

Application Checklist – Part II

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	Complete and submit the ELSEES Application for Michigan Pre-Approval of Education for the Principles and Practice of Engineering (PE) Exam to ELSEES with official transcript to be sent directly to ELSEES – or – request an evaluation of your non-accredited education. www.els-examreg.org
	Once notified by NCEES that you are eligible to sit for the Principles and Practice Examination, visit the ELSEES website to register at www.els-examreg.org
	After passing both the Fundamentals of Engineering Examination and Principles and Practice Exam, fill out and send the Application for Professional Engineer’s License – Examination (BCS/LEN-020) and five Experience Verification Forms (BCS/LEN-021) to the Board Office.
	If exams are taken in another state, you must request verification of your exam scores (BCS/LDB-410).

With notification of successful completion of exams, candidates will receive instructions regarding licensure and further filing requirements.

Related Agencies

Applications

ELSEES (877) 536-7729
P.O. Box 1686 www.els-examreg.org
Clemson, SC 29633

Education Evaluations

Center for Professional Engineering Education Services (800) 464-7650
www.CPEES.org

Examination Reference Study Materials

NCEES (877) 536-7729
www.ncees.org

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Michigan Department of Labor & Economic Growth
Bureau of Commercial Services – Licensing Division
BOARD OF PROFESSIONAL ENGINEERS
P.O. Box 30018
Lansing, MI 48909

Applying for the Professional Engineers License in Michigan

**Michigan Department of
Labor & Economic Growth
Board of Professional Engineers
P.O. Box 30018
Lansing, MI 48909
Telephone: 517-241-9253
Fax: 517-373-2162
www.michigan.gov/engineers**



The Examination

Michigan requires the National Council of Examiners for Engineering and Surveying (NCEES) examinations for all applicants applying for a professional engineers license. Exams are administered twice a year, April and October. The licensing exams for professional engineers are administered in two parts:

Part I – the 8-hour Fundamentals of Engineering examination is typically taken around graduation. Michigan offers no certification or registration for individuals successfully completing the Fundamentals of Engineering examination. Beginning with the results of the April 2002 exam, the Michigan Board will no longer verify exam scores. You must contact Engineering and Land Surveying Examination Services (ELSES) for verification of the scores.

Part II – the 8-hour Principles and Practice of Engineering examination may be taken when the applicant has met the statutory education and work experience requirements. A candidate does not have to successfully complete Part I of the examination to qualify for Part II, however, successful completion of both Part I and Part II exams are required before a license will be issued. The PT II core (Group I) disciplines of chemical, civil, electrical, mechanical and environmental engineering are offered at both the fall and spring administration of the exam. The Part II specialty (Group II) disciplines of agricultural, control systems, fire protection, industrial, metallurgical, mining/mineral, nuclear and petroleum engineering are offered only in the fall.

Study Materials

Part I is a closed examination. No reference materials are allowed in with the candidate. You may obtain a copy of the FE Reference Manual that you will be provided when you check in for the exam. Contact ELSES by phone at 1-877-536-7729 or visit their website at www.els-examreg.org

Part II is an open book exam. Candidates may take any reference material into the test room, however, all material must be bound. Loose papers should be placed in a three-ring binder.

The State Board cannot refer you to any preparatory courses or seminars.

Calculators

The Michigan Board abides by the calculator policy set by NCEES. Visit www.ncees.org for the current policy details.

The Application & Requirements

Fundamentals Exam (PT I)

Please visit the ELSES website (www.els-examreg.org) for information on taking FE exam.

Principles & Practice (PT II)

The application for the Principles and Practice consists of the following three processes:

- 1) **Submit the ELSES Application for Michigan Pre-Approval of Education for the Principles and Practice of Engineering (PE) Exam** to ELSES. Request the college or University to send official transcripts directly to ELSES. The form and instructions are available at www.els-examreg.org or 1-877-536-7729.
- 2) Once ELSES has notified you of eligibility to sit for the Principles and Practice Examination, you must visit the ELSES website to register.
- 3) After you have passed the Principles and Practice Examination and the Fundamentals of Engineering Examination, you will be provided with instructions from ELSES to send the **Application for Professional Engineers License – Examination (BCS/LEN-020)** with the application fee and the first year's licensure fee and five **Experience Verification Forms (BCS/LEN-021)** and submit to the Michigan Board Office. **Do not send this information to the Board office until you have passed the Principles and Practice Examination and the Fundamentals of Engineering Examination.**

Education

Applicants must possess an Accreditation Board for Engineering & Technology (ABET-EAC) or Canadian Engineering Accreditation Board (CEAB) accredited bachelors degree.

Applicants who do not possess an ABET or CEAB accredited degree must obtain an independent evaluation of their education equating it to the ABET standards that include at least 32S/48Q hours Math/Basic Science; 32S/48Q hours Engineering Science; 16S/24Q hours Engineering Design; 16S/24Q hours Humanities/Social Science. Evaluations may be obtained from the company listed below:

Center for Professional Engineering Education Services
P.O. Box 720010
Miami, FL 33172
www.cpees.org

The cost of these evaluations must be paid by the applicant. Evaluations must be submitted concurrent with the ELSES Application for Pre-Approval. All evaluations submitted are subject to review for acceptability by the Michigan Board of Professional Engineers. The Board reserves the right to require that evaluations be supported by official grade transcripts and course descriptions in effect at the time the courses were taken. Engineering Technology degrees issued in the United States are not equivalent to the Engineering degrees. Although the Accreditation Board for Engineering and Technology accredits technology programs through the Technology Accreditation Commission (TAC/ABET), the criteria are not the same as those

applied to engineering programs. Technology degrees do not meet the Board's educational requirement unless supplemented by substantial additional engineering level coursework acceptable to the Board.

Experience

Applicants must provide verification of 4 years of acceptable engineering work experience received after an acceptable bachelors degree or 3 years of acceptable engineering work experience received in addition to an acceptable masters degree. Work experience must be verified by five persons, three of whom must be licensed professional engineers.

Examination from another jurisdiction

Applicants who have passed portions of the ELSES exams in another state or jurisdiction must submit verification of their exam scores to the State of Michigan. Use form BCS/LDB-410 to provide verification directly from the other state or jurisdiction.

Application Processing Time

It takes approximately 6-8 weeks to process an application for a license. If your application is lacking documents, our office will notify you by sending a "Notice of Incomplete Application."

Exam Results

Grades are released by ELSES 4 months after the exam is administered and will be mailed by ELSES to the exam candidates as soon as they are available. Please do not call the Board office or ELSES asking for grades. They will not be released over the phone. If you fail the exam, you will be given instruction with your score letter.

Rescheduling Exams

Re-examinees should visit the ELSES website to register.

Ten Year Application Validity

If the application does not become licensed in Michigan within 10 years of the date the application is filed, the application will become void. Applicants with void applications will be required to file new applications and fees and may be required to meet current licensing requirements for education, experience and examinations. Examinations or portions of examinations already completed will no longer be valid for such candidates.

Michigan Department of Labor & Economic Growth
 Bureau of Commercial Services
 BOARD OF PROFESSIONAL ENGINEERS
 P.O. Box 30018, Lansing, MI 48909
 517-241-9253
 www.michigan.gov/commerciallicensing

FOR OFFICE USE ONLY	
Approved By:	Date Approved:
License Number 62-01-	

RECIPROCAL APPLICATION FOR PROFESSIONAL ENGINEERS LICENSE

**TOTAL FEE DUE
\$75.00**

AUTHORITY: P.A. 299 of 1980, as amended
 COMPLETION: Mandatory
 PENALTY: Failure to complete may result in denial of your application

Check here if you are submitting an NCEES Council Record (no other documents need to be sent) and complete Sections 1-13 and 16.

Print in black ink or type all responses.

You must allow 6 weeks for a properly submitted application to be

1. Applicant's Name (Last, First,		2. Social Security Number	3. Date of Birth
4. Address (Number and Street)		5. City	
6. State	7. Zip Code	8. Daytime Telephone Number ()	9. E-Mail Address
10. Have you ever used another name? (If yes, enter here)			
11. Have you ever been convicted of a felony or misdemeanor for which you could have gone to jail? <input type="checkbox"/> Yes - Do not give details at this time. The Department may contact you at a later date. <input type="checkbox"/> No			
12. Have you ever had disciplinary action taken against any license, registration or permit you now hold or have ever held? (suspension, revocation, denial, etc.) <input type="checkbox"/> Yes - Provide type of license, name of state, action and dates of action on a separate sheet of paper. <input type="checkbox"/> No			
13. If you have ever filed another application with the Department of Consumer & Industry Services, list the approximate date and type			

14. EDUCATION:	Name/Location of University	Degree Received	Date
List your education here. The official transcript must be sent <u>directly</u> to the board office from the school. Refer to the brochure, BCS/LEN-PUB-031 on the web site at www.michigan.gov/commerciallicensing.			
15. EXAMINATION HISTORY:	Name of Examination	State Written	Year Written
List any exams written in other states or jurisdictions. The information should be verified on the BCS/LDB-410. Refer to the brochure, BCS/LEN-PUB-031 on the web site at www.michigan.gov/commerciallicensing.	Fundamentals of Engineering		
	Principles and Practice of Engineering		

16. Applicant Certification

I hereby certify that the statements in this application are true and correct. I have not withheld information which might affect the decisions to be made on this application. I am aware that a false statement or dishonest answer may be grounds for denial of my application, disciplinary action against my license, or may be punishable by law. I hereby authorize the Department of Labor & Economic Growth and its agents to investigate any statements made by me in this application, including checking criminal, civil and administrative records.

Signature Date

FEE PAYMENT INFORMATION	FOR OFFICE USE ONLY - VALIDATION
<input type="checkbox"/> Reciprocal Application Fee: \$35.00 (6201-09) <input type="checkbox"/> First Year License Fee Fee: \$40.00 (6201-07)	
Make your check or money order from a U.S. Financial Institution payable STATE OF MICHIGAN - ENGINEERS	
FEEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 152 OF 1979, AS AMENDED AND R338.943 AND R338.944.	

Michigan Department of Labor & Economic Growth
Bureau of Commercial Services
Licensing Division
BOARD OF PROFESSIONAL ENGINEERS
P.O. Box 30018, Lansing, MI 48909
517-241-9253
www.michigan.gov/commerciallicensing

Applicant Name		
Address		
City	State	Zip Code

EXPERIENCE VERIFICATION FORM

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

Print in black ink or type entries

APPLICANT SECTION - Complete items 1, 2, 3 and 4 and forward this form to the verifying reference for verification of work experience, or personal reference.

1. My contacts with the verifying reference have been in the following capacities: From: _____ To: _____

<input type="checkbox"/>	As my employer or supervisor	<input type="checkbox"/>	As an instructor in my classes
<input type="checkbox"/>	As an associate in engineering work	<input type="checkbox"/>	In social or community activities
<input type="checkbox"/>	In professional society activities	<input type="checkbox"/>	Other

2. If you have been employed by the verifying reference, or have been members of the same firm, provide the following information:

Inclusive Dates of Employment	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	From: _____	To: _____
Name and Location of Firm:	_____					
Applicant's Position:	_____					
Verifying Reference's Name:	_____					
Verifying Reference's Position:	_____					

3. Provide explicit statements relative to your professional work experience as defined below. You must also list and define projects for which you had full or partial responsibility, including statements of extent and complexity of work performed. Check type of experience in the boxes below.

Acceptable professional work experience defined under R339.16022 requires the application of engineering principles and data, such as consultation, investigation, evaluation, planning, design, or review of materials and completed phases of work in construction, alteration, or repair in connection with a public or private utility, structure, building, machine, equipment, process, work or project.

D = Design, P = Planning, C = Consultation, I = Investigation, E = Evaluation, R = Repair	D	P	C	I	E	R
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VERIFYING REFERENCE SECTION: Complete Items 1 - 6 and return the completed form directly to the State Board office.

The applicant named above has given your name as a reference to support an application for licensure as a Professional Engineer in the State of Michigan. You must evaluate the qualifications of this applicant in light of professional requirements. In addition you must have a license from the state in which the applicant performed work while under your supervision. Please understand that while an examination may determine an applicant's technical ability to do the standard task, it does not determine honesty, integrity, dependability, resourcefulness, judgment, ability to take responsible charge and other qualifications and traits of character necessary in a competent and ethical profession. These characteristics show up in practice and are known only to the applicant's acquaintances and associates.

1. Is the information correct as stated? Yes No If No, please explain: (in particular, note stated time periods, duties, and responsibilities; add or delete as appropriate.)

2. Please indicate your opinion as to the applicant's potential to practice engineering by checking the appropriate boxes below. If an "Unsatisfactory" box is checked for any of the listed categories, please submit a letter of explanation with this form.

Phase of Activity	Excellent	Good	Satisfactory	Unsatisfactory	Unknown
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subordinate Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Licensure in Michigan is not classified in any branch of engineering practice, however, the Board is interested in the applicant's background and appreciates your opinion regarding the engineering fields in which the applicant is proficient (civil, electrical, mechanical, etc.).

4. In my opinion the applicant would rank in professional competence and responsibility as indicated below:

Qualified Unqualified Unknown

5. Would you recommend this applicant to be licensed? Yes No

6. The following information is submitted regarding myself:

Affix an impression of your Professional Engineers Seal

Name:	
Signature:	
Firm:	
Position:	
Address:	
Date:	
Engineering License Jurisdiction:	
License Number:	Expiration Date:
Discipline:	

Promptly Return This Form To:

Department of Labor & Economic Growth
Bureau of Commercial Services - Licensing Division
Board of Professional Engineers
P.O. Box 30018
Lansing, MI 48909

Michigan Department of Labor & Economic Growth
 Bureau of Commercial Services
 Licensing Division
 DESIGN BOARDS
 P.O. Box 30018, Lansing, MI 48909
 517-241-9253
 www.michigan.gov/commerciallicensing

AUTHORITY: P.A. 299 of 1980, as amended
 COMPLETION: Mandatory
 PENALTY: Failure to complete may result in denial of your application

VERIFICATION OF EXAMINATIONS AND LICENSURE

If examinations were taken in Michigan and you are applying for Michigan licensure, you may disregard this form.

MI Applicants Complete Section I of this form and forward it to the state board or regulatory agency verifying your licensure or exams. If you took exams in more than one state, you should request verification from each state maintaining exam records for you. You may photocopy this form if necessary. The verifying agency will send this completed form directly to our office. It may be helpful if you would include an envelope addressed to our office using the address listed at the top of this form.

Verifying Agency: Complete Section II for exams or licensure held in your jurisdiction by the individual referenced in Section I. Return the form directly to the Michigan Board using the address listed at the top of this form.

SECTION I - MI APPLICANTS

Name	Type of License	Daytime Telephone Number
Address	License Number	I hereby request written verification herein and authorize the release of related examination records to the State of Michigan.
City, State, Zip Code	Social Security Number 	
Sign and Date _____		

SECTION II - VERIFYING AGENCY

License held in your State	License Number	Date Issued	Expiration Date
Professional Engineers	NCEES Y/N	Grade	Date
Fundamentals of Engineering			
Principles and Practice of Engineering			
Reciprocity (list state or jurisdiction here)		Other	

ARCHITECTS

NCARB Architectural Registration Exams	Grade	Date		Grade	Date
PD or Division A			MM or Division H		
SP or Division B or			CD or Division I		
Division BG/Division BW			NCARB Equivalency Exam		
BP or Division C			NCARB Qualifying Exam		
BT			NCARB Professional Exam - Section A		
GS or Division D/F			NCARB Professional Exam - Section B		
Division D			Part I - Environmental Analysis		
LF or Division E			Part II - Architectural Planning		
Division F			Part III - Design and Technology		
ME or Division G			Part IV - Construction		

Is there currently or has there ever been any disciplinary action against the above referenced individual? (Attach additional material if necessary)

Yes No

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT ACCORDING TO THE OFFICIAL RECORDS OF THIS STATE.

State _____

Signature/Title _____

Date _____ Telephone Number _____

Seal Imprint