

INSTRUCTIONS FOR PE EXAMINATION APPLICATION

Note: Please consult the Instructions, Board Laws, Rules and Instruction Sheet before calling the Board Office.

Either type or print neatly and legibly on this application. *Illegible and incomplete applications will be returned to you.*

Effective immediately, all Application supporting information (verifications, endorsements, references and transcripts) must be enclosed with the completed application and mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at 237 Coliseum Drive, Macon, GA 31217-3858.

The applicant is responsible for gathering the information from his/her endorsers, college(s) and other state boards.

1. Have each agency/institution send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering. *
2. Gather all sealed envelopes along with your application and send the entire package to the Georgia State Board of Registration for Professional Engineers and Land Surveyors office.
3. If the application is incomplete or one of your items is missing or opened, the entire package will be returned to you.
4. If your application contains a valid email address, you will be notified when your application is received.

* Please note that some agencies/institutions will only send information directly to the Board. In that case, those agencies/institutions should only be provided with the above-referenced address. All other agencies/institutions should adhere to the instructions in Number 1 above.

SECTION 1: GENERAL INFORMATION

Name: Complete name as it will appear on license
Address: **Georgia** Mailing Address (please see Board Policy 04-02 regarding out-of-state applicants.)
Email Address: Preferred address for communication with Board staff
Military Service: If you have served in the Armed Forces, submit a DD-214, or certificate of service

SECTION 2: REGISTRATION

If you have ever applied to this Board before, indicate what type of registration you applied for. If your application was returned to you, then it was never logged into our database, and in this case, you would answer "No".

If you took your exam in one state and live in or have moved to Georgia from another state and are applying in Georgia by examination registration, you must provide verification of licensure from the state in which you took your exam. The verification of licensure form is included in the examination package.

If you took the EIT in Georgia, you do not have to send for verification.

If applying for the PE exam and requesting a waiver of the EIT, add \$20 to the PE fee of \$30.00 for a total of \$50.00 for the application. Only applicants with an ABET engineering degree and at least 16 years of verifiable important engineering experience will be considered for a waiver of the EIT. **Keep in mind that the Board rarely waives the EIT exam for most applicants. You may be only approved for the EIT exam and told to apply again later for the PE.**

SECTION 3: EXPERIENCE

Please complete columns Engagement # (Eng. #), Company Name, Your Title, Part Time (indicate any part-time work and indicate number of hours per week), From, To, Total Months, and Total Number of Endorsements Forms only. The rest of the page is "**For Board Use Only.**"

Account for all post-secondary (after high school) engagements in chronological order beginning with your **first held position having to do with engineering**. Beginning dates should indicate month and year. Engagements are defined as employment periods at different projects companies or firms and **significant** changes of responsibilities within the same company or firm. It does not mean different projects or various placements within the same company or firm unless it is a significant change in responsibility.

All gaps (in college, employment, etc.) must be identified in Section 3A: Non-Engineering Related Gaps. This includes unemployment, sabbaticals, incarceration, gaps between high school and college, or between college and first engagement, etc. If you did not go directly into college from high school, then account for time since high school graduation.

SECTION 4: EDUCATION

Transcripts must be sent from all colleges attended, whether you graduated or not. If your post-secondary education was earned in the United States, or its territories, transcripts must be sent to you in a sealed envelope for you to forward to the Board with your application.

If your post-secondary education was earned outside the United States, you MUST: 1) refer to Board Rules 180-03 and 180-3-.04 (revised March 2004) (see Board website, <http://www.sos.state.ga.us/plb/pels/>); 2) submit a notarized copy of your transcript, which must show all coursework earned, the degree granted, and the date your degree was conferred; 3) if it is not English, include a certified English translation, also notarized. Contact one of the Board-approved evaluation services, as your transcript must be evaluated prior to approval for exam or comity.

SECTION 5: AFFIDAVIT BY APPLICANT

The photo should be a clear head and shoulder shot, and may be a black & white or color photograph. Digital photos are acceptable. Photo should fit in the space provided. Application MUST be signed and officially notarized.

SECTION 6: ENDORSEMENT FORM

Endorsers: 1) should not be related to the applicant by blood or marriage; 2) should not be Board members; and 3) should have personal knowledge of applicant's professional reputation and accomplishments.

Indicate endorsement number in space provided, making sure it coincides with the numbered engagements in Section 3.

At least five endorsement forms MUST be references, either "Reference Only" or "Reference and Experience Verification", and at least three of these references MUST be a registered, active engineer (not necessarily in Georgia). Additionally, all engagements listed on Section 3: Experience, must be endorsed. One person may endorse more than one engagement on his/her Endorsement Form. It is not necessary to submit multiple endorsements for one engagement, unless you need to for the five minimum. Applicant must also ensure that endorsements provide evidence of adequate experience under the supervision of qualified professionals.

If you are using the Endorsement Form as a "Reference and Experience Verification" or an "Employment Verification Only", complete Section 6A: 1) Check the appropriate box; 2) Complete the front of the form, giving sufficient detail of your job duties; 3) Forward form to endorser along with a pre-addressed stamped envelope for the endorser to return it to you. If everyone familiar with your work is gone from the company, and the company is still in business, have the Personnel Department verify your work dates. If the company is closed, complete Section 6A of the form, then write at the bottom "Company Closed" after experience description.

If you worked solely for a relative, the relative may endorse the experience provided. However, he/she still may not serve as one of the five (5) required references.

DO NOT ORDER A WALL CERTIFICATE UNTIL YOU HAVE RECEIVED OFFICIAL NOTIFICATION FROM THE BOARD THAT YOU ARE LICENSED.

FEES

See Fee Schedule for appropriate fee. Be sure to enclose a check or money order. Checks should be made payable to Secretary of State. If fee is not attached, the application will be returned.

DEADLINES

Deadline date is for the complete application. All supporting documentation and information must be received before an application is considered complete. If they are not received by the deadline date, you may not be considered until the next scheduled exam. It is the applicant's responsibility to ensure receipt of required documentation.

December 1 is the deadline for the April examination.

June 1 is the deadline for the October examination.

**GEORGIA STATE BOARD OF REGISTRATION
FOR
PROFESSIONAL ENGINEERS & LAND SURVEYORS**

237 COLISEUM DRIVE
MACON, GA 31217-3858
(478) 207-1450

www.sos.ga.gov/plb/pels

**APPLICATION FOR REGISTRATION AS A PROFESSIONAL ENGINEER
BY EXAMINATION**

PE Exam
BOARD USE ONLY

Receipt # _____

Amount \$30.00 _____

Additional Amount
For EIT Waiver \$20.00 _____

Total Received _____

Application # _____

Initial _____ Date _____

SECTION 1: GENERAL INFORMATION

Social Security Number: _____ - _____ - _____ Date: _____

Applicant Name: _____
Last First Middle Maiden

Date of Birth: _____ Email Address: _____

Mailing Address: _____
Number & Street City State/Zip

Home Phone: _____ Business Phone: _____

Name of Present Employer: _____

Address of Present Employer: _____
Number & Street

_____ Suite City State/Zip

Designate the one branch of engineering in which you propose to practice: _____

Have you ever served as a member of the U.S. Armed Forces? Yes No

If yes:

List dates of Active Duty Service: _____

Submit a DD-214 or certificate of service.

Have you ever been convicted or pled nolo contendere to a crime (excluding minor traffic violation)? Yes No

If yes, give complete details on a separate sheet.

SECTION 2: REGISTRATION

EIT Certification #: _____ State of EIT Certification: _____ Date of EIT Certification: _____

Number of hours of written EIT examination (write "none" if no written examination was taken): _____

Name in which you were certified: _____

Have you ever previously applied to this Board for registration? Yes No

If yes, approximate date: _____

If yes, check type of application: LSIT LS EIT PE

Have you ever previously applied to any other state Board for licensing to take the PE exam? Yes No

If yes, which state(s)? _____

Do you have another professional license(s) of any type from Georgia? Yes No

If yes, (1) License Type: _____ (2) License Type: _____ (3) License Type: _____

List any other type of registration to any other Georgia Registration Board for which you are currently applying or have applied:

(1) License Type: _____ (2) License Type: _____ (3) License Type: _____

List any other state Boards for licensing (excluding Georgia) for which you are currently applying or have applied:

(1) State: _____ License Type: _____ (2) State: _____ License Type: _____

Has any Georgia or other state professional license granted to you been removed, suspended or otherwise sanctioned publicly or privately? Yes No

If yes, please provide complete explanation: _____

Have you previously taken the PE exam in this or another jurisdiction? Yes No

If you have taken and passed the PE exam, what discipline: _____

State: _____ PE No.: _____ Date of Issue: _____

If you have taken the PE exam and never passed, how many total times have you taken the PE exam?

1 2 3 4 more _____

SECTION 4: EDUCATION

High School and Location (Transcripts not needed)		From: <u>Mo/Yr</u>	To: <u>Mo/Yr</u>	Date of Graduation	
All attended Colleges and Universities (Transcripts needed from all)	From: <u>Mo/Yr</u>	To: <u>Mo/Yr</u>	Total Months	Major Field	Degree Earned
1.					
2.					
3.					

SECTION 5: AFFIDAVIT BY APPLICANT

State of: _____ County of _____

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Registration for Professional Engineers and Land Surveyors, and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

- 1) _____ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other document as indicated on page 13 of the application.**

- 2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Board of Registration for Professional Engineers and Land Surveyors and/or criminal prosecution.

Applicant's Signature: _____

Subscribed and sworn to before me this _____ day

of _____, 20_____

Notary Seal

Signature of Notary Public: _____

My commission expires: _____/_____/_____

Section 6C – To Be Completed by Endorser

The Georgia Board prefers that you mail this form back to the applicant in the applicant's enclosed pre-addressed stamped envelope. Seal the envelope and sign the back flap to ensure against tampering. If you prefer to mail the form directly to the Board office at 237 Coliseum Drive, Macon, GA 31217-3858, please make a blank copy of this form and mail it back to the applicant following the directions above, then mail the completed form to the Board. All responses will be held in strictest confidence by the Board.

Name of Applicant: _____

1a. How well do you know the applicant: very well well slightly not at all

1b. List dates (months and years) of contact with the applicant: _____ to _____
Mo. & Yr. Mo. & Yr.

1c. Basis of contact: As the applicant's PE supervisor As an associate or co-worker in Engineering Work
 Other (explain) _____ Are you related by blood or marriage? Yes No

2. Do you have personal knowledge of the applicant's engineering work? Yes No If yes, complete entire form.
If no, complete only items 3 & 10.

3. What is your opinion of the applicant's personal integrity and reputation: _____

4. Would you employ applicant in a position of trust: Yes No If no, explain: _____

5. Using the interpretations below, please rate the practice and quality of performance of the applicant's engineering work.

Type of Practice	Responsible Charge		Above Average	Average	Below Average	Unsatisfactory	Unknown
	Yes	No					
Engineering Design	<input type="checkbox"/>						
Engineering Studies	<input type="checkbox"/>						
Engineering Data Interpretation	<input type="checkbox"/>						
Engineering Other	<input type="checkbox"/>						

Interpretations:
 Above Average: Performance unquestionably of a professional level demonstrated through competence and creative ability.
 Average: Work not distinguished in content or level, but adequate for engineering purposes indicating an ability, under some supervision, to produce workable design of systems and products.
 Below Average: Performance needs careful checking and rather close supervision to meet requirements.
 Unsatisfactory: Work of poor quality, not up to minimum professional standards. Requires review and revision by associates or supervisors before execution. Inadequate for "the purpose of safeguarding life, health and property."
 Unknown: Did not review work or work with applicant in this area. Can not determine proficiency.

6. Licensure in Georgia is not by classification of any discipline of Engineering practice. However, the Board is interested in the applicant's background and experience and appreciates your appraisal in selecting the discipline in which the applicant is most proficient.

- Civil Breadth with Depth in: Environmental Geotechnical Transportation Water Resources
 Structural Electrical Environmental Mechanical Other _____

7. Considering the need to protect the public health, safety and welfare, in your opinion how does this applicant rank in professional competence and responsibility:

- Qualified Additional Experience Needed Unqualified

8. REMARKS: The Board will appreciate additional information or amplifying information regarding the applicant's engineering experience, capabilities, or limitations, if any. Use reverse side for continuation of comments, if necessary.

9. Based on the definition of the practice of engineering, Georgia Law 43-15-2(11), do you recommend the applicant for PE licensure?
 Yes No

10. I certify that the above statements are true and correct to the best of my personal knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

Print Name: _____
FIRST MI LAST

State of PE License/Number: _____ Date Issued: _____ Discipline: _____

Present Position: _____ Firm: _____

Address: _____

Daytime telephone number : (_____) _____

Signature: _____ Date: _____

If licensed, please verify with professional engineer seal with signature.



VERIFICATION OF OUT-OF-STATE LICENSURE EXAMINATION AND REGISTRATION

Georgia State Board of Registration for Professional Engineers & Land Surveyors

INSTRUCTIONS TO THE APPLICANT:

1. The Applicant should:
 - a. Complete his or her name and address on the top portion, upper right corner on the reverse side of this form.
 - b. Fill in the name of the state board completing this form.
 - c. Forward this form to the out-of-state board where the applicant is certified or registered.
2. **Examination Applicants** should submit a verification form to the state of their Engineer-In-Training (EIT) or Land Surveyor-In-Training (LSIT) certification.
3. **Comity Applicants** should:
 - a. Submit a form to the state of their Engineer-In-Training (EIT) or Land Surveyor-In-Training (LSIT) certification **and** to the state of their initial Professional Engineer (PE) or Land Surveyor (LS) registration.
 - b. If registration is not currently valid in the state of the initial registration, submit a form to the state where a current valid registration is held.
4. This form may be copied if necessary.

INSTRUCTIONS TO THE OUT-OF-STATE BOARD: The Out-of-State Board should complete Section I – IV on the reverse side of this form, enter the appropriate state name, and return to the applicant in a sealed envelope with an official signature on the flap of the envelope to assure no tampering.





**OFFICE OF SECRETARY OF STATE
PROFESSIONAL LICENSING BOARDS DIVISION
237 Coliseum Drive
Macon, Georgia 31217
(478) 207-2440**

CONSENT FORM

I hereby authorize the Board of Registration for Professional Engineers and Land Surveyors (“Board”) to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (Print)

Physical Address (P.O. Boxes NOT Accepted)

Sex

Race

Date of Birth

Social Security Number

One of the following must be checked:

- This authorization is valid for 90/180/___ (circle one) days from date of signature.
- I, _____ give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

Signature of Applicant

Date

Special licensure provisions (check if applicable):

- ___ Working with mentally disabled
___ Working with elder care
___ Working with children

APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

Name _____

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]