



# STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS

77 SOUTH HIGH STREET SUITE 2472

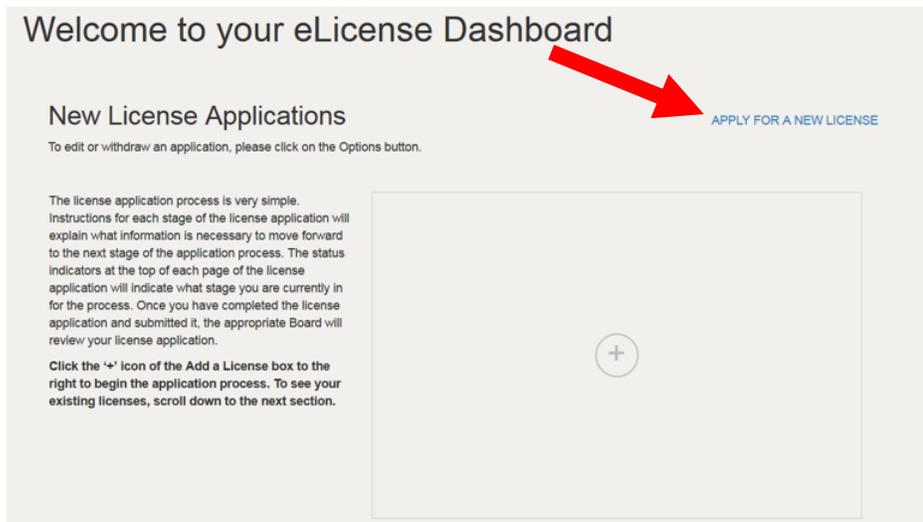
COLUMBUS, OHIO 43215

PHONE 614-466-3651 WWW.PEPS.OHIO.GOV

## APPLYING FOR AN EXAM

Before applying for an exam, you will need to create an account in the licensing portal at eLicense.ohio.gov.

1. Once you've registered your account, you will begin the application process from your dashboard. Click on the "Apply for a new license"



2. Select the Engineering and Surveyors Board and then select the type of license. Make sure the "Select an Application Type" shows as "Examination" then click "Save and Continue"

### License Selection

Select the Board for which you are seeking a license. Next, select the license type, individual license, and application type.

If you are applying with the Board of Pharmacy and are unsure of what license to apply for, click [here](#) to access the license questionnaire.

Select a Board: Engineers and Surveyors Board

Select a License: Engineer Intern

Select an Application Type: Examination

Application Instructions

Provide the information necessary for the license application. Once finished, click which type of Save option desired.

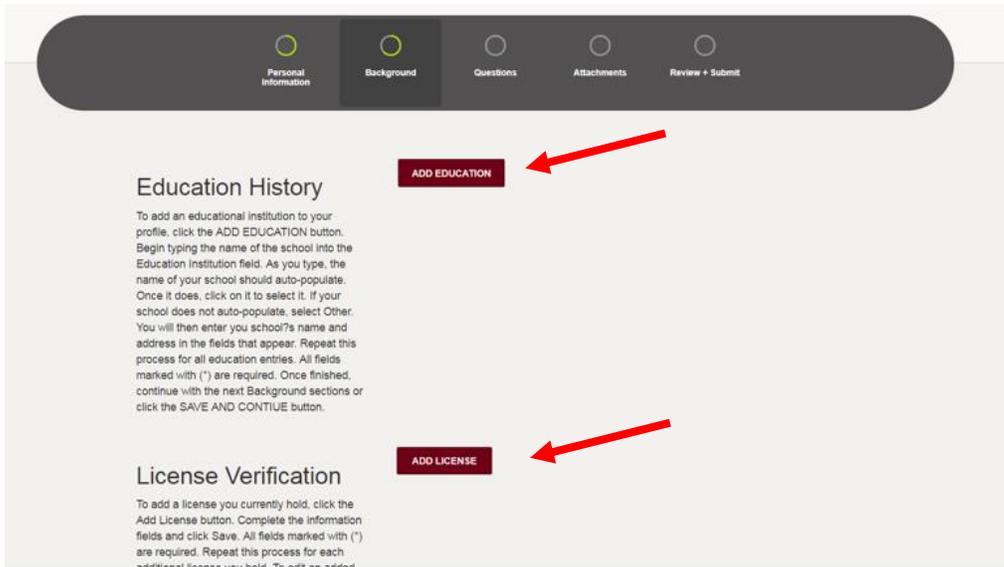
This application is used for those who have already taken and passed the NCEES FE examination and want to apply for their Ohio EI certification or need Board approval before taking the NCEES FE exam. For your application to be considered complete, you must send your official, final transcripts to the Board office at 77 S. High St. Ste 2472 Columbus, Ohio 43215. If you require Board approval before taking your NCEES FE exam, you **WILL NOT** need to submit a 2<sup>nd</sup> application to receive your EI certificate.

CANCEL SAVE AND CONTINUE

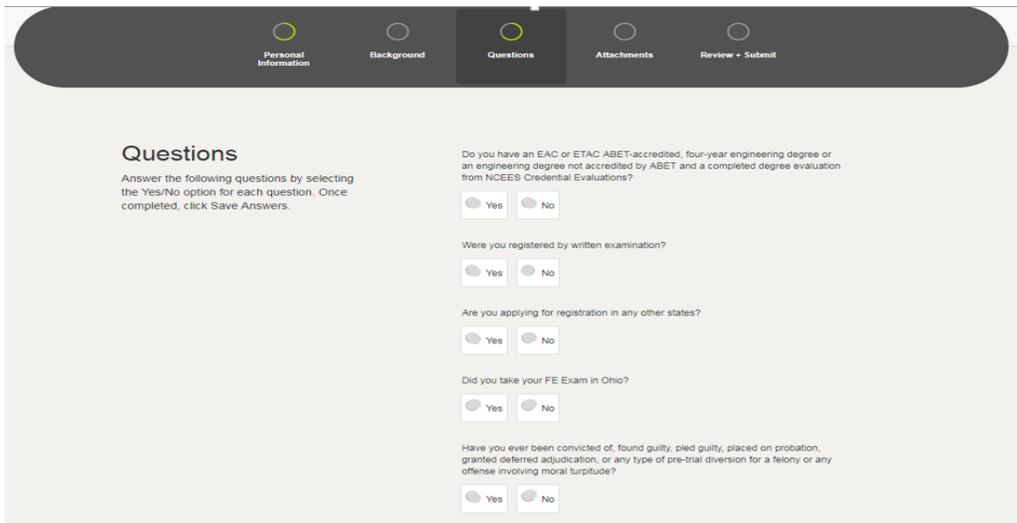
3. Complete the "Personal" section in its entirety. Any section marked with an "\*" is required. Click "Save and Continue" when your information has been entered.

- For background information, click “Add Education” to expand the section. Education information is required to apply for an exam. If you have an ABET-accredited degree, your school and program are available in the drop down menus. These menus are pulled directly from ABET’s list of accredited schools and programs so the name of your school will need to match what is listed with ABET.

For the “License Verification”, if you do not have a professional license in another state, you will not need to complete any information. You will want to leave the section as is. If you expand the section by clicking “Add License”, the system will required you to complete the section or click “Cancel”



- For the “Questions” section, you will need to answer all questions and add 5 references for the system to accept your application. You may list more than 5 references but the system will not let you submit your application if you do not have at least 5 references listed. When the page is complete, click “Save and Continue” at the bottom.



References *(all boxes must be filled out)-*

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

Name

Business Relationship

PE Registration No. (if this individual does not hold a PE license please type 'N/A' into this field)

Address (Street, City, State, Zip)

Occupation

 **ADD ANOTHER**

6. Attachments

All applications will be required to attach form 1011-EX or have these forms sent directly to the board by the supervisor. The form can be downloaded from the Board's website at <http://peps.ohio.gov/IndividualLicensing/Examinations/PE.aspx>. One form should be completed for each employment engagement the applicant is claiming experience and each form should be signed by the supervisor for the employment engagement.

A photograph is also required as an attachment. This photo should be similar to a passport style photograph and taken within the last year.

You will also need to have your official college transcripts mailed to the Ohio Board. All transcripts must be an official set of transcripts from the school. The Ohio Board cannot accept electronic printouts or electronic transcripts.

7. Once your application is complete and submitted, the system will take you to the cart to make your payment. Upon submitting your payment you will receive an emailed confirmation that your application has been received and one for the receipt for your payment. You can also check the "My History" section from your dashboard to view any submitted payments and open duplicate copies of your receipt.
8. Once your application is submitted to the board, we will review your submission for approval. If the Board needs any additional information, you will be contacted by email or phone to request additional information. Once approved, you will receive an emailed approval letter from the Board with instructions on registering with NCEES for the actual exam.