

# Initial PE Application instructions

*To apply for Initial PE Licensure, you must complete and submit the following items:*

- Application, completed, notarized, with fee and passport quality photo attached
- Transcripts sent directly from the college/university to the Board office
- Verification of FE exam – this is done electronically and securely between *most* state licensing boards. You submit your FE exam verification request through your MYNCEES account at [www.ncees.org](http://www.ncees.org). Be aware that some states charge a verification fee; you'll see the charges during the verification process.

If you passed the FE exam in Mississippi, no verification is necessary. Just disclose your Mississippi FE exam on the application form at the bottom of page 1 and the Board staff will gather the appropriate documentation for your application.

- *But what if the other state does not participate in electronic board-to-board verifications? Then use the Licensure/Exam Verification form, which is the last form in this packet and be sure to follow the instructions at the top of the page.*
- Experience Verification Form(s) in a sealed envelope bearing the verifier's signature across the envelop seal (You will need a minimum of one; you are required to submit as many as necessary to verify the required amount of qualifying engineering experience (4 years). Only **supervising** Professional Engineers are to complete this form).
- Character Reference Forms in separate sealed envelopes bearing the references' signatures across the envelopes' seal (State law requires 5 references, 3 of whom must be Professional Engineers). **Respondents for experience verification may serve as character references but they must complete both forms to do so.** Five completed character reference forms must be provided.

The agency address is currently:

Mississippi Board of Licensure for Professional Engineers & Surveyors  
455 North Lamar Street  
2<sup>nd</sup> Floor – Suite 208  
Jackson, MS 39202

Email: [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us)

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**Verification of FE/FS Exam Form:** if you passed the FE exam in a state or territory other than Mississippi, mail a copy of the Verification of FE/FS Exam form to that state or territory with a **stamped business size envelope** addressed to the Mississippi Board of Licensure for Professional Engineers & Surveyors. Contact information for other state boards can be found at [www.ncees.org](http://www.ncees.org). Be aware that some states charge a fee for this service.

## **Experience Verification Form:**

(A) Make as many copies of the Experience Verification form as are necessary to verify the required amount of qualifying engineering experience. This form should be completed only by supervising Professional Engineers. *It is recommended that you begin with the most recent experience and “work backward” in time until a minimum of 4 years of experience is verified.*

(B) Fill out page one and the top of page two as indicated. Attach a copy of your experience record (from your application) and mail these to your experience verifier(s), with a **stamped business size envelope** addressed to the Mississippi Board of Licensure for Professional Engineers & Surveyors.

(C) The verifier must place the completed Experience Verification form into the supplied business size envelope, seal the envelope, and sign across the back flap of the envelope. He/she then must mail it *directly* to the Board office. **BE ADVISED** that we will not accept forms submitted in envelopes that are not **sealed and signed** across the back flap. The Board staff does not have the authority to waive this requirement; please do not ask the Board staff or Executive Director to waive this requirement for you.

## **Character Reference Form:**

(A) Make as many copies of the Character Reference form as are necessary to meet the required five (5), three of whom must be PE's, considering the number of Experience Verification forms you are submitting (see above).

(B) Fill out page one and the applicant's name at the top of page two as indicated. Mail it to your reference(s), with a **stamped business size envelope** addressed to the Mississippi Board of Licensure for Professional Engineers & Surveyors.

(C) The reference must place the completed Character Reference form into a business size envelope, seal the envelope, and sign across the back flap of the envelope. He (she) then must mail it *directly* to the Board office. **BE ADVISED** that we will not accept forms that are not **sealed and signed** across the back flap. The Board staff does not have the authority to waive this requirement; please do not ask the Board staff or Executive Director to waive this requirement for you.

**It is acceptable for you to submit your Experience Verification Form(s) and your Character Reference Forms *along with your application in one large submission*; however, these forms MUST be in separate envelopes bearing the appropriate signatures across the envelope seal. Forms that do not comply with these instructions will not be accepted and the applicant will be instructed to obtain new forms; the Board staff will not remediate forms that do not comply with these instructions.** The Board staff does not have the authority to waive this requirement; please do not ask the Board staff or Executive Director to waive this requirement for you.

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*When completing the application form...*

**GENERAL INFORMATION - Section 1** - Follow all directions carefully. Your full name and your social security number are required by state law.

**LICENSURES – Section 2** – Supply the required information on you FE (Engineer Intern / Engineer-In-Training / Fundamentals of Engineering) Exam.

**EDUCATION – Section 3** – Supply the required information on your degree (s). **You are responsible for arranging to have your transcript sent directly from the college/university to the Board office**; you may use the Transcript Request Form supplied on this site. Some universities will take transcript requests by phone with credit card payment.

**GRADUATES OF FOREIGN or Non-ABET UNIVERSITIES** - Be advised that if your BS degree is not an ABET accredited BS degree in engineering and you do not have a graduate degree from an ABET university, your BS degree **MUST** be evaluated by N. C. E. E. S Credentials Evaluations ([www.ncees.org](http://www.ncees.org)). NCEES is the only transcript evaluation service acceptable under Board regulations. **There is no waiver of this requirement. Do not** apply until you have received the result of the NCEES’s evaluation; if the evaluation finds that your degree is not equivalent to an ABET accredited degree, you will not be eligible to apply at this time. You may, however, have the opportunity to “cure any deficiencies” by taking additional coursework, as directed by the Board.

**EXPERIENCE - Section 4** – 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 additional pages, please number each page accordingly. Experience **cannot be anticipated**, that is, the required amount of experience must be accrued at the time the application is filed with the Board office. Concurrent time (time in engineering experience while in school) counts as education experience or work experience, **but not as both**.

Your experience **must** be verified with the **Professional Engineer(s)** who supervised your work. If you did not work directly for a PE, list the person to whom you report directly AND the next person "up the chain of command" **who is a PE**. Mark the PE's name with an \*. A PE who is an associate or a co-worker is not an acceptable experience verification reference. Provide a complete address for each reference. The experience verified by these references **must** substantiate the total required years of experience. Experience under a non-licensee is **not qualifying experience** toward licensure.

Experience accrued before graduation does not qualify. However, applicants who completed an approved co-op program at an ABET university **may** be given up to 6 months experience "credit" (your choice) but be aware that other states may not recognize a PE exam taken before a full four years was accrued after graduation. If you wish to be awarded this co-op experience “credit,” you should arrange with your university to have official verification that you completed the co-op program sent directly from the university to the Board office.

For those seeking dual licensures, be advised that Rule 9.01-4 c states, “With reference to Mississippi

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statutes 73-13-23 and 73-13-77 and Rule 11.18, applicants seeking dual licensure (both Professional Engineer and Professional Surveyor) must meet the experience requirements for each license”.

**REFERENCES - Section 5** - The law requires that the application contain the names of five references, three of whom must be Professional Engineers, having personal knowledge of the applicant's engineering experience. Provide a complete address for each reference. (These should include PE supervisor(s) listed in Section 4 who can verify the greatest portion of your experience.)

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Complete the application and print it. *Be sure to retain a copy of your records.* Attach your photo (passport quality only) and have the application notarized. Submit it with the application fee by mail. Please pay by check payable to the Miss. Board of Licensure. **We do not accept applications by fax or email. We are not responsible for delays or non-delivery by the mail service.** If you are submitting within a week of a deadline, we recommend a next day delivery service.

The Board reviews completed applications approximately every two months; they do not review incomplete applications. Once the Board has approved your application and officially cited you to the exam, you will be advised by letter, directing you on the exam registration process with our exam proctor, NCEES ([www.ncees.org](http://www.ncees.org)). It is *very important* that you notify us immediately of any address change.

Be aware that there is an additional fee to take the exam, payable to NCEES. The application fee is to cover all the Board expenses incurred in processing and approving your application. The exam fee is to pay for purchasing, proctoring, and grading your exam. You can find the current exam fee for your exam by logging onto the NCEES web site and going to the Mississippi link.

- On the initial application, an examinee is allowed three (3) citations, that is, three (3) opportunities to pass the exam. We no longer grant “postponements”, regardless of the reason. The citations “count”, whether the examinee takes the exam or not. Failure to attend the exam does not count as a *failure* of the exam, but it does count as a citation.
- If the applicant does not pass after three consecutive citations, the initial application is closed. To attempt the exam again, the applicant must submit a new application to be approved by the Board, and will be allowed only one citation per application, subject to the restrictions below. This one citation counts whether the applicant takes the exam or not.
- An applicant having three or more unsuccessful attempts of the same exam, regardless of the jurisdiction in which the exam is administered, must apply to be readmitted to future administrations of the same exam. If readmitted by the Board, the applicant may take the exam no sooner than eleven (11) months following the most recent attempt.

## ***To check the status of your application:***

*Search for licensed individuals on our website home page ([www.pepls.ms.gov](http://www.pepls.ms.gov)). If licensed you will find the individuals name, contact information, date of licensure and license expiration. If not listed, then the application may still be in progress. You can also Email us at [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us).*