

**INSTRUCTIONS AND GUIDELINES
FOR FILING FOR
PROFESSIONAL ENGINEER
LICENSURE IN ALABAMA**

Table of Contents

Requirements for Licensure	Fees
Application Package	Interim Permit
Completing the Application	Certificates of Authorization
Graduates of Foreign Universities	FAQ's

Alabama Board of Licensure for Professional Engineers and Land Surveyors

PO Box 304451
Montgomery, AL 36130-4451

(334) 242-5568
fax (334) 242-5105
Web Address: www.bels.alabama.gov

The RSA Union **(FedEx or UPS mail only)**
100 North Union Street, Suite 382
Montgomery, AL 36104-3702

Point of Contact

If you have any questions concerning the application or requirements contact Bonnie at (334) 242-5098 or you may e-mail your questions to bonnie.kelly@bels.alabama.gov

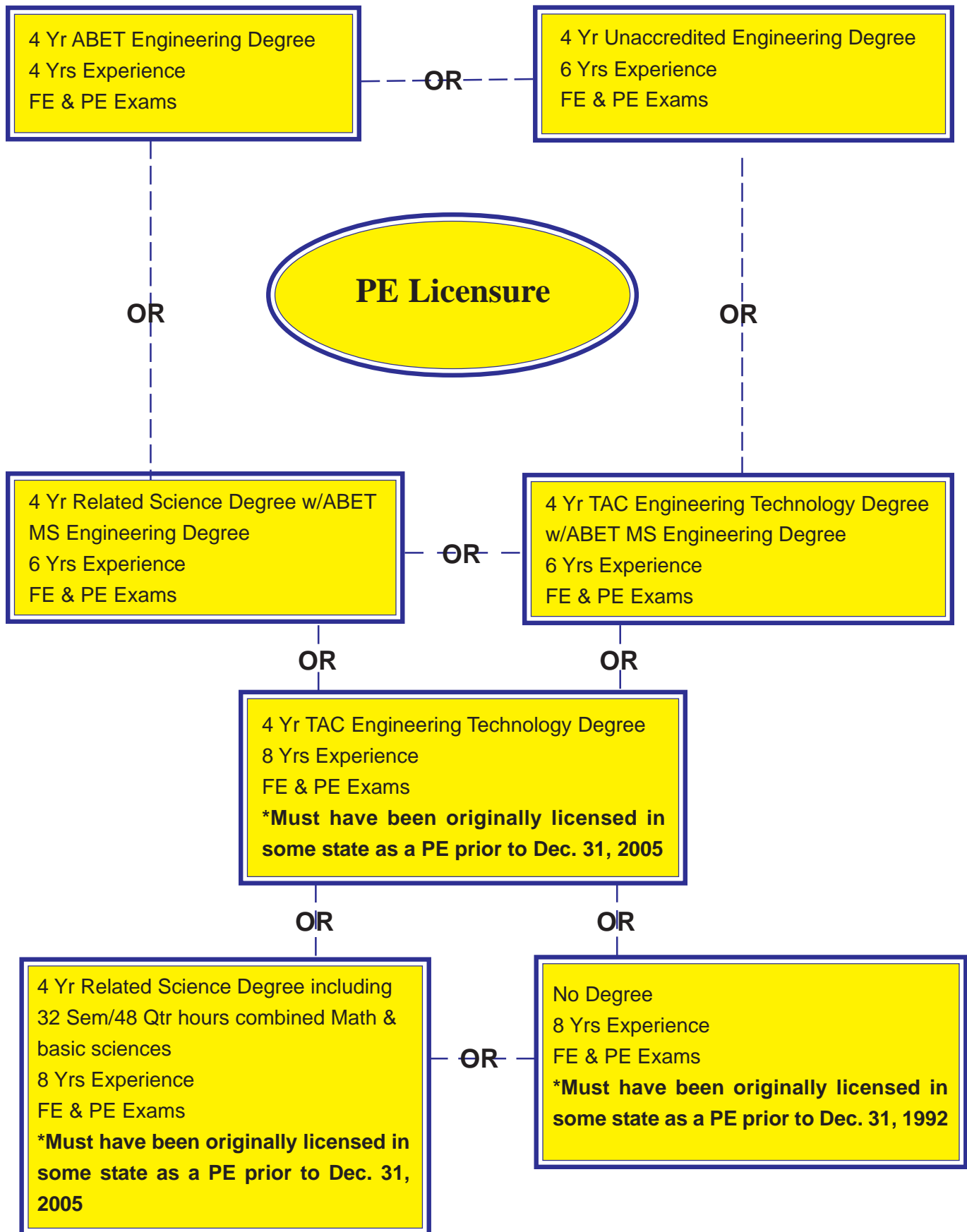
You may check the status of your application on our website under Application Status or call between 2:00 and 3:30 **only** central standard time

Important:

If you have this application for 6 months or longer before filing, check with the Board office or on-line to make sure there are no changes to the form, requirements or deadlines before using.

7 Paths to PE Licensure

Effective August 1, 2009



ADDITIONAL REQUIREMENT FOR LICENSURE

** To qualify as a related science graduate, you must be a graduate of a four year physics, math or other program which the Board may determine is related to engineering from a school or college which is regionally accredited. You must also have a minimum of 32 semester hours or 48 quarter hours of an appropriate combination of mathematics and basic sciences courses. It will be necessary that you submit a *Request for Board Evaluation of Transcript Related Science form*.

APPLICATION PACKAGE

On our web site, please review under Forms & Status then under PE Application Forms the PE Licensure Requirements states which forms you need to complete.

Substitute forms, such as resumes, personal work samples or copies of application forms filed with other state boards are not acceptable and, if received, will be returned.

COMPLETING THE APPLICATION

The application form is to be typed and all questions must be answered. The application, instructions and associated forms can be typed in the PDF file and then printed. The application must have an original signature and notary seal. **E-mail nor faxed applications will be accepted.**

Questions 1 through 4 should be self explanatory

Question 5: Exam Information - Spring and Fall Disciplines - Chemical, Civil, Electrical, Environmental, Mechanical and Structural I - **Fall Only Disciplines** - Agricultural, Control Systems, Fire Protection, Industrial, Metallurgical, Mining/Mineral, Nuclear and Petroleum - **Spring Only** - Architecture of Naval Architecture/Marine

The dates and deadlines for the exam can be found on our web site under Forms & Status then under PE Application Forms then under Dates & Deadlines.

Exam attempts: A new exam candidate, if approved to take the exam, is approved for four exam attempts within a 5 year period.

Previous Exam Application Closed: If your application has been closed in Alabama, you will be required to file a new application. No transcripts, additional references nor verifications are required. You should complete questions 1-15, 17, 20 and 22-23. Under question 17 you must list your experience since your last application. Verification of this experience is **NOT** required.

Question 6 Comity applicants: Furnish information regarding where you passed the Fundamentals of Engineering (FE) and the Principles and Practice of Engineering (PE) examinations, exam date and licensure number. **Your application cannot be accepted by comity unless you have successfully passed both the 8 hour FE and the 8 hour PE examinations.**

If you do not hold an NCEES Record, you should complete the shaded areas on the *Verification of Licensure* form(s) and mail to the state board(s) where you passed the FE and PE exams. If your license is not current in the state where you passed the PE exam, a verification form must also be sent to the state board where you are living and currently licensed.

Examination applicants: Indicate in which state you passed the Fundamentals of Engineering (FE) examination, in Alabama or in another jurisdiction. If you passed the FE exam in a jurisdiction **other than Alabama**, please complete the shaded areas on the *Verification of Licensure* form and send that form to the state board.

Questions 7 & 8 should be self explanatory

Question 9 An NCEES Record is a record containing your transcript, verification of experience, verification of exams and references. You must submit all of the above information to NCEES to be held by them for release to other States. **You do not have an NCEES Record just by taking the NCEES exam(s).** If you have an NCEES Record, only complete questions 1-15, 20 and 23 and contact NCEES to have your record sent.

Questions 10 through 16 should be self explanatory

Question 17 The experience record should begin after graduation from a university whether or not it was engineering experience. **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 to use additional pages, please number accordingly. Experience cannot be anticipated. **You must have the required experience when the application is submitted.** You must send a verification (V-1) form to your PE supervisor or associate for each engineering engagement listed that can be verified. If you are presently licensed in another state working under your own supervision, you should send a verification form to a PE associate familiar with your work.

The only experience prior to graduation the Board is currently accepting is if you were in a formal co-op program through your school or if it took you 6 years or longer to get your BS degree and you were working gaining engineering experience under a PE. Normally the maximum credit the Board will consider is 6 months. This experience **must** be verified by a PE.

Note: If you anticipate making application for Land Surveying Licensure or you are already certified as a Land Surveyor intern or licensed as a Professional Land Surveyor, Section 330-X-6(e) of the Administrative Code states "Experience credited on the engineer intern or professional engineer application as engineering experience cannot be claimed as land surveying experience on the land surveyor intern or professional land surveyor application. Experience credited on the land surveyor intern or professional land surveyor application as land surveying experience cannot be claimed as engineering experience on the engineer intern or professional engineer application."

Questions 18 through 23 should be self explanatory

GRADUATES OF FOREIGN UNIVERSITIES

All applicants who attended and graduated with a four year Bachelor of Science engineering degree from a foreign institution regardless of additional degrees received, must contact CPEES at www.cpees.org to request an education evaluation packet to have your transcript evaluated. CPEES will provide you with the information and instructions necessary for the evaluation of your education. We require the course by course evaluation. **There is no waiver to this requirement.** If you had an evaluation performed by AACRAO or Josef Silny prior to July 1, 2009, we would accept those evaluations.

FEES

All fees are non-refundable and non-transferable.

Personal, company or cashier's **checks should be made payable to PE & PLS Fund.** **We do not accept credit cards.**

Exam Applicants:

Application fee \$25

PE Exam Fee \$250 **We will let you know when to send the exam and licensure fees**

Licensure Fee \$25

The Licensure fee is due within 30 days of your licensure date. You'll receive notification that your application has been approved for licensure. If the fee is not paid within 30 days, a new application will be required for licensure.

Comity Applicants:

Application & Licensure fee \$50

The application and licensure fee is a combined fee and must be submitted with the application form.

INTERIM PERMIT

If you are applying for licensure by comity and you need to seal documents prior to Board review of your application for permanent licensure at the next scheduled board meeting, an interim permit to practice as a professional engineer is granted to a person who is legally qualified to practice engineering in another jurisdiction, who meets Alabama's professional engineering licensure requirements, who has never had a license revoked or invalidated and who has never been convicted of a felony and there are no anomalies on the application. A lapsed license is not considered invalidated. Alabama Law provides for the issuance of an interim permit and not a temporary (one time job) permit. **There is no additional fee for the interim permit.**

In order for an Interim Permit to be issued, all information pertaining to your application must be received in the Board Office prior to the Interim Permit being issued.

Interim Permits are issued upon the following conditions:

- Application for licensure has been filed
- Application and licensure fee has been filed
- Applicant meets the educational, experience and exam requirements of the Alabama Law
- Applicant has passed both the FE and PE Exams (without Veteran's Preference Points added to the score) in another State and is currently licensed
- Applicant has never had a license revoked, invalidated or been convicted of a felony
- All information for pertaining to your application (i.e. all references, experience verification forms, transcripts and verifications of the Fundamentals of Engineering and Principles and Practice examinations in another jurisdiction) have been received and your application is ready for Board review.

Interim Permits are automatically issued within 2 weeks of the application being completed provided there are no anomalies on the application. Once issued, the Interim Permit is effective until the Board reviews your application at a scheduled Board Meeting and permanent licensure will be granted or deferred pending additional information.

CERTIFICATES OF AUTHORIZATION

Section 34-11-9 of the Licensure Law provides that partnerships, corporations or firms offering engineering services in Alabama through individual licensed professional engineer as agents, employees, officers or partners are required to file for and receive a Certificate of Authorization by the Board of Licensure for Professional Engineers and Land Surveyors within 30 days of your date of permanent licensure. **A Certificate of Authorization cannot be issued based on your Interim Permit.**

FAQ's

General

Who do I make my check payable to?

PE & LS Fund.

Do you accept credit cards?

No.

Does my PE application have to be typed?

Yes. There are no exceptions. You can type in the PDF file on the website and then print the application or you may print the form out and type on a typewriter.

What if my application or other information is received after the deadline?

Comity - your application will be processed for the next board meeting.

Exam - your application will be processed for the next exam. **There are no exceptions per the Board members.**

How can I find out my application status?

You can check your status on the website under Forms & Status then under PE Application Status then under the appropriate link, e-mail [Bonnie](#) or call (334) 242-5098 between 2:00 - 3:30 CST only.

What address do I send my application to?

It depends on how you are sending it. First class mail - use the PO Box address. Overnight mail - use the street address.

Can the PE application form be faxed or e-mailed?

No. We must have the application with the original signature and the check.

How long does it take to receive the board meeting results?

Approximately 2 weeks. No information can be released by phone, fax or email.

How long does it take to receive my certificate and license number?

Approximately 2 weeks. No information can be released by phone, fax or email.

Does Alabama issue PE licensure by discipline?

No.

What discipline can I practice engineering in?

The Administrative Code 330-X-9-.02(1) says you should practice only in fields in which you are qualified by education or experience.

I am registered in Canada. Will I be able to obtain licensure in Alabama?

Yes if you meet Alabama's requirements such as education, work experience, you have passed the NCEES FE & PE exams and you have a United States Social Security Number.

Does the company I work for or own need to be licensed?

If the company your work for or own offers to perform or performs engineering work, you will be required to have a CA within 30 days of your date of permanent licensure unless your company name is your given name (ex. John Doe, PE).

Can the FE and/or PE exams be waived?

No. Our law has no provisions to waive either exam regardless of degrees, experience or being licensed in another state.

Does Alabama accept Veteran's Preference Points?

No. If you had Veteran's Preference Points added to your exam score to give you a passing grade, we cannot accept that exam. Georgia adds Veteran's Preference Points to scores. If you are a veteran and took the exam(s) in Georgia, you may need to check with the Georgia Board to see if Veteran's Preference Points were added to your score.

I do not have a degree but I do have 20+ years experience. Can I apply for licensure?

Only if you were originally licensed in another state as a PE prior to December 31, 1992 and you are currently licensed in some state.

Comity

Do you have a 1 time job permit?

No. We have an interim permit that can be issued provided all documentation on your permanent application has been received and you have not had a license revoked by another state or been convicted of a felony.

Is there an additional fee for the interim permit?

No.

Do I have to submit a request for the interim permit?

No. It is automatically issued and mailed to you after your application is complete if you meet the requirements.

How long does it take to process an interim permit?

All information must be received on your application before an interim permit can be issued (i.e. references, verifications, transcripts, etc.) After we receive all the documentation, it takes approximately 2 weeks.

I will be submitting my NCEES Council Record. What other documents will I need to submit?

You need to complete only questions 1-15, 20 and 23 of the application and submit with a \$50 check.

How long will it take to process my comity application?

We have board meetings approximately every 2 months. If all your information for your application is received by the deadline date for a board meeting, it will be reviewed at that board meeting. If not, it will be reviewed at the next board meeting provided everything is in by the deadline. On the website under Forms & Status then under PE Application Forms then under Dates & Deadlines is a list of the board meeting dates and filing deadlines for those board meeting dates.

Can a company license (CA) be issued based on my Interim Permit number?

No. You must have received permanent licensure before submitting the CA application form unless there is another AL PE in the company.

Do you accept copies of my certificates or licenses as verification of my FE and PE exams?

No. You must send a Verification of Licensure form to the state board where you took the exams.

Exam

Do I need to send the exam fee and request form in with my application?

No. We will let you know when to send it in. It will be after the January 15 and July 1 deadline before we ask for the form and fee.

After I pay the exam fee, is there anything else I have to do?

Yes. There is now a 2 step process for exam registration. After your application has been approved by the board and you pay the exam fee, you will be notified that we received your fee and you would then need to go to NCEES' website and continue with the exam registration process to reserve your seat, select your exam discipline and location.

I have passed the FE exam. How do I find out what my Engineer Intern (EI) number is?

You can check our website through the License Search. If you do not find your name, contact [Candy](#). You may not have had your transcript sent from the school after passing the exam or your number is so old that it is no longer in our system.

I'm certified as an EI but I don't know the date I took the exam. What do I put in the exam date block under Question 6?

You can just put an about date. We will go back to our microfilm to verify the correct date.

Do I have to be certified as an Engineer Intern before I apply for the exam?

No but your transcript will be required by the filing deadline and you will be certified as an Engineer Intern at the board meeting the board reviews your PE exam application.

I was certified as an Engineer Intern but I haven't renewed and my status is delinquent. Do I need to renew my EI before I apply for the exam?

No. The only thing renewing your EI does is keep you in the roster and on the mailing list for newsbulletins.

How many times can I take the exam?

Your application is approved for 4 failures or 5 years whichever occurs first.

What happens after I fail the exam 4 times or my five years is up?

You will be notified that your application is closed and you will be required to file another application and meet the requirements at the time of reapplication.

Does me not showing up at the exam count as one of my 4 times?

No. Only if you show up and fail.

Will I be allowed to take the exam if I have been charged or found guilty of a crime?

You would be required to file documentation concerning the matter. If you have lost your civil rights, you would not be allowed to take the PE exam until your civil rights have been restored.

Do I have to be a resident of Alabama to take an exam?

No but if you make application in Alabama, you will be required to come to Alabama to take the exam.

What can I bring into the exam?

Since NCEES administers the exam for us, you need to contact [NCEES](http://www.ncees.org) at (877) 536-7729 or www.ncees.org.

I've paid for the exam and can't attend the exam. Can my exam fee be refunded or applied to another exam?

No. No exceptions. Our law does not provide for either.

I failed the exam. Can I have my exam regraded?

Yes. NCEES charges \$75 to regrade an exam. The request and \$75 check made payable to NCEES must be sent to the Board office within 30 days of your exam results. NCEES will be forwarded your request and fee. They will then take the scoring template and place it over your answer sheet to ensure the computer scored your exam correctly. There has never been a change in exam scores based on this regrade method.

I failed the exam. Why can't I review my exam?

NCEES reserves the right to repeat questions and the integrity of the questions is compromised by overexposure. If some examinees are allowed to review questions, it may give them an unfair advantage over other examinees. NCEES provides a diagnostic report that should help you determine the area you need to improve.

How does NCEES score the exams?

Go to NCEES' website - www.ncees.org under Exam Scoring to answer all questions concerning scoring of the exam.

Can I find out my score?

No. We only release the results as pass or fail. If you fail, you will receive a diagnostic report to help you determine where you need to improve.

What is the difference between the FE (Fundamentals of Engineering) and the EIT (Engineer in Training) exams?

None. It is simply a new name for the same exam.

When are admission cards mailed?

After you have completed Step 2 of the exam registration process, NCEES will notify you by email approximately 21 days prior to the exam that you can download your admission notice from their website.

Where can I find study material?

[NCEES](http://www.ncees.org) has study material for the PE exam on their website - www.ncees.org.

When will I receive my exam results?

If you took the exam in April, approximately June 15. If you took the exam in October, approximately December 15.

How can I find out if you received my exam fee?

You can check the website under [Forms & Status](#) then under PE Application Status down towards the bottom of the page and click on the PE exam link.

What is covered on the exams?

[NCEES](#) has available on their website all the exam content information for the PE exam.

Do I have to take the exam in the same discipline I received my degree in?

No.

Can my exam be proctored?

No. If you made application in Alabama but lived in another state when you made application or if you lived here in Alabama and moved away, we would not allow the exam to be proctored.

Education

Are correspondence classes/distance learning degrees acceptable?

No.

Do I have to have a degree?

Yes unless you were originally licensed in another state as a PE prior to December 31, 1992 and you are currently licensed in some state.

Does my transcript have to be mailed directly to you from my school?

Yes. We do not accept faxes and we cannot accept a transcript from the applicant.

I received my engineering degree outside the United States. Is that acceptable?

Yes. Your foreign degree will be required to be evaluated by one of the board approved agencies.

Does my foreign degree have to be evaluated?

Yes. The Board requires that your education be evaluated through Center for Professional Engineering Education Services (CPEES) regardless of additional degrees received. Please contact CPEES at www.cpees.org to request an education evaluation packet. They will provide you with information and instructions regarding what they need to evaluate your education. We must have a course-by-course evaluation. There is no waiver to this requirement. If you had an evaluation performed by AACRAO or Josef Silny & Associates prior to July 1, 2009, we would accept those evaluations.

My degree was evaluated by a different agency than one of the board approved agencies. Will you still accept my evaluation?

No. The board only accepts evaluations performed by CPEES. AACRAO or Josef Silny will be accepted if the evaluation was performed prior to July 1, 2009. There is no waiver to the requirement.

It will take too long or it's been too long since I graduated to have an evaluation performed. Can it be waived since I have a United States MS or PhD in engineering?

No. There is no waiver capability.

I have an engineering technology or related science degree. Can I apply for engineering licensure in Alabama?

Exam Applicants - Our law changed December 31, 2005. We no longer accept engineering technology or related science degrees unless an ABET accredited MS or PhD in engineering has been received in addition to your BS.

Comity Applicants - We would accept an ABET/TAC accredited engineering technology degree or regionally accredited related science degree if you were originally licensed in another state as a PE prior to December 31, 2005 and you are currently licensed in some state.

Are 2 year degrees acceptable?

No.

Do you need transcripts from all my schools or just where an engineering degree was earned?

Just from the school where you received your engineering degree.

Experience

I won't have the experience by the deadline date but will have it by the test date. Can I still send in my application for that test?

No. Administrative Code 330-X-6-.01(l) states you cannot anticipate experience. You must have the experience prior to the deadline.

Is experience prior to graduation acceptable?

Only if it was received in a formal co-op program through the school or if it took you 6 years or longer to receive your BS degree and you were working gaining engineering experience under a PE. Either way, the experience must be verified by a PE. You will receive no more than 6 months credit.

Can I get credit for part time engineering work?

Yes only if that is all you were doing. You would not get credit for working full time and then doing part time work on the side. You would receive approximately less than half credit for the experience and it would need to be verified by a PE.

Can I get credit for working while obtaining my degree?

No. Administrative Code 330-X-6-.01(d) states that time spent in engineering work while attending school can only be credited as education experience or work experience but not as both.

Do I get credit for my MS or PhD?

Yes if the degree is ABET accredited and it is not used to change the category of curricula on the application (ex. foreign degree + ABET MS = ABET instead of GUEC. You could not get 1 year's credit for the MS. It was used in conjunction with the BS to change you to an ABET graduate). You would get 1 year's credit for the MS and an additional 1 year for the PhD.

I cannot have all of my experience verified. Is this acceptable?

Yes if you have at least the minimum experience verified.

Experience Verifications and Reference Forms

What if my endorsers do not send in my verification and/or reference form?

It is your responsibility to make sure your endorsers return the verification and reference forms. If they refuse to send it in or it appears they won't send it in, you may substitute someone in their place. Just send the new person the appropriate form and advise the board you will be making a substitution.

Can I send in the verification and reference forms in with my application?

We prefer them to come from the endorser to the board office. If you have them sent in with your application, they must be in a sealed envelope with the endorser's signature across the flap.

What filing date goes on the verification and reference form?

It depends when you want to have your application reviewed by the board. The board meeting dates and filing deadlines are on the website under Forms & Status then under PE Application Forms then under Dates & Deadlines.

How do I verify engineering experience if my supervisor is not licensed?

If your supervisor is not a PE but is a graduate engineer, you can have them complete a Background Information Sheet on the website under Forms & Status then under PE Application Forms as well as the Experience Verification form. The board would review to determine that when you were working together if this person would have sent in an application to become licensed would they license them. If so, you would get credit for the experience. If not, then you would not.

How do I verify experience if my supervisor is deceased?

If your supervisor dies before you make application, you can get another licensed individual in the company to verify your experience. If there is no one inside the company that is licensed or a graduate engineer that can be reviewed as substantially equivalent, you can get a licensed individual outside the company who is knowledgeable of your experience. You would also be required to specify how this person has knowledge and how often they have reviewed your work.

What if there are no PE's in the company I work for. How do I get my time verified?

You would either need: (1) a graduate engineer that can be reviewed by the board as substantially equivalent; (2) a PE outside the company who has knowledge of your experience to verify and the details of how this person has knowledge would need to be provided or (3) have an agreement **approved by the Board before it is entered into** between you and a PE who will review your work for a certain amount of time.

Do my endorsers have to be licensed in Alabama?

No.

I am self employed. Can I verify my own experience?

No. Either a PE in your company must verify, a PE outside your company who has knowledge of your engineering experience or a graduate engineer in your company that the board can review as substantially equivalent.

I am going to use a graduate engineer to verify my experience for the board to review as substantially equivalent. What forms do I need to send to the verifier?

You would need to send them the experience verification form and the background information sheet.

Can I use a substantially equivalent for my reference?

No. The substantially equivalent individual is for experience verification only. You must have 3 licensed PE's for the references.

I don't know 3 PE's that have knowledge of my experience that I can use for references. Can I still apply?

No. Administrative Code 330-X-7-.02(2), (3) and (4) states 3 of the 5 must be licensed with knowledge of your experience. There is no waiver to this requirement.