

SUPPORTING DOCUMENTATION FOR
Comity PE APPLICANTS submitting an NCEES Record

- Your NCEES Record should contain a description of your experience, copies of your education transcript(s), exam and licensure verifications, references and experience verifications.
- If additional documentation is required, the Mississippi Board will advise you by either letter or email. Examples of additional required documentation along with the Board's forms are included in the Comity PE Application with an NCEES Record Instructions and Forms on our website.
- If you have had your education evaluated by NCEES and the evaluation has found that your education meets the NCEES Engineering Education Standard, you must arrange to have an official copy of the **NCEES evaluation** sent directly to our office. Do not submit an application if the evaluation finds that the Education Standard has not been met due to deficiencies in certain courses. Contact the Board office for further directions on how to remediate the deficiencies.
- **If your name has changed since birth**, please provide copies of supporting documentation, such as court orders, marriage licenses, and divorce decrees.
- **If you have been convicted** of a misdemeanor or felony, or entered a plea of guilty/nolo contendere, or **if you have been disciplined** by a licensing board in some other state, please provide copies of supporting documentation, including documentation describing the status of the case and whether or not it has been resolved.