USE TYPEWRITER OR FILL OUT FORM ONLINE, PRINT, SIGN AND MAIL THIS APPLICATION TO ADDRESS ABOVE. HANDWRITTEN FORMS WILL NOT BE ACCEPTED.

Section 2

Engagement Summary and References

- List engagements below starting with your most recent employment, working back to graduation date. Your current job is Engagement 1.
- An engagement is an employment with one employer, in one capacity at one level of responsibility. Different projects in the same capacity for one employer are not considered separate engagements.
- Explain overlaps in dates.
- All applicants must submit a minimum of four (4) references from individuals appropriately licensed in the discipline you are applying. At least one of the licensed references must be from a person in responsible charge over the applicant for each engagement for which the applicant desires credit. The remaining references can be from indirect supervisors, co-workers, clients, etc.
- ALL THE NAMES OF YOUR REFERENCES MUST BE LISTED ON THIS PAGE.** For California work, each engagement claimed as qualifying experience MUST have a reference from a licensed California Professional Engineer in responsible charge licensed in the discipline for which you are applying, unless exempt from licensure. For work out of state or country, references must be from a person in responsible charge legally authorized to practice engineering in the state or country where the projects are located during the period of the engagement.
- COMITY APPLICANTS: You must complete this page even if you are submitting an NCEES Council Record. Failure to complete this page will cause your application to be deemed incomplete.**

ENGAGEMENT NUMBER	From MM/DD/YY To MM/DD/YY	Employer	Name of Reference	Reference's License No./State
	Months of Qualifying Experience**	City/State/Country of Employer	Professional Relationship	Branch
1				
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			

10. REMARKS: Use this space for explanatory remarks or additional information, including information relating to Section 4 on page three (3) of this application.

** Qualifying experience includes only engineering work. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-engineering work, or summer work while a student. Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience. Qualifying experience means engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Professional Engineer.

Applicant's Signature (Wet Signature Required) _____ Date: _____

Section 3

Military Service

Are you currently or have you previously served in the military?

☐ Yes ☐ No

Are you relocating to California as a result of your spouse's/domestic partner's active duty military orders?

☐ Yes ☐ No

(If you answered "No" to the question above, please proceed to Section 4.)

Pursuant to Business and Professions Code Section 115.5, the Board shall expedite the licensure process for an applicant who is married to or in a domestic partnership or other legal union with an active duty member of the U.S. Armed Forces who is assigned to a duty station in California under official active duty military orders and who holds a current license in another state, district or territory of the U.S. in the profession for which he or she is seeking licensure. If you would like to be considered for the expedited review process, provide the following documentation:

- 1) A copy of the marriage certificate or certified declaration/registration of domestic partnership
- 2) A copy of military orders establishing duty station in California
- 3) A copy of the current license held in another state, district, or territory of the U.S.
- 4) Write "MILITARY SPOUSE" on bottom left corner of the envelope to be expedited

Section 4

Background/Discipline

Pursuant to [Title 16, Division 5 of the California Code of Regulations Section 420.1](#), all applicants are required to furnish to the Department of Justice a full set of fingerprints for the purpose of conducting a criminal history record check and to undergo a state and federal level criminal offender record information search. For more information on fingerprinting, go to our Questions & Answers page at [FAQs](#).

<p>Have you ever been convicted of or plead guilty or nolo contendere ["no contest"] to ANY offense in the United States or a foreign country? This includes every citation, infraction, misdemeanor, and/or felony that resulted in a conviction or a plea of guilty or nolo contendere. NOTE: Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) two years or older should NOT be reported. Convictions that were later expunged from the records of the court or set aside pursuant to Sections 1203.4, 1203.4a, or 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Exclusive of juvenile court adjudications and criminal charges dismissed under Section 1000.3 of the California Penal Code or equivalent non-California laws, or convictions two years or older under California Health and Safety Code Sections 11357(b), (c), (d), (e), or Section 11360(b), have you had a conviction that was set aside or later expunged from the records of the court?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Is any criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Have you ever had an engineering or land surveying related license denied, disciplined, suspended, surrendered, or revoked in any state (other than for lack of minimum qualification or failure of examination)?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If YES, explain under "Remarks" in Section 2 on page two of this application.</p>		

If you answered "Yes" to any of the above questions, you must submit the appropriate certified court documentation and a statement of explanation for each criminal conviction on a separate sheet of paper.

NOTICE: Under the laws of the State of California, the State Board of Equalization and the Franchise Tax Board are allowed to share taxpayer information with the Board for Professional Engineers, Land Surveyors, and Geologists. The laws require a licensee to pay his or her state tax obligation, and his or her license may be suspended if the state tax obligation is not paid.

Applicant's Signature (Wet Signature Required) _____ Date: _____