**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](http://engineers.texas.gov/app)

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**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.)

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

5) ☐ Transcript(s)*

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**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](https://engineers.texas.gov/recordcheck.html) for additional information.

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**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/](http://ncees.org/records/)) in lieu of items marked with an asterisk. However, please fill out the information when requested on the application.