

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 RPLS Application is available online at: <https://pels.texas.gov/rpls.htm>

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

Items 1-3 must be sent to the board from the APPLICANT:

- 1) Complete Application Form
- 2) \$75 Application Fee (Don't forget the payment coupon with your check or money order if mailing application.)
- 3) Original Supplementary Experience Record (SER) - Signed by APPLICANT ONLY *
 - 1) Submit one complete copy of your SER with your application form.
 - 2) Provide copies to reference providers to co-sign (See #5 & #6 below)

Item 4 must be sent directly to the board from the EDUCATIONAL INSTITUTION:

- 4) Transcript(s) * Effective September 1, 2019, official transcripts will be kept on file at the Board, and a Texas SIT may request their use when filing the registered professional land surveyor application.

Items 5 & 6 must be sent to the board by one of the following methods:

- Collected by applicant and sent to the board
- Sent directly to the PE Board by the references themselves
(See Board Rule 134.51 & 134.53 for reference requirements.)

- 5) 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.

- 6) Copy of SER signed by applicant AND reference provider *
- 7) All applicants must comply with the criminal history record check requirements. See Board Rule 134.27 and Section 1001.272 of the Act. Refer to the website: <https://pels.texas.gov/recordcheck.html> for additional information.

8) Include the following if applicable:

Send with application:

- a. Verification of Legal Name Change (due to marriage, immigration, etc.)
- b. Proof of TOEFL or signed statement from employer of proficiency in written & spoken English
- c. Translation of Foreign Degree *
- d. Approved Course Checklist
- e. Statement and copies of information related to Criminal Convictions

Send directly from Issuing Institution:

- f. Verification of Examinations (Prior FS and/or PS 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.**