



## Montana Board of Professional Engineers & Land Surveyors

PO Box 200513

301 S Park, 4<sup>th</sup> Floor

Helena, MT 59620-0513

Phone: 406-444-5773

Email: [UnitC@mt.gov](mailto:UnitC@mt.gov) Website: [www.engineer@mt.gov](http://www.engineer@mt.gov)

### Licensing Requirements and Application Checklist Professional Engineer (by Exam)

#### Licensing Requirements for Professional Engineer (by Exam)

Below are the minimum requirements you must meet in order to be eligible to sit for the Principles & Practices of Engineering (PE) licensure exam administered by the National Council of Examiners for Engineering and Surveying (NCEES) in the state of Montana.

1. Board-approved engineering education (separate pathways for Bachelor's, Master's and Ph.D. degrees) – [[MCA 37-67-323](#), [ARM 24.183.303](#), [ARM 24.183.501](#)]
2. For Bachelor's and Master's degree holders, passage of NCEES Fundamentals of Engineering (FE) exam and certification as Engineer Intern (also known as "Engineer-in-Training" or "EIT" in many states.) This is not required of Ph.D. degree applicants – [[MCA 37-67-323](#), [MCA 37-67-327](#)]
3. Engineering experience (separate requirements based on each educational degree) – [[MCA 37-67-323](#), [ARM 24.183.303](#), [ARM 24.183.702](#)]
4. 5 references, 3 of which must be from U.S.-licensed Professional Engineers with knowledge of applicant's work [[MCA 37-67-323](#), [ARM 24.183.503](#)]
5. Passage of the NCEES PE exam following Board approval of eligibility. (NOTE: An applicant who already has passed the PE exam but is not licensed in another jurisdiction must apply to the Montana Board of PELS for licensure "by Exam.") – [[MCA 37-67-323](#), [MCA 37-67-327](#), [ARM 24.183.509](#)]

#### Checklist of Required Documents to Submit for Application for PE (by Exam)

The following documents and additional forms are required in addition to the basic application. All educational transcripts, exam & license verifications from other states, and references must be sent to the board directly from the source.

- Official transcripts of engineering education.
- Official license/certification verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- Verification of NCEES exam passage if exams were taken outside of Montana.
- References. (Must be sent by the individual providing the reference. References received from the applicant will not be accepted.)
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.)

#### Application Fee(s) for PE (by Exam)

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$100 application fee  
*NOTE: any examination registration fees charged by NCEES are not collected by the Board.*



You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.



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### Licensing Requirements and Application Checklist Professional Engineer (by Comity)

#### License Requirements for Professional Engineer (by Comity)

Below are the minimum requirements you must meet in order to be eligible for Professional Engineer (PE) licensure in the state of Montana.

1. Licensure or registration to engage in the practice of engineering in another jurisdiction. [[MCA 37-67-312](#)]
2. Passage of the Principles & Practices of Engineering (PE) exam administered by the National Council of Examiners for Engineering and Surveying (NCEES) – [[MCA 37-67-312](#), [MCA 37-67-323](#), [MCA 37-67-327](#), [ARM 24.183.509](#)]  
*(NOTE: An applicant who already has passed the NCEES PE exam but is not licensed in another jurisdiction must apply to the Montana Board of PELS for licensure “by Exam.”)*
3. Board-approved engineering education (separate pathways for Bachelor’s, Master’s and Ph.D. degrees) – [[MCA 37-67-312](#), [MCA 37-67-323](#), [ARM 24.183.303](#), [ARM 24.183.501](#)]
4. For Bachelor’s and Master’s degree holders, passage of NCEES Fundamentals of Engineering (FE) exam and certification as Engineer Intern (also known as “Engineer-in-Training” or “EIT” in many states.) This is not required of Ph.D. degree applicants – [[MCA 37-67-323](#)]
5. Engineering experience (separate requirements based on each educational degree) – [[MCA 37-67-312](#), [MCA 37-67-323](#), [ARM 24.183.303](#), [ARM 24.183.702](#)]  
*(NOTE: MCA 37-67-312 requires additional post-licensure experience by Comity applicants who did not meet the experience requirements of MCA 37-67-323 prior to initial licensure in another jurisdiction.)*
6. 5 references, 3 of which must be from U.S.-licensed Professional Engineers with knowledge of applicant’s work [[MCA 37-67-312](#), [MCA 37-67-323](#), [ARM 24.183.503](#)]

#### Checklist of Required Documents to Submit for Application for PE (by Comity)

NOTE: The Montana Board of PELS accepts NCEES Records (career summaries) prepared by NCEES with some limitations. Please read the details below before reviewing the checklist on page 2.

- **For applicants submitting an NCEES Record with their application**, the Board will accept educational transcripts, exam verifications and references contained in the Record. License verifications contained in the Record must be 6 months old or less. The Board may ask for new or additional license verifications if those contained in the NCEES Record are incomplete or dated.
- **For applicants NOT submitting an NCEES Record**, educational transcripts, exam and license verifications, and references must be sent to the board directly from the source. If received from the applicant, they will not be accepted.

The following documents and additional forms are required in addition to the basic application.

- Official transcripts of engineering education.
- Official license/certification verifications from states or jurisdictions in which the applicant holds or has ever held a professional license or certification of any type.
- Verification of NCEES exam passage if exams were taken outside of Montana.
- References.
- The Board's PE Laws and Rules Questionnaire, completed in full.
- All experience pages contained in the PE by Comity application. (Experience information contained within a NCEES Record will not be accepted.)
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.)

### **Application Fee(s) for PE (by Comity)**

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$150 application fee

**You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.**

**Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.**

**If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.**

**MONTANA BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS**

301 South Park, 4<sup>TH</sup> Floor – (Delivery)  
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Helena MT 59620-0513  
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Email: [dlibsdpels@mt.gov](mailto:dlibsdpels@mt.gov)  
Website: [www.engineer.mt.gov](http://www.engineer.mt.gov)

**PROFESSIONAL ENGINEER APPLICATION**

**GENERAL INFORMATION**

- By order of the Board, no hand-written documents from the applicant will be accepted. Character references sent by third parties are exempt from this order. This application now has "fillable fields" that allow you to use your computer keyboard to input information.
- Professional Engineers are not permitted to practice or offer to provide services in Montana in any manner without an active Montana Professional Engineer license.
- The Montana Board does not issue temporary or provisional licenses.
- Please review the Montana laws and rules regarding the practice of a Professional Engineer in Montana. They are found at [www.engineer.mt.gov](http://www.engineer.mt.gov) in the "Regulations" section of the website.

**SPECIAL NOTE:** As of February 19, 2015, the qualifications required to become a licensed Professional Engineer in Montana changed through the provisions of HB 63. This application reflects those changes. Please contact the Board office for more information.

**LICENSE REQUIREMENTS: CF 5 DD@7 5 BHGff6 mYI Ua ``cf ``6 mMc a Jhm L**

Applicants for PE licensure in Montana, must meet one of the following set of requirements. "By comity" applicants also must demonstrate prior passage of the NCEES PE exam.

**NOTE:** Under MCA 37-67-312, an applicant who was initially licensed in another state without the amount of experience required in Montana by MCA 37-67-323 must demonstrate 2 years of post-licensure experience for each year of pre-licensure deficiency.

- A Baccalaureate (B.S.) degree in a Board-approved engineering or engineering technology program, passage of the NCEES Fundamentals of Engineering examination, certification as an Engineer Intern (or Engineer-in-Training), a specific record of at least 4 years of progressive experience under the supervision of a licensed Professional Engineer, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.

**NOTE #1:** Board-approved programs include those accredited by ABET. The Board also will consider degrees that have received a NCEES Education Credential Evaluation. The applicant is responsible for requesting that evaluation and arranging for its delivery to the Board by NCEES.

**NOTE #2:** At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

- A Master's (M.S.) degree in a Board-approved engineering or engineering technology program, passage of the NCEES Fundamentals of Engineering examination, certification as an Engineer Intern (or Engineer-in-Training), a specific record of at least 4 years of progressive experience under the supervision of a licensed Professional Engineer, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.

**NOTE #1:** Board-approved Master's degree programs include those accredited by ABET at the Baccalaureate or Master's levels. The Board also will consider degrees that have received a NCEES Credential Evaluation. The applicant is responsible for requesting that evaluation and arranging for its delivery to the Board by NCEES.

**NOTE #2:** At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

- A Baccalaureate degree in an engineering, engineering technology, or other science curriculum not approved by the Board, passage of the NCEES Fundamentals of Engineering exam, certification as an Engineer Intern (or Engineer-in-Training), and a specific record of 20 years of engineering experience, with at least 10 years under the supervision of a licensed Professional Engineer, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.

**NOTE:** At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

- A Doctoral degree in engineering from an institution with an engineering program approved by the board, passage of the NCEES Fundamentals of Engineering exam, certification as an Engineer Intern (or Engineer-in-Training), a specific record of 2 years of progressive engineering experience acceptable to the Board, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.

**NOTE:** At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

- A Doctoral degree in engineering from an institution with an engineering program approved by the board, a specific record of 4 years of progressive engineering experience acceptable to the Board, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.

**NOTE:** At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

***If you do not meet any of the sets of requirements listed above, or did not meet them prior to licensure in another state, your application could be considered incomplete or be denied by the Board.***

#### **APPLICATION FEES**

Licensure "by exam" (via the NCEES PE exam): \$100

Licensure "by comity": \$150.00

Make check or money order payable to the Montana Board of PELS

## **REQUIRED DOCUMENTS FOR APPLICANTS "BY COMITY" WHO WISH TO SUBMIT A NCEES RECORD:**

- **Complete and submit the following pages of this application:**

Pages 5, 6, 7 & 8 – Main application pages

Pages 11 & 12 – Experience pages (mandatory--NCEES experience pages do not count.)

Page 13 – Affidavit (an original signature is required; this page must be printed and mailed to the Board.)

You do not have to submit educational transcripts or references if you submit a NCEES Record.

- **A copy of your current NCEES Record.**

Contact NCEES to have your NCEES record transmitted directly to the board office. To find out more about NCEES Records, please visit <http://ncees.org/>

- **Verification of Licensure:**

License verifications contained in NCEES Records must be no more than six months old. Older verifications will not be accepted.

The Board also will accept current verifications sent separately from the Record via NCEES' verification service. Please contact NCEES for more information about that service.

### **APPLICATION PROCESSING INFORMATION:**

- When the application file is complete, it will be processed and reviewed by Board staff. The applicant will be notified if additional information is required or if the application will be referred to the full Board.
- Once applications are processed and approved, "by exam" applicants will be notified that they are "eligible to test" (sit for the NCEES PE exam.) "By comity" applicants will be notified of license issuance.
- If the application requires review by the Executive Officer, Board Counsel or the Board, you may be requested to provide additional information or make a personal appearance before the Board during a regularly scheduled meeting.
- Please be aware that if your application must go before the Board, it will not be considered by the Board unless all required documentation has been deemed "complete" with all required elements and information received by the Board, no later than four weeks prior to a Board meeting. (The Board usually meets the first week of February, May, August and November, but dates are subject to change.)  
Please visit the Board's website to check for the next scheduled meeting date.
- Keep the board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action that occur while your application is active. This is essential for timely processing of applications and subsequent licensure.

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Website address: [www.engineer.mt.gov](http://www.engineer.mt.gov)

**PROFESSIONAL ENGINEER APPLICATION**

**APPLICATION TYPE: "By exam" (Fee: \$100.00)**

**"By comity" (Fee: \$150.00)**

YOUR FIELD OF ENGINEERING:"

\_\_\_\_\_ (The PE Exam you wish to take or that you took for initial licensure.)

1. FULL NAME: \_\_\_\_\_  
Last First Middle

2. OTHER NAME(S) KNOWN BY \_\_\_\_\_

3. BUSINESS NAME \_\_\_\_\_

4. BUSINESS ADDRESS \_\_\_\_\_  
Street or PO Box # City and State Zip

5. HOME ADDRESS \_\_\_\_\_  
Street or PO Box # City and State Zip

6. PREFERRED MAILING ADDRESS  Business  Home

7. E-MAIL \_\_\_\_\_

8. TELEPHONE ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Business Home Fax

9. SOCIAL SECURITY NUMBER \_\_\_\_\_

10. DATE OF BIRTH \_\_\_\_\_



11. DO YOU HOLD A CURRENT NCEES RECORD?

YES

NO

**12. PROFESSIONAL LICENSES/ & CERTIFICATES (EI or EIT) TIONS**

List all professional licenses or certificates you hold or ever have held. License verification must be sent directly to Montana from each state/province/territory. See page 15 of the application.

State	License #	License Type	Issue Date	Expiration Date	License Method Exam or Comity	Requested State Verification
						Yes <input type="radio"/> NO <input type="radio"/>
						Yes <input type="radio"/> NO <input type="radio"/>
						Yes <input type="radio"/> NO <input type="radio"/>
						Yes <input type="radio"/> NO <input type="radio"/>
						Yes <input type="radio"/> NO <input type="radio"/>

**DISCIPLINARY QUESTIONS**

Please read carefully & answer questions completely and truthfully.

13. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source.

YES  NO

14. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source.

YES  NO

15. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source.

YES  NO

16. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source.

YES  NO

17. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source.

YES  NO

18. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source.

YES  NO

19. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source.

YES  NO

20. Is there a pending complaint against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source.

YES  NO

PROFESSIONAL ENGINEER APPLICATION

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21. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source.

YES  NO

22. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition.

YES  NO

23. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea and/or forfeiture of bond. A "pending criminal charge" for the purpose of this question includes a deferred imposition of sentence and/or deferred prosecution.

YES  NO

Have If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years and that resulted in fines of less than \$200; and (2) convictions prior to your 18th birthday unless you were tried as an adult. ctdes a deferred imposition of sentence and/or deferred prosecution.

24. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source.

YES  NO

25. Have you been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation. Have you been diagnosed within the past 5 years with a physical condition or mental

YES  NO

26. Have you ever been court martialled or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation from the source.

YES  NO

**26. QUALIFICATIONS USING TO APPLY FOR LICENSURE: (CHECK ONE)**

- Board-approved Baccalaureate degree, FE exam, Engineer Intern, 4 years experience.
- Board-approved Master's degree, FE exam, Engineer Intern, 4 years experience.
- Degree not approved by the Board, FE exam, Engineer Intern, 20 years experience.
- Doctoral degree in engineering, FE exam, Engineer Intern, 2 years experience.
- Doctoral degree in engineering, 4 years experience.

**PROFESSIONAL EDUCATION:**

List all colleges, universities, and institutions where you have obtained an official engineering or related science degree. Official transcripts must be sent directly to the Board Office from the college or university.

Name of University or College	City and State/Province/Territory	Dates Attended	Degree Earned

**EXAMINATION VERIFICATION**

List the state that you sat and passed the fundamentals of engineering exam and the principles and practices of engineering exam. Verification must be sent directly to Montana from each state/province/territory

State	Exam	Exam Date	Requested State Verification
	FE		Yes <input type="radio"/> No <input type="radio"/>
	PE		Yes <input type="radio"/> No <input type="radio"/>

**PROFESSIONAL & CHARACTER REFERENCES:**

Please type or print names and addresses of the 5 individuals you have asked to provide references for your application. At least 3 of the references must be Professional Engineers licensed in the United States who are familiar with your work. Please see ARM 24.183.503 for more information on reference requirements. Reference forms submitted by the applicant will not be accepted. Incomplete forms will be returned to the person providing the reference.

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

## **MONTANA BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS**

The following is language taken from two Board of PELS administrative rules that, together, define engineering experience. Please use these rules to guide you as you complete your Resume of Experience on the following page. To see the full, official versions of these rules, visit the Montana Secretary of State's rules website: [www.mtrules.org](http://www.mtrules.org)

### **24.183.303 DEFINITIONS**

(8) "Preprofessional experience" means engineering experience obtained after completion of a baccalaureate degree, which must be obtained under the supervision of a licensed professional engineer or professional land surveyor or be approved by the board and may include one or more of the following:

- (a) experience on engineering projects which indicates progressive quality and increasing responsibilities over time;
- (b) experience teaching advanced undergraduate or post-graduate courses offered as part of a board-approved curriculum; or
- (c) experience obtained in engineering research or design projects by faculty teaching a board-approved curriculum.

(10) "Professional experience" means experience obtained after initial licensure by a state, territory, or possession of the United States, the U.S. District of Columbia, or any foreign country.

(14) "Subprofessional experience" means supervised engineering or construction experience obtained prior to completion of a baccalaureate degree, and which must occur after an applicant has commenced a college-level education.

### **24.183.702 CLASSIFICATION OF ENGINEERING EXPERIENCE**

(1) Engineering experience for the purpose of application for licensure or certification shall be classified as:

- (a) subprofessional experience;
- (b) preprofessional experience; or
- (c) professional experience.

(2) Engineering experience shall be quantified as follows:

- (a) Subprofessional experience shall be credited at one-half the time value of preprofessional experience.
- (b) No more than one year of subprofessional experience may be credited as preprofessional experience.
- (c) A master's degree in engineering from an institution which offers a board-approved curriculum at the baccalaureate level will be credited as one year of preprofessional experience.
- (d) A Ph.D. in engineering from an institution which offers a board-approved curriculum at the baccalaureate level will be credited as two years of preprofessional experience, which shall include a one year credit for any master's degree earned in the course of completing the Ph.D.

**RESUME OF EXPERIENCE:** This page is a summary of your engineering experience. Complete all portions of this form, including as many of the "Experience" columns as are appropriate for your application.

**IMPORTANT!**

**For each engagement listed, you must identify a Professional Engineer who supervised your work during the engagement. The PE does not necessarily have to be an immediate supervisor.**

Engagement #	DATES		TITLE OF POSITION & NAME OF EMPLOYER	EXPERIENCE						PE SUPERVISOR
	For each work engagement, note the month and year you began work and the month and year you ended work.			Enter years and months in each column applicable to you.						
	<b>From</b>	<b>To</b>		Add the total years and months of experience at the bottom of the page.						
	Enter the date you began work.	Enter the date you ended work.	Enter your job title and the name of your employer in this column.  Use extra sheets if your experience includes more than 4 engagements.  Use the "Experience Detail Sheets" provided to explain your experience in detail.  The Board will determine from the information presented whether or not you meet Montana's experience requirements regarding experience.	(1)	(2)	(3)				PE-supervised engineering experience is a requirement for licensure. (Amounts vary with pathway chosen.)  Enter the name and license number of the licensed PE who supervised your work.  (If the individual is deceased, please note that in the field.)
				Sub-prof. experience (prior to receiving a B.A./B.S degree.)	Pre-prof. experience (between degree and first license.)	Professional experience (following first license.)				
				Yr	Mo	Yr	Mo	Yr	Mo	
Explain your experience in detail on the subsequent Experience Detail sheets. Additional detail may be requested.										
1			Title: Name of Employer:							
2			Title: Name of Employer:							
3			Title: Name of Employer:							
4			Title: Name of Employer:							
			<b>Line 5:</b> Total of sub-professional work							
			<b>Line 6:</b> multiply Sub-Prof. by .5		.5					
			<b>Line 7:</b> Total of experience. NOTE: A maximum of one year of sub-professional experience can be claimed.							

Note: This sheet can be duplicated if you have more than four (4) engagements.

**Experience Detail Sheet**

**Complete this sheet for each working engagement.**

(You may duplicate this sheet with a word processor or copy machine.)

**IMPORTANT!**

**For each engagement listed, the applicant shall identify a licensed Professional Engineer who supervised your work. The PE does not have to be an immediate supervisor but must have supervised your work.**

Engagement #: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates of Employment. From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_

PE License and State: \_\_\_\_\_

Description of Duties:

You may use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. **The Board strongly suggests that you describe exactly what you did during each engagement in a first-person narrative.** The Board will determine from the information presented whether or not you meet Montana's current requirements. **Descriptions considered incomplete or inadequate may lead to a request for further detail which could delay the Board's consideration of your application.**

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**AFFIDAVIT**

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Professional Engineers and Professional Land Surveyors.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana, the administrative rules of the Board of Professional Engineers and Professional Land Surveyors and the instructions to applicants for licensure. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_



**VERIFICATION OF LICENSURE**

THIS IS NOT AN ENDORSEMENT CERTIFICATION

PLEASE COMPLETE THIS SECTION OF THE FORM AND MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS A : \_\_\_\_\_ . YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD:

I am applying for a license to practice \_\_\_\_\_ in the State of Montana. The Board of Professional Engineers & Professional Land Surveyors requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS, P. O. BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513**. Your early response is appreciated.

\_\_\_\_\_  
Name: \_\_\_\_\_  
(Signature) (Please print)

Address: \_\_\_\_\_

My License Number is: \_\_\_\_\_

DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS:

Full Name of Licensee \_\_\_\_\_

License No. \_\_\_\_\_ Issue Date: \_\_\_\_\_

Exams taken in your state? Yes  No  If YES, please provide the following information:

FE/FS – Exam Date: \_\_\_\_\_ NCEES Exam Yes  No  Results: Pass  Fail   
PE/PS – Exam Date: \_\_\_\_\_ NCEES Exam Yes  No  Results: Pass  Fail

License is current? Yes  No  If NO, explain \_\_\_\_\_

Has license been suspended, revoked, placed on probation or otherwise disciplined? Yes  No

If YES, explain and attach documentation  
\_\_\_\_\_

Has licensee ever been requested to appear before your Board? Yes  No

If YES, explain \_\_\_\_\_

Derogatory information, if any \_\_\_\_\_

Comments, if any \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

State Board: \_\_\_\_\_ Date: \_\_\_\_\_



**MONTANA BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS**

301 South Park, 4<sup>TH</sup> Floor - Delivery)  
P. O. Box 200513  
Helena MT 59620-0513  
(406) 444-5773 FAX (406) 841-2305  
Email: [dlibsdpels@mt.gov](mailto:dlibsdpels@mt.gov)  
Website: [www.engineer.mt.gov](http://www.engineer.mt.gov)

Applicant is to give this form to References.  
References are to mail completed form directly to the Board Office at the above address.

\_\_\_\_\_ of \_\_\_\_\_ has applied to this Board for licensure  
(Name of applicant) (Company, Town, & State)

in the State of Montana as a/an **Engineer Intern, Professional Engineer, Land Surveyor Intern, Land Surveyor** (circle one), and has given your name either as a reference or has stated that he/she has worked for or with you. We appreciate you providing us the information requested on the reverse of this form and assure you that such information will be treated in the strictest confidence.

The practice of professional engineering and land surveying is regulated by statute in Montana for the protection of the public against incompetent or unscrupulous persons in accordance with Chapter 37, Title 67, Montana Code Annotated.

**"37-67-301. License required to practice or offer to practice.** In order to safeguard life, health, and property and to promote the public welfare, any person in either public or private capacity practicing or offering to practice engineering or land surveying shall hereafter be required to submit evidence that he is qualified so to practice and shall be registered as hereinafter provided. From and after January 1, 1958, it shall be unlawful for any person to practice or to offer to practice in this state engineering or land surveying, as defined in this chapter, or to use in connection with his name or otherwise assume, use, or advertise any title or description tending to convey the impression that he is a professional engineer or a professional land surveyor unless such person has been duly registered under the provisions of this chapter."

**"37-67-101. Definitions.** As used in this chapter, the following definitions apply:..

- (5) (a) "Practice of engineering" means:
- (i) any service or creative work the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to the services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, planning the use of water, teaching of advanced engineering subjects, engineering surveys, and the inspection of construction for the purpose of ensuring compliance with drawings and specifications;
  - (ii) any of the functions described in subsection (5)(a)(i) that embrace the services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of mechanical, electrical, hydraulic, pneumatic, or thermal nature insofar as they involve safeguarding life, health, or property.
- (b) The term includes other professional services necessary to the planning, progress, and completion of any engineering services.
- (c) The term does not include the work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines."

**"37-67-101. Definitions.** As used in this chapter, the following definitions apply:..

- (6) "Practice of land surveying" means any service or work, the performance of which requires the application of special knowledge of the principles of mathematics, physical sciences, applied sciences, and:
- (a) the principles of property boundary law to the recovery and preservation of evidence pertaining to earlier land surveys;
  - (b) teaching of land surveying subjects;
  - (c) measurement and allocation of lines, angles, elevations, and coordinate systems;
  - (d) location of natural and constructed features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water, including work for the determination of areas and volumes;
  - (e) monumenting of property boundaries;
  - (f) platting and layout of lands and the subdivisions of land, including the alignment and grades of streets and roads in subdivisions; and
  - (g) preparation and perpetuation of maps, plats, field note records, and property descriptions. **"PLEASE NOTE: If the required reference forms are not received within a period of three months after the date of receipt of the application in the office of the board, the application shall be rejected and the application fees forfeited. This is in accordance with ARM 24.183.503.**

**MONTANA BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS**

301 South Park Avenue PO Box 200513

Helena, Montana 59620-0513

Phone: (406) 444-5773 Fax: (406) 841-2305

Email: [dlibsdpels@mt.gov](mailto:dlibsdpels@mt.gov)

WEBSITE: [www.engineer.mt.gov](http://www.engineer.mt.gov) or [www.landsurveyor.mt.gov](http://www.landsurveyor.mt.gov)

**REFERENCE FORM**

The Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as professional engineers or professional land surveyors before licensure.

Applicant is to give this form to References.

References are to mail completed form directly to the Board Office at the above address.

RE: Application of \_\_\_\_\_ for Professional Engineer  
*(name of applicant)*

1. My full name \_\_\_\_\_

2. My mailing address is \_\_\_\_\_  
*(Street & number) (City) (State & Zip)*

3. My present business or profession is \_\_\_\_\_

***Please check which apply:***

4. I  am  am not a registered professional \_\_\_\_\_ in \_\_\_\_\_  
*(Engineer or Land Surveyor) (State)*

Branch/Discipline \_\_\_\_\_ License Number \_\_\_\_\_

5. My personal knowledge of the applicant is primarily with regard to his or her:  
 character  personal reputation  professional competency

6. From personal knowledge, I know that this individual's professional reputation is (please choose one):  
 excellent  above average  average  below average  poor

7. Please indicate your relationship to this applicant : \_\_\_\_\_  
[examples: co-worker, supervisor, etc.]

8.  I do have personal knowledge of this applicant's experience.

9.  I do not have personal knowledge of this applicant's experience.

License Seal if Applicable

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**APPLICANT'S NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

This licensing law and rule questionnaire is an integral part of the application process. All answers can be found at the website: <http://www.engineer.mt.gov> by clicking the "Regulations" tab and using the links to Administrative Rules and Statutes. Please indicate your answers by selecting "T" for true or "F" for false for each statement and typing in the legal reference for the statement. This questionnaire may not be duplicated or completed and provided to other applicants.

<b>Montana Engineer Licensing Law and Rule Questionnaire</b>			
<b>Note: This completed exam must accompany application</b>			
No.	T / F	Statement	Legal Reference
	<input checked="" type="radio"/> <input type="radio"/>	One of the duties of the Board of Professional Engineers and Professional Land Surveyors (Board) is to investigate complaints of illegal or unethical conduct of engineers licensed by the Board.	37-1-101
1.		Under Montana law, it is the duty of all applicants for license or renewal to report any legal or disciplinary actions against them, which relate to the applicant's practice or fitness to practice.	
2.		The Board is obligated by Montana law to enforce rules governing licensure of engineers and land surveyors.	
3.		The Board is not required by law to conduct a contested case hearing when a license is denied or a probationary license is issued.	
4.		The Board may issue subpoenas in connection with investigations and disciplinary proceedings.	
5.		A person or private entity, filing a complaint in good faith, is not immune from suit in a civil action related to filing or contents of the complaint.	
6.		Assisting in the unlicensed practice of a profession or occupation or allowing another person or organization to practice or offer to practice by use of the licensee's license is considered unprofessional conduct by Montana law.	
7.		Practice of engineering includes work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines.	
8.		Teaching of advanced engineering subjects is not defined as engineering in Montana.	
9.		A person must be considered to practice engineering, within the meaning and intent of Montana law, who by verbal claim, advertisement, letterhead, card, or in any other way represents that the person is a professional engineer.	
10.		A person is not considered to be practicing engineering when the work does not include final engineering and is done under the direct supervision of a person holding a professional engineer's license.	
11.		The Board may not adopt rules for proper performance of its duties, as the Montana Legislature can only do this.	
12.		In order to safeguard life, health, and property and to promote the public welfare, a person in either a public or private capacity practicing or offering to practice engineering is required to submit evidence that the person is qualified to practice and is licensed as provided by Montana law.	
13.		Applicants can be exempt from the fundamentals of engineering examination if they have a PhD in an approved engineering curriculum or if they have 20 years or more of progressive engineering experience.	

<b>Montana Engineer Licensing Law and Rule Questionnaire</b>			
<b>Note: This completed exam must accompany application</b>			
No.	T / F	Statement	Legal Reference
14.		If a person has passed the PE exam, is licensed to practice in another state and meets the same qualifications as an applicant seeking to take the PE exam in Montana, that person may be issued a Montana license.	
15.		An engineer may affix his seal and signature on any plans or drawings after his (her) license has expired, provided they have notified the Board.	
16.		Professional engineer licenses are valid for 4 years.	
17.		Before a professional engineer license can be renewed, the licensee must affirm that they have maintained the required CE during the preceding licensing period.	
18.		Failure to renew a professional engineer license on time will result in additional fees to the licensee.	
19.		If the renewal process is not completed within one year, the licensee will be considered a new applicant, potentially requiring re-testing.	
20.		A business entity seeking to provide engineering services in Montana must obtain a Certificate of Authorization and have at least one employee who is a licensed engineer in Montana.	
21.		A business entity with multiple branch offices must obtain a separate Certificate of Authorization for each branch office.	
22.		It is a criminal offense if a person knowingly presents or attempts to use the license or the seal of another person.	
23.		The Board may adopt rules without using the public participation rules governing state agencies.	
24.		Baccalaureate engineering or engineering technology programs accredited by the accreditation board for engineering and technology (ABET), or equivalent curricula as approved by the Board, meet the education requirements for licensing.	
25.		Sub-professional experience is experience that is gained before graduation with a baccalaureate degree, is counted at a 50% rate, and will be awarded at a one year maximum.	
26.		If an applicant for licensing as a professional engineer does not have the required experience for licensure, then the applicant can still apply for engineering licensure and see if the Board will accept a lesser amount of experience.	
27.		A licensee may not practice any professional engineering in the state of Montana while the license is in an inactive status.	
28.		A person who holds a PE license in another state must re-take the Fundamentals of Engineering exam and the Principles & Practices of Engineering exam in order to be licensed in Montana.	
29.		A licensed professional engineer's seal cannot be of the rubber stamp variety.	
30.		A licensed engineer in Montana must certify at license renewal time that he (she) has completed 120 hours of professional development/continuing education during the previous licensing period.	
31.		New licensees by exam or comity are exempt from obtaining professional development hours (PDH) during their first renewal cycle.	
32.		Anyone wishing to enter a complaint against a professional engineer may do so anonymously.	

<b>Montana Engineer Licensing Law and Rule Questionnaire</b>			
<b>Note: This completed exam must accompany application</b>			
<b>No.</b>	<b>T / F</b>	<b>Statement</b>	<b>Legal Reference</b>
33.		The term “direct supervision” means the licensee has exercised regular and direct oversight and guidance of engineering work, which includes plans, designs, surveys, and client advice at the time the works occurs, and the licensee takes responsibility for the work.	
34.		To be in “responsible charge” an engineer must personally make engineering decisions, or review and approve proposed engineering decisions prior to their implementation.	
35.		Licensees shall issue no statements, criticism or arguments on technical matters which are inspired or paid for by interested parties, unless licensees preface their comments by explicitly identifying the interested parties on whose behalf they are speaking and by revealing the existence of any interest the licensees may have in the matters.	
36.		Licensees with direct knowledge of an alleged violation of the laws and rules of professional conduct regulating engineering are not required to report such violations to the Board.	
37.		Licensees’ primary obligation is to protect the safety, health property and welfare of the public and shall notify their employer, client and such other authority when their professional judgment is overruled in such a manner as to endanger the safety, health, property or welfare of the public.	
38.		Since Montana does not license engineers by discipline, a licensee may affix their signatures or seals on any set of plans or documents regardless of engineering discipline or the engineer’s area of competency.	
39.		Licensees shall not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.	
40.		Licensees may attempt to supplant other licensees or firms from work that is in progress, without notifying the other licensee in writing.	