



STATE OF MISSOURI

MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL
LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS

**INSTRUCTIONS FOR PREPARING PROFESSIONAL ENGINEERING
APPLICATION UNDER SECTION 327.392 RSMo**

3605 MISSOURI BLVD., SUITE 380
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047
FAX: 573/751-8046

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.

PLEASE NOTE THAT ALL INFORMATION ON THE APPLICATION MUST BE TYPEWRITTEN.

Required: 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>. Please click here: <https://pr.mo.gov/apelsla.asp> to view the Rules and Statutes. 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.

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.

A verification must be requested 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.

Payment should be made payable to the “Missouri Board for Professional Engineers”. Checks and/or money orders must be drawn on a United States bank. NOTE: Per Board Rule 20 CSR 2030-6.015 cash is not an acceptable form of payment.

If sheets are included with your application, they must be 8½ x 11 inches and each sheet must be signed and dated by you and the person verifying your experience.

Having completed your application and affidavit, check to see if you have signed your name in all spaces required, then submit your application to: Missouri Board for Professional Engineers, 3605 Missouri Boulevard, Suite 380, Jefferson City, Missouri 65109.

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 filed.

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 a 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 a 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, letters of reference, 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 website; www.ncees.org.

SOCIAL SECURITY NUMBER DISCLOSURE NOTICE

You must provide your social security number pursuant to state and federal law. ¹

If you fail or refuse to provide your social security number, we will consider your initial application or renewal application incomplete and return it to you. Continued failure or refusal to provide your social security number is grounds for denial of your application.

Pursuant to state and federal law, licensing authorities must assemble your social security number with other relevant information (name, address, etc.) and transmit the data to the Division of Child Support Enforcement of the Department of Social Services to be used in a database for the following purposes:

- (1) locating individuals who are under an obligation to pay child support or provide child custody or visitation rights, against whom such an obligation is sought or to whom such an obligation is owed;
- (2) identifying whether an individual who owes overdue child support or who has failed to comply with a subpoena relating to paternity or child support proceedings holds or has applied for a professional or occupational license (under certain circumstances, a person who owes overdue child support or fails to comply with a subpoena relating to the above-stated proceedings may be subject to an order of a court, after notice and opportunity for hearing in that court, suspending, withholding or restricting the person's license).

In addition to these uses, 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.



STATE OF MISSOURI
MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS
**INFORMATION PERTAINING TO THE NCEES PRINCIPLES AND
PRACTICE OF ENGINEERING EXAMINATION**

IMPORTANT INFORMATION ABOUT EXAMINATIONS IN ENGINEERING

Fundamentals of Engineering (FE)

- The FE exam is a computer based exam that is administered by NCEES year round.

Principles and Practice of Engineering (PE)

- The PE exam tests your ability to practice competently in a particular engineering discipline. It is designed for engineers who have gained at least four years' post-college work experience in their chosen engineering discipline.
- Each PE exam lasts 8 hours and is split into a morning and an afternoon session.

All applicants are required to pass the FE Examination before they are permitted to take the PE Examination.

Information regarding the examination format and specifications may be obtained by accessing the National Council of Examiners for Engineering and Surveying (NCEES) website, www.ncees.org.

Study materials may be purchased by contacting NCEES; telephone number 800-250-3196 or www.ncees.org.

A list of the examination dates can be viewed by accessing www.ncees.org or <http://pr.mo.gov/apelsla.asp>.

Completed application must be filed (received) in the Board office as follows (No Exceptions):

Spring Examination:	on or before December 1
Fall Examination:	on or before June 1

Application will be returned to the applicant WITHOUT FILING, which may delay your examination, unless all the information required in its several parts is supplied.



STATE OF MISSOURI

MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS

APPLICATION FOR LICENSURE AS A PROFESSIONAL ENGINEER UNDER SECTION 327.392 RSMo

GENERAL INFORMATION - PLEASE READ BEFORE PREPARING APPLICATION

ALL INFORMATION REQUESTED ON THIS FORM MUST BE TYPEWRITTEN

The filing fee for licensure under Section 327.392 is \$200. Check should be made payable to the Missouri Board for Professional Engineers.

Per Board Rule 20 CSR 2030-6.010 fees are not refundable and cannot be returned for any reason after an application has been filed, even though an application is denied or applicant fails the examination.

Per Board Rule 20 CSR 2030-5.160, your application must be accompanied by proof of receiving a passing score of 80% on the required State Exam covering Chapter 327, RSMo, the Board Rules and Ethics.

The transcript shall be forwarded to the Board office directly from the University. Transcripts and other information required to be filed with an application are retained by the Board as part of an applicant's file and are not returned to applicant.

Application will be returned to an applicant without filing unless all the information required in its several parts is supplied.

Please address all communications, mail, applications and other supporting data to:

Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects
3605 Missouri Boulevard, Suite 380, Jefferson City, Missouri 65109
(573) 751-0047
1-800-735-2966 Text Telephone (TDD)

Applicant must insert a photograph taken within the last 5 years. This application will not be filed unless your photograph is inserted in this space.

Use bust photo approximately 2 1/2 x 3 inches, with signature across bottom of photo.

GENERAL INFORMATION INDICATE MAILING ADDRESS BY CHECKING ONE BOX BELOW

Form with fields for: FIRST NAME, MIDDLE NAME, LAST NAME, SUFFIX, MAIDEN NAME, SOCIAL SECURITY NUMBER, PREFERRED NAME FOR LICENSURE DOCUMENTS AND SEAL, RESIDENCE ADDRESS AS LISTED WITH THE U.S. POST OFFICE, APT. #, CITY, STATE, ZIP CODE, HOME TELEPHONE NO., BUSINESS (EMPLOYMENT) NAME, BUSINESS ADDRESS AS LISTED WITH THE U.S. POST OFFICE, CITY, STATE, ZIP CODE, BUSINESS TELEPHONE NO., ADDRESS FOR CORRESPONDENCE (RESIDENCE/BUSINESS), E-MAIL ADDRESS, BIRTHPLACE (CITY AND STATE), DATE OF BIRTH, CITIZENSHIP, FIELD OR BRANCH OF MAJOR ENGINEERING PRACTICE.

METHOD OF LICENSURE

I hereby apply for licensure to practice engineering by the following method:

- 1. By 327.392 - 1. Applicant holds a degree at the bachelor's level or higher in engineering, has 20 years of satisfactory engineering experience and must pass the NCEES Principles and Practice of Engineering Examination.
2. By 327.392 - 2. Applicant holds an ABET accredited engineering degree or its equivalent, has a doctorate in engineering from an institution that offers Engineering Accreditation Commission programs, has 4 years of satisfactory engineering experience and must pass the NCEES Principles and Practice of Engineering Examination.

FOR BOARD USE ONLY

Form with fields for: CHECK DATE, CHECK NUMBER, AMOUNT



STATE OF MISSOURI
MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS
SUMMARY OF PROFESSIONAL AND NON-PROFESSIONAL EXPERIENCE

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, this time period and 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 means 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 Engineer, Supervisor or Client who supervised your work
	FROM MO./YR.	TO MO./YR.		Total number of years and months at this engagement	
TOTAL				▶	



STATE OF MISSOURI

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PROFESSIONAL LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS

INSTRUCTIONS ON HOW TO EXECUTE – PROFESSIONAL EXPERIENCE FORM

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 engineers, supervisors or clients review the experience you are claiming and then complete the “Verification of Supervising Engineer, Supervisor or Client”. If additional sheets are necessary, please have the appropriate supervising engineer, supervisors or clients sign and date the attached sheets.

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

AMOUNT OF ENGINEERING EXPERIENCE TO BE VERIFIED BY SUPERVISORS OR CLIENTS

327.392 1. – A MINIMUM of 20 years engineering work experience.

327.392 2. – A MINIMUM of 4 years engineering work experience.

IMPORTANT

An applicant’s engineering experience record is evaluated from information furnished by the applicant as well as by corroborative testimony from an applicant’s 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 you list, 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. Please bear in mind that if you are applying for licensure by examination and your application is returned to you because you did not properly complete the “Professional Experience Form,” your application must be **resubmitted** prior to the filing deadline. Applications resubmitted **after** the filing deadline will be processed for the next following examination (approximately six months later).



STATE OF MISSOURI
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PROFESSIONAL EXPERIENCE FORM

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 - FAXED, SCANNED OR PHOTOCOPIES NOT ACCEPTABLE)

1. List number of engagement, 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.)
2. Have supervising licensed engineer, supervisor or client, complete verification below. If additional sheets are necessary, please have the appropriate supervising engineer, supervisor or client sign and date the attached sheets.
3. A **separate** Professional Experience Form **must** be used for **each** work engagement 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





STATE OF MISSOURI

MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL
LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS

PROFESSIONAL ENGINEER EXAMINATION REQUEST

(NOTE: This form must be completed and returned with your application for examination.)

If my application for examination as a professional engineer is approved by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects,

I wish to be notified of the Spring Principles and Practice of Engineering Examination.

I wish to be notified of the Fall Principles and Practice of Engineering Examination.

If, for any reason, I fail to appear for the examination as indicated, I understand that before I can be rescheduled for a future examination, I will be required to submit a reexamination/rescheduling application to the Board accompanied by the required fee.

In addition, I understand it will be necessary to complete the final scheduling of the examination with NCEES Exam Administration Services by completing their online registration process and submitting the required examination fee(s) to NCEES Exam Administration Services not later than their filing deadline.

NAME

DATE



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**INSTRUCTIONS FOR PREPARING PROFESSIONAL ENGINEERING APPLICATION
UNDER SECTION 327.392 RSMo**

CHECK LIST – PROFESSIONAL ENGINEER

TO BE RETURNED WITH COMPLETED APPLICATION FORM.

DATE: _____

TO THE APPLICANT:

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

To avoid delay due to the possibility of having to return your application, if not received in the proper form, please read the items below as you fill in your application and check each item as it is completed.

When application is ready to mail, **enclose 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 the school will be forwarding your official transcript directly to the Board office.
- 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) and “Verification of Supervising Engineer, Supervisor or Client” completed by supervising engineer, supervisor or client. Experience Forms cannot be faxed, scanned or photocopied.
- 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. Examination Request, if applicable.
- 9. NCEES Council Record, and page 1 and page 5 of the application, if applicable.

PLEASE UNDERSTAND THAT THE BOARD HAS NO CHOICE EXCEPT TO RETURN THE APPLICATION TO YOU IF IT IS NOT IN PROPER FORM AND COMPLETE IN EVERY RESPECT.