

**TO RELICENSURE APPLICANTS (PE)**  
**PLEASE READ CAREFULLY**

*Please restrict phone calls about your application status to between 2:00 & 4:00 PM; call 601-359-6165. This allows us time to file all the mail received each day, so 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 application status inquiries 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 to us.**

Mississippi's statute (73-13-31) states, "If a certificate (of licensure) has expired for six (6) months or more, the licensee shall be required to submit a new application, paying back fees and submitting proof of continuing professional competency compliance. If the certificate has expired for five (5) years or more, in addition to submitting a new application and proof of continuing professional competency compliance, reexamination in the principles and practice may be required. The reexamination requirement may be waived by the board provided the applicant has continued to practice in another jurisdiction from the date of expiration of this certificate."

The fee to be paid shall be renewal fees and penalties accumulated since the date the licensed lapsed, but shall not exceed five (5) times the normal renewal fee.

The relicensure applicant shall be required to submit five (5) references, three of which must be Professional Engineers.

If the certificate of licensure has been expired for five years or more, the Board staff will verify licensure in other states in an effort to determine continued licensure for the entire lapsed period.

The applicant shall show Continuing Professional Competency (CPC) compliance in accordance with Rule 23.8 which states, "A licensee may bring a lapsed license to active status by obtaining the PDH units required for one renewal period, which must include **1 PDH of Ethics**. Dual licensees bringing only one license to active status are required to obtain only the PDH units required for the license being renewed. If the license being brought to active status is a Professional Surveyor's license, one PDH unit of Minimum Standards must be obtained. **All PDH units being claimed for reinstatement must have been acquired within the most current twelve (12) months.**" In other words, all your PDH must have been acquired within one year from the date we receive your application.

15 PDH units are required for one renewal period for Professional Engineers; 12 PDH units are required for one renewal period for Professional Surveyors. **Supporting documentation must be included with your completed PDH Activity Log.**

If you have any questions regarding the possibility of relicensure, please submit them **in writing** to the Board office 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 licensure 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 comity applications and completed relicensure 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.**

**If you are submitting an NCEES record**, complete Sections 1, 2, and 6 of the application. If you are not submitting an NCEES record, the **entire** application must be completed. (An NCEES record is your resume booklet maintained by NCEES for an annual fee; it is not simply a "record" of your exam grades.) **Your full name (no initials) and social security number are required by state law.** *At the Board's discretion, additional references (over and above those already in your NCEES record booklet) may be required. We require at least one reference to be dated within 6 months of the date of application.*

***To apply for Relicensure PE licensure, you must complete and submit the following items:***

- **Application, completed, notarized, with fee and passport quality photo attached**
- **Character Reference Forms in separate sealed envelopes bearing the references' signatures across the envelopes' seal (State law requires 5 references, 3 of whom must be Professional Engineers.**
- **A completed PDH Activity log with supporting documentation; PDH must be from courses taken during the last twelve months, including at least 1 PDH in ethics**

**The fee** is based on a sliding scale depending on when the license lapsed. Prior to submitting your relicensure application, you should contact the Board office to verify **WHEN** your license lapsed and the **APPLICATION FEE** you should submit. Your inquiry should be sent by email to [dshows@pepls.state.ms.us](mailto:dshows@pepls.state.ms.us); you should receive a response within a couple of days.

**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.

(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.

**It is acceptable for you to submit 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.**

*When completing the application form...*

**GENERAL INFORMATION - Section 1** - Follow all directions carefully. Your full name and your social security number are required by state law.

**REGISTRATIONS - Section 2** - Supply the required information on your FE (Engineer Intern/Engineer-in-Training/Fundamentals of Engineering) Exam and your PE (Professional Engineer) Exam. "No." refers to your EI# or your PE# of your first (initial) licensure.

**EDUCATION – Section 3** – Supply the required information on your degree (s).

**EXPERIENCE - Section 4** – All time must be accounted for, including military time, illness, unemployment, etc. Each company you worked for is considered an engagement. If you were promoted within a company, do not indicate a change in engagements. If an engagement was part time work, indicate part time and the number of hours you worked per week. Experience must be started on the application form first. If you need additional pages, please number each page accordingly.

If you did not work directly for a PE, list the person to whom you report directly AND the next person "up the chain of command" **who is a PE**. Mark the PE's name with an \*.

**REFERENCES - Section 5** - The law requires that the application contain the names of five references, three of whom must be Professional Engineers, having personal knowledge of the applicant's engineering experience. Provide a complete address for each reference.

Complete the application and print it. Be sure to retain a copy of your records. Attach your photo (passport quality only) and have the application notarized. Submit it with the application fee by

mail. Please pay by check payable to the Miss. Board of Licensure for PE/LS. **We do not accept applications by fax or email. We are not responsible for delays or non-delivery by the mail service.**

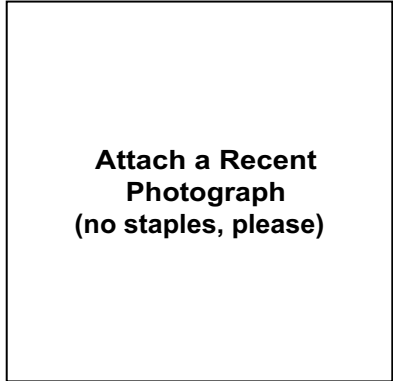
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**barbaram@pepls.state.ms.us**

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

# APPLICATION FOR RE-LICENSURE AS A PROFESSIONAL ENGINEER

IMPORTANT—All information requested on this form MUST BE TYPEWRITTEN and all questions must be answered. Retain a copy for your files. Check should be made payable to the Miss. Board of PE/PS Licensure, and mailed to 660 North Street, Suite 400, Jackson, MS 39202. If complete addresses for universities and all references are not provided, this application will be returned.



RE-LICENSURE FEE \$ \_\_\_\_\_, as advised by Board office

PRIOR LICENSURE NUMBER: \_\_\_\_\_ EXPIRED: \_\_\_\_\_

**Application should be accompanied by the re-licensure fee made payable to the Board of Licensure and mailed to 660 North Street, Suite 400, Jackson, Mississippi 39202.**

1. GENERAL INFORMATION [Circle b. or c. to indicate your preference for your address of record with this Board.]

a. Name in full\* \_\_\_\_\_, Social Security Number \_\_\_\_\_  
First Middle Last

b. Residence address \_\_\_\_\_ [\_\_\_\_\_] Telephone Number \_\_\_\_\_  
No. Street City County State Zip

c. Business name and address \_\_\_\_\_ [\_\_\_\_\_] Telephone Number \_\_\_\_\_  
Name No. Street City State Zip Position

d. Birth date \_\_\_\_\_ Birth Place \_\_\_\_\_

e. State of Legal Residence \_\_\_\_\_

f. Have you ever filed an application with this State Board? \_\_\_\_\_ If yes, type of application \_\_\_\_\_ When \_\_\_\_\_  
Has your name been changed since birth? \_\_\_\_\_ \* \* Was your previous application made with the same name? \_\_\_\_\_

g. Have you been convicted of a felony OR pleaded "Nolo contendere" to a criminal charge? \_\_\_\_\_

h. Have you been denied registration in any state? \_\_\_\_\_ What state and why? \_\_\_\_\_ \*\*

i. Have you ever been disciplined by any state licensing authority? \_\_\_\_\_ \*\*

\*Your full name is a statutory requirement. \*\*If responses to items f-i are yes, explain on separate sheet.

2. REGISTRATIONS [to be completed if applying by comity or if an FE Exam or a PE Exam has been passed]

j. Are you licensed as a PE in another State? \_\_\_\_\_ State and date of first Licensure \_\_\_\_\_  
Current? \_\_\_\_\_ Name other States in which you are currently licensed \_\_\_\_\_

k. If you have passed an 8 or 16 hour examination in any state, indicate below:

FE: State \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_ No. \_\_\_\_\_

PE: State \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_ No. \_\_\_\_\_

3. EDUCATION: Provide **complete** address. If complete addresses for universities are not provided, this application will be returned.

Name and Complete Address of College or University	Years Attended		Major	Date of Graduation	Degree Received
	From	To			

4. EXPERIENCE RECORD - If complete addresses for references are not provided, this application will be returned.

E n g a g N e u m m e b n e t r	Dates mm/yy  From - To	TITLE OF POSITION, NAME OF EMPLOYER AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, include magnitude and complexity of work on which engaged, your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagement run into columns for date or time.) ALL TIME SINCE HIGH SCHOOL OR AGE 18(whichever is later) MUST BE ACCOUNTED FOR INCLUDING MILITARY, ILLNESS, UNEMPLOYMENT, ETC.	TIME Number of years and months					Name, Title and Address of Professional Engineer who bore responsibility for Engineering experience.  Your references who are to verify your experience MUST be Licensed <b>Professional Engineers</b> . If you did not work directly for a Professional Engineer, list the person you report to directly AND the next person up the "Chain of Command" who is a Professional Engineer. Mark this person's name with an *.
			[1]	[2]	[3]	[4]	[5]	
<b>PLEASE CONTINUE ON PAGE BELOW</b>								

		Summary (Actual Time in Years and Months)						

5. REFERENCES

Names and addresses of five references, not relatives, at least three of whom are registered Professional Engineers, who have personal knowledge of your character and professional reputation and accomplishments.

Name	Address	State of Licensure and Certificate No.

6. AFFIDAVIT CERTIFICATION, AUTHORIZATION AND RELEASE

State of \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says:  
[Applicant's Name]

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith.

I also hereby authorize 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.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
[Signature of Applicant]

[SEAL]  
My Commission expires \_\_\_\_\_

\_\_\_\_\_  
[Signature of Notary Public]



**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**

Before completing this form, please be sure to read the information on the opposite side.

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

1. Are you a licensed Professional Engineer? \_\_\_\_\_ State: \_\_\_\_\_ No.: \_\_\_\_\_

2. I know this applicant:  
**very well**      **well**      **slightly**      **not at all**  
                 

3. My contacts with the applicant were from:  
\_\_\_\_\_ to \_\_\_\_\_  
Mo./Yr.      Mo./Yr.

4. These contacts were:  
 **As an Employee**       **As an associate in Engineering work**       **in Professional Society Activities**  
 **As a student in my classes**       **in Social or Community Activities**  
 **Other** \_\_\_\_\_

5. What is your opinion of the applicant's personal integrity and character? \_\_\_\_\_  
\_\_\_\_\_

6. I have personal knowledge of the applicant's engineering work.  **Yes**;  **No**. The type of practice engaged in and quality of performance are indicated of the scale below:

Type of Practice	Above Average	Average	Below Average	Unsatisfactory	I haven't sufficient knowledge
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subordinate Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. I  **would**;  **would not** employ applicant on a project where his/her decisions would be final because \_\_\_\_\_  
\_\_\_\_\_

8. Licensure in Mississippi is not by classification of any branch of Engineering practice. However, the Board is interested in the applicant's background and experience and appreciates your evaluation of the applicant's proficiency in one or more of the listed categories:

- Civil**       **Electrical**       **Mining**       **Other** \_\_\_\_\_
- Chemical**       **Mechanical**       **Structural**       **I haven't sufficient knowledge**
- Environmental**

9. Considering the need to protect public health, safety and welfare, in my opinion this applicant would rank in professional competence and responsibility as shown:

<b>Qualified</b>	<b>Add'l Experience Needed</b>	<b>Unqualified</b>	<b>I do not have sufficient knowledge on which to base on answer.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. REMARKS: The Board will appreciate any additional or amplifying information regarding the applicant's engineering experience, capabilities, and limitations (if any):  
\_\_\_\_\_  
\_\_\_\_\_

11. Based on the definition given on the reverse side, I  **do**;  **do not** recommend the applicant for licensure as a Professional Engineer.

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 registered but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

Affix PE Seal

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_

## PDH Activity Log

**Instructions:** The Board will conduct audits to ensure compliance with CPC requirements. If you are audited, you will be required to complete the PDH Activity Log on the other side of this sheet *and* submit all necessary documentation. The Log may be duplicated if more space is needed.

The PDH Activity Log is provided for your use and must be completed and submitted to the Board in the event you are audited, or for a relicensure application.

Maximum total carryover is 15 PDH for a PE licensee, 12 PDH for a PS licensee, and 18 PDH for a PE/PS (Dual) Licensee. Excess PDH in ethics or surveying standards may *not* be carried over.

List your activities in the space provided on lines B<sub>1</sub>, B<sub>2</sub>, ..., using as many blocks as required. If you need additional space, duplicate the form and identify the duplicated form with your licensure number. In the Date column furnish the dates of each activity, i.e., course, seminar, etc.

It is important that a sufficient title/description be provided to identify that the activity relates to engineering or surveying. You must provide the name of the sponsoring organization and the location where the activity was held. For activities that are part of a college curriculum, list course number.

PDH earned for PE or PS credit should be placed in the appropriate columns. Enter the Activity Code (see list below) and PDH earned for each activity in the appropriate column. A PDH credit is roughly equivalent to fifty minutes of instruction.

If you qualify for an exemption from the CPC requirements, you must certify your eligibility for the exemption on the renewal invoice. An exemption from the CPC requirements does not exempt you from the renewal fee.

<b>ACTIVITIES</b>		
<b>Code</b>	<b>Activities-Type and Description</b>	<b>PDH Units</b>
A	Successfully completing for credit acceptable college or correspondence courses	1 Semester hour=15 PDH 1 Quarter hour=10 PDH
B	Successfully completing acceptable courses which are awarded Continuing Education Units (CEU)	10 PDH for each CEU
C	Attending acceptable seminars, tutorial, short courses	1 PDH for each contact hour
D	Attending acceptable in-house programs sponsored by corporations or other organizations	1 PDH for each contact hour
E	Attending acceptable workshops and technical presentations at related technical or professional meetings and conventions	1 PDH for each contact hour
F	Teaching or instructing any of the above courses, seminars, etc. or making presentations at technical meetings	2 x PDH earned in activities A – E
G	Active participation in professional/technical associations/societies & educational outreach activities	1 PDH for each (maximum 3)
H	Authoring & Publishing (papers, articles, books)	10 PDH for each paper, article, book

Name: \_\_\_\_\_

Detailed List of Activities for the renewal period ended December 31, \_\_\_\_\_.

License number(s): \_\_\_\_\_

All activities must be relevant to the practice of engineering or surveying and may include technical, ethical, or managerial content. Please read the Instructions before completing. This form may be duplicated if necessary. The licensee must maintain documentation of these activities. **Documentation will be required if you are selected for audit or if you are applying for Relicensure.**

	Date MM/DD/YY	Sponsor/Provider Location (City and State)	Activity Title/Description	Activity Code (A,B,etc.)	Professional Development Hours (See Notes Below)				Total
					Ethics <sup>1</sup>	PE <sup>2</sup>	PLS <sup>3</sup>	MS <sup>4</sup>	
A	PDH carryover from previous renewal period.								
B <sub>1</sub>									
B <sub>2</sub>									
B <sub>3</sub>									
B <sub>4</sub>									
C	PDH earned during this renewal period. (B <sub>1</sub> + B <sub>2</sub> + ...B <sub>n</sub> )								
D	PDH available for use in this renewal period. (A + C)								
E	PDH claimed for use in this renewal period.								
F	Excess PDH for this renewal period. (D – E)								
G	PDH carryover available for the next renewal period <sup>5</sup> .								

**Notes:**

1. Licensees must earn a minimum of 1 PDH in ethics every two years. After 2010 there is no carryover of excess ethics PDH.
2. Professional Engineers must earn a minimum of 15 PDH in engineering; Dual licensees (PE + PS) must earn a minimum of 18 PDH in engineering and surveying, including a minimum of 6 PDH in engineering and 6 PDH in surveying related activities during each renewal period.
3. Professional Surveyors must earn a minimum of 12 PDH in surveying activities during each renewal period.
4. Professional Surveyors must take courses in Mississippi Standards of Practice. After 2010 there is no carryover of excess Mississippi Standards PDH.
5. Maximum total carryover is 15 PDH for a PE licensee, 12 PDH for a PS licensee, and 18 PDH for a PE/PS (Dual) Licensee.