

## **Professional Engineer Registration Application Checklist**

Use this to check off the items you submit when applying for a professional engineer license.

For questions or language help call: (360) 664-1575

**If payment is enclosed, send documents to:**

Professional Engineers and Land Surveyors  
Department of Licensing  
PO Box 3777  
Seattle WA 98124-3777

**If payment is not enclosed, send documents to:**

Professional Engineers and Land Surveyors  
Department of Licensing  
PO Box 9025  
Olympia WA 98507-9025

### **What we need from you**

1. Education Verification or an NCEES record
2. Completed Experience and Verification form(s) or an NCEES record
3. Comity applicants only also need to submit Verification of Exams and Licensure unless providing an NCEES record.
4. A completed Professional Engineer Registration Application (by mail or online)

### **Checklist**

**Education Verification**

**If you have a NCEES record:** Request that your NCEES record containing your transcript, verification of experience, verification of exams, and references be sent to us.

**If you do not have a NCEES record:** You must provide official transcripts from colleges/universities that you want considered toward the eight year experience requirement. Official transcripts must be in an envelope sealed by the college/university. Transcripts must be sent with your mail in application or sent with all other required documents if you are applying online.

**Foreign applicants:** If you have an engineering degree from a foreign country, you must have your degree evaluated by NCEES Credentials Evaluations. Have NCEES send the evaluation directly to us.

**Experience Verification**

**If you have a NCEES record:** Your record contains the information needed.

**If you do not have a NCEES record:** Complete your section of the Experience and Verification form and send it to your verifiers/supervisors. They must complete their portion and return all documents to you in a sealed envelope, signed across the flap. Experience and Verification forms must be sent with your mail in application or sent with all other required documents if you are applying online.

**Verification of Exams and Licensure**

**If you passed the Fundamentals of Engineering Exam (FE) and/or the PE Exam in another state**

- Go online to [account.ncees.org](http://account.ncees.org) and follow the instructions to request license/exam verification.
- If your state board is not listed on this site, contact them to request verification be sent to us.

**Application**

**If you are applying by mail submit:**

- A completed Professional Engineer Registration Application  
(Comity applicants: If you are having a NCEES Record sent to us, complete only pages 1 through 3 of the application.)
- Application fee - \$65 non-refundable fee for exam or \$110 non-refundable fee for comity. Make your check or money order payable to the Department of Licensing.
- Non NCEES record holders: Education Verification
- Non NCEES record holders: Experience and Verification form(s)

**If you are applying online:**

- Complete the online application and pay your initial application fee - \$65 non-refundable fee for exam [www.dol.wa.gov/business/engineerslandsurveyors/engapply-exam.html](http://www.dol.wa.gov/business/engineerslandsurveyors/engapply-exam.html) or \$110 non-refundable fee for comity applicants [www.dol.wa.gov/business/engineerslandsurveyors/engapply-comity.html](http://www.dol.wa.gov/business/engineerslandsurveyors/engapply-comity.html).
- Non NCEES record holders mail Education Verification to us.
- Non NCEES record holders mail Experience and Verification verification forms to us.