

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

Table of Contents

Requirements for Licensure	Graduates of Foreign Universities
Application Package	Fees
Completing the Application	FAQ's

Alabama Board of Licensure for Professional Engineers and Land Surveyors

PO Box 304451
Montgomery, AL 36130-4451

(334) 242-5568

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.

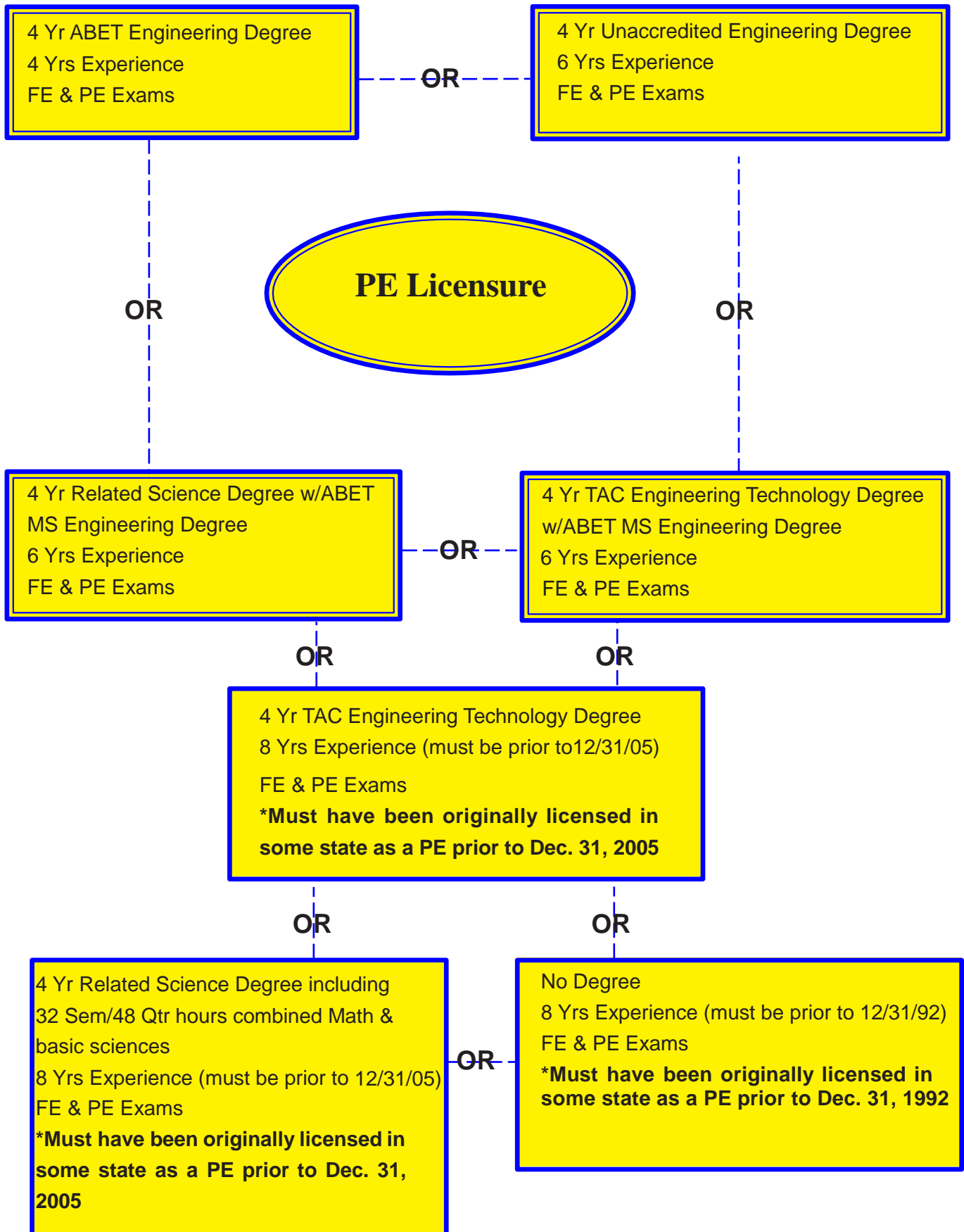
Important:

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, go to our website under Contact Us 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.

PE Exam

To apply for the PE exam for the 1st time, 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 exam (only if took written exam in another jurisdiction. We can verify CBT exams)
- experience verification (you will need 1 for each engagement)
- references (you will need 5)
- transcript evaluation (if BS degree is from foreign university or if BS degree is related science and you also have an MS in engineering)
- proof of citizenship

Closed Application

To re-apply for the PE exam if your application has closed, you must complete and submit the following items:

- application - only complete questions 1-15, 17 (list all experience since previous application), 20 and 22-23
- application fee
- No additional verification is required
- proof of citizenship

PE by Comity

To apply for PE licensure by comity **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
- verification of FE & PE exams and current licensure
- experience verification (you will need 1 for each engagement)
- references (you will need 5)
- transcript evaluation (if BS degree is from foreign university or if BS degree is related science)
- proof of citizenship

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

- application – only complete questions 1-15, 20 and 22-23
- NCEES Record (contact NCEES and have them send your record to the board office)
- transcript evaluation (if BS degree is from foreign university or if BS degree is related science)
- application fee
- 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 and notary seal. **E-mail or faxed applications will be not accepted.**

Questions 1 through 5 should be self explanatory

Previous Exam Application Closed: If your application has been closed in Alabama, you will be required to file a new application. No transcripts, additional references nor verifications are required. You should complete questions 1-15, 17, 20 and 22-23. Under question 17 you must list your experience since your last application. Verification of this experience is NOT required.

Question 6

Comity applicants: Furnish information regarding where you passed the Fundamentals of Engineering (FE) and the Principles and Practice of Engineering (PE) exams, exam date and licensure number. Your application cannot be accepted by comity unless you have successfully passed both the 8 hour FE and the 8 hour PE exams.

If you do not hold an NCEES Record, you will need to go to the Verification of Licensure link (links to NCEES website) and submit the electronic 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 us verification of your exams and/or license.

Exam applicants: Indicate in which state you passed the Fundamentals of Engineering (FE) exam, in Alabama or in another jurisdiction. If you passed the FE exam in a jurisdiction other than Alabama, you will need to go to the Verification of Licensure link and submit the form to the state board where you passed the FE exam. If you took the FE exam under the CBT (computer based testing), we will verify the information.

Questions 7 & 8 should be self explanatory

Question 9 An NCEES Record is a record containing your transcript, verification of experience, verification of exams and references. 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 exam(s).** If 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 directly to the Board office.

Comity Applicants: To qualify as a related science graduate, a minimum of 32 semester hours or 48 quarter hours of an appropriate combination of mathematics and basic science courses are required. It will be necessary that you have an evaluation performed by NCEES and have the evaluation sent to the Board office.

Exam Applicants: If you only have an engineering technology or related science BS degree, we **CANNOT** accept an application for PE exam. You must have an ABET MS in engineering in addition to your BS degree.

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.**

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.

You will receive one years credit for a MS or PhD in engineering in a program whose undergraduate or graduate degree is accredited by ABET or 2 years for a MS and PhD in engineering. If you were working and going to school at the same time, you cannot receive credit for your degree and the experience. You will receive credit for one but not both.

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(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 professional engineer application."

Questions 18 and 19

You must send an experience verification form to your PE supervisor or associate 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 familiar with your work. 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 Associates who were licensed **prior to the time being verified**. If no PE supervisors or 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.** If you had an evaluation performed by AACRAO, ECEI or Josef Silny prior to July 1, 2009, we would accept those evaluations.

FEES

All fees are non-refundable and non-transferable.

Personal, company, money orders or cashier's checks should be made payable to PE & PLS Fund. We do not accept credit cards.

Exam Applicants:

Application fee	\$50
-----------------	------

Comity Applicants:

Application fee	\$125
-----------------	-------

FILING DEADLINES AND BOARD MEETING DATES

In order to provide sufficient time for receiving, processing and presenting an application to the Board for review, certain deadlines must be met. It is the responsibility of the applicant to assure that the required information is received prior to the deadlines. This office cannot be responsible for the delays in the receipt of applications, in any information pertaining to the application caused by the mail service, or by your respondents.

The Board meets approximately every two months. The Board Meeting dates and filing deadlines are tentatively set and subject to change. The dates and filing deadlines can be found on the website under Other Info and then under Dates & Deadlines.

Applications are added to the agenda for Board review as the processing is completed; i.e. all references, experience verification forms, transcripts and verifications of the Fundamentals of Engineering and/or Principles and Practice exams in another jurisdiction have been received. The agenda is closed on the agenda deadline and applications received and completed after that date are added to the next Board Meeting agenda, no exceptions.

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.

What if my application or other information is received after the deadline?

Comity – If you are not eligible for a rapid license, your application will be processed for the next board meeting.
Exam - your application will be processed for the next exam. **There are no exceptions per the Board members.**

How can I find out my application status?

You can check your status on the website under Applicants then under Status 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-9-.02(1) 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 you 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 permanent 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, you can have at least 8 years of experience prior to 12/31/92 verified by PE's and you are currently licensed in some state.

Comity

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?

You need to complete only questions 1-15, 20 and 22-23 of the application and the application fee.

How long will it take to process my comity application?

We have board meetings approximately every 2 months. If there are no anomalies or felonies with your application, your license can be issued approximately 3 weeks after your application is complete. Otherwise your application will be reviewed at the next meeting. On the website under Other Info then under Dates & Deadlines is a list of the board meeting dates and filing deadlines for those board meeting dates.

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 to the state board where you took the exams.

Exam

How and when do I pay the exam fee?

Once your application has been approved by the board, you will be notified that you would need to go to NCEES' website and continue with the exam registration process to reserve your seat, select your exam discipline and location and pay the exam fee.

I have passed the FE exam. 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. We will go back to our microfilm to verify the correct date.

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

No but your transcript will be required by the filing deadline and you will be certified as an Engineer Intern at the board meeting the board reviews your PE exam application.

I was certified as an Engineer Intern but I haven't renewed and my status is delinquent. Do I need to renew my EI before I apply for the exam?

No. The only thing renewing your EI does is keep you in the roster and on the mailing list for newsbulletins.

How many times can I take the exam?

Your application is approved for unlimited attempts within 4 years.

What happens after my four years is up?

You will be notified that your application is closed and you will be required to file another application and meet the requirements at the time of reapplication.

Does me not showing up at the exam count as one of my 4 times?

No. Only if you show up and fail.

Will I be allowed to take the exam if I have been charged or found guilty of a crime?

You would be required to file documentation concerning the matter. If you have lost your civil rights, you would not be allowed to take the PE exam until your civil rights have been restored.

Do I have to be a resident of Alabama to take an exam?

No but if you make application in Alabama, you will be required to come to Alabama to take the exam.

What can I bring into the exam?

Since NCEES administers the exam for us, you need to contact [NCEES](http://www.ncees.org) at (877) 536-7729 or www.ncees.org.

I've paid for the exam and can't attend the exam. Can my exam fee be refunded or applied to another exam?

Since you paid the exam fee directly to NCEES, you would need to contact NCEES for their refund policy.

I failed the exam. Can I have my exam regraded?

Yes. NCEES charges to regrade an exam. You would need to contact NCEES to request the regrade. They will then take the scoring template and place it over your answer sheet to ensure the computer scored your exam correctly. There has never been a change in exam scores based on this regrade method.

I failed the exam. Why can't I review my exam?

NCEES reserves the right to repeat questions and the integrity of the questions is compromised by overexposure. If some examinees are allowed to review questions, it may give them an unfair advantage over other examinees. NCEES provides a diagnostic report that should help you determine the area you need to improve.

How does NCEES score the exams?

Go to NCEES' website - www.ncees.org to answer all questions concerning scoring of the exam.

Can I find out my score?

No. The results are released as pass or fail. If you fail, NCEES will provide you with a diagnostic report to help you determine where you need to improve.

What is the difference between the FE (Fundamentals of Engineering) and the EIT (Engineer in Training) exams?

None. It is simply a different name for the same exam.

When are admission cards mailed?

NCEES will notify you by email to download your admission notice from your NCEES account.

Where can I find study material?

[NCEES](http://www.ncees.org) has study material for the PE exam on their website - www.ncees.org.

When will I receive my exam results?

If you took the exam in April, approximately June 15. If you took the exam in October, approximately December 15.

What is covered on the exams?

[NCEES](http://www.ncees.org) has available on their website all the exam content information for the PE exam.

Do I have to take the exam in the same discipline I received my degree in?

No.

Can my exam be proctored?

No. If you made application in Alabama but lived in another state when you made application or if you lived here in Alabama and moved away, we would not allow the exam to be proctored.

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, you have at least 8 years of experience prior to 12/31/92 that can be verified by PE's 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, 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 one of the board approved agencies.

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. If you had an evaluation performed by AACRAO, ECEI or Josef Silny & Associates prior to July 1, 2009, we would accept those evaluations.

My degree was evaluated by a different agency than one of the board approved agencies. 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?

Exam Applicants - Our law changed December 31, 2005. We no longer accept engineering technology or related science degrees unless an ABET accredited MS or PhD in engineering has been received in addition to your BS.

Comity Applicants - 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, you have at least 8 years of experience prior to 12/31/05 that can be verified by PE's 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

I won't have the experience by the deadline date but will have it by the test date. Can I still send in my application for that test?

No. Administrative Code 330-X-6-.01(l) states you cannot anticipate experience. You must have the experience prior to the deadline.

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. You would get 1 year's credit for the MS and an additional 1 year for the PhD. However if it is 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).

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 have licensed 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 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 is knowledgeable 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) and (4) states 3 of the 5 must be licensed with knowledge of your experience. There is no waiver to this requirement.