Updated December 2018

General Guidelines for PE and PS Exam Applicants

1 Deadline, Application and Registration

1.1 Deadline.

(A) Applications for the Principles and Practice of Engineering (PE) examination, including the 16-hour Structural PE exam must be completed online through the eLicense Ohio portal and must be received by the deadline. All applications must be complete when received and all questions must be answered and include all relevant information, including experience worksheets signed by a supervisor. The Board does not accept PE exam applications after the posted deadlines and application fees are non-refundable.

(B) There is no application deadline for the NCEES Fundamentals of Engineering (FE) examination, the NCEES Fundamentals of Surveying (FS) examination, the Principles and Practice of Surveying (PS) examination or the Ohio Principles and Practice of Surveying (OHPS) examination.

1.2 Application.

Applications are not considered complete unless the following items are completed.

(A) Application fee must be paid online.

(B) Online application form must be completely filled out.

(C) Applicant photograph must be uploaded to the online application.

(D) 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. All transcripts must come directly from the college or university. Copies are not accepted.

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

(G) 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 or NCEES for PE and PS exam applicants.

(H) Applications must contain no less than five references, of whom three or more shall be professional engineers or professional surveyors having personal knowledge of the applicant's engineering or surveying experience.

(I) Sufficient description of work experience, including employer's name and address and supervisors' signatures and contact information, are required for PE and PS exam applicants.

IMPORTANT! Applications must clearly demonstrate that the requisite experience was completed BEFORE the exam application deadline.

1.3 Registration.

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. All applicants approved to take the 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.

2 Curricula Accepted

2.1 Engineering curricula accepted.

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 Engineering Technology Accreditation Commission/Accreditation Board for Engineering and Technology (ETAC/ABET) accredited engineering technology degree.

(C) Four-year engineering degree granted from outside of the United States evaluated by NCEES Credentials Evaluations as meeting the NCEES Engineering Education Standard. (See 2.3)

(D) An engineering master's program accredited by EAC/ABET

(E) 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.

NOTE: The Board will review on a case-by-case basis applications from graduates of a master's degree program in engineering from a college or university that has a similarly named undergraduate engineering degree program accredited by ABET, that do not have a Board-approved undergraduate engineering degree, but have taken supplemental engineering

coursework, and the undergraduate and supplemental coursework has been evaluated by NCEES Credentials Evaluation as meeting the NCEES Education Standard.

IMPORTANT! Graduates of a four-year engineering technology curriculum that is not accredited by ETAC/ABET are not eligible for exams or registration in Ohio.

2.2 Surveying curricula accepted.

The following surveying curricula will be accepted.

(A) Four-year ASAC/EAC/ETAC ABET accredited surveying degree.

(B) Four-year EAC/ABET accredited civil engineering degree with 16 semester hours or (or quarter/trimester equivalent) of Board-approved surveying coursework — at least six semester hours (or quarter/trimester equivalent) in surveying of land boundaries. The 16 hours must be completed from the list of Board-approved surveying courses.

Note: Applicants with an EAC/ABET accredited Civil Engineering degree that are applying to take the NCEES FS examination must complete 16 semester hours of Board-approved surveying coursework, including one course in each of the following categories: Boundary Surveying; Control Surveying; Historical Development of Ohio Surveying; Route or Construction Surveying; and Ohio Minimum Standards and Laws and Ethics.

(C) Graduate of a Board approved surveying program at Cincinnati State/Northern Kentucky, Cincinnati State/University of Cincinnati, Columbus State/Franklin University (2 programs) or Glenville State College (West Virginia). You should confirm with an academic advisor at these schools that you are in a board-approved surveying program.

2.3 Foreign Degrees.

(A) 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.

(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 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.

(C) 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) 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.

(F) The Board does not accept engineering or surveying degrees that are not ABET accredited unless specified in paragraph 2.2(1).

NOTE: U.S. engineering and surveying degree programs 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).

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) The Board discourages the use of experience prior to graduation because of problems that may occur when trying to obtain comity registration with other states.

(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) Engineering experience obtained prior to the completion of an engineering degree that is not part of a co-op program usually does not count for professional experience.

(E) 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.

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

(G) 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 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 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.

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. Surveying experience should be gained under the direction of a professional surveyor registered in the United States or its territories working on projects requiring knowledge and use of standards and practices commonly used in the United States.

Note: For individuals working in engineering and surveying that is exempted from the registration act as defined in R.C. 4733.18 (ex. Design of manufactured products) and not working under the supervision a professional engineer or professional surveyor, the Board may consider the experience provided that the following information is submitted: 1) an explanation demonstrating the type of work performed and why the experience should be considered acceptable. 2) a resume or curriculum vitae of the unlicensed supervisor demonstrating engineering or surveying

education and experience of a nature that would demonstrate to the Board that the supervisor is qualified to certify the experience.

(C) Experience must not be obtained in violation of Ohio Revised Code Chapter 4733, the professional engineer's and surveyor's 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.

(E) Applicants that knowingly provide false or forged information on the application or engage in fraud or deceit in order to obtain registration, may be subject to administrative and criminal charges.

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. [See section 3.5]

(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, for individuals working in engineering exempted from the registration act as defined in R.C. 4733.18 (ex. Design of manufactured products), 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 by the Board if the appropriate credentials (education and experience) 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.

(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 Teaching Faculty Applicants

Applicants applying for the PE examination that are former or current teaching faculty at an ABET accredited engineering curriculum must demonstrate one year of engineering practice beyond classroom teaching.

Teaching faculty may use engineering research to complete the 4-year experience requirement. To receive experience credit, research should be performed under the direction of a professional engineer. In cases where the engineering research is performed in an exempt area of practice as defined in R.C. 4733.18 and is not required by law to be performed under the direction of a professional engineer, the applicant must submit the supervisor's credentials, to include the education and work experience of the supervisor. Ordinarily a non-registered supervisor should be an engineering graduate with extensive engineering experience of a nature that would demonstrate that the supervisor can evaluate and certify the engineering experience performed by the applicant.

Research experience must meet the requirements of the exam and comity guidelines. Research must be based on full-time employment. Two thousand eighty hours constitutes full-time employment. Research experience may not overlap with teaching or education credit. Research

experience must be certified by a professional engineer or qualified supervisor in accordance with Board guidelines and must be verifiable.

A typical path to faculty registration

After graduation from EAC/ABET accredited engineering curriculum:

- Master's degree in engineering- 1 year of experience credit
- PhD in engineering- 1 year of experience credit
- Teaching advanced level engineering courses- 1 year of experience credit
- One year of private practice experience OR one year of engineering research- 1 year of experience credit

Total- 4 years of engineering experience credit

Please note that engineering research should be described in sufficient detail to demonstrate progressive engineering experience gained that indicates the applicant can be placed in responsible charge of engineering projects.

3.6 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 Experience Requirements for Principles and Practice Examinations

4.1 Experience Requirements for NCEES PE Exam.

[See Table 5.1 on last page for summary]

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

(B) With a four-year foreign engineering degree evaluated as meeting the NCEES Education Standard, four years of engineering experience is required.

(C) With a four-year ETAC/ABET-accredited engineering technology degree, eight years of engineering experience is required. NOTE: Eight years of acceptable engineering experience must be completed before taking and passing the PE examination, otherwise the application will be denied.

(D) With an EAC/ABET-accredited M.S. in engineering, four years of engineering experience is required.

IMPORTANT! Applications must clearly demonstrate that the requisite experience was completed BEFORE the exam application deadline.

4.2 Experience Requirements for NCEES PS Exam.

[See Table 4.2 on last page for summary]

(A) With a four-year EAC/ETAC/ASAC 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 16 semester hours of approved surveying coursework — at least six semester hours (or quarter/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.

IMPORTANT! Applications must clearly demonstrate that the requisite experience was completed BEFORE the exam application deadline.

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

(A) All applicants for registration as a professional surveyor in Ohio must pass the two-hour Ohio 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 (PS) examination. The passing score for the OHPS exam will be determined by the Ohio Professional Surveyor Exam Committee and approved by the Board.

(B) The OHPS exam can only be taken after the applicant for PS registration has passed the NCEES Principles and Practice of Surveying examination. Once the applicant has received notification of receiving a passing score on the NCEES PS exam, the applicant must contact the Ohio Board and schedule an appointment to take the OHPS exam in the Board office.

(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 will be the same as the NCEES exam rules.

Table 4.1. Education/Experience Requirements for PE Exam	
Education	Experience
4-year EAC/ABET accredited engineering degree	4 years of engineering experience is required
4-year foreign engineering degree evaluated as ABET equivalent	4 years of engineering experience is required
4-year ETAC/ABET accredited engineering technology degree	8 years of engineering experience is required
EAC/ABET accredited master's degree	4 years of engineering experience is required
Table 4.1. Education/Experience Requirements for PS Exam	
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. 2 of the 4 years of experience must be in the surveying of land boundaries under the supervision of a professional surveyor. 2 years of experience must be after college graduation.
Civil engineering degree with 16 semester hours of approved surveying coursework — at least 6 semester hours (or quarter/trimester equivalent) in surveying of land boundaries	4 years of office and field surveying experience, not overlapping in time with any schoolwork completed. 2 of the 4 years of experience must be in the surveying of land boundaries under the supervision of a professional surveyor. 2 years of experience must be after college graduation.