

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.

April 1, 2015

**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](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.***

**General Information**

April 28, 2014

**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.

April 28, 2014

**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](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.

**Mississippi Board of Licensure for  
Professional Engineers & Surveyors**  
660 North Street, Suite 400  
Jackson, MS 39202  
(601)359-6160

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Address of PE Supervisor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Address of Applicant)

I have filed my application with the Mississippi Board of Licensure for Professional Engineers and Surveyors for licensure to practice professional engineering in the State of Mississippi. I have listed your name as my Engineering Supervisor for the engagement period shown. As a part of my application, I have submitted to the Board Office a signed, sworn and notarized certification of release statement authorizing "any individual, company or institution with whom I have been associated to furnish the Mississippi Board of Licensure for Professional Engineers and Surveyors with any information concerning my qualifications for professional licensure in Mississippi which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

I will appreciate your sending the information requested on the reverse side **directly** to the Board in the stamped addressed envelope which I have provided.

\_\_\_\_\_  
(Signature of the Applicant)

**Board Statement to PE Supervisor:**

*This Board is required by law to ascertain that the applicant has met the experience requirement sections of the Licensure Law; therefore, we need this experience verification form completed, signed, sealed, and returned by you. We cannot consider an applicant for licensure or admit a candidate for examination **until replies are received from PE supervisors**. A **prompt** reply will expedite our handling of the applicant's request for licensure.*

**QUALIFYING EXPERIENCE:** *Experience must follow graduation, be progressive and of an increasing standard of quality and responsibility. Experience must be gained by working under the supervision of a licensed Professional Engineer. If the experience was not obtained under the direct supervision of a licensed Professional Engineer, then the indirect supervision should be explained with clarification of the degree of supervision received. **Military experience**, to be creditable, must have been spent in engineering and of a character equivalent to that required in the civilian sector in like work. For **sales experience** to be creditable, it must be demonstrated conclusively that engineering principles and engineering knowledge were actually employed. The mere selection of data or equipment from a company catalogue or a similar publication will not be considered engineering experience. **Industrial experience** should be directed toward the identification and solution of practical problems in the applicant's area of engineering specialization. This experience should include engineering analysis of existing physical systems and the design of new physical systems. Experience in **construction** supervision must include use of engineering skills in assuring compliance with specifications and design. **Design** experience should include exposure to the formation of design problem statements and specifications, consideration of alternative solutions, feasibility considerations and detailed systems descriptions.*

**This completed experience verification form is to be mailed directly to the Board Office in Jackson in the enclosed stamped addressed envelope. PLEASE SEAL THE ENVELOPE, SIGNING YOUR NAME ACROSS THE SEALED FLAP. Your assistance will be of value to the profession and your comments, except for the amount of verified experience, will remain confidential within this Board.**

## EXPERIENCE VERIFICATION

(To be completed and returned directly to the Board Office)

### TO BE COMPLETED BY APPLICANT:

Applicant's Name: \_\_\_\_\_

Name of PE Supervisor: \_\_\_\_\_

Engineering experience to be verified for Engagement Number \_\_\_\_\_ where employed as

a \_\_\_\_\_ with the firm of \_\_\_\_\_  
(title of position)

Dates of PE supervision from \_\_\_\_\_ to \_\_\_\_\_ Total Months: \_\_\_\_\_

### TO BE COMPLETED BY PE SUPERVISOR:

1. Do you concur with the above applicant's title and time? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. My contacts with the applicant were during the period of time from \_\_\_\_\_ to \_\_\_\_\_

3. Did you have review and approval authority over the applicant's engineering work? \_\_\_\_\_ Please explain your relationship with the applicant: \_\_\_\_\_

(continue on attached sheet if needed)

4. Please describe the applicant's duties & responsibilities in obtaining this experience (continue on attached sheet if needed):

5. Based on the Board's definitions of qualifying experience (refer to Page 1), please rank the applicant's experience:

\_\_\_\_\_ The work performed by the applicant definitely met the definition.

\_\_\_\_\_ Approximately \_\_\_\_\_% of the applicant's work met the definition.

\_\_\_\_\_ I do not have sufficient knowledge to answer.

6. Based on the Board's definitions of qualifying experience, \_\_\_\_\_ I do; \_\_\_\_\_ I do not recommend the applicant for licensure as a Professional Engineer.

7. Comments on applicant's qualifications to become a **licensed Professional Engineer** and to assume the responsibilities connected therewith: \_\_\_\_\_

8. I certify that the above statements are correct to the best of my 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.

\_\_\_\_\_  
Signature

Please Affix  
PE Seal here

\_\_\_\_\_  
Today's Date, State(s) of Licensure, & PE #(s)

**Character Reference Form**

**MISSISSIPPI BOARD OF LICENSURE  
FOR PROFESSIONAL ENGINEERS & SURVEYORS  
660 North Street, Suite 400  
JACKSON, MISSISSIPPI 39202  
(601) 359-6160**

**RE:**

Dear Sir/Madam:

The individual whose name is given above has applied to this Board for licensure to practice PROFESSIONAL ENGINEERING in the State of Mississippi and has either given your name as a reference or has stated that he/she worked for or with you. Your assistance will be of value to the profession; and the information, except for the amount of verified experience, will remain confidential within this Board.

ANY PERSON SIGNING THIS STATEMENT WILL BE EXPECTED TO KNOW THE FOLLOWING:

This Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as engineers before registration. Statements by responsible persons with actual personal knowledge of the applicant's character and qualifications will be filed by the Board for consideration as evidence in such knowledge.

The Board emphasizes that evidence submitted on this forms should not be perfunctory or made for the mere purpose of aiding that applicant to be licensed. On the contrary, the execution of this statement by any person will be accepted by the Board as a deliberate act made with full knowledge of the responsibility toward the public interest involved.

In giving your answers, consider that licensure of professional engineers by the State of Mississippi is based on the following definitions given in Chapter 13, Title 73, Code of Mississippi 1972:

PROFESSIONAL ENGINEER - a person who has met the qualifications as required under Section 73-13-23(1) and who has been issued a certificate of registration as a professional engineer.

PRACTICE OF ENGINEERING – any service or creative work requiring engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to such services or creative work as consultation, investigation, expert technical testimony, evaluation, planning, design and design coordination of engineering works and systems, planning the use of land, air and water, performing engineering surveys and studies, and the review of construction for the purpose of monitoring compliance with drawings and specifications; any of which embraces such engineering services or work, either public or private, in connection with any utilities, water resources, structures, buildings, machines, equipment, processes, work systems, projects, communication systems, transportation systems, industrial or consumer products or equipment of control systems; or engineering services or work of a communications, mechanical, electrical, hydraulic, pneumatic, chemical, geotechnical (including geology and geohydrology incidental to the practice of engineer) geological, environmental, or thermal nature, insofar as they involve safeguarding life, health or property and including such other professional services as may be necessary to the planning, progress and completion of any engineering services.

Since the Board cannot consider an applicant for licensure or admit a candidate for examination until replies are obtained from these references, a prompt reply will expedite our handling of the applicant's request for licensure. A stamped return envelope is enclosed for your convenience in replying. PLEASE SEAL THE ENVELOPE, SIGNING YOUR NAME ACROSS THE SEALED FLAP.

Sincerely,  
**MISSISSIPPI BOARD OF LICENSURE  
FOR PROFESSIONAL ENGINEERS & SURVEYORS**

