**Application Information Checklist**

For an application to be considered complete, you must include the following items.

Note that your application will not begin processing until items #1-4 have been received.

The PE Application is available online at: <http://engineers.texas.gov/app>

Items 1-4 must be sent to the board from the APPLICANT:

1 ) [ ]  Complete four (4) page application form (Form EB-04)

2 ) [ ]  Original SER (Form EB-13) - Signed by APPLICANT ONLY **\***

 1) Submit one complete copy of your SER with your application form.

 2) Provide copies to reference providers to co-sign (See #6 & #7 below)

3 ) [ ]  Completed Texas Engineering Professional Conduct and Ethics Exam Answer Sheet (Form EB-01) or the

 passing scoresheet if you completed the exam online.

4 ) [ ]  $80 Application Fee (Don't forget the payment coupon with your check or money order.)

Item 5 must be sent directly to the board from the EDUCATIONAL INSTITUTION:

5 ) [ ]  Transcript(s)**\***

Items 6 & 7 must be sent to the board by one of the following methods:

* Collected by applicant and sent in all at once with the application
* Sent directly to the PE Board by the references themselves

 (See Board Rule 133.51 for number of references required)

6 ) [ ]  Completed reference statement signed by reference provider (Form EB-15) **\***

Each Reference Provider is REQUIRED to:

 - Place SER and REFERENCE STATEMENT in an envelope and seal it.

 - SIGN the flap of the envelope.

 - Place a piece of transparent tape over the signature for confidentiality.

 - Include a copy of pocket card or other proof of licensure if non-Texas PE

7 ) [ ]  Copy of SER signed by applicant AND reference provider (Form EB-13) **\***

8) [ ]  All applicants must comply with the criminal history record check requirements. See Board Rule 133.21 and Section 1001.3035 of the Act. Refer to the website: <https://engineers.texas.gov/recordcheck.html> for additional information.

9) Include the following if applicable:

Send with application:

a) [ ]  Written Request for Waiver of one or both exams

b) [ ]  Verification of Legal Name Change (due to marriage, immigration, etc.)

c) [ ]  Proof of TOEFL or signed statement from employer of proficiency in written& spoken English

d) [ ]  Translation of Foreign Degree

e) [ ]  Statement and copies of information related to Criminal Convictions

Send directly from Issuing Institution:

f) [ ]  Verification of Examinations (Prior FE and/or PE Exams) (Form EB-38) **\***

g) [ ]  Verification of Current License (in another jurisdiction) (Form EB-38) **\***

h) [ ]  Commercial Evaluation of Non-Accredited Degree **\***

\* You may submit NCEES Council Record (<http://ncees.org/records/>) in lieu of items marked with an asterisk. However, please fill out the information when requested on the application.