Application Information Checklist

For an application to be considered complete, you must include the following items. Note that your application will not begin processing until items #1-2 have been received.

The PE Application is available online at: [http://engineers.texas.gov/app](http://engineers.texas.gov/app)

Mail: 1917 S. Interstate 35, Austin, TX 78741 Email: licensing@pels.texas.gov

**Items 1-4 must be sent to the board from the APPLICANT:**

1) ☐ Complete PE Application Form

2) ☐ $80 Application Fee (Don't forget the payment coupon with your check or money order if mailing the application.)

3) ☐ Original Supplementary Experience Record (SER) - Signed by APPLICANT ONLY *
   a. Submit one complete copy of your SER with your application form.
   b. Provide copies to reference providers to co-sign (See #6 & #7 below)

4) ☐ Completed Texas Engineering Professional Conduct and Ethics Exam Answer Sheet or the passing scoresheet if you completed the exam online.

**Item 5 must be sent directly to the board from the EDUCATIONAL INSTITUTION:**

5) ☐ Transcript(s) *

**Items 6 & 7 must be sent to the board by one of the following methods:**

- Collected by applicant and sent in all at once with the application
- Sent directly to the PE Board by the references themselves
  (See Board Rule 133.51 for reference requirements.)

6) ☐ A minimum of 3 completed reference statements signed by reference providers. *

Each Reference Provider is REQUIRED to:

1) place the completed reference statement and reviewed supplementary experience records in an envelope; secure the flap of the envelope to prevent tampering; and the reference provider shall return the sealed envelope to the applicant or transmit the documents directly to the board.

   or

2) email the completed reference statement and reviewed SER directly to the TBPELS as a PDF and no other individual, including the applicant, can be included in the emailed submissions.

7) ☐ Copy of SER signed by applicant AND reference provider *

8) ☐ All applicants must comply with the criminal history record check requirements. See Board Rule 133.21 and Section 1001.272 of the Act. Refer to the website: [https://pels.texas.gov/recordcheck.html](https://pels.texas.gov/recordcheck.html) for additional information.

9) **Include the following if applicable:**

Send with application:

a. ☐ Written Request for Waiver of one or both exams
b. ☐ Verification of Legal Name Change (due to marriage, immigration, etc.)

   c. ☐ Proof of TOEFL or signed statement from employer of proficiency in written & spoken English

d. ☐ Translation of Foreign Degree *

   e. ☐ Statement and copies of information related to Criminal Convictions

Send directly from Issuing Institution:

f. ☐ Verification of Examinations (Prior FE and/or PE Exams) *

   g. ☐ Verification of Current License (in another jurisdiction) *

   h. ☐ Commercial Evaluation of Non-Accredited Degree *

* You may submit a NCEES Council Record ([http://ncees.org/records/](http://ncees.org/records/)) in lieu of items marked with an asterisk. However, please fill out the information when requested on the application.