



**Secretary of State  
Office of Professional Regulation**

**ENGINEERS  
Application Instructions**

**A. LICENSE BY EXAMINATION**

1. Complete online Application & Application fee (Non-Refundable Processing Fee)
2. Complete “Experience – Active Engineering Practice”
3. Proof of passing the Fundamentals of Engineering Exam (a copy of your Engineer-in-Training certificate is acceptable)
4. Complete top portion of “Certificate of Education” form and mail to the college or university where you received your bachelor’s degree **(must be an original document, faxes or e-mails not acceptable)**
5. Reference Provider letters. References shall be from supervisors or peers familiar with your experience and be sufficient in number to verify all of the progressive engineering experience required for licensure.
  - a. Not fewer than two reference providers shall be professional engineers licensed in good standing in any jurisdiction **(must be an original document, faxes or e-mails not acceptable)**.

**APPLICATION DEADLINE:** Completed applications must be received by this Office by January 25<sup>th</sup> for the April examination, and by July 25<sup>th</sup> for the October examination. A completed application means that all supporting documentation (certificate of education, experience, etc.) has been received in this office.

**B. LICENSE BY ENDORSEMENT**

**NOTE:** If submitting an NCEES record, you will not need to complete the certificate of education, verification of license, and reference letters).

1. Complete online Application & Application fee (Non-Refundable Processing Fee)
2. Complete “Experience – Active Engineering Practice”
3. Submit proof of passing the Fundamentals of Engineering Exam (a copy of your Engineer-in-Training certificate is acceptable)
4. Complete top portion of “Certificate of Education” form and mail to the college or university where you received your bachelor’s degree **(must be an original document, faxes or e-mails not acceptable)**
5. Reference Provider letters. References shall be from supervisors or peers familiar with your experience and be sufficient in number to verify all of the progressive engineering experience required for licensure.
  - a. Not fewer than two reference providers shall be professional engineers licensed in good standing in any jurisdiction **(must be an original document, faxes or e-mails not acceptable)**.
6. Complete the top portion of “Request for Verification of Licensure or Examination” and forward it to the State in which you obtained your initial license. If your license is not current in your initial state, you must provide verification from a State in which your license is current. **(must be an original document, faxes or e-mails not acceptable)**