

Applicant Checklist for Professional Engineer

The first step in applying to New York State is to go to the NCEES website at www.ncees.org to obtain an NCEES ID Number. This number will be used as your unique identifier in the New York State Education Department systems.

NCEES ID Number:

Please complete the appropriate checklist and keep it as a reminder of what forms you have filed and when you filed them. This is for your reference and should not be submitted with your application forms. You should keep a copy of all application forms submitted.

To assure efficient processing of your application:

- **Submit your *application and fee* for licensure and related forms in plenty of time to allow verifying organizations to send the required independent verifications to the Office of the Professions.**
- Obtain information on examination deadlines on the Office of Professions web site at www.op.nysed.gov/pels/
- Notify the Office of the Professions promptly of any address or name changes.
- Respond promptly to requests for additional information from the Office of the Professions.

Use this checklist when applying for approval to take the NCEES FE examination if you have graduated from a non-ABET accredited program or a foreign educational program

Check (✓) and date each step when completed.

The following forms need to be **completed and returned to the Office of the Professions** at the address shown on the forms:

- Form 1 - Application for Licensure**
- Fee \$70** - For review of your education credentials

The Form 2 needs to be completed and sent to each of your educational institutions for verification of your credentials. Be sure to check with each institution to be sure they have submitted the required information to the Office of the Professions. Always keep copies of your requests for these verifications so you may check back with the person or institution regarding submission of these materials.

- Form 2 - Certification of Professional Education**

Sent to the following educational institutions:

Date sent

_____	_____
_____	_____

Following review of your education credentials, in some cases, it will be necessary to file a Form 4 and 4A to document your experience as well. You will be notified if this is the case for you.

- Form 4 - Report of Professional Experience** - Complete this and return it to the Office of the Professions at the address shown on the form

The Form 4A needs to be completed and sent to the appropriate individual for verification of your professional experience. Be sure to check with each person to be sure they have submitted the required information to the Office of the Professions. Always keep copies of your requests for these verifications so you may check back with the person regarding submission of these materials.

- Form 4A - Verification of Professional Experience**

Sent to:

With Continuation
Sheet

Date sent

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use this checklist when applying for:

- **Licensure/Endorsement using ONLY New York State Forms**
- **Approval to take the NCEES FE and PE examinations, or the PE examination only**

Check (✓) and date each step when completed.

The following forms need to be **completed and returned to the Office of the Professions** at the address shown on the forms:

- Form 1 - Application for Licensure**
- Fee \$377** - For licensure and initial registration
- Form 4 - Report of Professional Experience**
- Form 5** - ONLY if you are eligible for endorsement and intend to practice while waiting for your license approval

The following forms need to be completed and sent to the appropriate institution or individual for verification of your credentials.

Be sure to check with each institution and person to be sure they have submitted the required information to the Office of the Professions. Always keep copies of your requests for these verifications so you may check back with the person or institution regarding submission of these materials.

- Form 2 - Certification of Professional Education**

Sent to the following educational institutions:

Date sent

_____	_____
_____	_____

- Form 3 - Verification of Out-of-State Licensure, Registration and/or Examination Results**

Sent to:

Date sent

_____	_____
_____	_____

- Form 4A - Verification of Professional Experience**

Sent to:

With Continuation
Sheet

Date sent

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use this checklist when applying for endorsement with an NCEES Record

Check (✓) and date each step when completed.

The following forms need to be **completed and returned to the Office of the Professions** at the address shown on the forms:

- Form 1 - Application for Licensure**
- Fee \$377** - For licensure and initial registration
- Form 5** - ONLY if you are eligible for endorsement and intend to practice while waiting for your license approval
- NCEES Record** - Please remember you must contact NCEES and request this be sent directly to the Office of the Professions.

Sent to:

Date sent

_____	_____
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