

Payment Coupon

Failure to include the coupon below may result in a delay in the processing of your application.

Be sure to detach the coupon below and include it with your payment and application.



Texas Board of Professional Engineers

Temporary PE Application Payment

Name (Please print)	Social Security Number	Email Address	Amount Due \$80
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Please do not write in this area.

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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.

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 statements signed by reference providers (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.

- The Texas Board of Professional Engineers will review the results of a thorough criminal history record check to determine if you have ever had a criminal history. You will need to report all incidents.
- Please be aware that the mere dismissal of an incident is not the same as having the case expunged. You will need to report all incidents unless you have had your case(s) formally expunged by the court and you provide documentation to that effect.
- Failure to report any incidents will result in a significant delay of your application. Failure to report any incidents may result in the requirement for you to make a personal appearance before the Licensing Committee of the Board. Failure to report any incidents may result in the denial of your application for licensure in Texas and forfeiture of the application fee.

11. Has the Texas Board of Professional Engineers ever taken disciplinary or administrative action against you? No Yes
12. Has any other state's engineering licensing board ever taken disciplinary or administrative action against you? No Yes

2. LICENSURE AND EXAMINATIONS

*** Note: If you provide the NCEES record, you will not need to provide verifications indicated by an asterisk. However, please complete the information on this form.**

1. List each state, territory, or nation where you:

- a) hold a current license:
- b) have previously held a license:
- c) have been denied a license, including failure to pass the required examination:
- d) have been disciplined by the licensing authority of that jurisdiction:

(Answers to c & d **MUST** be explained on a separate sheet of paper.)

2. Provide verification of your current license from the state, territory, or nation you considered to be your **primary jurisdiction**. This Jurisdiction is:

(Send a copy of Form EB-38 to the licensing authority of the **PRIMARY JURISDICTION** listed.) *

3. Complete and enclose the Texas Ethics of Engineering Examination answer sheet.

3. EXPERIENCE

List below in chronological order, all places of employment or unemployment, starting with the receipt of your first engineering degree, **accounting for all periods of time**. Your earliest employment is Engagement 1, etc. An engagement is one employer. A change in employer is a new engagement. DIFFERENT PROJECTS, SUPERVISORS, OR POSITIONS/PROMOTIONS HELD IN THE SAME CAPACITY FOR ONE EMPLOYER ARE NOT CONSIDERED SEPARATE ENGAGEMENTS. **DO NOT LIST CONCURRENT OR OVERLAPPING ENGAGEMENTS. IF NECESSARY TO DO SO, CONCURRENT AND OVERLAPPING ENGAGEMENTS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER.**

Provide the name, address, and telephone number of someone familiar with your work for each engagement, preferably the person to whom you reported. If you were unemployed, provide the name of an individual who can verify your status. If you are/were self-employed, do not give yourself as a reference, but give the name and address of someone familiar with your work. Each of the individuals listed may be contacted; therefore, it is important that you furnish a complete mailing address, zip code and phone number.

Give the current date under "To" on latest engagement. **DO NOT** use "PRESENT".

DATES (List From and To in Month and Date Format)	EMPLOYMENT (Name, Address and Position Held)	NON-ENGINEERING TIME (List Years and Months)	ENGINEERING TIME (List Years and Months)	NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT
1.				

DATES (List From and To in Month and Date Format)	EMPLOYMENT (Name, Address and Position Held)	NON-ENGINEERING TIME (List Years and Months)	ENGINEERING TIME (List Years and Months)	NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Total Time This Page Non Engineering:

Engineering:

4. EDUCATION

*** Note: If you provide the NCEES record, you will not need to provide transcripts indicated by an asterisk. However, please complete the information on this form.**

Indicate Accredited Degrees:

Notify all institutions listed below to send in official transcripts in accordance with Board Rule 133.35. *

Degree Program	Degree (BS, MS, PhD)	Date Conferred	Full Name and Location (City and State) of College/University	Dates of Attendance
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Indicate Non-Accredited Degrees:

Degree Program	Degree (BS, MS, PhD)	Date Conferred	Full Name and Location (City and State) of College/University	Dates of Attendance
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Do not provide original transcripts in your possession. Such documents are not acceptable and the Board will not be responsible for returning them to you.

If the degree is from a foreign country provide: 1) copies of TOEFL and TSE scores or a written request for waiver and supporting documentation in accordance with Board Rule 133.21(9) & (11); 2) a commercial evaluation of the non-accredited degrees or a written waiver and documentation in accordance with rule section 133.33. (Refer also to Documentation for Non-Accredited and Foreign Degrees handout.)

5. CRIMINAL HISTORY RECORD CHECK

Effective January 1, 2014, an applicant for professional engineer licensure in Texas must submit a legible set of fingerprints to the Texas Department of Public Safety (TXDPS) for the purpose of obtaining criminal history record information from the TXDPS and the Federal Bureau of Investigation. See more information at <https://engineers.texas.gov/recordcheck.html>.

6. AFFIDAVIT

I affirm that I am the applicant named in the foregoing instrument, that I have read the contents thereof, and that the foregoing statements are true and complete in all respects. I have obtained a copy of, have read and agree to abide by the Texas Engineering Practice Act (Section 1001) and the Board Rules. I believe that I meet the statutory requirements of the section of the Act under which I am applying for licensure in the State of Texas. I further agree that upon issuance of a license, I will obtain a seal as instructed by the board and furnish a wallet size portrait photograph to the Board for its files in accordance with Board Rule 133.97(e).

Signature of Applicant

Date

Comments: (Optional):