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## **TO COMITY PE APPLICANTS - 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 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.**

**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](mailto: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".

## **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](http://www.ncees.org)). NCEES is the only transcript evaluation service acceptable under Board regulations. **There is no waiver of this requirement.**

Please 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.

An application review committee meets *usually* at the end of each month to review all completed, reviewed, and approved comity applications; comity 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."**

*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 all the 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](mailto: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.***

### **Steps for Completing the Online Application and Required Documentation**

*(the red asterisks \* denote information that is mandatory)*

**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

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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 pin code, 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.

**QUESTIONS** - Answer the questions (two screens) about previous applications submitted to the MS Boar, 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.

**LICENSURE/EXAMS** – Answer the questions about the exams you’ve passed, your licensure in other states, and your branch(s) of practice.

**EDUCATION** – Answer the questions about your education. Include Associate degrees from community colleges as well as BS, MS and PhD degrees.

**EXPERIENCE RECORD** - Complete the section describing your experience. Type in your best estimate of the beginning and ending dates of employment. If you don’t know the exact DAY of the month, use “01” (the first day of the month). The red asterisks denote required information. Please provide as much of the supervisor information as you can.

**REFERENCES** – Complete the Reference section. State law requires **five (5) references, three (3) of whom must be Professional Engineers**. Please see the section **VERIFYING YOUR EXPERIENCE** below. The References you list here may depend on whether you have been licensed for less than ten years.

On the **REQUIRED DOCUMENTS** page, download the Required Supporting Documentation for PE Comity applications, 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.

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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 be taken to the payment screens where you pay the application fee by credit card or electronic check.

## **REQUIRED VERIFICATIONS**

**VERIFYING YOUR EDUCATION:** You are responsible for arranging to have an official transcript(s) sent directly from the college/university to the Board office; you may use the Transcript Request Form provided here. Some universities will take transcript requests by phone with credit card payment. If you have a non-U.S. degree AND a graduate degree in engineering from ABET accredited curriculum, then we only require an official transcript of your graduate degree.

If your education has been evaluated by NCEES, we do not require your transcript, but we do require a copy of the NCEES evaluation, sent directly from NCEES to our office.

Mississippi accepts engineering degrees accredited by the Canadian Engineering Accreditation Board (CEAB); please arrange to have your official transcript sent directly from the college/university to the Board office; you may use the Transcript Request form provided here.

**VERIFYING YOUR EXAMS AND LICENSURE(S):** This process is now done electronically and securely between *most* state licensing boards. You submit your verification request by clicking on <https://verify.ncees.org/>. Complete the request form as many times as required to have your FE and PE exams and your PE licensure in your current home state verified to the Mississippi Board. (For instance, if you took your FE exam in one state, your PE exam in a second state, and you now reside and practice in a third state, then you’ll need to request verifications from three different state boards to be sent to the Mississippi Board.) Be aware that some states charge a verification fee; you’ll see these charges during the verification request process.

***But what if the other state is not in the list (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.

If you passed either the FE or PE exam in Mississippi, it is not necessary to submit a verification request to the Mississippi Board; just disclose your Mississippi exam on the online application form and the Board staff will gather the appropriate documentation for your application.

**VERIFYING YOUR EXPERIENCE:** PE Comity applicants who have been licensed and

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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 qualifying engineering experience.

PE Comity applicants who have been licensed and practicing for ten years or more should submit experience verification forms from prior PE supervisors. If these cannot be obtained, the applicant should provide a written explanation or justification for why experience verification forms from prior PE 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.

If a comity applicant's experience cannot be verified and documented in accordance with these procedures, the Board may deny licensure, or, in the alternative, may require substantial additional documentation to verify the applicant's experience to the Board's satisfaction.

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. *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. The Engagement Number is the number automatically assigned by our online system to each experience item you listed in the experience section of your application. 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.

**Character Reference Form:** (A) Make as many copies of the Character Reference form as are necessary to meet the required 5 references, three of whom must be PE's, taking into account the number of Experience Verification forms you may be 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

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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 *in one large submission in one large envelope*; however, these forms MUST each be in a separate envelope 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](http://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.