



Office of the Professions, State Board for Engineering and Land Surveying

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Project Specific Limited Permits for Professional Engineers

The New York State Education Department can issue a limited permit to qualified individuals seeking to practice engineering solely in connection with a single specified project in accordance with Section 7207 of the Education Law. (See page 2 for text of the law.) Project Specific Limited Permits are only available to engineers who:

- ▶ are legally qualified to practice engineering in his/her own state or country,
- ▶ are not residents of New York State, and
- ▶ do not have an established place of practice in New York State.

A Project Specific Limited Permit is subject to the same registration and revocation restrictions as a license. If your permit exceeds three years in duration, you will need to renew your permit.

Your practice of engineering in New York State under a Limited Permit must be:

- ▶ as an individual, or;
- ▶ as an employee of a business entity authorized to provide professional engineering services in New York State. Your firm must have been issued a Certificate of Authorization from the New York State Education Department. If your firm is not authorized to provide engineering services in New York State, the contract with a New York client must be between you (i.e. the individual licensee), and the client and not the corporate employer and the client.

Applying for a limited permit

To apply for a Project Specific Limited Permit you must submit:

I. Form 5A - Application for Project Specific and 30 Day Limited Permit for Applicants Not Seeking Licensure in New York State and the required fee of \$347.

- ▶ Complete all portions of Form 5A and mail it along with the required fee to the New York State Education Department's Office of Professions at the address listed at the end of the form.

II. Form 6 - Professional Engineer Reference Form.

- ▶ Two references from licensed professional engineers are required for a Project Specific Limited Permit. One reference must be from a New York State licensed professional engineer who resides in New York State.
- ▶ Complete Sections I and II of Form 6 and forward to your licensed professional engineering references. Request they complete Sections III and IV and send the completed form directly to the New York State Education Department's Office of the Professions at the address listed at the end of the form.

III. Form 3 - Verification of Out of State Licensure, Registration and/or Examination.

- ▶ Complete Part I of Form 3 and forward to the jurisdiction where you currently reside and are licensed and registered. Request that the licensing authority complete Part 2 and send the completed form directly to the New York State Education Department's Office of Professions at the address listed at the end of the form.

Online license verification service

To verify that an individual licensee, or business entity is authorized to provide professional engineering services in New York State please visit our online license verification service at www.op.nysed.gov.

Obtaining a Certificate of Authorization

For more information on obtaining a "Certificate of Authorization to provide engineering services in New York State", contact the Office of the Professions, Professional Corporations Unit at 518-474-3817 Ext. 400; fax 518-473-5515; e-mail opcorp@mail.nysed.gov.

Selected Sections of Education Law - Article 145 Engineering and Land Surveying

§7207. Limited permits. 1. On recommendation of the board, the department may issue a limited permit to practice engineering to an engineer not a resident of this state and having no established place of practice in this state who is legally qualified to practice as such in his own country or state and who submits satisfactory evidence of established and recognized professional standing in his own country or state and who submits satisfactory certifications as to character and qualifications from at least two licensed professional engineers, one of whom shall be a resident of this state. Such limited permit shall be issued solely in connection with the specific project for which such limited permit is granted.

Instructions for signing and sealing documents under your limited permit

When signing and sealing documents under your New York Limited Permit, which authorizes you to practice engineering in New York, you should use your seal from the jurisdiction where you currently reside, are licensed and registered, and attach a copy of your New York State Limited Permit Certificate to the document.

For additional assistance:

New York State Education Department
Office of the Professions
State Board for Engineering and Land Surveying
89 Washington Avenue
Albany, New York 12234-1000
Phone: 518-474-3817 ext. 140
Fax: 518-473-6282
E-mail: enginbd@mail.nysed.gov
Web: www.op.nysed.gov

Contents of this packet

- 1 - Form 5A - Application For Project Specific And 30 Day Limited Permit For Applicants Not Seeking Licensure In New York State
- 1 - Form 6 - Professional Engineer Reference Form for Project Specific Limited Permit
- 1 - PE Form 3 - Verification Of Out-Of-State Licensure, Registration and/or Examination (Professional Engineers)

16 Citizenship/Immigration Status:

Federal law and the Regulations of the Commissioner of Education (8 NYCRR §59.4) limit the issuance of professional licenses, registrations and limited permits to United States citizens or qualified aliens. To comply with Federal law and Commissioner's regulation, you must complete this section of this form and check the appropriate box below which indicates your citizenship/immigration status.

I am:

- A. A United States citizen or National.
- B. An alien lawfully admitted for permanent residence in the United States.
- C. An alien granted asylum under Section 208 of the Immigration and Nationality Act.
- D. A refugee granted asylum under Section 207 of the Immigration and Nationality Act.
- E. An alien paroled into the United States under Section 212 (d)(5) of the Immigration and Nationality Act for a period of at least 1 year.
- F. An alien whose deportation is being withheld under Section 241 (b)(3) of the Immigration and Nationality Act.
- G. An alien granted conditional entry pursuant to Section 203 (a)(7) of the Immigration and Nationality Act as in effect prior to April 1980.
- H. Non Immigrant (Temporarily in U.S.) Please list Visa type or immigration status or attach a copy of your passport if you are not required to have a Visa to enter the United States: _____
- I. I am an alien not unlawfully present in the United States pursuant to the Deferred Action for Childhood Arrivals (DACA) relief or similar relief from deportation. Please specify: _____
- J. I do not reside in the United States.

If you checked any of the boxes from B-I, enter your alien registration number or control number issued by the United States Citizenship and Immigration Services (USCIS): USCIS number: _____

QUESTIONS ABOUT YOUR IMMIGRATION STATUS AND WHETHER OR NOT IT IS A QUALIFYING STATUS UNDER FEDERAL LAW SHOULD BE DIRECTED TO THE U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) BY CALLING 1-800-375-5283, OR VISIT THEIR WEB SITE AT WWW.USCIS.GOV.

17 Child Support Obligation

Everyone applying for a professional license, permit, or registration, or any renewal thereof, must file a written statement that, as of the date of the filing, she or he is, or is not, under an obligation to pay child support*. Individuals who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits. The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under section 175.35 of the Penal Law.

You must complete this section before we can issue the credential for which you have applied. Individuals who are not in compliance with their obligation to pay child support can be issued a credential for no more than six months in order to comply with their child support obligations.

Check only A or B below. If you check B, you must check one of the five statements listed below it.

A. I am not under an obligation to pay child support

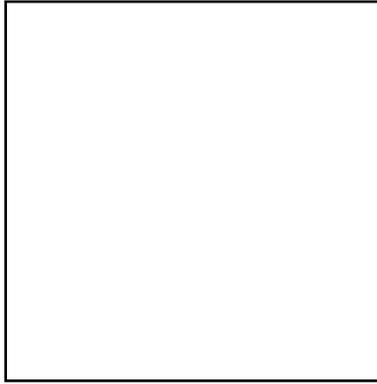
OR

B. I am under an obligation to pay child support and (please check only one of the following)

- I am current and am not four months or more in arrears in the payment of child support; or,
- I am making payments by income execution or by court agreed payment plan or by a plan agreed to by the parties; or,
- The child support obligation is the subject of a pending court proceeding; or,
- I am receiving public assistance or supplemental security income; or,
- None of the above four statements apply.

* New York State General Obligations Law, section 3-503.

18 Out of State Stamp:



19 Affidavit With Acknowledgment (Notarization required.)

Applicant

I declare and affirm that the statements made in this application, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my application may be cause for denial or loss of licensure and may result in criminal prosecution. **This form must be signed and dated in the presence of a Notary Public.**

Signature of the applicant: _____

Date _____ / _____ / _____
Month Day Year

Notary

State of _____ County of _____

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this application and acknowledged to me that he/she executed the application and swore that the statements made by him/her in the application and all supporting materials are true, complete, and correct.

Notary Public signature _____

Notary ID number _____

Expiration date _____ / _____ / _____
Month Day Year

Notary Stamp

Mail this form and appropriate fee to: New York State Education Department, Office of the Professions, PO Box 22063, Albany, NY 12201. DO NOT SEND CASH. Make check or money order payable to the New York State Education Department.

Section II: Certification of Licensure/Examination

Instructions to Licensing Authority Official: Complete Section II, sign this form, and mail it directly to the Office of the Professions at the address at the end of this form.

1 Print or type the name of the applicant in the exact form in which engineering registration was issued: *(If different from name in Section I)*

2 Record of Examination

a. For Fundamentals of Engineering: (Check One)

Written Examination in your state.

Hours _____ Grade _____ Date ____ / ____ / ____ NCEES exam? Yes No
mo. day yr.

Endorsement of examination taken in another state or territory.

Waiver of written examination based on: (Check all that apply)

Accredited engineering degree.

Oral examination. Hours _____ Date ____ / ____ / ____
mo. day yr.

Demonstrated proficiency in engineering over a period of _____ years.

Other (Specify): _____

b. For Principles and Practice of Engineering: (Check One)

Written Examination in your state or territory. Discipline: _____

Hours _____ Grade _____ Date ____ / ____ / ____ NCEES exam? Yes No
mo. day yr.

Endorsement of examination taken in another state or territory State or territory: _____

Waiver of written examination based on: (Check all that apply)

Oral examination. Hours _____ Date ____ / ____ / ____
mo. day yr.

Demonstrated proficiency in engineering over a period of _____ years.

Other (Specify): _____

3 a. If the applicant holds a current license to practice engineering in your state, what is his/her:

License number _____ Date issued ____ / ____ / ____ Expiration date of
mo. day yr. most recent registration ____ / ____ / ____
mo. day yr.

b. Was there ever any disciplinary action against this license? Yes No

If so, please explain _____

c. Are any disciplinary charges pending against this license? Yes No

If so, please explain _____

4 **Attestation**

I certify that to the best of my knowledge and belief the foregoing is a true statement of the record of the applicant named on this form. I further certify that, other than those listed above or in attached correspondence, this licensing authority has never taken any disciplinary action against this person and that, in so far as the licensing authority has knowledge, there have been no charges preferred nor has any information been presented to the licensing authority relating to any question of unprofessional or immoral conduct except as noted in question 3 above.

Signature _____ Date ____ / ____ / ____
mo. day yr.

Print name _____

Title _____

Agency _____ (Licensing Authority Seal)

Address _____

Telephone _____ Fax number _____

E-mail _____

Return Directly to: New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Engineering Unit, 89 Washington Avenue, Albany, NY 12234-1000.

Section II: Professional Experience

Describe the specific engineering work you personally performed on several projects or job assignments that are representative of the work to be performed under this project specific limited permit. Your reference should be familiar with these projects or assignments. Indicate at right the time you spent on each project or assignment.

**Time
Yrs./Mos.**

Section III: To Be Completed By Reference

Instructions for Reference:

The applicant named in Section I of this form has requested you to provide certification as to the applicant's character and qualifications in connection with his or her application for a project specific limited permit in the State of New York.

1. Read carefully the applicant's Report of Professional Experience in Section II.
2. Provide the requested information below and answer questions 1 - 8. Engineering competence, high integrity, honor, and moral character are recognized as essential qualifications for practice as a PROFESSIONAL ENGINEER. Your most objective opinions in response to the questions listed below on these matters will contribute to public protection. Thank you.
3. If you disagree with any information presented by the applicant on this form, or wish to provide any other information for consideration by the Department relative to the applicant, please submit a separate letter with this form. If you do so, please identify the applicant by full name and Social Security Number in your letter and indicate that he/she is an applicant for a project specific limited permit.
4. **SIGN THE REFERENCE'S AFFIDAVIT IN SECTION IV** or, if you do not sign the Affidavit, please explain in a separate letter attached to this form.
5. **DO NOT RETURN ORIGINAL TO APPLICANT.** Return form directly to: New York State Education Department, Office of the Professions, State Board for Engineering and Land Surveying, 89 Washington Avenue, Albany, NY 12234-1000

WITH RESPECT TO THE APPLICANT'S REPORT OF PROFESSIONAL EXPERIENCE AS DESCRIBED IN SECTION II:

1. Do you have knowledge of the applicant's work during the time covered by this endorsement? Yes No Do not know
2. Does that description accurately reflect the work personally performed by the applicant? Yes No Do not know
3. Was the applicant's work performed in an adequate, reliable, and professional manner? Yes No Do not know
4. What is your professional relationship with applicant? _____
5. How many years have you known the applicant? _____
6. In your opinion, does the applicant have:
 - a) a good reputation as an engineer? Yes No Do not know
 - b) a good reputation for honesty and integrity? Yes No Do not know
 - c) a good reputation for professional ethics? Yes No Do not knowIf you answered "no" to any of the above, please explain in item 8.
7. Please provide your assessment of the applicant's experience and proficiency in the following areas by assigning a number between 1 and 10 where 1 represents the least possible experience or proficiency, (e.g. an individual in an engineering environment who has personally done no actual or acceptable engineering work), and 10 represents the maximum possible experience and proficiency, (e.g. such as an individual with many years of substantial personal experience in difficult engineering work). Consider 5 to represent average experience and proficiency, (e.g. for an individual with typical first 4 years of engineering experience).
 - a) Intensive application of engineering principles. Rating _____ Do not know
 - b) The practical solution of engineering problems. Rating _____ Do not know
 - c) The use of knowledge of engineering mathematics, physical and applied sciences, properties of materials and fundamental principles of engineering design. Rating _____ Do not know
 - d) Breadth of scope of experience. Rating _____ Do not know
 - e) Development and maturation of engineering knowledge and judgement. Rating _____ Do not know
8. Please add any additional comments or state any reservations that you may have related to the applicant's qualifications for a project specific limited permit. (Continue on page 4 and attach additional sheets if necessary)

8. Continued additional comments.

Section IV: Reference's Affidavit

I have read Section II of the applicant's professional experience and completed Section III. I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work experience and engineering ability.

Signature _____ Date _____ / _____ / _____
mo. day yr.

New York Professional Engineer license number _____

Other State Professional Engineer license number _____

Please print or type your name _____

Title and business association _____

(Seal)

Address _____

Telephone _____ Fax _____

E-mail address _____

I cannot so certify. Letter of explanation attached

Return Directly to: New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Engineering Unit, 89 Washington Avenue, Albany, NY 12234-1000.