

# Student Exam Approval Application

## Registration qualifications

This Student Exam Approval Application is **ONLY** for candidates who meet the qualifications described in Ohio A.C. section 4733-9. Recent graduates or currently enrolled students may apply to take an exam by including a letter from an authorized representative from a qualified Ohio institution which temporarily substitutes for an official transcript. A recent graduate is an individual who has graduated but cannot produce an official transcript 90 days before the examination. Currently enrolled students must anticipate graduation within six months after the next scheduled examination. For the Fundamentals of Engineering exam, the Board will only consider Ohio EAC/ABET-accredited engineering or Ohio TAC/ABET-accredited engineering technology curricula. For the FS exam, the Board will only consider Ohio ABET-accredited surveying curricula or Board-approved surveying curricula. Additional information is available on our website at [www.peps.ohio.gov](http://www.peps.ohio.gov). Your initials are required in several locations on this application, and a notarized affidavit is required on page 2. **An incomplete application cannot be reviewed and may be returned.**

<< Your initials indicate that you have read the registration qualifications and that your dean's letter is attached.

## \$25.00 nonrefundable application fee

A 25.00 nonrefundable application fee, made payable in U.S. funds to **Treasurer, State of Ohio**, is required. An application and fee is required for each exam cycle.

<< 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.**

## Contact, personal information

READ DISCLOSURE STATEMENT, PRIVACY NOTICE ON PAGE 2

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 traditional 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 CANADA PROVINCE, POSTAL CODE

EMAIL ADDRESS

## 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 3/4" wide.

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**

TELEPHONE

Select **ONE** for exam approval:  **FE** Fundamentals of Engineering  **FS** Fundamentals of Surveying

## Ohio institution, anticipated degree

INSTITUTION College or university  FROM MM/YY  TO MM/YY  ANTICIPATED GRADUATION MM/YY  DEGREE EXPECTED Engineering or surveying ONLY

**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



[ THIS SPACE INTENTIONALLY BLANK ]

Deliver completed **Student Exam Approval Application** with fee to:



**STUDENT EXAM APPROVAL 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](mailto:pes.board@pes.ohio.gov)  
(614) 728-3059 FAX  
(877) 644-6364 U.S. TOLL FREE  
(614) 466-3651 COLUMBUS METRO