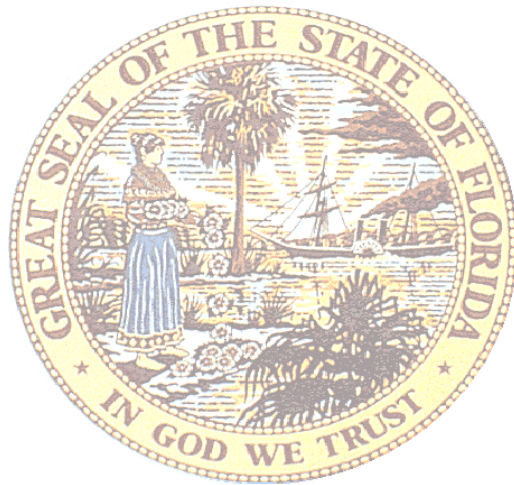


# FLORIDA BOARD OF PROFESSIONAL ENGINEERS

2507 Callaway Road, Suite 200  
Tallahassee, Florida 32303



## APPLICATION FOR LICENSURE BY ENDORSEMENT WITH NCEES RECORDS

**BEFORE MAILING YOUR APPLICATION PACKET, PLEASE MAKE SURE THAT YOU HAVE TAKEN CARE OF ALL OF THE FOLLOWING ITEMS.**

**DO NOT RETURN THIS CHECK LIST TO OUR OFFICE**

**CHECK LIST**

- As you begin the Application process, refer to the instructions – pgs 6-7.
- Complete the Application in its entirety
- Complete the Profile Data in its entirety
- Attach one (1) current photograph to the application (please do not use staples)  
(Copy of your Drivers License)
- Attach application fee (\$230.00)  
(The check must be made payable to the Florida Board of Professional Engineers or FBPE)
- Complete the Study Guide & return only the bubble answer sheet with your application package. (This item can be downloaded from [www.fbpe.org](http://www.fbpe.org) click on the application link and under the Endorsement application section, click on Study Guide on Laws and Rules and Answer Sheet.
- Foreign Degrees (BS) must have a course by course evaluation. See 61G15-20.007.
- If you have National Council Records, please have NCEES forward your records directly to: Rebecca Valentine, Florida Board of Professional Engineers, Florida 32303 or [rvalentine@fbpe.org](mailto:rvalentine@fbpe.org). – If you have council records, please do complete the items above that have a (\*) next to them as they will be enclosed with your council records
- You must provide an email address. All notices are sent via email. Add fbpe.org as a safe sender.

You will be notified within thirty (30) days of receipt of your application of incomplete or complete status. Complete files will be reviewed at the next available Application Review Committee Meeting for determination of licensure.

<p><b>ORIGINAL PROFILE DATA FOR PROFESSIONAL ENGINEERS Licensure by Endorsement (Rebecca Valentine, Licensure Analyst) NCEES Records#:</b></p>	<p><b>FLORIDA BOARD OF PROFESSIONAL ENGINEERS 2507 Callaway Road, Suite 200 Tallahassee, FL 32303 (850) 521-0500 x105</b></p>
<p><b>APPLICANT PROFILE DATA.</b> Please type or print with ballpoint pen, indicate name as you wish it to appear on all licensing documents.</p>	

<b>Name</b>	Last	First	Middle	<b>OFFICE USE ONLY</b>	
<b>Mailing Address</b>	Number and Street		Apt/Lot No		Florida PE #: _____
	City	State	Zip Code	County	Issue Date: _____
				FILE #: _____	
				<b>\$230.00 FEE RECEIVED:</b> _____	
<b>Home Telephone No.</b> ( ) ( )	<b>Business Telephone No.</b> ( ) ( ) Extension #:		<b>Place of Birth</b> (City, State, County)		<b>Email Address</b>
<b>**Social Security No.</b>			Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598 and 409.2598, Florida Statutes		

Have you ever changed your name through marriage or through action of a court, or have you ever been known by any other name:

YES  NO if YES, list name(s) and date(s) of change below:

We are required to ask that you furnish the following information as part of your voluntary compliance with Section 2, Uniform Guidelines on Employee selection Procedure (1978) 43FR38296 (August 25, 1978). This information is gathered for statistical and reporting purposes only and does not in any way affect your candidacy for licensure.

**Race:**  Caucasian  African-American  Hispanic  Asian  Native American

Other: \_\_\_\_\_

Sex:  Male  Female

**Date of Birth:** \_\_\_\_\_

**2. EDUCATION: Circle highest grade completed:**

College: 1 2 3 4 Graduate School: 1 2 Post Graduate Program: \_\_\_\_\_

Name & Addresses Of Schools/Colleges Attended:	Did you graduate?		Dates Attended Month/Year	Degree Earned	EAC/ABET Accredited	
	Yes	No			Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Note: List here if enrolled in postgraduate program, check appropriately and list name and address of school.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

**Email Address Required:**

**\*\*The Board Office sends All correspondence to you via email. To ensure you receive all email communications from FBPE immediately, please add fbpe.org to your address book. If your email provider allows, you should also make [rvalentine@fbpe.org](mailto:rvalentine@fbpe.org) a safe domain for receipt of emails.**

<p><b>APPLICATION FOR Licensure by Endorsement (Rebecca Valentine Licensure Analyst) Fee : \$230.00</b></p>	<p><b>FLORIDA BOARD OF PROFESSIONAL ENGINEERS</b> 2507 Callaway Road, Suite 200 Tallahassee, FL 32303 (850) 521-0500 x105</p>
---	---

**APPLICANT PROFILE DATA** Please type or print with ballpoint pen, indicate name as you wish it to appear on all licensing documents.

<b>Name</b>	Last	First	Middle	<b>ATTACH A COPY OF YOUR DRIVERS LICENSE</b>			
<b>Mailing Address</b>	Number and Street		Apt/Lot No				
	City	State	Zip Code				County
<b>Permanent Address: (if different)</b>							
<b>Employment Address</b>	Business Name						
	Number and Street						
	City	State	Zip Code	County			

<b>EXAMINATION HISTORY</b>					
Have you ever taken a written Engineering Examination in any state or U.S. Territory? <input type="checkbox"/> YES <span style="float:right">Number of times did you take each exam? <input type="checkbox"/> PE? <input type="checkbox"/> EI?</span>					
	WHERE?	WHEN?	HOURS?	RESULTS?	LICENSE NUMBER?
Engineer Intern	_____	_____	_____	_____	_____
Professional Engineer	_____	_____	_____	_____	_____

<b>LICENSURE HISTORY</b>					YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you now hold or have you ever held a license or registration to practice engineering in any state or U.S. Territory? (including Florida If yes, show all such licenses below or use a separate sheet if necessary).						
State	License No.:	Year Issued:	Type of License:	If License is not in force how and when validity ceased	License Status	
_____	_____	_____	_____	_____	_____	

<b>APPLICANT HISTORY – GENERAL (ATTACH ADDITIONAL SHEETS IF NECESSARY)</b>					YES	NO
A.	Have you ever been convicted or found guilty, or entered a plea of guilty or nolo contendere regardless of adjudication, of a crime in any jurisdiction, or have you ever been found guilty by a military court-martial? (Do not include any pending charges or non-criminal traffic offenses). <b>If YES, please list date, jurisdiction (state and county), offense, disposition, and all other relevant information</b>				<input type="checkbox"/>	<input type="checkbox"/>
B.	Have you ever been declared legally incompetent in the past five (5) years? <b>If YES, please explain in full on attached sheet(s) including full details as to court, dates and circumstances, and Medical practitioners consulted.</b>				<input type="checkbox"/>	<input type="checkbox"/>
C.	Have you ever undergone treatment for the use of drugs, narcotics, or intoxicating liquors in the past five (5) years?				<input type="checkbox"/>	<input type="checkbox"/>
<b>If "C" above is answered YES,</b> please show on additional sheet(s) the relevant dates and circumstances of such treatment along with the names and addresses of the medical practitioners who treated you. <b>in addition,</b> it will be necessary for you to direct each of the practitioners or hospitals that treated you to furnish the board any information the Board may request with respect to such treatment.						

<b>APPLICANT HISTORY – PROFESSIONAL LICENSURE</b>		
A.	Have you ever been denied the right to take an Engineering examination in any state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
B.	Have you ever been refused an Engineering license – or the renewal thereof – in any state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
C.	Have you ever had a certificate of registration to practice Engineering revoked, suspended or otherwise acted against .(including probation, fine or reprimand) in a disciplinary proceeding in any state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
♦ <b>If "A", "B", or "C" are answered YES, you must provide complete details as to state(s), license number(s), date(s) and relevant circumstances on attached sheet(s).</b>		

<b>PROFESSIONAL ENGINEERS DISCIPLINE</b>
List one discipline you want recorded:

**The undersigned hereby makes application for licensure by endorsement and affirms that all statements and answers herein contained are true and correct. Any willful falsification of any information contained in this application or attached documents will be grounds for disqualification.**

**APPLICANT**

**SIGN HERE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICATION**

Attach one photograph to the application. Please do not use staples. Print your name in Section 1, as you want it to appear on your license. Once this application has been submitted to the Board Office, we cannot change your record.

**ORIGINAL PROFILE DATA**

Print your name as you wish it to appear on your license. It must be the same as it appears on the Application. You are required to answer All questions on this document. Attach one (1) your check, made payable to the Board of Professional Engineers, for \$230.00 to this document.

*The board will not accept or process any application until the complete fee has been received and all questions on the Profile Data and the Application have been answered. If you should omit the fee when you submit your application, the Board office will return your application to you. When you receive your returned application, you can resubmit it at that time with the appropriate fee.*

**BOARD OF PROFESSIONAL ENGINEERS INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY ENDORSEMENT**

In order to qualify for Licensure by Endorsement, you must meet the qualifications listed in Chapter 471, Florida Statutes, (F.S.) and Rule 61G15, Florida Administrative Code (F.A.C.) in regards to educational requirements and examinations completed and/or qualifications for waiver of examinations based on education and experience. Endorsement applications are processed by our office staff and are reviewed by the Board's Application Committee at such time as they are deemed complete. Licensure follows for those applicants, which are approved by the Application Committee. If you are denied Licensure by Endorsement, you will be advised of your alternatives. Please refer to the **Application Instructions** section for instructions on completing the application packet.

**NOTE:** If you hold a Certification Record with the National Council of Examiners for Engineering and Surveying (NCEES) you do not need to complete the documents listed as Verification of Education Release, Personal Reference, Employment/Client Verification and Verification of Licensure. **This Certification is not to be confused with taking and passing of NCEES examinations. A certification record results from actual certification record held by NCEES and created by you as an applicant.**

This application packet should contain the following items:

- Application
- Original Profile Data
- Chapter 471, Florida Statutes and Rule 61G15, Florida Administrative Code.
- Laws and Rules Study Guide

This material can be downloaded from our web site [www.fbpe.org](http://www.fbpe.org)

**APPLICATION INSTRUCTIONS**

**VERIFICATION OF LICENSURE**

**Note:** Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by Federal statute. In this instance, social security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social security numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317.

**STUDY GUIDE ANSWER SHEET**  
**CHAPTER 471, F.S., RULE 61G15, F.A.C.,**  
**LAWS AND RULES STUDY GUIDE QUESTIONNAIRE**  
**53 Questions on the Florida Laws & Rules**

Please read Chapter 471, F.S. and Rule 61G15, F.A.C. to become aware of the rules regulating the engineers in the State of Florida. Please complete the study guide and return only the answer sheet with your application. Retain your copy of the Florida Laws and Rules for future reference.

**NOTE:** Registered Professional Engineers are persons holding professional engineering registration in any state.

Practicing Engineers are those persons in the engineering professions who are not required to be licensed in their state.

Refer to Rule 61G15-21.002(2)(a), F.A.C. for additional information.

**If you have any questions concerning Licensure by Endorsement,  
Contact**

**Rebecca Valentine, Licensure Analyst**

**Florida Board of Professional Engineers**

**2507 Callaway Road, Suite 200**

**Tallahassee, Florida 32303**

**(850) 521-0500**

**E-mail: [rvalentine@fbpe.org](mailto:rvalentine@fbpe.org)**