



ARKANSAS STATE BOARD OF LICENSURE FOR PROFESSIONAL
ENGINEERS & PROFESSIONAL SURVEYORS
P.O. BOX 3750
LITTLE ROCK, ARKANSAS 72203
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Phone (501) 682-2824 Fax (501) 682-2827

ONLINE APPLICATION INSTRUCTIONS – FOR PROFESSIONAL ENGINEER OR PROFESSIONAL SURVEYOR LICENSE BY COMITY OR ORIGINAL

- These instructions are to be used by applicants seeking a Professional Engineer License by Comity with and without an NCEES Council Record (hereafter called “Council Record”). Licensure Rules of the Board may be viewed in Article 8 of the Current Rules of Board on our Rules/Regs/Standards page of our website at <http://www.pels.arkansas.gov/rulesRegsStandards/Pages/default.aspx>.
- Your application will only be considered if these instructions are followed and after all documents are received and verified by Board staff. Applications needing Board action may take a couple of months before they are acted upon as they will be placed on the agenda of the next Board meeting. Meetings are held in January, March, May, July, September, and November.
- Applicants can view the status of their applications online by logging in periodically and reviewing the status page. Please call the Board office only if you cannot obtain the appropriate information from the website.

It is your responsibility to complete the following as indicated and where applicable, and forward to the form to the appropriate parties.

1. **General Information** – Provide one electronic and one mailing address for all correspondence. If you move, make sure you login and change your correspondence information. Maintenance of contact information is the applicant/licensees responsibility. (Enter your NCEES Council Record number if applicable) Go to next.
2. **Education Verification** College – Submit one for each degree (multiple degrees require multiple entries), additional courses you'd like considered as part of your qualifications will also require a transcript. NOTE: Surveyor applicants using non-surveying related degrees as a basis for qualifications must provide a transcript. (*Council Record), Go to next.
3. **Exams Verification** – Add all Exam(s) you've taken outside Arkansas which must be verified by the Board where the exam was passed. (*Council Record), Go to next.
4. **References** – Provide five (5); three (3) of which must be currently licensed Professional Engineers or Professional Surveyors who are familiar with your work (not relatives or members of this Board). (*Council Record holders). Go to next.
5. **Work Experience** – The Members are not familiar with your work and can only judge and evaluate your qualifications based upon the information you provide. Start your experience with Engagement 1 at age 18 or high school graduation. **ALL TIME SINCE AGE 18 OR HIGH SCHOOL, INCLUDING COLLEGE AND NON-PROFESSION RELATED EXPERIENCE, MUST BE INCLUDED.** . (*Council Record). Go to next.
6. **Character Issues** – Answer the questions. Go to next.
7. **Checkout** – Payment via electronic (Credit Card or e-check) or USPS (cashiers/personal/company check or Money Order) is Non-Refundable, unless waived by Board action, payable to PELS Fund.

Comity (based upon another State's license)

- **Items 1 – 7 above**
- **In addition to 1 – 7** – From the Character Issues screen, download the “Notice to all Applicants for AR license Reinstatement or Comity License”. The “Notice” may be emailed to our office.
- **Fee(s)** – application \$200.00,
– *PS applicants*, if approved, you'll receive payment instructions for the \$100.00 for the AR State Specific Exam.
- ***Council Record holders** – ask NCEES (800-250-3196) to transmit your Record to Arkansas then disregard Items 2, 3, 5 and possibly 4. As to 4. References, we need a total of five (5) (ether NCEES and/or our form) that are less than one (1) year old.

Original (by exam)

- **Items 1 – 7 above**
- **Fee(s)** – application \$75.00.
– Exam, if approved, you'll receive payment instructions for the PE or PS exam fee.
– PS applicants will also receive payment instructions for the \$100.00 AR State Specific Exam.
- **Examinations** – Are offered in APRIL and OCTOBER:
 - **IMPORTANT:** Any application completed AFTER the following deadlines will be retained until the next testing date.
 - APRIL – your application must be in the Board's Office AND complete by JANUARY 1st.
 - OCTOBER – your application must be in the Board's Office AND complete by JULY 1st.