

Wisconsin Department of Safety and Professional Services

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS

PROFESSIONAL ENGINEERS SECTION

INSTRUCTION PACKET FOR PROFESSIONAL ENGINEER CREDENTIAL

This is not the appropriate application if you want to apply for the engineering examination. To take the exam, please visit the NCEES website at: www.ncees.org.

Application forms may be found at: <http://dsps.wi.gov/Licenses-Permits/Engineer/PEforms>.

IMPORTANT NOTICE

FOR APPLICANTS WHO HAVE PREVIOUSLY SUBMITTED AN ELIGIBILITY APPLICATION
FOR PRINCIPLES AND PRACTICE OF ENGINEERING EXAMINATION, (Form #1999)
AND HAVE PASSED BOTH THE PE AND THE EIT (FE) EXAM

Submit only the following:

1. The Application Packet Addendum (Form #2727)

FILING AN APPLICATION: All applicants for credential (licensure) as a Professional Engineer must complete an "Application for Professional Engineer Credential" (Form #1736). Please type or print all information when completing the application.

Completed applications must be mailed to the address listed at the top of this page. Applications hand-delivered or mailed by special courier must be addressed to the Department's street address: 1400 East Washington Avenue, Madison, WI 53703.

FEES: Applicants applying under the comity provision submit an \$82.00 initial credential fee. Applicants applying by examination must pay a \$75.00 initial credential fee. Make your check or money order payable to: Department of Safety and Professional Services.

New candidates who have previously been approved to sit for the PE Examination have already submitted the credential fee. PLEASE DO NOT SUBMIT THE FEE AGAIN.

FOR APPLICANTS HOLDING AN UNEXPIRED REGISTRATION FROM ANOTHER STATE (COMITY)

1. **Certificate of Registration:** An applicant may apply for registration if he or she holds an unexpired registration in another state in which registration requirements are not lower than those in Wisconsin. The applicant must have passed the NCEES Principles and Practice Examination, passed the Fundamental of Engineering Exam, and have eight (8) years of engineering experience (education included). Applicants may apply using NCEES Council Record or by direct application.
2. **If applying by NCEES Council Record:** Request NCEES to forward your Council Record to the Department. Complete the Application for Professional Engineer Credential (Form #1736) and submit it with the application fee to the Department. Indicate on the application that you are requesting NCEES to forward your Council Record to the Department. Comity applicants must submit proof they have completed 30 hours of continuing education within the two-year period immediately prior to application per Wis. Admin. Code § A-E 13.09 (Form #2997).

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3. If applying by Direct Application: Complete the Application for Professional Engineer Credential (Form #1736), Verification of Examination or Licensure (Form #475) from each state you hold a current license; five Professional Engineer Applicant Reference Forms (Form #470) from **five (5) registered (licensed) Professional Engineers (one of whom served as a supervisor in responsible charge of your engineering experience)**, and the application fee. Family members can act as supplemental references in support of an application but not as one of the five (5) required responses. Applicants applying by comity do not need to submit official transcripts or the experience record. Comity applicants must submit proof they have completed 30 hours of continuing education within the two-year period immediately prior to application per Wis. Admin. Code § A-E 13.09 (Form #2997).
4. Temporary Permit: A temporary permit is available to all applicants under the comity provision. This permit allows the applicant to proceed with a pending project during the time it takes to process the application for credential. An applicant desiring a permit must include a letter specifically requesting the permit which includes a description of the project (location, approximate size, and cost), a copy of their registration card from the original state of registration, and an \$82.00 temporary permit fee. The Application for Professional Engineer Credential (Form #1736), credential fee, and temporary permit fee must accompany the request for temporary permit. The temporary permit is optional and is not a requirement for licensure.

DIRECT APPLICATION: Submit all of the following along with the application for Professional Engineer Credential (Form #1736) and the fee.

EDUCATION: Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college or university to you, so you can submit the transcript with your application. Unofficial copies of transcripts are not acceptable. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Applicants applying by comity do not need to submit official transcripts.

The Professional Engineers Section grants an experience equivalent for education. A Bachelor of Science degree in Engineering accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET) is equivalent to four (4) years of experience. A Bachelor of Science degree in Engineering Technology accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET) is equivalent to two (2) years of experience.

If you need a list of approved schools, or want to verify if the school you attended is ABET approved, please contact ABET at www.abet.org or (410) 347-7700.

All education received outside of the United States must be evaluated. No credit will be allowed for education submitted without an educational evaluation.

If the degree is from an international educational institution, you must provide an official detailed ABET accredited educational equivalency evaluation from NCEES Credentials Evaluations.

Forms are provided in an online format on the website at <http://www.ncees.org> and can be processed with payment submitted by credit card. If the application data is not submitted online, there will be an additional fee. Mailing address: NCEES, Credential Evaluation Services, Clemson, SC 29633-1686, phone number: (865) 654-6824.

No other credential evaluation service will be accepted.

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VERIFICATION OF EXAMINATION SCORES: If you completed the Fundamentals of Engineering (FE) or the Principles and Practice of Engineering (PE) Examinations in another state, you must contact the registration agency in that state and request that they provide official verification of the scores directly to this office. A Verification of Examination or Registration (Form #475) can be used for your convenience. If both exams were passed in Wisconsin, indicate the month and year that the exams were passed on the Application (Form #1736).

EXPERIENCE RECORD: The “Experience Record” (Form #463) is used by the Board to determine whether the experience you document meets the requirements outlined in Wis. Admin. Code [A-E 4](#). To assure the Board can make an accurate assessment of your experience, please use the following guidelines when completing this form. Incomplete forms, or forms not in compliance with these guidelines, may be rejected and delay the processing of your application.

The Board is looking for experience that is within the definitions of engineering in Wis. Stat. ch. 443 and Wis. Admin. Code § A-E 4.03, which can be found at: http://docs.legis.wisconsin.gov/code/admin_code/a_e/4/03. Before you start completing this form, you should review these definitions.

It is important to include specific information about your role, responsibilities, and/or tasks for each engagement. A simple statement like, “I was a designer on project XYZ,” gives the Board little information. Information that is incomplete, overly broad and/or general, will likely be determined by the Board to be insufficient to meet the requirements outlined in the Wisconsin Administrative Code.

Engagements must be of a duration that provides an opportunity to acquire relative qualifying experience. Extremely short engagement durations, less than six (6) months, may be determined to be insufficient to meet the requirements outlined in the Wisconsin Administrative Code.

Do not use abbreviations or acronyms. Include duties and degree of responsibilities for each engagement. Job applications, employment resumes, job position descriptions, and marketing resumes do not contain the detail necessary for your application and generally should not be used for this purpose. Indicate when employment is full-time vs. part-time, and specify the typical number of hours worked per week. Provide a complete chronological listing of your background, beginning with your engineering education, that satisfies the appropriate requirement. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Generally, experience gained prior to obtaining the education requirement is not evaluated for the credential experience requirement.

The information on this form must be typed. Not more than one (1) year of satisfactory credit may be granted for any calendar year.

The experience record is not required if you are applying by comity.

Experience gained in a cooperative educational program must be listed as a separate engagement and must be indicated as co-op experience. To obtain cooperative work experience credit, the cooperative educational program must be documented on the official transcript. A maximum of one (1) year of experience may be claimed for cooperative educational programs.

The beginning and ending month and year of employment must be shown for each engagement. The total amount of experience for each engagement must be calculated and shown in decimal format. Length of engagements shall be rounded to one decimal point. Engagements shall not overlap.

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REFERENCES: Provide replies from five (5) references having personal knowledge of your experience using the enclosed "Professional Engineer Applicant Reference Form" (#470). Each reference should complete Form #470 and return it to you in a sealed envelope, with their signature on the envelope seal, so you can submit all five (5) references with your application. It is required that three references be registered as professional engineers, one of whom is registered in Wisconsin and one of whom has served as supervisor in responsible charge of your engineering work per Wis. Admin. Code § A-E 4.08(b), which can be found at http://docs.legis.wisconsin.gov/code/admin_code/a_e/4/08. Family members can act as supplemental references in support of an application, but not as one of the five (5) required responses. (Comity applicants see page 2.)

REVIEW DATES: Comity applicants are not presented to the Professional Engineer Section.

If your application must be reviewed by the Professional Engineer Section, you must submit it more than two (2) weeks prior to the Board meeting date on which you would like to have it approved. To see when the Board is meeting, visit: <http://dsps.wi.gov/Licenses-Permits/Credentialing/Business/Professional-Engineer>. Click on the link labeled "Meeting Schedule." **These are tentative meeting dates and are subject to change.**