

**INSTRUCTIONS AND GUIDELINES
FOR FILING FOR
PROFESSIONAL ENGINEER
LICENSURE IN ALABAMA**

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Alabama Board of Licensure for Professional Engineers and Land Surveyors

PO Box 304451
Montgomery, AL 36130-4451

(334) 242-5568
fax (334) 242-5105
Web Address: www.bels.alabama.gov

The RSA Union (**FedEx or UPS mail only**)
100 North Union Street, Suite 382
Montgomery, AL 36104-3702

Point of Contact

If you have any questions concerning the application or requirements contact Bonnie at (334) 242-5098 or you may e-mail your questions to bonnie.kelly@bels.alabama.gov

You may check the status of your application on our website under Applicants then under Status

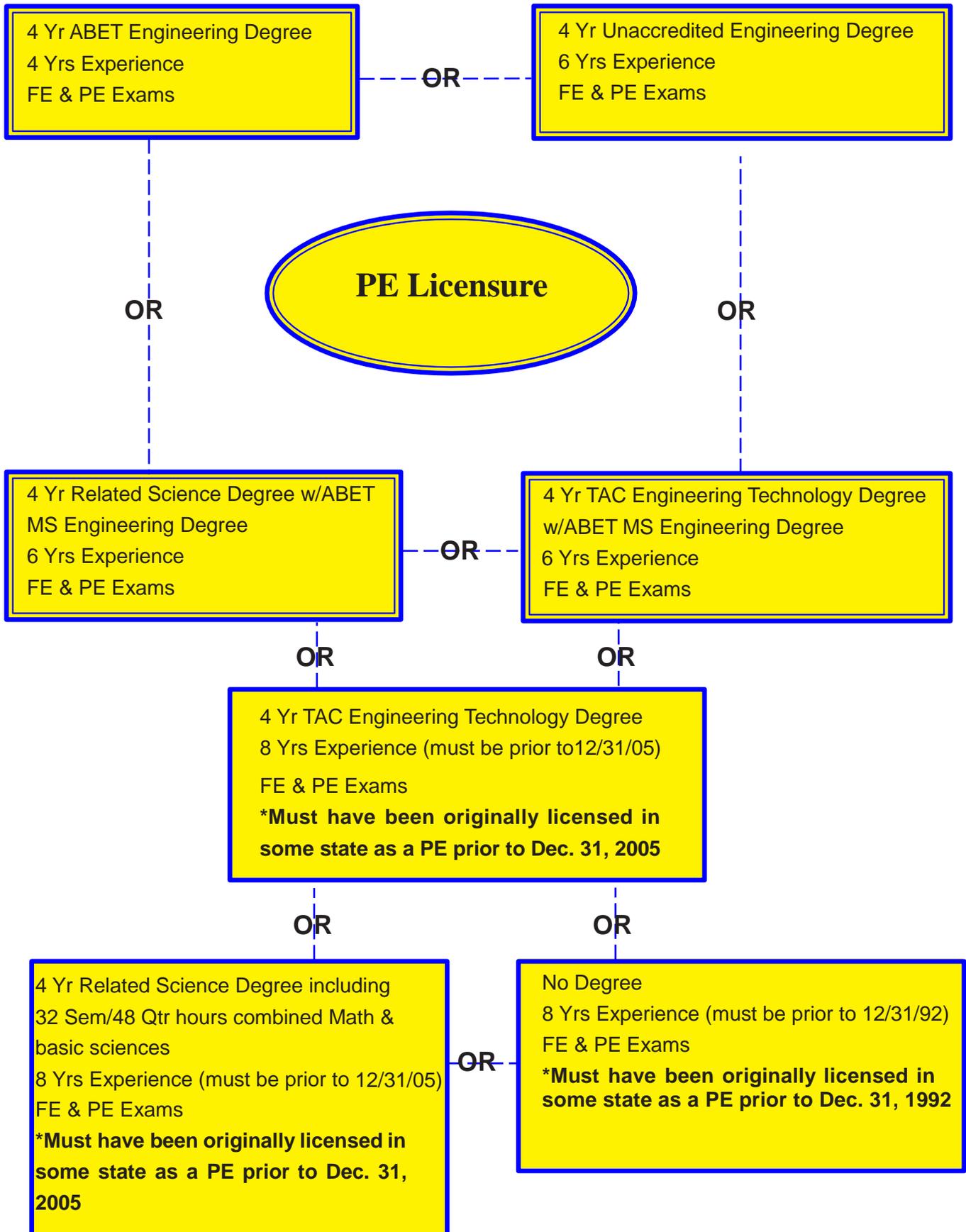
Important:

If you have this application for 6 months or longer before filing, check with the Board office or on-line to make sure there are no changes to the form, requirements or deadlines before using.

7 Paths to PE Licensure

Effective August 1, 2009

If you are uncertain if you meet the requirements prior to filing an application, go to our website under Contact Us and find the contact information for the staff member who handles the PE applications.



APPLICATION PACKAGE

If you are uncertain if you meet the requirements prior to filing an application, see the 7 Paths to Licensure. If you still have questions, go to Contact Us on our website and find the contact information for the staff member who handles the PE applications. If after filing the application you do not meet the licensing requirements of this State, your application will not be returned and your fees are non-refundable.

Substitute forms, such as resumes, personal work samples or copies of application forms filed with other state boards are not acceptable and, if received, will be returned.

NCEES Record - An NCEES Record is a record containing your transcript, verification of experience, verification of exams and references. In order to have an NCEES Record, you must submit all of the above information to NCEES to be held by them for release to other States. **You do not have an NCEES Record just by taking the NCEES exams.**

IMPORTANT - NCEES offers NCEES Records for those who are already licensed (comity) and for those who are applying for initial licensure (passed exams but not licensed in any state). We only accept the NCEES Records for comity applicants. **We are NOT accepting an NCEES Record for initial licensure.**

In order for an NCEES Record to be acceptable in Alabama, the experience must be verified by PE's. Experience verifications and References are not the same. References are character references. We are having issues with the experience being verified by non-PE's to include human resource personnel and self verification. Alabama requires experience to be verified by your PE Supervisor or by a PE Associate who worked at the same location who has personal knowledge of your experience. If your NCEES Record is received and the minimum amount of experience required is not verified by PE's, you will be notified that you need to have the experience verified by PE's who have personal knowledge of your experience.

To apply for PE licensure **without** a NCEES Record, you must complete and submit the following items:

- * application and application fee
- * transcripts directly from the college/university to the Board office (only if you are not certified as an engineer intern in Alabama or you have received an additional engineering degree since certification)
- * verification of FE and PE exams (only if you took the exams in another jurisdiction. We can verify CBT exams) and current licensure
- * experience verification (you will need 1 for each engagement)
- * references (you will need 5)
- * NCEES transcript evaluation (if BS degree is from a foreign university or if BS degree is related science. Even if you received an MS degree in engineering, your BS degree must still be evaluated.)
- * proof of citizenship

To apply for PE licensure **with a NCEES Record**, you must complete and submit the following items:

- * application and application fee
- * NCEES Record (contact NCEES and have them send your record to the Board office)
- * NCEES transcript evaluation (if BS degree is from a foreign university or if BS degree is related science. Even if you received an MS degree in engineering, your BS degree must still be evaluated.)
- * proof of citizenship

COMPLETING THE APPLICATION

The application form is to be typed and all questions must be answered. The application, instructions and associated forms can be typed in the PDF file and then printed. The application must have an original signature. **Email nor faxed applications will be accepted.**

Questions 1 through 5 should be self explanatory

Question 6

Furnish information regarding where you passed the Fundamentals of Engineering (FE) and the Principles and Practice of Engineering (PE) exams and exam date. ***Your application cannot be accepted unless you have successfully passed both the 8 hour FE and the 8 hour PE exams.***

If you do not hold an NCEES Record and you did not take the exams in Alabama, you will need to go to the *Verification of Licensure* link (links to NCEES website) and submit the electronic verification form to the state board(s) where you passed the FE and PE exams. If your license is not current in the state where you passed the PE exam, a verification request must also be sent to the state board where you are living and currently licensed. If the state board where you took the exams is not listed, you will need to contact the state directly and have them send directly to the Board office verification of your exams and/or license.

Questions 7 & 8 should be self explanatory

Question 9 If you are applying by comity and you have an NCEES Record, only complete questions 1-15, 20 and 22-23 and contact NCEES to have your record sent.

Questions 10 through 15 should be self explanatory

Question 16 Transcripts are required of all applicants. **We do not accept faxed nor emailed transcripts.** You must contact the university and have the transcript sent by mail directly to the Board office.

To qualify as a related science graduate, you must have been licensed in some state prior to December 31, 2005. It will be necessary that you have an evaluation performed by NCEES and have the evaluation sent to the Board office. The evaluation must be performed even if you also have an MS degree in engineering.

To qualify as an engineering technology graduate, you must have been licensed in some state prior to December 31, 2005.

Question 17 The experience record should begin after graduation from a university whether or not it was engineering experience. **All time must be accounted for, including military time, illness, unemployment, etc.** Each company you worked for is considered an engagement. If you were promoted within a company, do not indicate a change in engagements. If an engagement was part time work, indicate part time and the number of hours you worked per week. Experience must be started on the application form first. If you need to use additional pages, please number accordingly. Experience cannot be anticipated. **You must have the required experience when the application is submitted.** You must send an experience verification form to your PE supervisor or PE associate for each engineering engagement listed that can be verified. If you are presently licensed in another state working under your own supervision, you should send a verification form to a PE associate familiar with your work.

The only experience prior to graduation the Board is currently accepting is if you were in a formal co-op program through your school or if it took you 6 years or longer to get your BS degree and you were working gaining engineering experience under a PE. Normally the maximum credit the Board will consider is 6 months. This experience **must** be verified by a PE.

Note: If you anticipate making application for Land Surveying licensure or you are already certified as a Land Surveyor Intern or licensed as a Professional Land Surveyor, Section 330-X-6-.01(e) of the Administrative Code states "Experience credited on the engineer intern or professional engineer application as engineering experience cannot be claimed as land surveying experience on the land surveyor intern or professional land surveyor application. Experience credited on the land surveyor intern or professional land surveyor application as land surveying experience cannot be claimed as engineering experience on the engineer intern or profes-

sional engineer application."

Questions 18 and 19

You must send an experience verification form to your PE Supervisor or PE Associate who has personal knowledge of your engineering experience for each engineering engagement listed under Question 17 that can be verified. If you are presently licensed in another state working under your own supervision, you should send a verification form to a PE associate who has personal knowledge of your experience. If an engagement cannot be verified, list under Question 21 why the experience cannot be verified. Any experience not verified, does not count.

All experience must be verified by PE Supervisors or PE Associates who were licensed **prior to the time being verified**. If no PE Supervisors or PE Associates were inside or outside the company that you worked with that has personal knowledge of your experience, if there was a graduate engineer in the company that individual can file an experience verification form and background information form for the Board's review to determine if they are substantially equivalent to a PE. If the Board determines they are substantially equivalent to a PE at the time you worked with them, you will get credit for the experience. If not, no credit will be given.

3 of the 5 References must be PE's with personal knowledge of your experience. The substantially equivalent option mentioned above does not apply to the references.

You are to send the experience verification form and reference form along with an envelope for them to return the forms to you to those individuals you list under Questions 18 and 19. The individuals are to seal the envelope shut and sign across the back flap of the envelope. **DO NOT** open the envelope when it is returned to you. You are to collect the sealed envelopes and submit them along with your application.

Questions 20 through 23 should be self explanatory

GRADUATES OF FOREIGN UNIVERSITIES

All applicants who attended and graduated with a four year Bachelor of Science engineering degree from a foreign institution regardless of additional degrees received, must contact NCEES at www.ncees.org to request an education evaluation packet to have your transcript evaluated. NCEES will provide you with the information and instructions necessary for the evaluation of your education. **There is no waiver to this requirement.**

TIMEFRAME FOR RECEIVING LICENSE

A license to practice as a Professional Engineer is granted to a person who meets Alabama's professional engineering licensure requirements, who has never had a license revoked or invalidated and who has never been convicted of a felony. A lapsed license is not considered invalidated.

We do not have a temporary permit or 1 time job permit. Alabama Law allows for a license to be issued when the application is complete. Licenses are automatically issued approximately 3 weeks after the application is completed provided there are no felonies or anomalies on the application. If there are felonies or anomalies on your application, your application must be reviewed at a scheduled Board Meeting. The Board meets approximately every two months. The Board meeting dates and filing deadlines are tentatively set and subject to change. Your application must be complete by the filing deadline if it has to be reviewed at a Board Meeting. The dates and filing deadlines can be found on the website under Other Info then under Dates & Deadlines. Once issued, you are eligible to practice.

CERTIFICATES OF AUTHORIZATION

Section 34-11-9 of the Licensure Law provides that partnerships, corporations or firms offering engineering services in Alabama through individual licensed professional engineer as agents, employees, officers or partners are required to file for and receive a Certificate of Authorization by the Board within 30 days of your date of licensure.

FAQ's

General

Who do I make my check payable to?

PE & LS Fund.

Do you accept credit cards?

No.

Does my PE application have to be typed?

Yes. There are no exceptions. You can type in the PDF file on the website and then print the application or you may print the form out and type on a typewriter.

How can I find out my application status?

You can check your status on the website under Applicants then under the appropriate link, e-mail [Bonnie](#) or call (334) 242-5098 between 2:00 - 3:30 CST only.

What address do I send my application to?

It depends on how you are sending it. First class mail - use the PO Box address. Overnight mail - use the street address.

Can the PE application form be faxed or e-mailed?

No. We must have the application with the original signature and the check.

How long does it take to receive the board meeting results?

Approximately 2 weeks. No information can be released by phone, fax or email.

How long does it take to receive my certificate and license number?

Approximately 2 weeks. No information can be released by phone, fax or email.

Does Alabama issue PE licensure by discipline?

No.

What discipline can I practice engineering in?

The Administrative Code 330-X-14-.03 says you should practice only in fields in which you are qualified by education or experience.

I am registered in Canada. Will I be able to obtain licensure in Alabama?

Yes if you meet Alabama's requirements such as education, work experience, you have passed the NCEES FE & PE exams and you have a United States Social Security Number.

Does the company I work for or own need to be licensed?

If the company your work for or own offers to perform or performs engineering work, you will be required to have a CA within 30 days of your date of licensure unless your company name is your given name (ex. John Doe, PE).

Can the FE and/or PE exams be waived?

No. Our law has no provisions to waive either exam regardless of degrees, experience or being licensed in another state.

Does Alabama accept Veteran's Preference Points?

No. If you had Veteran's Preference Points added to your exam score to give you a passing grade, we cannot accept that exam. Georgia adds Veteran's Preference Points to scores. If you are a veteran and took the exam(s) in Georgia, you may need to check with the Georgia Board to see if Veteran's Preference Points were added to your score.

I do not have a degree but I do have 20+ years experience. Can I apply for licensure?

Only if you were originally licensed in another state as a PE prior to December 31, 1992 and you are currently licensed in some state.

Do you have a 1 time job permit?

No. You must apply for permanent licensure.

I will be submitting my NCEES Council Record. What other documents will I need to submit?

If you are applying by comity, you need to complete only questions 1-15, 20 and 22-23 of the application, the application fee and citizenship documents. If you do not have at least the minimum experience verified by PE's, you will be required to have your NCEES Record updated with verifications from PE's or you will need to file our experience verification form. **We are NOT accepting NCEES Records if you are applying for initial licensure.**

How long will it take to process my application?

If your application does not have any felonies or anomalies, your license can be issued within 3 weeks from the time your application is completed. If there are anomalies with your application, it will have to be reviewed by the Board at a scheduled Board Meeting. We have board meetings approximately every 2 months.

Do you accept copies of my certificates or licenses as verification of my FE and PE exams?

No. You must send a Verification of Licensure request through NCEES to the state board where you took the exams. If the state you took the exams in does not participate in the electronic verification through NCEES, you will need to contact the state directly and have them send to the Board office a Verification of Licensure for your exams and current licensure.

I passed the FE exam in Alabama. How do I find out what my Engineer Intern (EI) number is?

You can check our website through the License Search. If you do not find your name, contact our office. You may not have had your transcript sent from the school after passing the exam or your number is so old that it is no longer in our system.

I'm certified as an EI but I don't know the date I took the exam. What do I put in the exam date block under Question 6?

You can just put an about date.

Do I have to be certified as an Engineer Intern before I apply for licensure?

No.

Education

Are correspondence classes/distance learning degrees acceptable?

No.

Do I have to have a degree?

Yes unless you were originally licensed in another state as a PE prior to December 31, 1992 and you are currently licensed in some state.

Does my transcript have to be mailed directly to you from my school?

Yes. We do not accept faxes nor emails and we cannot accept a transcript from the applicant.

I received my engineering degree outside the United States. Is that acceptable?

Yes. Your foreign degree will be required to be evaluated by NCEES.

Does my foreign degree have to be evaluated?

Yes. The Board requires that your education be evaluated through National Council of Examiners for Engineers and Surveyors (NCEES) regardless of additional degrees received. Please contact NCEES at www.ncees.org to request an education evaluation packet. They will provide you with information and instructions regarding what they need to evaluate your education. **There is no waiver to this requirement.**

My degree was evaluated by a different agency than the board approved agency. Will you still accept my evaluation?

No. The board only accepts evaluations performed by NCEES. AACRAO or Josef Silny will be accepted if the evaluation was performed prior to July 1, 2009. There is no waiver to the requirement.

It will take too long or it's been too long since I graduated to have an evaluation performed. Can it be waived since I have a United States MS or PhD in engineering?

No. There is no waiver capability.

I have an engineering technology or related science degree. Can I apply for engineering licensure in Alabama?

We would accept an ABET/TAC accredited engineering technology degree or regionally accredited related science degree if you were originally licensed in another state as a PE prior to December 31, 2005 and you are currently licensed in some state.

Are 2 year degrees acceptable?

No.

Do you need transcripts from all my schools or just where an engineering degree was earned?

Just from the school where you received your engineering degree.

Experience

Is experience prior to graduation acceptable?

Only if it was received in a formal co-op program through the school or if it took you 6 years or longer to receive your BS degree and you were working gaining engineering experience under a PE. Either way, the experience must be verified by a PE. You will receive no more than 6 months credit.

Can I get credit for part time engineering work?

Yes only if that is all you were doing. You would not get credit for working full time and then doing part time work on the side. You would receive approximately less than half credit for the experience and it would need to be verified by a PE.

Can I get credit for working while obtaining my degree?

No. Administrative Code 330-X-6-.01(d) states that time spent in engineering work while attending school can only be credited as education experience or work experience but not as both.

Do I get credit for my MS or PhD?

Yes if the degree is ABET accredited and it is not used to change the category of curricula on the application (ex. foreign degree + ABET MS = ABET instead of GUEC. You could not get 1 year's credit for the MS. It was used in conjunction with the BS to change you to an ABET graduate). You would get 1 year's credit for the MS and an additional 1 year for the PhD.

I cannot have all of my experience verified. Is this acceptable?

Yes if you have at least the minimum experience verified.

Experience Verifications and Reference Forms

How do I verify engineering experience if my supervisor is not licensed?

If your supervisor is not a PE but is a graduate engineer, you can have them complete a Background Information form on the website under Applicants then under PE Forms as well as the Experience Verification form. The board would review to determine that when you were working together if this person would have sent in an application to become licensed would they license them. If so, you would get credit for the experience. If not, then you would not.

How do I verify experience if my supervisor is deceased?

If your supervisor dies before you make application, you can get another licensed individual who has personal knowledge of your experience in the company to verify your experience. If there is no one inside the company that is licensed or a graduate engineer that can be reviewed as substantially equivalent, you can get a licensed individual outside the company who has personal knowledge of your experience. You would also be required to specify how this person has knowledge and how often they have reviewed your work.

What if there are no PE's in the company I work for. How do I get my time verified?

You would either need: (1) a graduate engineer that can be reviewed by the board as substantially equivalent; (2) a PE outside the company who has knowledge of your experience to verify and the details of how this person has knowledge would need to be provided or (3) have an agreement **approved by the Board before it is entered into** between you and a PE who will review your work for a certain amount of time.

Do my endorsers have to be licensed in Alabama?

No.

I am self employed. Can I verify my own experience?

No. Either a PE in your company must verify, a PE outside your company who has knowledge of your engineering experience or a graduate engineer in your company that the board can review as substantially equivalent.

I am going to use a graduate engineer to verify my experience for the board to review as substantially equivalent. What forms do I need to send to the verifier?

You would need to send them the experience verification form and the background information form

Can I use a substantially equivalent for my reference?

No. The substantially equivalent individual is for experience verification only. You must have 3 licensed PE's for the references.

I don't know 3 PE's that have knowledge of my experience that I can use for references. Can I still apply?

No. Administrative Code 330-X-7-.02(2), (3) and (4) states 3 of the 5 must be licensed with knowledge of your experience. There is no waiver to this requirement.