

**REQUIRED SUPPORTING DOCUMENTATION FOR
Comity PE APPLICANTS not submitting an NCEES Record**

- If you have an ABET accredited BS degree in engineering, we must receive an **official transcript** directly from the college, verifying this degree.
- If you are applying based on the *combination* of an engineering degree non accredited by ABET, or an engineering technology degree, or a related science degree PLUS a graduate degree in an engineering curriculum that is ABET accredited at the undergraduate level, we must receive an **official transcript** directly from the college/university verifying the graduate degree only.
- 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.
- Verification of your FE exam, verification of your PE exam, verification of current licensure in at least one other state. This may require one verification, or as many as three verifications. Please see the Comity PE application instructions on our website regarding electronic verifications from board to board.
- If you have been licensed less than ten years, we require Experience Verification Forms from one or more PE supervisors in order to verify at least four years of qualifying engineering experience.
- A minimum of five reference forms are required, three of whom must be Professional Engineers.
- If you have been licensed for ten years or longer, Experience Verification Forms should be submitted from Professional Engineer 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.

May 1, 2015

- Use as many Character Reference Forms as are required for a total of five (5) references, taking into account the number of Experience Verification forms from PE supervisors you may be submitting.
- **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.