

April 1, 2015

TO COMITY PE APPLICANTS SUBMITTING AN NCEES RECORD - PLEASE READ CAREFULLY

Mississippi's statute (73-13-35) allows comity licensure **provided that the applicant's qualifications meet the current requirements** of the statute and the Board's regulations.

Mississippi's current requirements for PE Comity licensure are:

an ABET accredited BS engineering degree (**or** an acceptable equivalent**) (**or** a graduate degree in an engineering curriculum that is ABET accredited at the undergraduate level **COUPLED WITH** either a non-ABET BS degree in engineering, a BS degree in engineering technology, or a BS degree in a related science*)

- + the FE exam and EI enrollment
- + 4 years of qualifying engineering experience
- + the PPE exam
- + current licensure in another state

If your only degree is an engineering technology degree, you are not eligible for PE licensure in Mississippi and you should not submit an application. This is a state law which neither the Board staff nor Board members may waive. We do not issue refunds of application fees.

If you are submitting an NCEES record, complete all sections of the online application; see *Steps for Completing the Online Application* below. (An NCEES record is your resume booklet maintained by NCEES for an annual fee; it is not simply a "record" of your exam grades.)

Steps for Completing the Online Application and Required Documentation

CONTACT INFORMATION – Type in the required contact information. Your full name (no initials) is required by state law. The City, State and Zip Code fields must be completed. If your mailing address is in a non-U.S. country, complete the State field with the appropriate state, province, region, subdivision, etc., for your country, and complete the Zip Code field with the appropriate zip code, post code, postal pincode, etc., for your country.

BIRTH INFORMATION – Type in the required birth information. The social security number is required by state law. If your name has changed since birth, you must provide copies of the following documents that apply: court orders, marriage licenses, divorce decrees. The City and State fields must be completed. If your birthplace was in a non-U.S. country, complete the State field with the appropriate state, province, region, subdivision, etc., for your country.

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QUESTIONS - Answer the questions (two screens) about previous applications, previous convictions or guilty pleas, disciplinary actions and license application denials. Submit copies of any court orders or documents related to convictions or pleas and copies of any disciplinary actions from other states.

On the **REQUIRED DOCUMENTS** page, download the Supporting Documentation for PE Comity applications information, and check “Yes” to confirm that you understand this supporting documentation is required to complete your application.

Complete the **AFFIDAVIT** page; type in your name as your signature or insert your electronic signature.

Review the **SUMMARY SCREEN** for accuracy; make any necessary changes by going back to an earlier screen.

Answer the **STATEMENT OF COMPLIANCE** question.

Create a copy of your application by clicking “Create pdf” and save it to your computer or print it *for your own records*, then click on **SUBMIT APPLICATION**. Wait a few seconds and you will then be taken to the payment screens where you pay the application fee by credit card or electronic check.

Please restrict phone calls about your application status to between 2:00 & 4:00 PM; you may call 601-359-6165. (This allows us sufficient time to file the mid-day mail received that day, so that we can give you the most current information.) You can also email questions about the status of your application to:

barbaram@pepls.state.ms.us

Please do not submit questions about the status of your application to the Board’s main email address; this address is for the purposes of general information only.

For privacy reasons, the staff will discuss the status of your application with you only, or with your assistant whom you have designated in a letter or email.

It is to your benefit to routinely check on the status of your application.

General Information

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Both exams are required regardless of extensive education, extensive experience, or licensure in other states. The Board may recognize exams passed before the applicant had accrued sufficient qualifying experience according to Mississippi experience requirements, if: 1) the applicant was a resident of the state in which he was examined and the examinations were passed in accordance with that state's regulations in effect at the time, and 2) the experience deficiency according to Mississippi experience requirements has been cured.

If you have any questions regarding the possibility of licensure, please submit them **in writing** to the Board office, or by email to : *information@pepls.state.ms.us*

Rule 4.04 of the Board regulations states, "The certificate of licensure for a Professional Engineer comity licensee will bear the date the application is approved by the Board in accordance with Board procedures." Mississippi does not have temporary permits and does not allow for "one project unlicensed practice" or " short-term unlicensed practice".

An application review committee meets *usually* at the end of each month to review all completed, reviewed, and approved comity applications; licensures are issued at that time. Under these circumstances an applicant is not allowed to offer his services or to *begin* a project until his licensure is effective. **An applicant is not allowed to use an out-of-state seal with a note that his Mississippi application is “in process.”**

GRADUATES OF FOREIGN or NON-ABET UNIVERSITIES

The Mississippi Board considers a degree recognized by the Canadian Engineering Accreditation Board (CEAB) to be equivalent to an EAC/ABET accredited degree.

Be advised that if your BS degree is not an ABET accredited BS degree in engineering and you do not have a graduate engineering degree from an ABET university, your BS degree **MUST** be evaluated by N. C. E. E. S. Credentials Evaluations (www.ncees.org). NCEES is the only transcript evaluation service acceptable under Board regulations. **There is no waiver of this requirement.**

So if your NCEES Record does not contain an NCEES Evaluation, do not submit an application until you have received the result of NCEES's evaluation; if the evaluation finds that your degree does not meet the NCEES Engineering Education Standard, 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.

REQUIRED DOCUMENTATION

You do not have to submit transcripts or references at this time. After the NCEES Record is received and reviewed by the Board office, we will advise you if any *additional supporting documentation* is required.

An example of *additional supporting documentation* would be a current reference; the Mississippi Board requires at least one reference to be dated within twelve months of the application; this reference must be from another licensee who has knowledge of the applicant's experience during the most recent twelve months.

Another example of additional supporting documentation would be additional experience verification forms:

- **PE Comity applicants who have been licensed and practicing for less than ten years** must submit experience verification forms from PE supervisors who had review and approval authority over the applicant's work; these forms must verify at least four years of experience. If the experience verifications in your NCEES Record don't verify at least four years, then additional verification forms will be required.
- **PE Comity applicants who have been licensed and practicing for ten years or more** should submit experience verification forms from prior supervisors. If these cannot be obtained, the applicant should provide a written explanation or justification for why experience verification forms from prior supervisors cannot be obtained. In such circumstances, the Board will consider experience verification forms or character reference forms from Professional Engineers who are familiar with the applicant's work.

The Experience Verification Form and the Character Reference Form are included here. Instructions for using them are as follows:

Experience Verification Form: (A) Make as many copies of the Experience Verification form as are necessary to verify 4 years of qualifying engineering experience. This form *usually* should be completed by supervising Professional Engineers. *It is recommended that you begin with the most recent experience and "work backward" in time until 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: Miss. Board of Licensure for Professional Engineers & Surveyors, 660 North Street, Suite 400, Jackson, MS 39202.

(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 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.

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Character Reference Form: (A) Make as many copies of the Character Reference form as are necessary to meet the required 5, three of whom must be PE's, taking into account 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: Miss. Board of Licensure for Professional Engineers & Surveyors, 660 North Street, Suite 400, Jackson, MS 39202.

(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 signature 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 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.

*See Board Rule 8.3-a for the definition of a Related Science degree. You can find it on the Board's website (www.pepls.state.ms.us) under Rules and Regulations.

**A degree that is an acceptable equivalent meets the requirements of Board Rule 8.1-2 or Board Rule 8.1-4.