

**TO RELICENSURE APPLICANTS (PE)**  
**PLEASE READ CAREFULLY**

*Please restrict phone calls about your application status to between 2:00 & 4:00 PM; call 601-359-6160. This allows us time to file all the mail received each day, so we can give you the most current information. You can also email questions about the status of your application to: [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us).*

Please do not submit application status inquiries 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 to us.**

Mississippi's statute (73-13-31) states, "If a certificate (of licensure) has expired for six (6) months or more, the licensee shall be required to submit a new application, paying back fees and submitting proof of continuing professional competency compliance. If the certificate has expired for five (5) years or more, in addition to submitting a new application and proof of continuing professional competency compliance, reexamination in the principles and practice may be required. The reexamination requirement may be waived by the board provided the applicant has continued to practice in another jurisdiction from the date of expiration of this certificate."

The fee to be paid shall be renewal fees and penalties accumulated since the date the licensed lapsed, but shall not exceed five (5) times the normal renewal fee.

The relicensure applicant shall be required to submit five (5) references, three of which must be Professional Engineers.

If the certificate of licensure has been expired for five years or more, the Board staff will verify licensure in other states in an effort to determine continued licensure for the entire lapsed period.

The applicant shall show Continuing Professional Competency (CPC) compliance in accordance with Rule 23.8 which states, "A licensee may bring a lapsed license to active status by obtaining the PDH units required for one renewal period, which must include **1 PDH of Ethics**. Dual licensees bringing only one license to active status are required to obtain only the PDH units required for the license being renewed. If the license being brought to active status is a Professional Surveyor's license, one PDH unit of Minimum Standards must be obtained. **All PDH units being claimed for reinstatement must have been acquired within the most current twelve (12) months.**" In other words, all your PDH must have been acquired within one year from the date we receive your application.

15 PDH units are required for one renewal period for Professional Engineers; 12 PDH units are required for one renewal period for Professional Surveyors. **Supporting documentation must be included with your completed PDH Activity Log.**

If you have any questions regarding the possibility of relicensure, please submit them **in writing** to the Board office 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 licensure 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 comity applications and completed relicensure 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.**

**If you are submitting an NCEES record**, complete Sections 1, 2, and 6 of the application. If you are not submitting an NCEES record, the **entire** application must be completed. (An NCEES record is your resume booklet maintained by NCEES for an annual fee; it is not simply a "record" of your exam grades.) **Your full name (no initials) and social security number are required by state law.** *At the Board's discretion, additional references (over and above those already in your NCEES record booklet) may be required. We require at least one reference to be dated within 6 months of the date of application.*

***To apply for Relicensure PE licensure, you must complete and submit the following items:***

- **Application, completed, notarized, with fee and passport quality photo attached**
- **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.**
- **A completed PDH Activity log with supporting documentation; PDH must be from courses taken during the last twelve months, including at least 1 PDH in ethics**

**The fee** is based on a sliding scale depending on when the license lapsed. Prior to submitting your relicensure application, you should contact the Board office to verify **WHEN** your license lapsed and the **APPLICATION FEE** you should submit. Your inquiry should be sent by email to [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us); you should receive a response within a couple of days.

**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.

(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.

**It is acceptable for you to submit 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.**

*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.

**REGISTRATIONS - Section 2** - Supply the required information on your FE (Engineer Intern/Engineer-in-Training/Fundamentals of Engineering) Exam and your PE (Professional Engineer) Exam. "No." refers to your EI# or your PE# of your first (initial) licensure.

**EDUCATION – Section 3** – Supply the required information on your degree (s).

**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.

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 \*.

**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.

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 for PE/LS. **We do not accept applications by fax or email. We are not responsible for delays or non-delivery by the mail service.**

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