**Application Information Checklist**

For an application to be considered complete, you must include the following items.

Note that your application will not begin processing until items #1-4 have been received.

The PE Application is available online at: <http://engineers.texas.gov/app>

Items 1-4 must be sent to the board from the APPLICANT:

1 )  Complete four (4) page application form (Form EB-04)

2 )  Original SER (Form EB-13) - Signed by APPLICANT ONLY **\***

1) Submit one complete copy of your SER with your application form.

2) Provide copies to reference providers to co-sign (See #6 & #7 below)

3 )  Completed Texas Engineering Professional Conduct and Ethics Exam Answer Sheet (Form EB-01) or the

passing scoresheet if you completed the exam online.

4 )  $80 Application Fee (Don't forget the payment coupon with your check or money order.)

Item 5 must be sent directly to the board from the EDUCATIONAL INSTITUTION:

5 )  Transcript(s)**\***

Items 6 & 7 must be sent to the board by one of the following methods:

* Collected by applicant and sent in all at once with the application
* Sent directly to the PE Board by the references themselves

(See Board Rule 133.51 for number of references required)

6 )  Completed reference statement signed by reference provider (Form EB-15) **\***

Each Reference Provider is REQUIRED to:

- Place SER and REFERENCE STATEMENT in an envelope and seal it.

- SIGN the flap of the envelope.

- Place a piece of transparent tape over the signature for confidentiality.

- Include a copy of pocket card or other proof of licensure if non-Texas PE

7 )  Copy of SER signed by applicant AND reference provider (Form EB-13) **\***

8)  All applicants must comply with the criminal history record check requirements. See Board Rule 133.21 and Section 1001.3035 of the Act. Refer to the website: <https://engineers.texas.gov/recordcheck.html> for additional information.

9) Include the following if applicable:

Send with application:

a)  Written Request for Waiver of one or both exams

b)  Verification of Legal Name Change (due to marriage, immigration, etc.)

c)  Proof of TOEFL or signed statement from employer of proficiency in written& spoken English

d)  Translation of Foreign Degree

e)  Statement and copies of information related to Criminal Convictions

Send directly from Issuing Institution:

f)  Verification of Examinations (Prior FE and/or PE Exams) (Form EB-38) **\***

g)  Verification of Current License (in another jurisdiction) (Form EB-38) **\***

h)  Commercial Evaluation of Non-Accredited Degree **\***

\* You may submit NCEES Council Record (<http://ncees.org/records/>) in lieu of items marked with an asterisk. However, please fill out the information when requested on the application.