

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
PROFESSIONAL ENGINEER INFORMATION SHEET**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the board office. All forms must be legible. Application packages must include all required documentation and fees. Any additional information accompanying the license application must be identified with the applicant's name. It is the applicant's responsibility to ensure that the Virginia Board receives the completed package.

EXAMINATION ON BOARD REGULATIONS & STATUTES

Applicants for licensure or certification are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for licensure or certification. Pursuant to Regulation 18VAC10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

REQUIREMENTS FOR LICENSURE

Examination Applicants (applicants who have passed the PE exam)

- a completed *Professional Engineer License Application* and fee;
- three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory or possession of the United States or the District of Columbia) - references must have known the applicant for at least one year and been associated with the applicant within the last 5 years;
- *Experience Verification Forms* to document all required experience;
- *Degree Verification Form* or official school transcript.
- *Verification of Examination and Licensure Form* to verify a passing grade on the Fundamentals of Engineering Examination (not required if the FE Examination was passed in Virginia); and

Comity Applicants with an NCEES Council Record (for those who have been licensed in another state, the District of Columbia, or any territory or possession of the United States)

- a completed *Professional Engineer License Application* and fee;
- three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory, or possession of the United States or the District of Columbia) - references must have known the applicant for at least one year and been associated with the applicant within the last 5 years; and
- an NCEES Council Record (submitted directly to the Virginia Board) ★
★ Possession of an NCEES Council Record DOES NOT guarantee licensure.

Comity Applicants without an NCEES Council Record (for those who have been licensed in another state, the District of Columbia, or any territory or possession of the United States)

- a completed *Professional Engineer License Application* and fee;
- three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory, or possession of the United States or the District of Columbia) - references must have known the applicant for at least one year and been associated with the applicant within the last 5 years;
- a completed *Experience Verification Form(s)* to document all required experience;
- a completed *Degree Verification Form*; and (continued on next page)

- a completed Verification of Examination and Licensure Form to verify a passing grade on the Fundamentals of Engineering and Principles and Practice of Engineering Examinations (verification of the Fundamentals of Engineering Examination is not required if the FE Examination was passed in Virginia).

Reinstatement Applicants (for those whose license **expired five or more years ago**)

- a completed Professional Engineer License Application and reinstatement fee;
- three current Professional Engineer Reference Forms (less than one year old) completed by licensed professional engineers (in a state, territory, or possession of the United States or the District of Columbia) - references must have known the applicant for at least one year and been associated with the applicant within the last 5 years; and
- an NCEES Council Record (submitted directly to the Virginia Board) OR completed Experience Verification Forms to document experience from the date of expiration of the license to the present. *Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes and attachments are not acceptable. No credit is allowed for non-verified experience.*
- Evidence of compliance with the Continuing Education requirements set forth in regulations 18VAC10-20-683 (Evidence of at least 16 hours of board-approved continuing education courses) must accompany this license reinstatement application.

TOEFL iBT

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFL iBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be more than two years old at the time of application.

In lieu of the TOEFL, other evidence such as significant academic or work experience in English may be acceptable as determined by the board.

EXAMINATION

Additional information concerning the examination is available from:

National Council of Examiners for Engineering and Surveying

P.O. Box 1686

Clemson, South Carolina 29633-1686

Telephone: (800) 250-3196

Website: www.ncees.org

**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 PROFESSIONAL ENGINEER LICENSE APPLICATION**

**A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed [credit card insert](#) must be mailed with your application package.
 APPLICATION FEES ARE NOT REFUNDABLE.**

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at: <https://www.dpor.virginia.gov/Boards/APELS> prior to applying for licensure.

⇒ **The date this completed application, fee, and all required supporting documentation are received in the Board office shall determine if an application has been received by the exam application deadline established by the Board.**

Select the **one** method by which you are applying for a Virginia Professional Engineer License.

X	Method of Licensure	Trans	Fee
<input type="checkbox"/>	By Examination	1005	\$120.00
	Is this the first time you have applied in Virginia to take the exam? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<input type="checkbox"/>	By Comity	1021	\$120.00
	Are you applying with an NCEES Certificate Record? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<input type="checkbox"/>	Reinstatement of VA Professional Engineer License that expired 5 or more years ago	4020	\$460.00

1. Have you ever held a Virginia Professional Engineer License?

No ☐

Yes ☒ If yes, provide your license number and expiration date below

VA License Number

0	4	0	2						
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 Expiration Date _____

- ❖ If yes and your license expired more than 6 months ago, but less than 5 years ago, you are required to **reinstate** your Virginia Professional Engineer License by completing a *Professional Engineer License Reinstatement Application*. DO NOT COMPLETE THIS LICENSE APPLICATION.
- ❖ If yes and your license expired 5 or more years ago, you are required to reapply for licensure on this application and pay a reinstatement fee.

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

 Last (required) First (required) Middle Generation

3. Provide **one** of the following identification numbers*:

☐ **Social Security Number** and/or

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☐ **Virginia DMV Control Number**

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➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

4. Date of Birth _____
 MM/DD/YYYY

5. Maiden or Former Name(s) _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0402	

6. Mailing Address (PO Box accepted)

The mailing address will be printed on the license.

 City State Zip Code

7. Street Address (PO Box not accepted)

PHYSICAL ADDRESS REQUIRED

☐ Check here if Street Address is the same as the Mailing Address listed above.

 City State Zip Code

8. Contact Numbers

 Primary Telephone Alternate Telephone Fax

9. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

10. Are you reapplying to take the Principles of Engineering (PE) examination in Virginia?

No ☐

Yes ☐ If yes, provide the month and year of the exam: _____
 Skip to question #15.

11. Are you applying to **reinstate** a license? (Reinstating a Virginia license that has **expired 5 or more years ago.**)

No ☐

Yes ☐ If yes, provide the following and then skip to question #15.
 1) Training certificates or other documentation showing successful completion of 16 hours of CE requirements; and 2) an Experience Verification Form(s) documenting the required experience from the time of expiration to the present.

➤ The board will evaluate the application and all supporting documents to determine if the applicant remains **qualified** to be a regulant of the board.

Skip to question #15

12. Education

	Institution	Degree (BS, BA...)	Major	MM/YY Completed
Bachelors				
Masters				
Ph.D.				

13. Are you applying through comity?

No ☐

Yes ☐ If yes, answer the following questions and then skip to question #15:

A. Are you applying with an NCEES Council Record?

No ☐

Yes ☐ If yes, provide three (3) Professional Engineer References forms, and an NCEES council record (sent directly to the Virginia Board). Skip to question #15.

B. If you are NOT apply with an NCEES Council Record; complete the following table and provide the following documentation:

- 1.) Enter your current and expired Professional Engineer license, certification or registration in the following table for each jurisdiction where licensed.
- 2.) Attach an original Certification of Licensure/Letter of Good Standing (dated within the last 30/60/90 of days) from each jurisdiction listed.
- 3.) Provide three Professional Engineer Reference forms, and
- 4.) Provide an original Verification of Examination and Licensure Form from each state in which you passed the engineering examination.

State/Jurisdiction	Did you pass a written exam?	License, Certification or Registration Number	Expiration Date
	PE <input type="checkbox"/> EIT <input type="checkbox"/>		
	PE <input type="checkbox"/> EIT <input type="checkbox"/>		
	PE <input type="checkbox"/> EIT <input type="checkbox"/>		

- ◆ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.) and the minimum requirement that were met to qualify for licensure;* and 5) *all closed disciplinary actions resulting in a violation or undetermined finding. Certification can be mailed directly to:*

DPOR, Board for APELSCIDLA, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485

Skip to question #15

14. Which of the following requirements have you met in order to qualify for the Virginia Professional Engineer license/examination? Check only **one**.

- A. ☐ A graduate from an approved engineering program, hold an EIT designation **and** have a minimum of four years of qualifying engineering experience

Virginia EIT designation number

0	4	2	0						
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Required Attachments: Provide a [Degree Verification Form](#) and a completed [Experience Verification Form\(s\)](#) showing years of experience.

- B. ☐ A graduate from an ABET-accredited undergraduate engineering program, a doctorate engineering program that is ABET accredited at the undergraduate level **and** a minimum of four years of qualifying engineering experience

Required Attachments: Provide a [Degree Verification Form](#), and [Experience Verification Form\(s\)](#) showing years of experience.

- C. ☐ A graduate from a non-approved engineering curriculum of four years or more, a related science curriculum or an approved engineering technology curriculum, hold an EIT designation **and** at minimum of six years of qualifying engineering experience

Virginia EIT designation number

0	4	2	0						
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Required Attachments: Provide a [Degree Verification Form](#), and [Experience Verification Form\(s\)](#) showing years of experience.

- D. ☐ A graduate from a non-approved engineering technology program of four years or more, hold an EIT designation **and** at least ten years of qualifying engineering experience

Virginia EIT designation number

0	4	2	0						
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Required Attachments: Provide a [Degree Verification Form](#), and [Experience Verification Form\(s\)](#) showing years of experience.

15. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, complete the [Disciplinary Action Reporting Form](#).

16. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?

No ☐

Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).

- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any non-marijuana **misdemeanor**?

No ☐

Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).

17. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 4, of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____ Date _____

PROFESSIONAL ENGINEER REVIEW SUMMARY SHEET

Applicant's Name	Social Security No.
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BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

APPROVED	Board Member Initials & Date		
	PE Exam Candidate		
	Comity with		
	Reinstatement		