

# Payment Coupon

**Failure to include the coupon below may result in a delay in the processing of your application.**

**Be sure to detach the coupon below and include it with your payment and application.**



Texas Board of Professional Engineers and Land Surveyors

## PE Application Payment

Name (Please print)	Social Security Number	Email Address	Amount Due <b>\$75.00</b>
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Please do not write in this area.

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# P.E. Application 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.

Mail: 1917 S. Interstate 35, Austin, TX 78741 Email: [licensing@pels.texas.gov](mailto:licensing@pels.texas.gov)

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

- 1)  Complete PE Application Form - Mail in this paper form or complete it online at <https://engineers.texas.gov/app>
- 2)  \$75 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> for additional information.

## 9) Include the following if applicable:

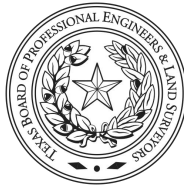
Send with application:

- 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/>) in lieu of items marked with an asterisk. However, please fill out the information when requested on the application.



**TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS (TBPELS)  
APPLICATION FOR LICENSURE AS A PROFESSIONAL ENGINEER**

NOTE: All information on this form is subject to verification by the Board.

IMPORTANT-Do not complete this form until you have read and thoroughly understood the instructions and the requirements for licensure. Refer to the [Law and Rules](#) for references to specific rules. All information provided by you on this form must be TYPEWRITTEN (Handwritten applications will not be accepted.) Do not leave any section blank. State "not applicable" or "none" if such is the case. Omission of any information requested in any section of this application without satisfactory explanation may prevent the processing of your application. Only one copy of each form in the application packet has been provided. Please make additional copies as required. The application fee is \$75.00. Payment must be submitted with your application and be made by check or money order. Cash will not be accepted.

**1. GENERAL INFORMATION**

1. I am a:  Texas resident  currently licensed in another jurisdiction  not applicable

2. United States Citizen?  Yes  No If no, give: INS status Card No.

3. I am applying for a:  Regular License  Temporary License [Refer to Board rule 133.11.]

4. Are you a military service member, military spouse, or military veteran?  Yes  No

If you answered yes, you may qualify for a fee exemption. In order to qualify for this exemption, you will need to provide verification. Refer to <http://engineers.texas.gov/military.html>.

5. Full Legal Name:

(First)

(Middle, if initial only- "IO", if None "NMI"

(Last) (Suffix)

Mr.  Ms.  Dr. Maiden Name

Name changes must be supported by a copy of the legal document.)

6. Social Security Number:

Date of Birth:

7. Addresses: (Your residence address will be the address of record for all Board correspondence.) If your address changes during the licensure process, please notify the Board using the following page: <http://pels.texas.gov/change>

E-mail Address:

Residence:

Street:

City, State, Zip:

Telephone No:

Fax No:

Employer:

Firm Name:

Street:

City, State, Zip:

Telephone No:

Fax No:

8. What is your primary branch of engineering?

[Refer to Board Rule 133.13 and 133.97(i).]

9. Have you ever been denied a license in Texas?  No  Yes

This includes denial for failure to pass the Principles and Practice (P&P) examination within the prescribed time period.

10. Have you previously been issued a license in Texas?  No  Yes

Serial No:

Expiration Date:

## 2. CRIMINAL HISTORY RECORD CHECK AND DISCIPLINARY ACTIONS

### RECORD CHECK

Effective January 1, 2014, an applicant for professional engineer licensure in Texas must submit a legible set of fingerprints to the Texas Department of Public Safety (TXDPS) for the purpose of obtaining criminal history record information from the TXDPS and the Federal Bureau of Investigation. See more information at <https://pels.texas.gov/recordcheck.html>.

### CRIMINAL HISTORY

The Texas Board of Professional Engineers and Land Surveyors will review the results of a thorough DPS and FBI criminal history record check to determine if you have ever had a criminal history.

You are required to report and provide supporting documentation related to any incident that you have ever had other than a simple traffic violation on the Criminal History Form. This includes any misdemeanor or felony convictions, probation, placement on deferred adjudication, dismissal after completion of court requirements, pre-trial diversion, or any other type of judgment. This applies to any incidents in any state, federal, or other jurisdiction, including a military court martial. As part of the application review process, the Board may request additional information to any violation.

Please be advised that offenses such as driving while intoxicated, driving while ability impaired, driving under the influence, driving under the influence of alcohol, operating while intoxicated, reckless driving, and similar kinds of incidents are, in some jurisdictions, not considered to be traffic violations, but must still be reported. Please be sure to report all such incidents.

Please be aware that the mere dismissal of an incident is not the same as having the case expunged. You will need to report all incidents, even if they have been dismissed, unless you have had your case(s) formally expunged by the court.

Failure to provide supporting information or documentation for any incidents may result in a significant delay of your application or may result in the denial of your application for licensure in Texas and forfeiture of the application fee.

I understand and acknowledge these instructions and requirements.

Initial Here

To submit any incidents, use the criminal history form at: <https://pels.texas.gov/downloads/CriminalHistoryForm.pdf>

Please provide copies of court documents.

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### 3. LICENSURE AND EXAMINATIONS

**\* Note: If you provide the NCEES record, you will not need to provide verifications indicated by an asterisk.**

**However, please complete the information on this form.**

1. Do you have an NCEES record?  No  Yes If yes, what date was it transmitted to Texas?

2.  I have taken and passed the NCEES Fundamentals of Engineering Exam (FE).  
Where? When?

(If exam was taken outside of Texas, send a copy of Form EB-38 to the jurisdiction listed.) \*

I am requesting a waiver of the FE examination and meet the requirements of Board Rule §133.69.

(Include a separate written request for waiver with application [Per to Board Rule §133.69(a)(2).] Note: a waiver is not automatic as it requires an approval vote of the Board.) The applicant must report all FE exam failures in any jurisdiction. An applicant is not eligible to request a waiver of the FE Exam if they have failed the FE exam three or more times in any jurisdictions.

3.  I am requesting permission to take the NCEES Principles and Practice of Engineering Exam (PE).

I have taken and passed the NCEES Principles and Practice of Engineering Exam (PE).  
Where? When?

(If exam was taken outside of Texas, send a copy of Form EB-38 to the jurisdiction listed.) \*

I am requesting a waiver of the PE examination and meet the requirements of Board Rule §133.69.

(Include a separate written request for waiver with application [Per Board Rule §133.69(a)(2).] Note: a waiver is not automatic as it requires approval of the Board.)

4. List each state, territory, or nation where you:

a) hold a current license:

b) have previously held a license:

c) have been denied a license, including failure to pass the required examination:

d) have been disciplined by the licensing authority of that jurisdiction:

(Answers to c & d **MUST** be explained on a separate sheet of paper.)

5. Provide verification of your current license from the state, territory, or nation you considered to be your **primary jurisdiction**. This Jurisdiction is:

(Send a copy of Form EB-38 to the licensing authority of the **PRIMARY JURISDICTION** listed.) \*

6. Complete and enclose the Texas Ethics of Engineering Examination answer sheet.

**4. EXPERIENCE**

List below in chronological order, all places of employment or unemployment, starting with the receipt of your first engineering degree, **accounting for all periods of time**. Your earliest employment is Engagement 1, etc. An engagement is one employer. A change in employer is a new engagement. DIFFERENT PROJECTS, SUPERVISORS, OR POSITIONS/PROMOTIONS HELD IN THE SAME CAPACITY FOR ONE EMPLOYER ARE NOT CONSIDERED SEPARATE ENGAGEMENTS. **DO NOT LIST CONCURRENT OR OVERLAPPING ENGAGEMENTS. IF NECESSARY TO DO SO, CONCURRENT AND OVERLAPPING ENGAGEMENTS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER.**

Provide the name, address, and telephone number of someone familiar with your work for each engagement, preferably the person to whom you reported. If you were unemployed, provide the name of an individual who can verify your status. If you are/were self-employed, do not give yourself as a reference, but give the name and address of someone familiar with your work. Each of the individuals listed may be contacted; therefore, it is important that you furnish a complete mailing address, zip code and phone number.

Give the current date under "To" on latest engagement. **DO NOT** use "PRESENT".

<b>DATES (List From and To in Month and Date Format)</b>	<b>EMPLOYMENT (Name, Address and Position Held)</b>	<b>NON- ENGINEERING TIME (List Years and Months)</b>	<b>ENGINEERING TIME (List Years and Months)</b>	<b>NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT</b>
1.				
2.				
3.				
4.				
5.				

**Total Time This Page Non Engineering:**

**Engineering:**

**4. Experience (Continued – Optional Page if Needed)**

<b>DATES (List From and To in Month and Date Format)</b>	<b>EMPLOYMENT (Name, Address and Position Held)</b>	<b>NON- ENGINEERING TIME (List Years and Months)</b>	<b>ENGINEERING TIME (List Years and Months)</b>	<b>NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT</b>
6.				
7.				
8.				
9.				
10.				

**Total Time This Page Non Engineering:**

**Engineering:**

**5. EDUCATION**

**\* Note: If you provide the NCEES record, you will not need to provide transcripts indicated by an asterisk. However, please complete the information on this form.**

***Indicate Accredited Degrees:***

Notify all institutions listed below to send in official transcripts in accordance with Board Rule 133.35.\*

<b>Degree Program</b>	<b>Degree (BS, MS, PhD)</b>	<b>Date Conferred</b>	<b>Full Name and Location (City and State) of College/University</b>	<b>Dates of Attendance</b>
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***Indicate Non-Accredited Degrees:***

<b>Degree Program</b>	<b>Degree (BS, MS, PhD)</b>	<b>Date Conferred</b>	<b>Full Name and Location (City and State) of College/University</b>	<b>Dates of Attendance</b>
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Do not provide original transcripts in your possession. Such documents are not acceptable and the Board will not be responsible for returning them to you.

**If the degree is from a foreign country provide: 1) copies of TOEFL and TSE scores or a written request for waiver and supporting documentation in accordance with Board Rule 133.21(9) & (11); 2) a commercial evaluation of the non-accredited degrees or a written waiver and documentation in accordance with rule section 133.33. (Refer also to Documentation for Non-Accredited and Foreign Degrees handout.)**

## 6. AFFIDAVIT

I affirm that I am the applicant named in the foregoing instrument, that I have read the contents thereof, and that the foregoing statements are true and complete in all respects. I have obtained a copy of, have read and agree to abide by the Texas Engineering Practice Act (Section 1001) and the Board Rules. I believe that I meet the statutory requirements of the section of the Act under which I am applying for licensure in the State of Texas.

Signature of Applicant

Date

Comments: (Optional): [Click here to enter text.](#)