

April 29, 2014

TO INITIAL PE APPLICANTS - PLEASE READ CAREFULLY

IMPORTANT DEADLINES - All applications that require pencil and paper examinations shall be filed with the Board by **December 15** for the April examination and by **June 15** for the October examination; **no waivers will be granted**. Applications received after these dates will be processed for the next scheduled examination. The Board office staff does not have authority to waive these deadlines.

Furthermore, to allow sufficient time for Board review, all required documentation, that is, references, transcripts, and FE exam verifications from other states, must be received by **January 15** to be considered for an April examination citation and by **July 15** to be considered for an October examination citation. Applications that are not fully documented by these dates will be considered for later examinations.

Please restrict phone calls about your application status to between 2:00 & 4:00 PM; call 601-359-6165. (This allows us sufficient time to file all the mail received that day, so that you can get the most current status.) You can also email questions about the status of your application to:

barbaram@pepls.state.ms.us

Please do not email questions about the status of your application to the Board's general information 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 current requirements for Initial PE 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

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.

April 29, 2014

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 EAC/ABET accredited BS degree in engineering and you do not have a graduate engineering degree from an EAC/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.**

Please 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. If the NCEES evaluation does find that your degree meets the NCEES Engineering Education Standard, please arrange to have a copy of the evaluation sent directly to our office, and you may proceed with applying.

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*](mailto: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".

Steps for Completing the Online Application.....

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,

April 29, 2014

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 the country.

QUESTIONS - Answer the questions (two screens) about previous applications submitted to the MS Board, 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.

LICENSURE/EXAMS – Answer the questions about the exams you’ve passed and your branch(s) of practice.

EDUCATION – Answer the questions about your education. Include Associate degrees from community colleges as well as BS, MS, and PhD degrees.

EXPERIENCE RECORD – Complete the section describing your experience. Type in your best estimate of the beginning and ending dates of employment. If you don’t know the exact day of the month, use “01” (the first of the month). The red asterisks denote required information. Please provide as much of the supervisor information as you can.

REFERENCES – Complete the Reference section. Remember state law requires **five (5) references, three (3) of whom must be Professional Engineers.**

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.

REQUIRED DOCUMENTATION

NAME CHANGE: If your name has changed since birth, please submit copies of court orders, marriage licenses, divorce decrees to document the name change(s).

CONVICTIONS/GUILTY/NOLO CONTENDERE or DISCIPLINARY ACTIONS: If you have been convicted of a misdemeanor or felony, or entered a guilty plea or nolo contendere, or if you have been disciplined in another state, please submit copies of court orders, board orders, or other documentation to verify the status of the case(s).

VERIFYING YOUR EDUCATION: You are responsible for arranging to have an official transcript(s) sent directly from the college/university to the Board office; you may use the Transcript Request Form provided here. Some universities will take transcript requests by phone with credit card payment. If you have a non-U.S. BS degree and a graduate degree in engineering from an ABET curriculum, then we only require an official transcript of your graduate degree.

If your education has been evaluated by NCEES, we do not require your transcript, but we do require a copy of the NCEES Evaluation, sent directly from NCEES to our office.

Mississippi accepts engineering degrees accredited by the Canadian Engineering Accreditation Board (CEAB); please arrange to have your official transcript sent directly from the college/university to the Board office; you may use the Transcript Request Form here.

VERIFYING YOUR FE EXAM: This process is now done electronically and securely between *most* state licensing boards. You submit your verification request by clicking on <https://verify.ncees.org/>. Complete the request form to have your FE exam verified to the Mississippi Board. Be aware that some states charge a verification fee; you will see these charges during the verification request process.

What if the other state is not in the list (does not participate in electronic board-to-board verifications) ? Then use the Licensure/Exam Verification form, which is the last form in this packet, and be sure to follow the instructions at the top of the page.

If you passed the FE exam in Mississippi, it is not necessary to submit a verification request to the Mississippi Board; just disclose your Mississippi FE exam on the online application and the Board staff will gather the appropriate documentation for your application.

April 29, 2014

VERIFYING YOUR EXPERIENCE

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.

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 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.

*Please restrict phone calls about your application status to between 2:00 & 4:00 PM;
call 601-359-6165.*

April 29, 2014

You can also email questions about the status of your application to:
barbaram@pepls.state.ms.us

It is to your benefit to routinely check on the status of your application.

*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) under the 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.

THE REGISTRAR

Dear Sir or Madam:

I am applying for enrollment/registration as a/an ____Engineer Intern ____Professional Engineer
____Surveyor Intern ____Professional Surveyor. The Mississippi Board of Licensure for
Professional Engineers and Surveyors requires an official transcript of my record. I attended

_____ from _____ to _____ and
(College/University) (date) (date)

graduated on _____ with _____ degree in _____.
(date) (type of degree) (major)

My social security number is _____.

I will appreciate your forwarding an official transcript of my record to:

Mississippi Board of Licensure for Professional Engineer & Surveyors
660 North Street, Suite 400
Jackson, MS 39202

in the enclosed stamped addressed envelope, as soon as possible, since my application will not be
considered by the Board until the transcript is received in the Board office.

If there is a charge for this service, please forward a statement to me at the above address.

Sincerely,

**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**

APPLICANT: Complete the shaded areas of this form and mail it to the verifying State Board with a stamped envelope addressed to: MS Board of Licensure for Professional Engineers & Surveyors, 660 North St., Suite 400, Jackson, MS 39202.

VERIFICATION OF LICENSURE

TO: Mississippi Board of Licensure for Professional Engineers & Surveyors

FROM:
(State Board
address)

**State Board
Responding:**
Mail this directly to
the MISS. Board office.
DO NOT return to
Applicant.

**APPLICANT
Name &
Address**

Date of Birth:

Social Security Number: - - - / - - /
(last four numbers)

I. THE ABOVE NAMED PERSON WAS LICENSED/ENROLLED AS:

	License No.	Date Issued	Valid Until
____ Engineer Intern	_____	_____	_____
____ Professional Engineer	_____	_____	_____
____ Surveyor Intern	_____	_____	_____
____ Professional Surveyor	_____	_____	_____

II. EXAMINATION

Exam	Hours	Results	NCEES	Exam Date	NCEES Cut-Score Used (if NO please explain)
FE	_____	_____	_____	_____	_____
PE	_____	_____	_____	_____	_____
FS	_____	_____	_____	_____	_____
PS	_____	_____	_____	_____	_____
State	_____	_____	_____	_____	_____

III. Has applicant ever been disciplined by your board or is disciplinary action pending? ___ Yes ___ No
If Yes, please supply full details of Board Action on reverse side or attach documentation.

Signed by: _____

Title: _____ (Board Seal)

Date: _____

PLEASE: If a fee is required, please notify the applicant, but DO NOT delay the processing of this form.