

P.E. Application Checklist

For an application to be considered complete, you must include the following items.
Note that your application will not begin processing until items #1-2 have been received.

Mail: 1917 S. Interstate 35, Austin, TX 78741 Email: licensing@pels.texas.gov

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

- 1) ☐ Complete PE Application Form - Mail in this paper form or complete it online at <https://engineers.texas.gov/app>
- 2) ☐ \$75 Application Fee (Don't forget the payment coupon with your check or money order if mailing the application.)
- 3) ☐ Original Supplementary Experience Record (SER) - Signed by APPLICANT ONLY *
- a. Submit one complete copy of your SER with your application form.
- b. Provide copies to reference providers to co-sign (See #6 & #7 below)
- 4) ☐ Completed Texas Engineering Professional Conduct and Ethics Exam Answer Sheet or the passing scoresheet if you completed the exam online.

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 reference requirements.)

- 6) ☐ A minimum of 3 completed reference statements signed by reference providers. *

Each Reference Provider is REQUIRED to:

- (1) place the completed reference statement and reviewed supplementary experience records in an envelope; secure the flap of the envelope to prevent tampering; and the reference provider shall return the sealed envelope to the applicant or transmit the documents directly to the board.

or

- (2) email the completed reference statement and reviewed SER directly to the TBPELS as a PDF and no other individual, including the applicant, can be included in the emailed submissions.

- 7) ☐ Copy of SER signed by applicant AND reference provider *
- 8) ☐ All applicants must comply with the criminal history record check requirements. See Board Rule 133.21 and Section 1001.272 of the Act. Refer to the website: <https://pels.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) *
- g. ☐ Verification of Current License (in another jurisdiction) *
- h. ☐ Commercial Evaluation of Non-Accredited Degree *

*** You may submit a 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.**