



**ARKANSAS STATE BOARD OF LICENSURE FOR PROFESSIONAL  
ENGINEERS & PROFESSIONAL SURVEYORS**

P.O. Box 3750 Little Rock, AR 72203

623 Woodlane Dr. Little Rock, AR 72201

[www.arkansas.gov/pels](http://www.arkansas.gov/pels) email: [pelsboard@arkansas.gov](mailto:pelsboard@arkansas.gov)

Phone (501) 682-2824 Fax (501) 682-2827

**ONLINE APPLICATION INSTRUCTIONS – FOR ENGINEER INTERN OR  
SURVEYOR INTERN (EI) LICENSURE**

- These instructions are to be used by applicants seeking an Engineer Intern (EI) OR Surveyor Intern (SI) license. The Board Laws and Rules are on this page of our website <http://www.pels.arkansas.gov/rulesRegsStandards/Pages/default.aspx> and license requirements are in Article 8.
- Application status may be viewed online by logging in and reviewing the application status page. Please call the Board office only if you cannot obtain the appropriate information from the website. Completed forms may be emailed to [pelsboard@arkansas.gov](mailto:pelsboard@arkansas.gov)
- Your application will be considered only 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 typically held in January, March, May, July, September, and November.
- At the discretion of the Board, an applicant may be asked to attend an interview for the purpose of further determining the applicant's qualifications. Visit our homepage at [www.arkansas.gov/pels](http://www.arkansas.gov/pels) or call our office if you have further questions.

**It is your responsibility to complete the following and forward all forms to the appropriate parties:**

1. **General Information** – Provide one electronic/e-mail and one mailing address for all correspondence. If you move, make sure you login and change your contact information. Maintenance of contact information is the applicant/licensees responsibility. Click Next.
2. **Education Verification (college) – EI, and if applicable, SI:** Enter each degree to be considered as part of your qualifications. Multiple degrees require multiple entries and a transcript is required for non-engineering/surveying related degrees or additional courses you wish to be considered. Click Next.

**SI applicants, see below instructions for two (2) additional screens: References & Work Experience**

3. **Exams Verification** – Add all Exam(s) you've taken. Exams must be verified by the Board where the exam was passed. Click Next.
4. **Checkout** – \$50 Application Fee. Choose "Pay Electronically" (Credit Card or e-check) or "Pay by Mail" (cashiers/personal/company check or Money Order). All fees are Non-Refundable, unless waived by Board action. Choose your method of payment and follow the instructions. Pay by Mail payments should be to PELS Fund and sent to the address at the top of this page.

**SI applicant – Instructions for screens: References and Work Experience:**

1. **References** – Provide three (3); two (2) of which must be currently licensed Professional Surveyors who are familiar with your work (not relatives or members of this Board); and
2. **Work Experience** – The Board Members are not familiar with your work and can only judge and evaluate your qualifications based upon the information you provide. Following the 5 steps on the screen, enter the information.