



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS
AND PROFESSIONAL LANDSCAPE ARCHITECTS (APEPLSPLA)
**INSTRUCTIONS FOR PREPARING PROFESSIONAL ENGINEERING
COMITY APPLICATION**

3605 MISSOURI BLVD., SUITE 380
JEFFERSON CITY, MO 65109
TELEPHONE: 573/751-0047
FAX: 573/751-8046
moapeplspla@pr.mo.gov
<https://pr.mo.gov/apelsla.asp>

READ CAREFULLY

Before beginning to prepare your application, read it through part by part, including the affidavit, and be sure that you understand each part before typing in the information required.

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE TYPEWRITTEN.

Prior to submitting your application, please be sure you have met the minimum requirements (Refer to the Statutes and Board Rules). If you have any questions, please call the Board Office at (573) 751-0047.

Pursuant to Board Rule 20 CSR 2030-5.160, Applicants shall submit proof of receiving a passing score of 80% on the required State Exam covering Chapter 327, RSMo, the Board Rules and Ethics. To take this exam, please click here: <https://pr.mo.gov/apelsla-exam.asp>. To view the Rules and Statutes, please click here: <https://pr.mo.gov/apelsla.asp>. In addition, proof of your passing score must be included with the application.

Assemble all data necessary to enable you to complete the application. An incomplete application will not be processed.

We do not accept applications by fax or e-mail.

Insert your photograph in the blank space provided for that purpose on the first page of the application.

If you apply for licensure on the basis of an NCEES COUNCIL RECORD, you are to fill in only Page 1 and Page 5.

Applicant shall submit proof of graduation in the form of an official transcript of grades. **The transcript shall be forwarded directly to the Board office by the University** – unless previously submitted with Missouri Engineer Intern application. **A copy of diploma or record of grades is not acceptable. A degree in engineering technology does not meet the educational requirements of the State of Missouri.**

Prepare “Summary of Professional and Non-Professional Experience,” in chronological order. Enter total at bottom of form. All applicants must account for 100% of their time, including military service, etc. **If you left the field of engineering for any period of time, for any reason, this time period and explanation of what you were doing MUST be included.**

Complete a **separate** “Professional Experience Form” for **each** engineering engagement (place of employment) and have the appropriate supervising engineer, supervisor and/or client complete the “Verification of Supervising Engineer, Supervisor or Client” and **return them to the Board WITH your application**. Faxed, scanned or photocopies of Experience Forms are not acceptable.

If additional sheets are included with your application, they must be 8 1/2 x 11 inches and each sheet must be signed and dated by you and the person verifying your experience.

It will be necessary for you to request a verification from the state board from which you received your original licensure. The verification must be requested by accessing the NCEES Electronic License and Exam Verification System <https://verify.ncees.org/>. If you took the Fundamentals of Engineering Examination in one state and the Principles and Practice of Engineering Examination in another state, a verification must be requested from BOTH states. If you took the Fundamentals of Engineering Examination in the state of Missouri, it is not necessary for you to request a verification from the Missouri Board.

This application must be accompanied by a check or money order in the amount of \$200 made payable to the Missouri Board for Professional Engineers. Fees must be drawn on a United States bank. Per Board Rule 20 CSR 2030-6.010, fees are nonrefundable.

FAILURE TO INCLUDE ALL DOCUMENTS AND INFORMATION REQUIRED, OR FAILURE TO FOLLOW INSTRUCTIONS IN FILLING OUT YOUR APPLICATION, WILL RESULT IN THE RETURN OF YOUR APPLICATION WITHOUT PROCESSING.

It is your responsibility to keep a copy of the application for your files.

An application pending review will be retained for a period of one year from the date it was originally received.

INSTRUCTIONS FOR PREPARING PROFESSIONAL ENGINEERING COMITY APPLICATION (CONTINUED)

NCEES records are retained for a period of one year from the date of receipt.

Completed applications are processed in the order of receipt in as timely a manner as possible. Processing time varies depending on the volume of applications awaiting review and a specific licensure date cannot be projected.

If licensure is granted, your initial license will be valid until December 31 of the current year. Refer to Statute 327.261, RSMo. as well as Board Rules **20 CSR 2030-11.010** and **20 CSR 2030-11.030** regarding renewal of your license.

TO HOLDERS OF AN NCEES RECORD

If you wish to apply for licensure as a professional engineer on the basis of an NCEES COUNCIL RECORD, you may do so. However, it will be necessary for you to contact the National Council of Examiners for Engineering and Surveying, P.O. Box 1686, Clemson, South Carolina 29633-1686, and request them to send us a verified, certified copy of your NCEES COUNCIL RECORD.

If you apply for licensure on the basis of an NCEES COUNCIL RECORD, you are to fill in only Page 1 and Page 5 of the Missouri engineering application form along with a photograph as indicated on page one of the application and the required filing fee. Your transcript and verification of licensure are not required to be submitted when you have a council record.

When your Missouri engineering application form is returned to us, it should be accompanied by a letter from you, advising us that you have requested the National Council of Examiners for Engineering and Surveying to furnish us with a copy of your NCEES COUNCIL RECORD. We will then delay processing of your Missouri application until your NCEES COUNCIL RECORD has been received.

NOTICE TO ALL APPLICANTS

Notice to all applicants who are employees or officers or directors of a professional corporation, general business corporation or a limited liability company having the practice of architecture and/or engineering and/or land surveying and/or landscape architecture as one of its purposes.

Section 327.401 of the Missouri Registration Law requires such corporations and/or limited liability companies to obtain a certificate of authority in each profession from this Board. If your corporation or limited liability company does not have a certificate of authority, an application may be obtained by accessing the board's website <http://pr.mo.gov/apelsla>.

AMERICANS WITH DISABILITIES ACT

Information regarding special needs as addressed by the Americans with Disabilities Act may be obtained by accessing the National Council of Examiners for Engineering and Surveying web site; www.ncees.org.

SOCIAL SECURITY NUMBER DISCLOSURE NOTICE

You must provide your social security number pursuant to state and federal law.

The licensing authorities will continue their practice of using social security numbers for the following purposes:

- (1) for internal identification purposes;
- (2) to conduct criminal record checks (discovery of relevant criminal history may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (3) to verify information provided by you in your application (discovery of false information in your application may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (4) to verify licensure with another state's licensing authority for reciprocity licensure;
- (5) for identification purposes in national disciplinary databases (the discovery of a disciplined license in another state may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (6) for test identification purposes.



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 DIVISION OF PROFESSIONAL REGISTRATION
 BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS
 AND PROFESSIONAL LANDSCAPE ARCHITECTS (APEPLSPLA)
SUMMARY OF PROFESSIONAL AND NON-PROFESSIONAL EXPERIENCE

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INSTRUCTIONS

You are to summarize **all** of your experience/activities, engineering **and** non-engineering, commencing **AFTER** you received your bachelor of science degree.

ALL applicants must account for 100% of their time, including military service, etc. If you left the engineering field for any period of time, for any reason, during this time period, an explanation of what you were doing **MUST** be included.

The summary must be prepared in chronological order. Be sure you enter the total at the bottom of the summary sheet.

This form may be reproduced.

Engagement refers to place of employment.

RECORD OF	DATE
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ALL INFORMATION ON THIS SHEET MUST BE TYPEWRITTEN

ENGAGEMENT NUMBER	DATE		NAME OF EMPLOYER AND TITLE OF POSITION	TIME	Name & complete address of licensed Professional Engineer, Supervisor or Client who supervised your work
	FROM MO./YR.	TO MO./YR.		Total number of years and months at this employment	
TOTAL				▶	



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DIVISION OF PROFESSIONAL REGISTRATION
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS
AND PROFESSIONAL LANDSCAPE ARCHITECTS (APEPLSPLA)
INSTRUCTIONS ON HOW TO EXECUTE – PROFESSIONAL EXPERIENCE FORM

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You are to fill in a **separate** “Professional Experience Form” for **EACH** engineering work engagement (place of employment). Time spent outside the field of engineering need not be typed on this form. Time spent in military services need not be typed on this form **unless you are claiming engineering experience acquired while in the service**. If more experience forms are needed, applicant may reproduce additional copies.

After you have listed each engineering engagement (place of employment) on a separate form, you must have the appropriate supervising engineer, supervisor or client review the experience you are claiming and then complete the “Verification of Supervising Engineer, Supervisor or Client” section. If additional sheets are necessary, please have the appropriate supervising engineer, supervisor or client sign and date the additional sheets.

Faxed, scanned or photocopies of Experience Forms are not acceptable.

AMOUNT OF ENGINEERING EXPERIENCE TO BE VERIFIED BY SUPERVISORS OR CLIENTS

1. If you are applying for licensure by comity and have taken and passed both the NCEES FE Exam and the NCEES PE Exam: You must also document all of your engineering experience acquired in the most recent 4 years.

Note: If you are a President or Vice-President of a firm or if you are self-employed, a minimum of 4 years of experience must be verified by at least three major clients.

2. If you are applying for licensure by comity and have **NOT** taken and passed both the NCEES FE Exam and the NCEES PE Exam: You must also document all of your engineering experience acquired in the most recent 15 years.

Note: If you are President or Vice-President of a firm or if you are self-employed, a minimum of 15 years of experience must be verified by at least three major clients.

If you are President or Vice-President of a firm or if you are self-employed for less than 15 years, experience record(s) from previous employer(s) must also be submitted (minimum amount of experience to be verified must total 15 years).

IMPORTANT

An applicant’s engineering experience record is evaluated from information furnished by the applicant as well as by corroborative testimony from employers, references, and clients. For this reason, an applicant’s experience record must be set out in such a manner that a clear determination can be made as to what type of work you have actually performed in each work engagement. For each engagement you should set forth typical major projects on which you have worked. For each project listed, you should describe the scope of the project (what it involved) and your duties and responsibilities on that project; e.g., number of employees supervised, if any, design responsibilities, duration of project, etc. **This information is required of all applicants.**

Statistics indicate that approximately 15% of all applications filed for licensure as a professional engineer must be returned to the applicant because he/she did not furnish enough detail on the Professional Experience form.



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PROFESSIONAL EXPERIENCE FORM

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THIS FORM MAY BE REPRODUCED

APPLICANT'S NAME	APPLICANT'S SIGNATURE ▶
EMPLOYER FOR THIS ENGAGEMENT	EMPLOYER TELEPHONE NUMBER
EMPLOYER ADDRESS	

INSTRUCTIONS (ALL INFORMATION IN THIS SECTION MUST BE TYPEWRITTEN)

- List number of engagement (place of employment), dates of employment, title of position, character and description of your work and total amount of time. (If you are a president or vice president of a firm or if you are self-employed, experience must be verified by at least **three** of your major clients. A separate Professional Experience Form should be filled out for each client.)
- Have supervising licensed Professional Engineer, supervisor or client, complete verification below. If additional sheets are necessary, please have the appropriate supervising Professional Engineer, supervisor, or client sign and date the additional sheets.
- A **separate** Professional Experience Form **must** be completed for **each** work engagement (place of employment) or client.

ENGAGEMENT NUMBER	DATE		TITLE OF POSITION, NAME OF EMPLOYER, CHARACTER AND DESCRIPTION OF EACH ENGAGEMENT. State definitely the CHARACTER AND DESCRIPTION of your work. Any necessary amplifications may be made on extra sheets of paper attached to this sheet. You MUST state clearly what you did.	TIME
	FROM MO./YR.	TO MO./YR.		TOTAL NUMBER OF YEARS AND MONTHS AT THIS ENGAGEMENT

VERIFICATION OF SUPERVISING ENGINEER, SUPERVISOR OR CLIENT (INFORMATION IN THIS SECTION DOES NOT NEED TO BE TYPEWRITTEN.)

By my signature, I hereby verify that the above record of experience of this candidate is to the best of my knowledge and belief a true and accurate record of his/her work experience.

SUPERVISING ENGINEER, SUPERVISOR OR CLIENT'S NAME (PLEASE PRINT)

SIGNATURE	DATE
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PLEASE GIVE YOUR LICENSE NUMBER AND WHICH STATE YOU ARE LICENSED IN

HOW LONG HAVE YOU BEEN ACQUAINTED WITH THE APPLICANT AND IN WHAT CAPACITY?

COMMENTS:

RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON APPLICANT

	YES	NO
Have you been charged or finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of this or any other state or of the United States whether or not sentence was imposed including suspended imposition of sentence, suspended execution of sentence and misdemeanor charges? If "YES", please submit a copy of the charges, findings and order with this application.	<input type="checkbox"/>	<input type="checkbox"/>
In any other licensing jurisdiction, have you been the subject of disciplinary action, or entered into any type of settlement agreement, providing for any limitation on your ability to practice, or monetary penalty or payment of costs? If "YES", please submit a copy of the charges, findings, and order with this application.	<input type="checkbox"/>	<input type="checkbox"/>
Are you engaged in the practice of Engineering at this time? If not, state present occupation:	<input type="checkbox"/>	<input type="checkbox"/>

Pursuant to Section 324.010 RSMo:

CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.

False statements are subject to criminal penalties and/or license discipline.

If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200 or e-mail income@dor.mo.gov.

PLEDGE/AFFIDAVIT

Prior to licensure, I will not engage in any engineering work in Missouri, except such as may be within the exemptions of the law, or under the direction of a licensed Professional Engineer in good standing and authorized to practice engineering in Missouri.

I hereby make, and promise to keep, the following pledge while retaining the status of a Professional Engineer in the state of Missouri to wit:

- (a) I will obey the Constitution and laws of the United States of America, the Constitution and the laws of the state of Missouri, and the rules and regulations of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects;
- (b) I will discharge with diligence and fidelity the obligation of every professional employment in which I may engage within the state of Missouri or elsewhere;

I, the undersigned applicant for licensure by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects as a PROFESSIONAL ENGINEER, on my oath, or affirmation, and for the purpose of securing such licensure, declare that the statements and representations made in the foregoing application are true.

APPLICANT SIGNATURE

DATE





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CHECK LIST – PROFESSIONAL ENGINEER

TO BE SUBMITTED WITH COMPLETED APPLICATION FORM.

DATE: _____

TO THE APPLICANT:

Please read “**Instructions for Preparing Application**”.

To avoid delay in the processing of your application, please read the items below as you fill in your application and check each item as it is completed.

When application is completed, **submit this form**, with the items checked, and date filled in.

- 1. Filing fee payable to the “Missouri Board for Professional Engineers”.
- 2. Photograph taken within the last five years.
- 3. Proof of graduation in the form of an OFFICIAL transcript of grades showing date of graduation and degree received. **The transcript shall be forwarded directly to the Board office by the University** – unless previously submitted with Missouri Engineer Intern application. **A copy of diploma or record of grades is not acceptable.**
 - Check here if transcript was previously submitted with Missouri Engineer Intern application.
- 4. Summary of Professional and Non-Professional Experience, prepared in chronological order. Total is entered at the bottom of the form.
- 5. A **separate** “Professional Experience Form” completed for **each** engineering engagement (place of employment). Experience must be verified by supervising engineer, supervisor or client.
- 6. Proof of receiving a passing score of 80% on the required State Exam covering Chapter 327, RSMo, the Board Rules and Ethics. You must complete and pass the state examination before making application.
- 7. Verification requested from appropriate licensing board(s), if applicable.
- 8. NCEES Credentials Evaluations favorable evaluation report, if applicable.
- 9. NCEES Council Record, and page 1 and page 5 of the application, if applicable.

PLEASE UNDERSTAND THAT THE BOARD WILL NOT BE ABLE TO PROCESS YOUR APPLICATION IF IT IS NOT IN PROPER FORM AND COMPLETE IN EVERY RESPECT.