

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.