BOARD USE ONLY **2011-PE**

Standard P.E. comity application

Registration qualifications

This P.E. comity application is **ONLY** for professional engineer comity applicants who are currently registered as professional engineers in another U.S. state or jurisdiction.Your initials are required in several locations and the application must be notarized on page 4. All 4 pages of this application must be completed in order for your application to be reviewed by the Board. **An incomplete application cannot be reviewed and will be returned.**

[ ] << *Your initials indicate that you have read the registration qualifications.*

$415.00 nonrefundable application fee

A $415.00 nonrefundable application fee, using check or money order; and made payable in U.S. funds to **Treasurer, State of Ohio**; is required by Ohio R.C. section 4733.12, section 4733.13 and Ohio A.C. section 4733-19. **FYI:** Ohio's current biennial P.E. license renewal fee is $40.00.

[ ] << *Your initials indicate that you understand the nonrefundable application fee is required by Ohio law and that the Board only accepts check or money order.* ***Applications with cash will be returned.***

Required photo

Your **REQUIRED** photograph must be securely attached within this 2" by 2" space.

Passport, or passport-style, photo is requested.

Required, by Ohio A.C. section 4733-17, is a permanent print of your recognizable face not less than ¾" wide.

Contact, personal information

READ DISCLOSURE STATEMENT, PRIVACY NOTICE ON PAGE 4

The Board requires your full name as it will officially appear on any subsequent certificate of registration. **IMPORTANT!** We must assume your name is in U.S. order — first, middle, last. Initials may be used. Your name on this application, and any subsequent NCEES-administered examination registration, must be the same.

YOUR FULL NAME IN U.S. ORDER — FIRST, MIDDLE, LAST — INITIALS MAY BE USED

SUFFIX

MAILING ADDRESS LINE 1
P.O. Box is NOT acceptable

MAILING ADDRESS LINE 2 >> **ONLY if needed**

CITY

U.S. STATE, ZIP+4

CANADA PROVINCE, POSTAL CODE

EMAIL ADDRESS

TELEPHONE

U.S. SOCIAL SECURITY NUMBER
REQUIRED by Ohio R.C. section 3123.50

BIRTH DATE >> **MM/DD/YYYY**

COUNTY >> **REQUIRED if Ohio address**

COUNTRY >> **Only if NOT U.S. or Canada**

Higher education OHIO A.C. SECTION 4733-17

IMPORTANT! Non-ABET degrees must be evaluated before applying for Ohio P.E. comity. Go to **www.peps.ohio.gov** for Board policy and degree evaluation information. Credit claimed must be supported by an official transcript from the institution. Applications filed without original transcripts cannot be reviewed until transcripts are received. Applications filed with non-ABET degrees cannot be reviewed without receiving an NCEES degree evaluation.

INSTITUTION **College or university**	FROM **MM/YY**	TO **MM/YY**	GRADUATED **MM/YY**	DEGREE EARNED **Engineering degree ONLY**

Engineering exam, licensure information VERIFICATION REQUIRED FOR NON-OHIO EXAM, LICENSE

FE exam

STATE | EXAM DATE >> **MM/DD/YYYY** | E.I. CERTIFICATE NUMBER [1]

PE exam

STATE | EXAM DATE >> **MM/DD/YYYY** | P.E. CERTIFICATE NUMBER

PE EXAM DISCIPLINE

Current P.E. licensure LIST NO MORE THAN 3

STATE | P.E. CERTIFICATE NUMBER | EXP. DATE >> **MM/DD/YYYY**

Surveying exam, licensure information VERIFICATION REQUIRED FOR NON-OHIO EXAM, LICENSE

FS exam

STATE | EXAM DATE >> **MM/DD/YYYY** | S.I. CERTIFICATE NUMBER [1]

PS exam

STATE | EXAM DATE >> **MM/DD/YYYY** | P.S. CERTIFICATE NUMBER

Current P.S. licensure LIST NO MORE THAN 3

STATE | P.S. CERTIFICATE NUMBER | EXP. DATE >> **MM/DD/YYYY**

[1] **NOTE:** E.I. and S.I., formerly E.I.T. and S.I.T., are Ohio's abbreviations for Engineer Intern and Surveyor Intern. Some states, including Ohio, do not issue engineer intern or surveyor intern numbers.

References OHIO R.C. SECTION 4733.12

List 5 persons, at least 3 of whom are registered engineers, from whom the Board may request information in regard to your character, experience and professional ability. Do not name your relatives or members of this Board.

1
NAME | BUSINESS RELATIONSHIP | P.E./P.S. REGISTRATION **Number** **State**
ADDRESS | OCCUPATION

2
NAME | BUSINESS RELATIONSHIP | P.E./P.S. REGISTRATION **Number** **State**
ADDRESS | OCCUPATION

3
NAME | BUSINESS RELATIONSHIP | P.E./P.S. REGISTRATION **Number** **State**
ADDRESS | OCCUPATION

4
NAME | BUSINESS RELATIONSHIP | P.E./P.S. REGISTRATION **Number** **State**
ADDRESS | OCCUPATION

5
NAME | BUSINESS RELATIONSHIP | P.E./P.S. REGISTRATION **Number** **State**
ADDRESS | OCCUPATION

Experience OHIO A.C. SECTION 4733-9

What is the nature and extent of your experience? **Do not list college education.** Make as many copies of this page as needed. If using plain sheets to furnish additional engineering experience, be sure to date and sign each additional sheet. Include title of your position, name and location of employer, character of each employment and degree of responsibility. Explain your engineering experience in sufficient detail to indicate degree of responsibilities and work performed. Have your supervisor complete and sign the supervisor information. If the supervisor is unavailable or unwilling to provide the information, attach a letter to this application with an explanation. **You should only list fulltime employment.**

FROM **MM/YY**

TO **MM/YY**

TIME **Years** **Months**

PERCENTAGE (%) OF TIME **Engineering** **Surveying**

EXPERIENCE DETAIL **Position, employer, location, work responsibilities**

SUPERVISOR INFORMATION **Supervisor must complete**

NAME

P.E./P.S. REGISTRATION **Number** **State**

EMAIL >> Optional

TELEPHONE

SIGNATURE

DATE

FROM **MM/YY**

TO **MM/YY**

TIME **Years** **Months**

PERCENTAGE (%) OF TIME **Engineering** **Surveying**

EXPERIENCE DETAIL **Position, employer, location, work responsibilities**

SUPERVISOR INFORMATION **Supervisor must complete**

NAME

P.E./P.S. REGISTRATION **Number** **State**

EMAIL >> Optional

TELEPHONE

SIGNATURE

DATE

FROM **MM/YY**

TO **MM/YY**

TIME **Years** **Months**

PERCENTAGE (%) OF TIME **Engineering** **Surveying**

EXPERIENCE DETAIL **Position, employer, location, work responsibilities**

SUPERVISOR INFORMATION **Supervisor must complete**

NAME

P.E./P.S. REGISTRATION **Number** **State**

EMAIL >> Optional

TELEPHONE

SIGNATURE

DATE

Disciplinary actions OHIO R.C. SECTION 4733.20

FELONY, MORAL TURPITUDE Have you been convicted, found guilty, pled guilty or received treatment in lieu of conviction for a felony or any offense involving moral turpitude in Ohio or another U.S. state or jurisdiction?

☐ No ☐ Yes If **YES**, provide a written statement, signed and dated, explaining the incident(s) and attach statement(s) and supporting documentation to this application. Documentation should include, but is not limited to, court and police records.

LICENSE, REGISTRATION Have you had a disciplinary action involving a professional or vocational license, or registration, or had an application for the same denied in Ohio or another U.S. state or jurisdiction?

☐ No ☐ Yes If **YES**, provide a written statement, signed and dated, explaining the incident(s) and attach statement(s) and supporting documentation to this application.

Disclosure statement, privacy notice

DISCLOSURE STATEMENT The State Board of Registration for Professional Engineers and Surveyors is requesting disclosure of information that is necessary to accomplish our statutory purpose as required by Chapter 4733 of the Revised Code and Administrative Code. Failure to provide required information may result in your application approval being delayed or in your application being returned.

PRIVACY NOTICE Most documents and records maintained by the state of Ohio are public records under Ohio law. This means that information submitted to us from you may be subject to disclosure if there is an official public records request. **EXCEPTIONS:** Your U.S. social security number and any college transcripts submitted to the Board are **NOT** public records and cannot be released through a public records request.

☐ << *Your initials indicate that you have read the disclosure statement, privacy notice.*

Notarized affidavit OHIO R.C. SECTION 4733.09

STATE OF

_____

AFFIANT

I, _____,

being the duly sworn, or affirmed, applicant say that my statements in this application are true to the best of my knowledge and belief.

AFFIANT SIGNATURE

_____

DATE SIGNED

_____

NOTARY

Subscribed and sworn, or affirmed, to me this

_____ day of _____, _____.

Witness my hand and seal hereon.

NOTARY SIGNATURE

_____

MY COMMISSION EXPIRES

_____

NOTARY SEAL NOTARY SEAL

[THIS SPACE LEFT BLANK]

Deliver completed **Standard P.E. comity application** with fee to:

Ohio

PE COMITY APPLICATION
STATE BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND SURVEYORS
50 W BROAD ST STE 1820
COLUMBUS OH 43215-5905

Questions?

EMAIL **pes.board@pes.ohio.gov**

(614) 728-3059 FAX
(877) 644-6364 U.S. TOLL FREE
(614) 466-3651 COLUMBUS METRO

OHIO'S STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS

BOARD USE ONLY

2013

Licensure, examination verification request

Use this form **only** if you acquired your E.I., S.I., P.E. and/or P.S. in a U.S. jurisdiction or state other than Ohio.

1 TO BE COMPLETED BY APPLICANT

NAME

ADDRESS

U.S. SSN **Last 4 ONLY**

BIRTH DATE >> **MM/DD/YYYY**

CITY, STATE, ZIP

REQUESTED FROM WHICH U.S. BOARD?

REQUESTING VERIFICATION FOR (CHECK ALL THAT APPLY): ☐ E.I. ☐ S.I. ☐ P.E. ☐ P.S.

2 TO BE COMPLETED BY VERIFYING U.S. BOARD

Applicant is certified or registered as:

	CERTIFICATE NUMBER	ISSUED >> **MM/DD/YYYY**	VALID UNTIL >> **MM/DD/YYYY**
☐ **E.I.** Engineer Intern			
☐ **S.I.** Surveyor Intern			
☐ **P.E.** Professional Engineer.....			
☐ **P.S.** Professional Surveyor.....			

Licensure method Applicant is certified or registered by:

		HOURS	RESULTS	NCEES YES	NCEES NO	EXAM DATE >> **MM/DD/YYYY**
☐ **Written examination**	FE			☐	☐	
	FS			☐	☐	
	PE			☐	☐	
	PE exam discipline					
	PS			☐	☐	
☐ **Other**.....						

Has disciplinary action been taken against applicant?

☐ NO ☐ **YES** >> IF **YES**, PLEASE INCLUDE SOURCE OF SUPPORTING DOCUMENTATION

Verified by:

PRINTED NAME, TITLE

SIGNATURE

DATE

BOARD SEAL

Ohio

VERIFICATIONS
STATE BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND SURVEYORS
50 W BROAD ST STE 1820
COLUMBUS OH 43215-5905

Questions?

EMAIL **pes.board@pes.ohio.gov**

(614) 728-3059 FAX
(877) 644-6364 U.S. TOLL FREE
(614) 466-3651 COLUMBUS METRO

General Guidelines for Examinee and Comity Applicants

1 General Rules

1.1 General Rules.

(A) Applications must be received by the deadline. All applications must be complete when received and all questions must be answered and include all relevant information. Applications received after the deadline will be returned.

(B) Applications are not considered complete unless the following items are completed.

(1) Application fee must be included.

(2) Application form must be completely filled out.

(3) Application must be notarized.

(4) Applicant photograph must be affixed in the space provided.

(5) Official transcript must be received showing date of graduation and degree earned. A foreign-degree applicant must provide an official transcript accompanied by a certified English translation.

(6) A dean's statement must be included for eligible students of Ohio schools.

(7) Fundamentals of engineering and surveying (FE, FS) and principles and practice of engineering and surveying (PE, PS) examination scores must be verified by the respective state boards for PE and PS exam applicants, and for comity applicants.

(8) Five references are required for PE and PS exam applicants, and for comity applicants.

(9) Sufficient description of work experience, including supervisors' signatures and contact information for employers, are required for PE and PS exam applicants, and for comity applicants.

(10) A National Council of Examiners for Engineering and Surveying (NCEES) Credentials Evaluation must be included where required by section 2 of these guidelines.

(C) All applicants approved to take the fundamentals or principles and practice examinations must take the exams in Ohio at a location approved by the Board. The Board does not allow out-of-state proctoring except in the case of active duty military personnel that provide appropriate paperwork.

(D) Once an applicant is approved for examination in Ohio, it is the applicant's responsibility to sign up and register with NCEES Exam Administration Services by the deadline.

2 Curricula Accepted

2.1 Engineering.

The following engineering curricula will be accepted.

(A) Four-year Engineering Accreditation Commission/Accreditation Board for Engineering and Technology (EAC/ABET) accredited engineering degree.

(B) Four-year non-ABET/foreign engineering degree evaluated by NCEES Credentials Evaluations, or other Board-approved evaluator, as meeting the NCEES Engineering Education Standard.

(1) If an applicant has an engineering degree of four years or more granted by an institution within the United States that is not accredited by ABET, the institution must be accredited by a Regional Institution Accrediting Agency of the U.S. Department of Education in order to meet the educational requirements of Ohio Revised Code (R.C.) section 4733.11 (A)(2).

(2) The applicant must also have the curriculum evaluated by NCEES Credentials Evaluations, a division of the National Council of Examiners for Engineering and Surveying, or other Board-approved evaluator, and it must be evaluated as meeting the NCEES Engineering Education Standard.

(C) Four-year Technology Accreditation Commission/Accreditation Board for Engineering and Technology (TAC/ABET) accredited engineering technology degree.

(D) Any undergraduate degree **plus** M.S. in engineering from a curriculum wherein the basic B.S. engineering curriculum for that institution is ABET-accredited.

(E) Foreign engineering degree **plus** M.S. in engineering from a curriculum wherein the basic B.S. engineering curriculum for that institution is ABET-accredited.

(F) Ph.D. degree in engineering from a curriculum wherein the basic B.S. engineering curriculum for that institution is ABET-accredited.

(G) Degrees from Canadian schools accredited by the Canadian Engineering Accreditation Board (CEAB) will be considered the same as ABET degrees. Non-CEAB degrees from Canadian schools are treated the same as foreign degrees.

(H) Graduates of a four-year engineering technology curriculum that is not accredited by TAC/ABET are not eligible for exams or registration in Ohio.

2.2 Surveying.

The following surveying curricula will be accepted.

(A) Four-year ABET-accredited or Board-approved surveying degree.

(B) Civil engineering degree with 24 quarter hours or 16 semester hours of approved surveying coursework — at least eight quarter hours (or semester/trimester equivalent) in surveying of land boundaries.

(1) The University of Akron, Cincinnati State/Northern Kentucky and Glenville State College (West Virginia) are the only non-ABET Board-approved surveying programs.

2.3 Foreign and Unaccredited U.S. Degrees.

(A) Effective May 10, 2007, the Board requires that all graduates of engineering programs from outside of the United States must have their transcripts and degrees evaluated by NCEES Credentials Evaluations, a division of the National Council of Examiners for Engineering and Surveying, or other Board-approved evaluator.

(1) In order to meet the educational requirement of R.C. section 4733.11 (A)(2), the degree must be evaluated by NCEES as meeting the NCEES Engineering Education Standard.

(2) The applicant is responsible for filing the necessary paperwork and fees in order to complete the evaluation of the curriculum.

(B) If an applicant has an engineering degree of four years or more granted by an institution within the United States that is not accredited by ABET, the institution must be accredited by a Regional Institution Accrediting Agency of the U.S. Department of Education in order to meet the educational requirements of R.C. section 4733.11 (A)(2). The applicant must also have the curriculum evaluated by NCEES, or other Board-approved evaluator, and it must be evaluated as meeting the NCEES Engineering Education Standard.

(C) If an applicant has had their transcripts evaluated by NCEES and the report indicates that there are deficiencies in the curriculum, the deficiencies must be made up before the application will be approved. Coursework must be made up at a college or university that has an ABET-accredited engineering or surveying program. Coursework must be completed in accordance with ABET's Criteria for Accrediting Programs in Engineering in the United States.

(D) Applicants may make up deficient coursework by passing College Level Examination Programs (CLEP) tests. In order to receive credit for CLEP tests the course must be shown on an official college or university transcript indicating a passing score and full credit awarded.

(E) If an applicant has graduated from a college curriculum in engineering of four years or more that is not accredited by EAC/ABET, and has earned a graduate degree from an institution whose undergraduate program is ABET accredited, the Board may review the applicant's transcripts and waive the need to submit a degree evaluation.

(F) Degrees from Canadian schools accredited by CEAB will be considered the same as ABET degrees. Non-CEAB degrees from Canadian schools are treated the same as foreign degrees and must be evaluated by NCEES.

3 Experience

3.1 Experience.

(A) Experience must be listed consecutively and in chronological order starting with the earliest experience and proceeding to the most recent employment. Failure to provide adequate detail may result in denial. All engineering and non-engineering experience must be listed. Non-engineering experience will not require verification unless requested by the Board. All engineering experience must be verified by including the supervisor's signature and contact information on the application. If verification is impossible, the applicant shall provide a notarized letter to the Board explaining the reason verification could not be secured.

(B) The engineering and surveying experience section must also include the percentage of time the applicant spent in the practice of engineering and/or surveying. Experience credit will be granted based on the percentage listed by the applicant.

(C) For those applicants applying for dual registration, both as a professional engineer and professional surveyor, engineering and surveying experience may not overlap.

3.2 Experience Prior to Graduation.

(A) Engineering experience obtained prior to the completion of an engineering degree usually does not count for professional experience.

(B) Experience credit cannot overlap with education credit. In order to obtain experience credit before graduation, the applicant must have been in college for more than four calendar years.

(C) Experience credit before graduation should be listed on the official transcript as co-op experience and must be based on a 40 hour per week full-time basis. No credit will be granted for overtime work, or 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.
(D) Applicants requesting engineering experience credit prior to graduation that was not earned through a co-op program will be evaluated on a case-by-case basis.

(E) No more than two years of experience can be obtained before graduation. Experience must be after completion of the second year of school and not overlapping in time with any coursework counted toward the education requirement.

(F) The Board discourages the use of experience prior to graduation because of problems obtaining comity registration with other states.

3.3 General Requirements.

(A) Experience is based on a 40 hour per week full-time basis. No credit will be granted for overtime work, or part-time work experience obtained while pursuing engineering or surveying education on a full-time basis, or for the part-time pursuit of a masters or doctorate degree while obtaining full-time work experience.

(B) Engineering experience should be gained under the direct supervision of a professional engineer registered in the United States or its territories working on projects requiring knowledge and use of codes and practices commonly used in the United States.

(C) Experience must not be obtained in violation of Ohio Revised Code Chapter 4733, the professional engineers and surveyors licensure act.

(D) Experience may not be anticipated. The experience must have been gained by the time of the application and at least 120 days prior to the scheduled examination.

3.4 Professional Engineer.

(A) In order to become registered as a professional engineer the applicant shall have a specific record of four years or more of practical experience in engineering work completed in addition

to, and not overlapping in time, any school work completed under R.C. section 4733.11 (A)(1)(a); not more than two years of which may be before graduation but after the completion of the second year of college; indicating that the applicant is competent to be placed in responsible charge of engineering work.

(B) In evaluating experience which indicates to the Board that the applicant may be competent to practice engineering, the following will be considered:

(1) Satisfactory engineering work shall be of a nature such that its adequate performance requires engineering education, training, or experience and must be demonstrated through the application of the mathematical, physical and engineering sciences. Satisfactory engineering experience shall include but not be limited to, an acceptable combination of the following types of engineering activities:

(a) Design or conceptual design of engineering works, products, or systems;

(b) Development or optimization of plans and specifications for engineering works, products, or systems;

(c) Analysis, consultation, investigation, evaluation, planning or other related services for engineering works, products, or systems;

(d) Planning the use or alteration of land, water, or other resources;

(e) Engineering for development of operating and maintenance manuals;

(f) Engineering for construction, or inspection of construction for the purpose of assuring compliance with drawings or specifications;

(g) Engineering for materials testing and evaluation;

(h) Any other work of a mechanical, electrical, chemical, hydraulic, pneumatic, geotechnical, or thermal nature that requires engineering education, training or experience for its adequate performance;

(i) Teaching experience to be creditable must be in engineering or engineering-related subjects at an advanced level in a college or university offering an engineering program of four years or more that is approved by the Board. A teaching experience applicant must have one year of experience in the practice of engineering beyond classroom teaching.

(j) Experience gained in engineering research and design projects by members of an engineering faculty where the program is approved by the Board is creditable.

(2) Experience shall not be obtained in violation of the licensure act.

(3) 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.

(4) Experience shall 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. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the Board.

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

(6) Experience in construction, to be creditable, must demonstrate the application of engineering principles.

(7) Successful completion of graduate study leading to the master's degree in engineering which has followed a baccalaureate degree in engineering from an ABET-accredited program may be used for credit for one year's experience.

(a) If the Ph.D. in engineering is completed under the same conditions, two years' total experience may be credited. The two years' credit includes the one year for the master's degree. If the Ph.D. is obtained without the master's degree, the credit for experience may be two years.

(b) Credit for work experience and for undergraduate or graduate study, occurring within the same period, shall not exceed the elapsed calendar time during which this occurs.

(c) If a graduate degree is used to waive a degree evaluation, no experience credit will be granted for the graduate degree.

(8) In the review of engineering experience, the Board shall consider whether the experience was sufficiently complex and diverse, and of an increasing standard of quality and responsibility and whether the quality of the engineering work shows technical competency.

(C) No experience credit is given for the following:

(1) Maintenance and operation;

(2) Drafting without engineering related proof;

(3) Engineering technology teaching;

(4) Teaching Assistant in college;

(5) Engineering or surveying experience earned concurrent with education time credit;

(6) Construction supervision such as contractor, foreman or superintendent; or

(7) For a graduate degree, if used to waive a degree evaluation.

3.5 Professional Surveyor.

(A) In order to become registered as a professional surveyor the applicant shall have a specific record of four years or more of surveying office and field experience completed in addition to, and not overlapping in time, any school work completed under R.C. section 4733.11 (B)(1)(a) that is of a character acceptable to the Board, at least two years of which shall be after college graduation, with at least two of the four years of work in the surveying of land boundaries under the direct supervision of a professional surveyor, who may indicate in writing that the applicant is competent to be placed in responsible charge of the work.

(B) In evaluating experience which indicates to the Board that the applicant may be competent to practice surveying, the following will be considered:

(1) Experience must be progressive on surveying projects to indicate that it is of increasing quality and requiring greater responsibility.

(2) 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 a surveying group.

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

(4) Teaching experience, to be creditable, must be at an advanced level in a surveying program approved by the Board. A teaching experience applicant must have one year of experience in the practice of surveying beyond classroom teaching.

(5) A substantial portion of the experience must be spent in charge of work related to property conveyance and/or boundary line determination.

(6) Must demonstrate adequate experience in the technical field aspects of the profession.

(7) Experience shall not be obtained in violation of the licensure act.

4 Fundamentals Examination

4.1 Dean's Statement.

(A) Recent graduates or currently enrolled students in an Ohio ABET-accredited or Board-approved undergraduate engineering or surveying curriculum may apply to take the Fundamentals of Engineering or Fundamentals of Surveying examination by submitting a letter from the dean of the department, or other authorized university or college representative, instead of submitting an official transcript (dean's statement). A recent graduate is a person who has graduated but cannot produce an official transcript by the exam deadline. Currently enrolled students must anticipate graduation within six months of the exam for which they have applied.

(B) A student enrolled in a masters program in engineering at an Ohio college or university wherein the basic undergraduate engineering curriculum for that institution is ABET-accredited may also be eligible to take the Fundamentals of Engineering on a dean's statement provided the student is scheduled to graduate within six months of the exam for which they have applied.

(C) A dean's statement will not be accepted from students completing Ph.D. programs.

(D) An applicant who fails an exam when admitted on a dean's statement cannot be readmitted to the exam until the applicant furnishes an official transcript showing degree and date earned or furnishes another dean's statement if he or she did not graduate.

(E) The fundamentals exam credit is good for life.

(F) Examinees who took the Fundamentals of Engineering or Fundamentals of Surveying examination based on a dean's statement, and who have passed, will not receive their Engineer Intern (E.I.). or Surveyor Intern (S.I.) designation and their E.I. or S.I. certificate will not be sent until their official transcript is received by the Board.

5 Experience Requirements for Principles and Practice Examinations

5.1 Experience Requirements for NCEES PE Exam.

[SEE TABLE 5.1 ON PAGE 12]

(A) With a four-year ABET-accredited engineering degree, four years of engineering experience is required.

(B) With a four-year non-ABET or foreign engineering degree evaluated as ABET equivalent, four years of engineering experience is required.

(C) With a four-year TAC/ABET-accredited engineering technology degree, eight years of engineering experience is required.

(D) With any degree **plus** M.S. in engineering from a curriculum where B.S. is ABET-accredited, four years of engineering experience is required.
(E) With a foreign degree **plus** M.S. in engineering from a curriculum where B.S. is ABET-accredited, four years of engineering experience is required.

(F) With a Ph.D. degree in engineering from a curriculum where B.S. is ABET-accredited, four years of engineering experience is required.

5.2 Experience Requirements for NCEES PS Exam.

[SEE TABLE 5.2 ON PAGE 12]

(A) With a four-year ABET or Board-approved surveying degree and must have passed the FS exam, four years of office and field surveying experience, not overlapping in time with any schoolwork completed. Two of the four years of experience must be in the surveying of land boundaries under the supervision of a professional surveyor. Two years of experience must be after college graduation.

(B) With a civil engineering degree with 24 hours of approved surveying coursework—at least eight quarter hours (or semester/trimester equivalent) in surveying of land boundaries, four years of office and field surveying experience, not overlapping in time with any schoolwork completed. Two of the four years of experience must be in the surveying of land boundaries under the supervision of a professional surveyor. Two years of experience must be after college graduation.

5.3 Ohio Principles and Practice of Surveying Exam (OHPS).

(A) All applicants for registration as a professional surveyor in Ohio must pass the two-hour professional practice examination covering the laws and practices of surveying in the State of Ohio, in addition to the six-hour NCEES Principles and Practice of Surveying examination. The passing score for the OHPS exam will be determined by the Ohio Professional Surveyor Exam Committee and approved by the Board.

(B) Applicants taking the NCEES Principles and Practice of Surveying examination shall take the OHPS exam in the afternoon at the scheduled exam site.

(C) Applicants applying for registration via comity must schedule an appointment to take the OHPS exam during regular business hours at the Board office.

(D) An applicant who has failed the OHPS exam is permitted one re-examination per calendar year. The fee for each re-examination shall be the same as the regular examination fee.

(E) The OHPS exam is an open book examination. The exam rules for the OHPS exam, whether given during the NCEES exams or at the Board office, will be the same as the NCEES exam rules.

6 Comity Applications

6.1 Comity Applications.

(A) Pursuant to Ohio law, an applicant who is registered and in good standing in another state may be registered in Ohio without written examination providing the applicant secured registration elsewhere by meeting requirements equal to those specified in Ohio law at the time the applicant was registered in the state where the applicant now holds a valid registration/license. Applicants for registration in Ohio by means of comity must meet Ohio's laws and rules based on the applicants first year of registration. This is generally determined by the year the applicant has met all the requirements for licensure in their home state and passed the eight-hour principles and practice examination.

(B) Applicants who apply for registration in Ohio by comity must be currently registered in another state and in good standing. The applicant must not have current or pending disciplinary action.

6.2 Education Requirements.

(A) Applicants for registration as a professional engineer who obtained licensure after 1975 are required to have a four-year engineering degree (refer to Curricula Accepted on pages 2-3).

(B) Applicants for registration as a professional surveyor who obtained licensure after December 31, 1992 are required to have a four-year surveying degree or a degree in civil engineering and 24 hours of Board-approved surveying coursework (refer to Curricula Accepted on pages 2-3).

6.3 Degree Evaluation.

(A) Applicants for registration in Ohio who have graduated from an engineering program from outside of the United States or from a four year engineering program in the United States that is not ABET-accredited must have their education evaluated by NCEES (refer to Curricula Accepted on pages 2-3) and a copy sent to the Board. The Board will base its decision on eligibility for the examinations and registration on the NCEES evaluation.

(B) Degrees from Canadian schools accredited by the Canadian Engineering Accreditation Board (CEAB) will be considered the same as ABET degrees. Non-CEAB degrees from Canadian schools are treated the same as foreign degrees and must be evaluated by NCEES.

(C) Coursework deficiencies identified in an NCEES evaluation must be made up in accordance with section 2 of these guidelines before an application can be approved.

6.4 Experience.

Experience credit for comity applicants will be evaluated in accordance with section 3 of these guidelines.

(A) Acceptable engineering or surveying experience must be completed **before** passing the Principles and Practice of Engineering or Principles and Practice of Surveying examination.

(B) Graduates of an EAC/ABET-accredited engineering curriculum of four years or more must have completed four years of acceptable engineering experience **before** passing the Principles and Practice of Engineering examination and obtaining registration.

(C) Graduates of a TAC/ABET-accredited engineering technology curriculum of four years or more must have completed eight years of acceptable engineering experience **before** passing the Principles and Practice of Engineering examination and obtain registration.

(D) Graduates of an approved curriculum in surveying of four years or more must have completed four years of acceptable surveying experience **before** passing the Principles and Practice of Surveying examination and obtaining registration.

6.5 Examinations.

(A) All applicants for registration must have taken and passed the NCEES Fundamentals examination and the NCEES Principles and Practice examination or an equivalent exam accepted by the Ohio Board.

(B) Ohio law does not permit the Board to waive either the Fundamentals or Principles and Practice examinations.

(C) Surveyor applicants are required to take and pass the two-hour professional practice examination covering the laws and practices of surveying in the state of Ohio (see OHPS on page 8). Registration will not be granted until a passing score in the Ohio practice examination is obtained.

6.6 Minimum Requirements for Engineering Applicants.

(A) **1975 to Present.** Applicants registered after December 31, 1975 seeking registration by comity in Ohio must have a degree in engineering of four years or more from an EAC/ABET-accredited engineering curriculum or a degree of four years or more in engineering from an engineering curriculum evaluated by NCEES as substantially equivalent as those curricula accredited by ABET, plus four years of Board-approved experience; or a degree of four years or more from a TAC/ABET-accredited curriculum in engineering technology and eight years or more of Board-approved experience.

Prior to 2003, the Board accepted graduates of a four-year college curriculum in a related science as acceptable for registration. The related sciences were: chemistry, physics, mathematics, geology science, geodetic science, oceanography, four year bachelor of engineering technology, environmental sciences, safety and fire protection and non-EAC/ABET four year bachelor of science. All of these graduates were required to have eight years or more of Board-approved experience.

(B) **1946 to 1975.** Applicants registered between January 1, 1946 and December 31, 1975 have been required to secure registration by a two-day written examination, plus eight years preparatory education and/or experience in engineering. Graduates of non-Board approved engineering curricula and related sciences require eight years or more of Board-approved experience.

(C) **1935 to 1946.** Applicants registered from March 26, 1935 to December 31, 1945 were registered (a) by graduation from an approved curriculum in engineering from an accredited school, plus four years of Board-approved practice in engineering work, or (b) with eight years of Board-approved experience, plus a two-day written examination.

6.7 Minimum Requirements for Surveying Applicants.

(A) Applicants registered after December 31, 1992, and seeking registration by comity in the State of Ohio, must have a Board-approved surveying degree, plus four years of Board-approved surveying experience; or a four year surveying degree or a degree in civil engineering and 24 hours of Board-approved surveying coursework, plus four years of Board-approved surveying experience.

(B) Applicants registered in any state before January 1, 1993 are required to have eight years of education and/or Board-approved surveying experience.

Table 5.1 SEE PE EXPERIENCE REQUIREMENTS ON PAGE 8

Experience Requirements for PE Examination

Education	Experience
4-year ABET-accredited engineering degree	4 years of engineering experience is required
4-year non-ABET or foreign engineering degree evaluated as ABET equivalent	4 years of engineering experience is required
4-year TAC/ABET-accredited engineering technology degree	8 years of engineering experience is required
Any degree **plus** M.S. in engineering from a curriculum where B.S. is ABET accredited	4 years of engineering experience is required
Foreign degree **plus** M.S. in engineering from a curriculum where B.S. is ABET accredited	4 years of engineering experience is required
Ph.D. degree in engineering from a curriculum where B.S. is ABET-accredited	4 years of engineering experience is required

Table 5.2 SEE PS EXPERIENCE REQUIREMENTS ON PAGES 8-9

Experience Requirements for PS Examination

Education	Experience
4-year ABET or Board-approved surveying degree; must have passed FS exam	4 years of office and field surveying experience, not overlapping in time with any schoolwork completed. Two of the four years of experience must be in the surveying of land boundaries under the supervision of a professional surveyor. Two years of experience must be after college graduation.
Civil engineering degree with 24 hours of approved surveying coursework—at least 8 quarter hours (or semester/trimester equivalent) in surveying of land boundaries	4 years of office and field surveying experience, not overlapping in time with any schoolwork completed. Two of the four years of experience must be in the surveying of land boundaries under the supervision of a professional surveyor. Two years of experience must be after college graduation.