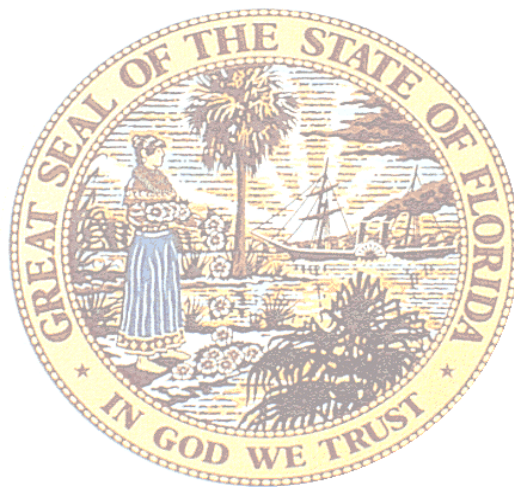


# **Florida Board of Professional Engineers**

**2507 Callaway Road, Suite 200  
Tallahassee, Florida 32303**



## **Application for Licensure by Exam For last names beginning with A-M**

## CHECK LIST

- Complete Application / Profile Data in their entirety – Pages 7, 8, 9, and 12,
- Make sure your application is notarized – Page 9
- Attach one (1) copy of your driver's license or a passport photograph (size 2x2)
- Attach application fee (\$230.00)
- Complete top portion of Verification of Education Release and forward to college or university Page 13
- Complete top portion of **Personal Reference Forms** and forward to the three Professional Engineers who will submit personal reference forms for your application. Page 14
- Complete top portion of **Experience/Employment Verification** and forward to the Practicing Engineer/ Professional Engineers who are verifying your engineering experience. Page 15
- Complete top portion of Verification of Licensure and forward to state where you passed the Fundamentals Exam (EI). If you passed the examination in Florida, disregard. Page 10
- Study Guide questionnaire answer sheet submitted with application. Page 24
- Florida requires an EAC/ABET engineering degree. If you *hold a TAC/ABET engineering degree, or a RAC/ABET engineering degree or a CAC/ABET engineering degree*, **YOU DO NOT QUALIFY FOR LICENSURE IN THE STATE OF FLORIDA**. 61G15-20-.007 FAC Please contact Brian C. Lynch at [blynch@fbpe.org](mailto:blynch@fbpe.org) for more information.
- If you hold a foreign engineering degree or a Non EAC-ABET Engineering BS degree, you are required to obtain an evaluation of you degree.** 61G15-20-.007 FAC
- Personal Reference Form (each form must be signed & sealed by a PE.)

# BOARD OF PROFESSIONAL ENGINEERS INSTRUCTIONS FOR APPLICATION AND ELIGIBILITY TO REGISTER WITH ELSSES FOR THE NCEES PRINCIPLES AND PRACTICE EXAMINATION

## LICENSURE BY EXAMINATION INSTRUCTIONS:

**The Florida Board of Professional Engineers contracts with ELSSES to administer the engineering examinations.** You must file your application for each exam date with the Board of Professional Engineers, and you must receive notice of eligibility to sit for examination, **prior** to registering with ELSSES, at [www.els-examreg.org](http://www.els-examreg.org).

**In order to qualify for the Principles and Practice Licensure Examination, you must meet the requirements set forth in Section 471.013, Florida Statutes, (F.S.) and Section 61G15-20.002, Florida Administrative Code (F.A.C.)** These sections of the statute and rules speaks to education, proof of passing the NCEES Fundamentals examination, and required engineering experience.

Florida requires an EAC/ABET engineering degree. If you *hold a TAC/ABET engineering degree or a RAC/ABET engineering degree or a CAC/ABET engineering degree*, **YOU DO NOT QUALIFY FOR LICENSURE IN THE STATE OF FLORIDA.** 61G15-20-.007 FAC Please contact Brian Lynch for more information.

**If you hold a foreign engineering degree or a non EACT-ABET engineering BS degree, you are required to obtain an evaluation of you degree.** 61G15-20-.007 FAC

The Board office will process your application and when deemed administratively complete with required documentation, the Board's Application Committee will review the application. It is recommended that applications are sent to the board office completed. References and Verifications can be sent with the application that is sealed by the referring Professional Engineer. Transcripts can also be attached to the application in an unopened sealed envelope from the applicant's university. The Entire Board must ratify all actions of Board's Application Committee. If your application is approved, you will receive a Notice of Approval with a Candidate Number. **Approvals are exam date specific.** If your application is denied, you will receive a Notice of Denial. If you don't show or if you do not pass the exam, then you will be required to submit a new re-examination application and fee for board approval of your next desired exam date. A "no show" will not count as a failure.

***NOTE: If the original licensure fee is over 3 years old, then an initial application will be required for re-examination.***

***NOTE: If you are submitting this initial application due to expired fees/previous application over 3 years, then attach a cover letter with explanation. You will not need to submit experience record or verifications to address work experience prior to first initial application. For example, if you first applied and were approved in 2000 and are reapplying in 2006, then you only need to submit experience record from 2000-2006. Additionally, El verification and transcripts will not be required. The remainder of the application is required.***

**You should mail your application at least ten days prior to the receipt date.**

Applications received after the referenced deadline date will be processed for the next subsequent examination. The following schedule outlines the steps of this process.

<u>Application Receipt Date:</u>	<u>Application Completed By:</u> (Not postmarked) (Refers to supporting documents exp., references, transcripts)	<u>Exam Date:</u>
April 17, 2009	June 26, 2009	October 23, 2009

**\*\*\*When you receive your Notice of Approval email with your Candidate Number from the Board, you must then register with ELSESES at [www.els-examreq.org](http://www.els-examreq.org). REMEMBER: You will receive Board notices electronically via email. It is your responsibility to check the deadlines on the ELSESES website and the FBPE website.**

**NOTE: Please view updated exam discipline lists online at [www.ncees.org](http://www.ncees.org), as they are subject to change.**

## APPLICATION INSTRUCTIONS

### Experience

**Your engineering experience must be listed consecutively and should correspond to the dates on the Experience Verification documents. List your experience history in chronological order starting with your earliest experience and proceeding to your most recent employment.**

Failure to provide adequate detail may result in the denial of the application. You must list full time and part-time engineering or non-engineering related on the experience form. **ONE EXPERIENCE form for each employer.** Non-engineering experience will not require verification unless requested by the Board. **A PE must sign and seal the employment (engineering experience) verification form(s).** Use the Experience Verification form to verify experience. If verification becomes impossible, submit a notarized letter listing the company name, the date of employment and an explanation of the difficulties in securing the verification, see Rule 61G15-20.002 Experience, which is included in packet.

Below is a description of how of the **Experience Section** must be completed:

- Column #1:** Non-engineering employment.
- Column #2:** Engineering experience prior to undergraduate degree
- Column #3:** Engineering experience AFTER receiving engineering degree
- Column #4:** Advanced Degrees
- Column #5:** Board Use Only

All engineering and non-engineering experience must be listed and printed or typed legibly. You must complete the 48 months or more of engineering experience at the time of submitting your application. **Personal References must be listed on the notary page; however, they CANNOT be used as both experience verification and personal reference.**

## ORIGINAL PROFILE DATA

Your name as it appears on your application will appear on your license.

Note: 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.

## VERIFICATION OF EDUCATION RELEASE

Send this document directly to all institution(s) you attended and to all institution(s) from which you received your engineering and/or non-engineering degree(s). The institution(s) will complete this document and forward it along with a certified transcript directly to the Board Office.

**NOTE: If you completed an evaluation of your foreign degree in the EI/Fundamentals Exam application for examination in Florida, then a duplicate evaluation is not required.**

## VERIFICATION OF LICENSURE

Send this form to the state in which you passed the NCEES Fundamentals Examination (E.I.)  
**If you took the exam in Florida, then disregard this form.**

## PERSONAL REFERENCE

Make three (3) copies of this document and send one to each of the individuals serving as personal references, references **must be licensed professional engineers**. The licensed engineer must sign and seal the personal reference. List these individuals' names and addresses on Page 9. **Personal references cannot be used to verify engineering experience. Applicant should only fill out the top portion of this form.**

## EXPERIENCE/EMPLOYMENT VERIFICATION

Section 471.013, F.S. states that applicants must have four years of engineering experience in order to apply for the Principles and Practice examination. By Rule, Section 61G15-20.002, Florida Administrative Code, the Board of Board Professional Engineers defines that experience be completed **at the time of submitting an application**. **Applicant should only fill out the top portion of this form**

Make copies of the experience verification form and send one to each of the Professional or Practicing Engineers who will be verifying your engineering experience. Individuals verifying your experience may not be used as personal references.

**NOTE: The verification of experience must coincide with dates listed on the experience section of the application. CHAPTER 471, F.S., RULE 61G15, F.A.C.,**

**LAWS AND RULES STUDY GUIDE QUESTIONNAIRE**

You must obtain a score of 48/53. Retain your copy of the Florida Laws and Rules for your future reference. Return the answer sheet with your application.

**As you begin the application process, please note you will receive the following notices electronically via email:**

- A notice of incomplete status
- Notice of file complete for Board review
- Notice of approval or Notice of Denial

**You must provide a current email address on the application to receive notices.**

**SPECIAL TESTING ACCOMMODATIONS****APPLICATION FOR DISABILITY ACCOMODATION**

Please contact ELSESES at [www.els-examreg.org](http://www.els-examreg.org).

**RELIGIOUS CONFLICTS**

Please contact ELSESES at [www.els-examreg.org](http://www.els-examreg.org).

**If you have any questions concerning Licensure by Examination, please contact our office.**

**ATTENTION: Brian Lynch**

**(For Last names beginning with A-M)**

**Licensure Analyst**

**Florida Board of Professional Engineers**

**2507 Callaway Road, Suite 200**

**Tallahassee, Florida 32303**

**(850) 521-0500**

**[www.fbpe.org](http://www.fbpe.org)**

**Contact Brian by email for faster results.**

**[blynch@fbpe.org](mailto:blynch@fbpe.org)**

*To ensure you receive all email communications from FBPE immediately, please add your FBPE contact to your address book. If your email provider allows, you should also make fbpe.org a safe domain for receipt of emails.*

*When you receive your Approval Notice Email from the Board Office with your Candidate Number, you must then register with ELSESES at [www.els-examreg.org](http://www.els-examreg.org)*

<b>Write Name on Back of Picture</b>		FBPE Office Use Only				
Attach passport photo or copy of a valid Driver's license to a separate blank page						
<b>ORIGINAL PROFILE DATA FOR PROFESSIONAL ENGINEERS Licensure by Examination \$230.00</b> <small>PE Exam for last names beginning with A-M</small>		<b>FLORIDA BOARD OF PROFESSIONAL ENGINEERS</b> 2507 Callaway Road, Suite 200 Tallahassee, FL 32303 Brian Lynch (850) 521-0500				
APPLICANT PROFILE DATA (Please type or print. Indicate name as it should appear on all licensing documents.)						
<b>Name</b>	Last	First	Middle			
<b>Mailing Address</b>	Number and Street		Apt/Lot No.			
	City	State	Zip Code			
Home Telephone No. ( ) ( )	Business Telephone No. ( ) ( )		Email Address			
Place of Birth (City, State, County)		*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), 455.213(1), 409.2577, and 409.2598, Florida Statutes.</b>						
Have you ever changed your name through marriage or through action of a court, or have you ever been known by any other name: <input type="checkbox"/> YES <input type="checkbox"/> NO if YES, list name(s) and date(s) of change below: If you applied under a different name as an engineer intern please submit appropriate name change documentation.						
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.						
<b>Race:</b> <input type="checkbox"/> Caucasian <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> African-American <input type="checkbox"/> Native American Other: _____						
<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <b>Date of Birth:</b> _____						
<b>EDUCATION: Circle highest grade completed:</b> <b>College: 1 2 3 4 Graduate School: 1 2 Post Graduate Program:</b>						
<b>Name &amp; Addresses Of Schools/Colleges Attended:</b>	<b>Did you graduate?</b>		<b>Dates Attended Month/Year</b>	<b>Degree Earned</b>	<b>EAC/ABET Accredited</b>	
	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"/>
<b>Examination Information</b>						
a.	Have you previously filed an Engineer Intern Application in Florida?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
b.	Have you previously filed a Professional Engineer Application in Florida?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
c.	Please indicate ONE discipline for which you are to be examined. _____				(Must be the same as listed on your application.)	
<b>THE FUNDAMENTALS EXAM MUST BE TAKEN AND PASSED FIRST (471.013(3)(C)(F.S.)</b>						

<b>APPLICATION</b> <b>Licensure by Examination</b> Brian Lynch License Analyst PE Application for last names beginning with A-M				<b>FLORIDA BOARD OF PROFESSIONAL ENGINEERS</b> 2507 Callaway Road, Suite 200 Tallahassee, FL 32303 (850) 521-0500			
<b>APPLICANT PROFILE DATA</b> Please type or print.							
<b>Name</b>	Last		First		Middle		
<b>Mailing Address</b>	Number and Street			Apt/Lot No.			
	City	County	State		Zip Code		
<b>Permanent Address: (if different)</b>	Number and Street			Apt/Lot No.			
	City		State	Zip Code	County		
<b>Employer Business Name</b>		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 <input type="checkbox"/> NO							
	WHERE?	WHEN?	HOURS?	RESULTS?	License Number		
Engineer Intern							
How many FE/EI exams have you taken?							
<b>LICENSURE HISTORY</b>							
Do you now hold or have you ever held a license or registration to practice engineering in any state or U.S. Territory? <input type="checkbox"/> YES <input type="checkbox"/> NO							
If yes, show all such licenses below.							
State:	License No.:	Year Issued:	Type of License:	If License is not in force how and when validity ceased:			
<b>APPLICANT HISTORY – GENERAL (ATTACH ADDITIONAL SHEETS IF NECESSARY)</b>							
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 pending charges or non-criminal traffic violations.) If YES, please list date, jurisdiction (state and county), offense, disposition, and all other relevant information.				<input type="checkbox"/> YES <input type="checkbox"/> NO			
b. Have you ever been declared legally incompetent? If YES, please explain in full on attached sheet(s) including full details as to court, dates and circumstances, and Medical practitioners consulted.				<input type="checkbox"/> YES <input type="checkbox"/> NO			
c. Have you ever undergone treatment for the use of drugs, narcotics, or intoxicating liquors?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
If above is answered YES, 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. In addition, 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			
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>PROFESSIONAL ENGINEERS DISCIPLINE</b>							
a. Indicate ONE discipline of Professional Engineering in which you desire to be recorded. _____							



# FLORIDA BOARD OF PROFESSIONAL ENGINEERS

2507 CALLAWAY ROAD, SUITE 200  
TALLAHASSEE, FLORIDA 32303  
*PE Exam for last names beginning with A-M*

## VERIFICATION OF LICENSURE AND/OR EXAMINATION

**FROM:** STATE VERIFYING LICENSURE OR EXAMINATION: \_\_\_\_\_  
(Write State Name)

**TO:** Florida Board of Professional Engineers  
2507 Callaway Road, Suite 200  
Tallahassee, Florida 32303

<b>NAME</b>	
<b>STREET</b>	
<b>CITY</b>	
<b>State</b>	
<b>Zip</b>	
<b>DOB</b>	(m/d/yyyy)

### THE ABOVE NAMED PERSON WAS CERTIFIED OR REGISTERED AS: ( Fill IN BELOW )

TYPE	CERTIFICATE NUMBER	DATE ISSUED	VALID UNTIL
ENGINEER INTERN		(m/d/yyyy)	(m/d/yyyy)
PROFESSIONAL ENGINEER		(m/d/yyyy)	(m/d/yyyy)

### ASIS OF REGISTRATION:

WRITTEN EXAMINATION	TYPE	HOURS	RESULTS	NCEES EXAM	EXAM DATE
	EI				(m/d/yyyy)
	PE				(m/d/yyyy)

**EXAMINATION DISCIPLINE:** \_\_\_\_\_

<b>EI CERTIFICATION ACCEPTED FROM</b>	
<b>PE LICENSURE ACCEPTED FROM</b>	

**S THERE ANY RECORD OF DISCIPLINARY ACTION?** YES  NO  (PLEASE CHECK ONE BOX)

**REMARKS:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ STATE: \_\_\_\_\_ (BOARD SEAL)

## 61G15-20.002 Experience.

(1)(a) In order to meet the prerequisites for entry into the engineering examination, an applicant is required to have four years of acceptable experience in engineering at the time of application and four years of acceptable educational qualifications. In determining whether an applicant's experience background is sufficient to meet the requirements set forth in subsection 471.013(1) (a) 1. and 2., Florida Statutes, the Board has determined that an individual must have the requisite number of years of acceptable engineering experience gained through education and through the requisite amount of full-time employment in engineering. The type of employment which shall be acceptable must principally involve activities in the field of engineering as defined in subsection 471.005(7). The Board may accept engineering experience in foreign countries if such experience is properly verified by the Board from evidence supplied by the applicant to be equivalent to that accepted as experience by the Board as to any state or territory.

(b) Because the evaluation of experience is a complex and subjective matter, the Board establishes the following guidelines which shall be generally applicable absent extraordinary evidence and documentation supporting a departure there from:

1. The acquisition of acceptable engineering experience should logically follow and constitute an application of the engineering education previously obtained.

2. Engineering experience obtained prior to the completion of the engineering degree is usually of a sub professional nature. Such experience, if deemed acceptable and properly verified, may be awarded experience credit at 25% of the actual time. If the experience is obtained after the completion of a substantial number of engineering design courses, and involves matters of average or above average complexity, experience credit may be awarded at up to 50% of actual time. In any event, the total engineering experience credit allowable for pre-graduation experience shall not exceed 12 months.

3. Experience credit is based on a 40 hour per week full-time basis. No additional credit is allowable for overtime work, or for part-time work experience obtained while pursuing engineering education on a full-time basis, or for the part-time pursuit of a masters or doctorate degree while obtaining full-time work experience.

4. Experience must be progressive on engineering projects to indicate that it is of increasing quality and requiring greater responsibility.

5. Experience must not be obtained in violation of the licensure act.

6. Experience gained in the armed services, to be creditable, must be of a character equivalent to that which would have been gained in the civilian sector doing similar work. Normally, it would be expected that the applicant while in the armed services served in an engineering or engineering-related group.

7. Experience should be gained under the supervision of a licensed professional engineer or, if not, an explanation should be made showing why the experience should be considered acceptable.

8. For sales experience to be creditable, it must be demonstrated that engineering principles were required and used in gaining the experience.

9. Teaching experience, to be creditable, must be in engineering or engineering-related courses at an advanced level in a college or university offering an engineering program of four years or more that is approved by the board.

10. Experience gained in engineering research and design projects by members of an engineering faculty where the program is approved by the board is creditable.

11. Experience cannot be anticipated. The experience must have been gained by the time of the application.

12. Experience in construction, to be creditable, must demonstrate the application of engineering principles.

13. Experience should include demonstration of knowledge of engineering mathematics, physical and applied science, properties of materials, and the fundamental principles of engineering design.

14. Experience should include demonstration of the application of engineering principles in the practical solution of engineering problems.

(2) In order to verify an applicant's experience record, the Board will require evidence of employment from employers or supervisors who are employed in the engineering profession or are professional engineers, who shall set forth the quality and character of the applicant's duties and responsibilities. In addition to the employer verification, an applicant must list three personal references who are professional engineers. Should the Board find the information submitted by the applicant is insufficient or incomplete, the Board may require the applicant to supply additional references or evidence regarding the applicant's experience and background or both so that an intelligent decision may be made on whether admittance to the examination is allowable.

The Board will accept as equivalent to one year's experience a masters degree in engineering from a college or university from a Board approved engineering program as defined in Rule 61G15-20.001(2), F.A.C. The Board will also accept as equivalent to one year's experience a doctorate in engineering from a college or university from a Board approved engineering program as defined in Rule 61G15-20.001(2), F.A.C.

Specific Authority 471.013(1) (a) FS.

Law Implemented 471.005(7), 471.013(1) (a) FS.

History--New 1-8-80, Amended 3-11-80, 6-23-80, 7-7-83, 9-13-84, Formerly 21H-20.01, Amended 8-18-87, 12-4-91, Formerly 21H-20.002, Amended 12-26-94. Amended 5-20-02, 4-5-04.

**TO BE COMPLETED BY APPLICANT**

APPLICANTS NAME:	EXPERIENCE ALLOCATION Listed in months				
EXPERIENCE RECORD: <u>Use one for each experience</u>	(1)	(2)	(3)	(4)	
<u>Name and Address of Employer &amp; supervisor at time of employment</u>	Non-Engineering Employment	Engineering Experience Prior to Undergraduate degree is	Engineering Experience after to Undergraduate degree is awarded	Graduate Degree	Board Use ONLY
Date of Employment: From: _____ to _____	_____	_____	_____	_____	_____

Description of experience: List all employment/experience. **(A minimum of four years must be listed at the time of submitting your application.)** All engineering experience after graduation or prior to graduation shall be verified by profession or practicing engineers using the Employment/Client Verification form (pg. 9). Non-engineering experience or periods of unemployment shall be listed but is not required to be verified. List employment beginning with earliest experience. If self employed or are an officer or principal of a company, you are required to submit five client references in lieu of employment verification using page 9 of the application.

Applicant should make explicit statements and defining design work performed and projects for which he/she had full or partial responsibility, including statement of extent and complexity of work performed. Make as many copies of this form as you need to list employment.

Please complete all information pertaining to the Institution and yourself.  
PLEASE TYPE OR PRINT LEGIBLY.

**Name and Address of Institution:**

**Name and Address of Applicant:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Security No.:** \_\_\_\_\_

**Date of Attendance:** \_\_\_\_\_ **Degree Awarded:** \_\_\_\_\_

**Date Degree Awarded:** \_\_\_\_\_ **Discipline:** \_\_\_\_\_

I am making application to the Florida Board of Professional Engineers for the Principles and Practice of Engineering Examination and subsequent registration as a Professional Engineer. With this understanding, I request confirmation of this information by forwarding an official copy of my transcript, to the Florida Board of Professional Engineers, 2507 Callaway Road, Suite 200, Tallahassee, Florida 32303. If there is a fee for release of this information, please notify me immediately.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN OFFICIAL TRANSCRIPT  
AND THIS DOCUMENT TO:**

**(SCHOOL SEAL)**

Florida Board of Professional Engineers  
2507 Callaway Road, Suite 200  
Tallahassee, FL 32303  
Attn: Brian Lynch,  
License Analyst  
(850) 521-0500

**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

2507 CALLAWAY ROAD, SUITE 200

TALLAHASSEE, FLORIDA 32303

Attn: Brian Lynch, License Analyst

**PERSONAL REFERENCE FOR LICENSURE BY EXAMINATION**

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Indicate date document was forwarded to reference: \_\_\_\_\_

**DO NOT INITIATE REFERENCE DOCUMENTS UNTIL FILING THE APPLICATION**

I have given your name as an employer/client and have submitted to the Board of Professional Engineers a signed Certification of Release Statement authorizing "any individual, company or institution with whom I have been associated with, to furnish the Florida State Board of Professional Engineers with any information concerning my qualifications for professional registration in Florida which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

Will you kindly furnish from your company records, the information requested below and forward the completed document directly to the Board of Professional Engineers.

\_\_\_\_\_  
Applicants Signature

**TO BE COMPLETED BY REFERENCE:**

1. I have known the above applicant for \_\_\_\_\_ years.
2. I know the applicant is or was engaged in engineering for \_\_\_\_\_ years at \_\_\_\_\_  
(name of company)
3. I know the applicant has been in an increasing level of responsibility of engineering for \_\_\_\_\_ years.
4. Please comment on the applicant's engineering work as indicated in question #3 for the above outlined time frame as to:
  - a. Experience: \_\_\_\_\_
  - b. Ability: \_\_\_\_\_
  - c. Competency: \_\_\_\_\_

To the best of my knowledge, the above is true and correct.

 Licensed Professional Engineer

State(s) of Licensure: \_\_\_\_\_

Signature: \_\_\_\_\_

Date and Title/Position: \_\_\_\_\_

**PE Seal required**

# FLORIDA BOARD OF PROFESSIONAL ENGINEERS

2507 CALLAWAY ROAD, SUITE 200  
 TALLAHASSEE, FLORIDA 32303  
 Attn: Brian Lynch, License Analyst  
 PE Exam for last names beginning with A-M

## EMPLOYMENT / EXPERIENCE VERIFICATION FOR LICENSURE BY EXAMINATION

Name of Applicant	Name of Company
Street Address	Name of Person Completing Form
City, State, Zip Code	Street Address
Date of Birth	City, State, Zip Code
Telephone No	Telephone No.

Indicate date document was forwarded to reference: \_\_\_\_\_

**DO NOT INITIATE REFERENCE DOCUMENTS UNTIL FILING THE APPLICATION**

I have given your name as an employer/client and have submitted to the Board of Professional Engineers a signed Certification of Release Statement authorizing "any individual, company or institution with whom I have been associated with, to furnish the Florida State Board of Professional Engineers with any information concerning my qualifications for professional registration in Florida which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

Will you kindly furnish from your company records, the information requested below and forward the completed document directly to the Board of Professional Engineers.

\_\_\_\_\_  
 Applicants Signature

**TO BE COMPLETED BY REFERENCE:**

1. The above applicant is or was employed with this company from \_\_\_\_\_ to \_\_\_\_\_.
2. During his/her employment that applicant has worked with me/for me from \_\_\_\_\_ to \_\_\_\_\_.
3. I know the applicant has been engaged in engineering for \_\_\_\_\_ years.
4. I know the applicant has been in an increasing level of responsibility of engineering for \_\_\_\_\_ years.
5. Please comment on the applicant's engineering work as indicated in question #3 and #4 for the above outlined time frame as to:
  - a. Experience: \_\_\_\_\_
  - b. Ability: \_\_\_\_\_
  - c. Competency: \_\_\_\_\_

To the best of my knowledge, the above is true and correct.  
 Please indicate your status below.  
 Professional Engineer       Practicing Engineer  
 (Chapter 471.003(2)) State(s) of Licensure \_\_\_\_\_

Signature: \_\_\_\_\_  
 Date and Title/Position \_\_\_\_\_

**PE Seal required**

**INTRODUCTION to Study Guide**

## 53 questions on the Florida Laws &amp; Rules

The Florida Board of Professional Engineers is responsible for enforcing Chapter 471 of the Florida Statutes, which states that the Legislature deems it necessary in the interest of public health and safety to regulate the practice of engineering in this state.

In responding to this statutory mandate, the Florida Board of Professional Engineers has made marked strides to ensure that licensees are competent and in fact do not pose a danger to the public. One aspect of implementing the law emphasizes specific requirements in the evaluation of a candidate's ability and knowledge of professional engineering. This evaluation is currently accomplished through the use of the national examination developed by the National Council of Examiners for Engineering and Surveying (NCEES). The second means of insuring a person's ability to practice in Florida is through completion of this Study Guide on Florida's Laws and Rules. The Study Guide consists of multiple-choice questions that relate to Chapter 471, Florida Statutes and Chapter 61G15, Florida Administrative Code. You are required to submit the Study Guide as a part of the application process. A file will not be considered complete unless the Study Guide is submitted. In accordance with Rule 61G15-20.0016, F.A.C., an applicant must achieve a minimum score of 90% on the Study Guide. For the individuals who are applying with foreign degrees, this Study Guide is recognized as satisfying the Professionalism and Ethics course requirement.

After you have completed answering all of the questions, go back and check your work. Make certain that you have marked only one answer choice for each question. There is only one correct answer to each question. Make certain that you have answered each question. Any question that is left blank will be counted as incorrect.

1. The legislative intent of the Engineering Practice Act is to
  - A. lessen the responsibilities of other allied professions.
  - B. protect the health and welfare of citizens.
  - C. increase the revenue of the state.
  - D. promote increased regulation of professions.
  
2. In addition to education and experience requirements, persons seeking licensure as a professional engineer must
  - A. have good moral character.
  - B. have good standing in at least three (3) professional organizations.
  - C. have permanent residency in the State of Florida.
  - D. have worked on a major engineering project in the year prior to seeking licensure.
  
3. Withholding the issuance of a license by endorsement because of an ongoing investigative action
  - A. is permitted by the Florida Statutes.
  - B. is not permitted by the Florida Statutes or the Board rules.
  - C. is not permitted by Board rules.
  - D. is not permitted by Florida Statutes.
  
4. The use of the title "Architect" by an Engineer or the title "Engineer" by an Architect is
  - A. permitted by Board rules.
  - B. permitted by Florida Statutes and Board rules.
  - C. not permitted by Florida Statutes.
  - D. is permitted by Florida Statutes.
  
5. The practice of engineering by a corporation or partnership is
  - A. prohibited if the partnership or corporation join together.
  - B. permitted only if all employees, agents or officers are licensed.
  - C. prohibited if the partnership or corporation is providing engineering services to the public.
  - D. permitted only if the firm possesses a Certificate of Authorization issued by the Florida Engineers Management Corporation.
  
6. Practicing engineering under a fictitious name with a Certificate of Authorization
  - A. is not permitted by Board rule.
  - B. is not permitted by Florida Statutes.
  - C. is permitted by Florida Statutes.
  - D. is not permitted by Florida Statutes or Board rules.
  
7. A professional engineer who practices through a corporation or partnership
  - A. is relieved of personal liability for negligence through the Certificate of Authorization.
  - B. is not relieved of personal liability for negligence.
  - C. is relieved of personal liability for negligence only through the corporation.
  - D. is relieved of personal liability for negligence only through the partnership.
  
8. A Certificate of Authorization must be renewed
  - A. once a year.
  - B. once every two years.
  - C. once every three years.
  - D. once every four years.

9. Affixing one's seal to documents other than those which he/she was in responsible charge
- A. is permitted by Florida Statutes and by Board rule.
  - B. is permitted by Florida Statutes.
  - C. is permitted by Board rules.
  - D. is not permitted by Florida Statutes.
10. A Certificate of Authorization, which authorizes a company to provide engineering services, is issued by
- A. the Florida Engineers Management Corporation.
  - B. the Bureau of Engineering Practitioners.
  - C. the Division of Quality Certification.
  - D. the Secretary of State.
11. The use of the seal, other than his/her own, by an engineer
- A. is not permitted by Florida Statutes.
  - B. is permitted by Florida Statutes.
  - C. is permitted by Board rule.
  - D. is permitted by Florida Statutes and Board rule.
12. Being convicted or found guilty of a crime in any jurisdiction relating to the practice of engineering is grounds for disciplinary action
- A. regardless of adjudication.
  - B. only if convicted of a felony.
  - C. only if the judge orders it.
  - D. only if convicted of a misdemeanor.
13. Performing professional engineering services
- A. is adequate performance of service or creative work requiring engineering education, training, and experience.
  - B. is consulting, investigation, evaluation, planning, and design.
  - C. requires that any people that hold themselves out as offering services in any branch of engineering be licensed.
  - D. All of the above.
14. Any person licensed as a professional engineer shall apply for renewal
- A. once a year.
  - B. once every two years.
  - C. once every three years.
  - D. once every four years.
15. The purpose of the probable cause panel is to
- A. determine if there is a criminal violation.
  - B. promulgate rules for the Board of Professional Engineers.
  - C. determine if there is probable cause to believe a violation of the engineering rules/laws has occurred.
  - D. promulgate rules for the Department of Business and Professional Regulation.
16. The exercise of supervisory authority over engineering work is known as
- A. "responsible control."
  - B. "overseeing control."
  - C. "responsible charge."
  - D. "overseeing charge."

17. An inability on the part of a professional engineer to perform required professional duties normally is known as
- A. misconduct.
  - B. negligence.
  - C. adverse performance.
  - D. incompetence.
18. Performing an engineering assignment when not qualified by training or experience is known as
- A. negligence.
  - B. adverse performance.
  - C. incompetence.
  - D. misconduct.
19. A Temporary License for work on one specified project shall be granted for a period not to exceed:
- A. six months.
  - B. one year.
  - C. two years.
  - D. three years.
20. If a licensee is inactive for more than one year, the number of continuing education hours required to activate the license is
- A. two per inactive year over one year.
  - B. four per inactive year over one year.
  - C. six per inactive year over one year.
  - D. twelve per inactive year over one year.
21. The seal required in Florida is a
- A. impression type seal.
  - B. hard plastic type.
  - C. rubber stamp type.
  - D. engraved script type.
22. All of the following are grounds for disciplinary action except:
- A. practicing under a suspended license.
  - B. practicing under a reactivated license.
  - C. practicing under an inactive license.
  - D. practicing under a revoked license.
23. When adopting another engineer's work,
- A. the successor engineer only needs to change the title block.
  - B. a cursory review for code compliance is all that's required.
  - C. the original engineer is still responsible.
  - D. the successor engineer must be able to document and produce upon request evidence that he has in fact recreated all the work done by the original professional engineer.
24. Notification to the Florida Engineers Management Corporation by a professional engineer having knowledge of violations of Chapter 471, Florida Statutes is
- A. irrelevant to the rules and statutes governing engineering.
  - B. outside of the scope of practice.
  - C. required by Board rules.
  - D. considered interfering with the judicial process.

25. If a professional engineer believes that a conflict of interest might exist with an employer or a client, he/she should take the following action:
- A. Disclose in writing to his/her employer or client the full circumstances as to a possible conflict of interest.
  - B. Assure in writing that the conflict will in no manner influence the professional engineer's judgment, or the quality of services to the employer or client.
  - C. Promptly inform his/her client or employer in writing of any business association, interest, or circumstances that may be influencing his/her judgment or the quality of services to the employer.
  - D. All of the above.
26. Any individual part, subsystem, or device of a Fire Protection System is defined as:
- A. a specification item
  - B. a Fire Protection System Component
  - C. hardware
  - D. Contractor-furnished material
27. Responsible charge means
- A. casual review of engineering documents.
  - B. being able to sign, date, and seal any and all documents.
  - C. being capable of answering relevant questions as to the engineering decisions leaving little doubt as to the engineer's proficiency.
  - D. approving a designer/draftman's decisions.
28. A professional engineer in the practice of engineering who fails to utilize due care and to have due regard for acceptable standards is deemed guilty of
- A. incompetence.
  - B. negligence.
  - C. misconduct.
  - D. deceptive practice.
29. Which activity does not qualify for the area of practice requirement of the biennial continuing education requirement?
- A. Successful completion of college courses.
  - B. Regular employment.
  - C. Preparing test questions for NCEES.
  - D. Active participation as an officer of a professional or technical society.
30. A professional engineer whose engineering judgment is overruled by an unqualified lay authority with the result that the public health and safety is threatened should
- A. resign.
  - B. make a note in the file.
  - C. inform his employer and responsible public authority.
  - D. write a letter of protest to the Florida Engineers Management Corporation.
31. Being untruthful, deceptive or misleading in any professional report is considered under Florida Statutes to be
- A. unethical.
  - B. misconduct.
  - C. incompetence.
  - D. negligence.

32. Plans prepared by an engineer must be
- A. signed by the engineer.
  - B. rubber-stamped by the engineer's seal.
  - C. sealed by an impression-type seal, signed by the engineer, and dated.
  - D. sealed by an impression-type seal.
33. When an engineer "certifies" an engineering statement,
- A. the statement can relate to matters beyond the engineer's technical competence.
  - B. it can involve matters that are beyond the engineer's scope of services actually provided.
  - C. it can relate to matters that were not prepared under the engineer's responsible supervision, direction, or control.
  - D. None of the above.
34. Affixing an engineer's seal or name to any plans that were not prepared by him or under his/her responsible supervision, direction, or control is
- A. prohibited by Florida Statutes.
  - B. permissible if the engineer who prepared the plans resides outside Florida.
  - C. permissible if also sealed by the person who prepared the plans.
  - D. is not permitted unless the engineer who prepared the plans grants permission.
35. When preparing or issuing final documents that are going to be filed for public record or are being provided to an owner or owner's representative, engineers need only affix their seal, signature & date to the cover or index sheet of:
- A. Design Plans & Prints.
  - B. Engineering Specifications
  - C. Final Bid Documents
  - D. Calculations
36. An engineer may prepare, sign, and seal engineering drawings containing architectural details if
- A. a seal is needed on a set of drawings to obtain a building permit.
  - B. an experienced architectural draftsman prepared in the drawings.
  - C. the architecture is incidental to his civil or structural engineering practice.
  - D. All of the above.
37. Threshold building inspectors will inspect shoring and reshoring:
- A. based on plans by contractor.
  - B. only based on plans by the engineer of record.
  - C. based on plans submitted to the enforcing agency.
  - D. based on plans prepared by the engineer of record and approved by the building official.
38. A professional engineer who has qualified as the threshold building inspector shall:
- A. Provide inspections in accordance with the structural inspection plan filed for public record by the engineer of record.
  - B. File a plan for public record to provide specific inspection procedures and schedules if the threshold building inspector uses an authorized representative to perform inspections.
  - C. File a plan for public record to provide specific inspection procedures and schedules if the threshold building inspector has an authorized representative who has been approved by the building official.
  - D. File a plan for public record to provide specific inspection procedures and schedules only if this plan has been approved by the architect.

39. Accepting gratuities directly or indirectly from contractors, their agents, or other parties, without written consent from the engineer's employer or client
- A. is not permitted by Florida Statutes or Board rules.
  - B. is not permitted by Board rule.
  - C. is permitted by Florida Statutes and Board rules.
  - D. is permitted by Florida Statutes.
40. To qualify as a threshold building inspector a professional engineer in Florida shall:
- A. Be currently licensed as professional engineer and have a principal practice as a structural engineer.
  - B. Have two years of experience in structural design of buildings after being licensed, and experience in structural inspection or design of at least 3 threshold buildings within the 10 calendar years preceding the filing of the application.
  - C. Attest to the professional engineer's competence to perform structural inspections on threshold buildings.
  - D. All of the above.
41. A professional engineer who desires to qualify as a threshold building inspector may count as qualifying experience:
- A. Time spent designing threshold buildings.
  - B. Time spent designing structural components such as foundations or post tensioned components for threshold buildings.
  - C. Time spent performing structural field inspections on threshold buildings.
  - D. Both A and C above.
42. Each licensee shall complete eight professional development hours during each license renewal as a condition of license renewal. How many of those hours shall relate to the licensee's area of practice?
- A. 2
  - B. 4
  - C. 6
  - D. 8
43. How many continuing education hours may be carried from one license renewal period to the next?
- A. 0
  - B. 2
  - C. 4
  - D. 6
44. What defines a professional development hour?
- A. One hour of instruction or presentation.
  - B. The time required to prepare one hour of teaching materials.
  - C. Fifty minutes of instruction or presentation.
  - D. Successfully completing a test over the materials of the biennial continuing education requirement.
45. Threshold building inspectors shall provide inspections based on:
- A. The inspecting architects plan.
  - B. Architect of record design plans.
  - C. Structural engineer of record inspection plan.
  - D. Local building official plan.

46. Which licensee is exempt from the continuing education requirements of Chapter 471?
- A. An active licensee.
  - B. A registered civil engineer.
  - C. A suspended engineer.
  - D. A new licensee by examination for the first renewal period.
47. Fire protection engineering documents shall include the identification of:
- A. the supplier of system equipment.
  - B. the previous land use.
  - C. the Engineer of Record.
  - D. the State Fire Marshall.
48. The following must be shown on the Fire Protection Engineering Documents, unless shown on other related documents:
- A. proximity of exterior landscaping
  - B. requirements for activation and control systems
  - C. construction schedule
  - D. frequency of inspections
49. Pursuant to 471.025, Florida Statutes (F.S.), the Board hereby establishes the forms seals, which are acceptable to the Board. Said seal shall be a minimum of \_\_\_\_\_ inches in diameter. The correct size is:
- A. 1-1/2-inches.
  - B. 1-3/4-inches.
  - C. 1-7/8-inches.
  - D. 2-inches
50. All Engineers are required to be utilizing the new type impression type seal prior to:
- A. January 1, 2001.
  - B. July 1, 2001.
  - C. January 1, 2006.
  - D. July 1, 2002.
51. Preliminary documents submitted to a public agency should be
- A. signed and sealed
  - B. printed in red to show they are only preliminary
  - C. clearly noted to be preliminary and not in final form and are for agency review only
  - D. printed in half-size only
52. A Florida professional engineer who undertakes a specialty service regarding a portion of the engineering project is termed by the responsible rules
- A. a Subconsultant
  - B. a Delegated Engineer
  - C. a Design Team Member
  - D. a Specialty Consultant
53. For portions of the project that have been delegated the most important responsibility of engineer of record
- A. is to verify that the project is on schedule
  - B. is to verify that the budget has not been exceeded
  - C. is to confirm the engineer documents have been prepared by an engineer and that the delegated work generally conform to the intent of the Engineer of Record.
  - D. has no responsibility since it has been delegated

# Florida Board of Professional Engineers

Study guide answer sheet  
Please indicate application type:  
Professional Engineer exam

- |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| 1.    A B C D<br>O O O O | 15.   A B C D<br>O O O O | 29.   A B C D<br>O O O O | 43.   A B C D<br>O O O O |
| 2.    A B C D<br>O O O O | 16.   A B C D<br>O O O O | 30.   A B C D<br>O O O O | 44.   A B C D<br>O O O O |
| 3.    A B C D<br>O O O O | 17.   A B C D<br>O O O O | 31.   A B C D<br>O O O O | 45.   A B C D<br>O O O O |
| 4.    A B C D<br>O O O O | 18.   A B C D<br>O O O O | 32.   A B C D<br>O O O O | 46.   A B C D<br>O O O O |
| 5.    A B C D<br>O O O O | 19.   A B C D<br>O O O O | 33.   A B C D<br>O O O O | 47.   A B C D<br>O O O O |
| 6.    A B C D<br>O O O O | 20.   A B C D<br>O O O O | 34.   A B C D<br>O O O O | 48.   A B C D<br>O O O O |
| 7.    A B C D<br>O O O O | 21.   A B C D<br>O O O O | 35.   A B C D<br>O O O O | 49.   A B C D<br>O O O O |
| 8.    A B C D<br>O O O O | 22.   A B C D<br>O O O O | 36.   A B C D<br>O O O O | 50.   A B C D<br>O O O O |
| 9.    A B C D<br>O O O O | 23.   A B C D<br>O O O O | 37.   A B C D<br>O O O O | 51.   A B C D<br>O O O O |
| 10.   A B C D<br>O O O O | 24.   A B C D<br>O O O O | 38.   A B C D<br>O O O O | 52.   A B C D<br>O O O O |
| 11.   A B C D<br>O O O O | 25.   A B C D<br>O O O O | 39.   A B C D<br>O O O O | 53.   A B C D<br>O O O O |
| 12.   A B C D<br>O O O O | 26.   A B C D<br>O O O O | 40.   A B C D<br>O O O O |                          |
| 13.   A B C D<br>O O O O | 27.   A B C D<br>O O O O | 41.   A B C D<br>O O O O |                          |
| 14.   A B C D<br>O O O O | 28.   A B C D<br>O O O O | 42.   A B C D<br>O O O O |                          |

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_