



## **LICENSING REQUIREMENTS AND APPLICATION CHECKLIST**

### **Professional Engineer by Comity Applicants Submitting an NCEES Record**

Below are the minimum eligibility requirements for licensure as Professional Engineer (PE) in the state of Montana.

- Licensure or registration to engage in the practice of engineering in another jurisdiction -- [MCA 37-67-312](#)
- 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.”

- 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](#)
- 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](#)
- 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.

- 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](#)

#### **Additional forms/documents required**

The Board’s PE Laws and Rules questionnaire, completed in full

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/>.

\$75 application fee (*make checks payable to the Board of PE & PLS*)

**Fees assessed by NCEES are not collected by the Board.**

**Include a valid e-mail address with your application. E-mail is the Board’s primary form of communication.**



## LICENSING REQUIREMENTS AND APPLICATION CHECKLIST

### Professional Engineer by Exam Applicants Submitting an NCEES Record

Below are the minimum eligibility requirements 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.

- 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](#)
- 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](#)
- Engineering experience (separate requirements based on each educational degree) – [MCA 37-67-323](#), [ARM 24.183.303](#), [ARM 24.183.702](#)
- Five references, three of which must be from U.S.-licensed Professional Engineers with knowledge of applicant's work – [MCA 37-67-323](#), [ARM 24.183.503](#)
- 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](#)

#### **Additional materials required**

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/>.

If you answered "Yes" to discipline questions, include a detailed explanation on the event(s) and documentation from the source including those from licensing boards, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

\$75 application fee (*make checks payable to the Board of PE & PLS*)

**Fees assessed by NCEES are not collected by the Board.**

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



## GENERAL INFORMATION

### Professional Engineer Applicants

- Except for third party character references, hand-written documents from the applicant will not be accepted.
- Practicing or offering to provide services as a professional engineer in Montana in any manner without an active Montana Professional Engineer license is considered unprofessional conduct.
- Temporary or provisional licenses are not issued by the Board.
- As a potential licensee, it is the applicant's responsibility to review Montana laws and rules regarding the practice of a Professional Engineer in Montana.
- It is the responsibility of the applicant to obtain and provide all application documents
- The board recognizes degrees issued by the Accreditation Board for Engineering and Technology (ABET) accredited institutions by rule.
- For the purposes of this application, only engineers licensed within the United States are considered Professional Engineers by the Board.

### LICENSE REQUIREMENTS FOR APPLICANTS "By exam" or "By comity"

Applicants for PE licensure in Montana must meet one of the following set of requirements. "By comity" applicants must also 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 two 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 four years of progressive experience under the supervision of a licensed Professional Engineer, and five character references, three 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 considers degrees with an NCEES Education Credential Evaluation.

Note #2: 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 (EI) or engineer-in-training, a specific record of at least four years of progressive experience under the supervision of a licensed Professional Engineer, and five character references, three of which must be from licensed Professional Engineers familiar with your work.

Note: 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 its delivery to the Board by NCEES.



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

If an applicant does not meet any of the sets of requirements listed above or did not meet them prior to licensure in another state, the application may be considered incomplete or be denied by the Board.



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## PROFESSIONAL ENGINEER APPLICATION

**Applying By: Comity      Exam**  
**Application Fee: \$75**

**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: Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Office (\_\_\_\_) \_\_\_\_\_

9. Social Security Number: \_\_\_\_\_

10. Date of Birth: \_\_\_\_\_



11. List all Professional Licenses/& Certificates (Engineer or Engineer Intern)

State	License #	License Type	Issue Date	Expiration Date	License Method Exam or Comity	Have you requested the issuing authority to verify the license? License verification in NCEES Records are accepted.
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No

**Personal History Questions**

**Notice & Instructions**

- Read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, 37-1-105, MCA.
- You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.
- Upon submittal of your application form, for every “yes” answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all information requested.

Yes No

1. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority?
2. Have you ever surrendered a credential like those listed in number 1, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority?
3. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position?
4. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position?
5. Have you ever withdrawn an application for any professional license?
6. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold?



Yes      No

7. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?)

8. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?

9. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?

Note: "Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.

10. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or "juvenile convicted as an adult" in any state, federal, tribal, or foreign jurisdiction?

Note: A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.

11. Are you now subject to criminal prosecution or pending criminal charges?

12. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization?

13. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession?

14. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons?

**Licensure Qualifications Selection: Check One Pathway**

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 degrees obtained in engineering or related science

Name of University or College	City and State/Province/Territory	Dates of Attendance	Degree Received?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

### Examinations

List the state that you sat and pass the fundamentals of engineering exam and the principles and practices of engineering exams

State	Exam	Exam Date
	FE	
	PE	





## EXPERIENCE SHEETS

### Professional Engineer Applicants Submitting an NCEES Record

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. 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 For each work engagement, note the month/year you began work and the month and year you ended work.		TITLE OF POSITION & NAME OF EMPLOYER  Enter your job title and the name of your employer in this column.  Use extra sheets if your experience includes more than 4 engagements.  The Board will determine from the information presented whether you meet Montana's experience requirements regarding experience.	EXPERIENCE Enter years and months in each column applicable to you.  Add the total years and months of experience at the bottom of the page.						PE SUPERVISOR  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.)
	From	To		(1) Sub-prof. experience (prior to receiving a B.A./B.S Degree)		(2) Pre-prof. experience (between degree and first license)		(3) Professional experience (following first license)		
	Enter the date you began work.	Enter the date you ended work.		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:						Name:  Lic. #:  State:	
2			Title:  Name of Employer:						Name:  Lic. #:  State:	
3			Title:  Name of Employer:						Name:  Lic. #:  State:	
4			Title:  Name of Employer:						Name:  Lic. #:  State:	
			Line 5: Total of sub-professional work							
			Line 6: multiply sub.-prof. by .5							
			Line 7: Total of Experience One of year sub-professional maximum							

Note: You may duplicate this sheet in you have more than four (4) engagements



## PROFESSIONAL ENGINEER LAW & RULE QUESTIONNAIRE

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 provided to other applicants.

<b>Montana Engineer Licensing Law and Rule Questionnaire</b> Note: This completed exam must accompany application			
No.	T/F	Statement	Legal Reference
Ex.		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.		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.	
4.		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.	
5.		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.	
6.		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.	
7.		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.	



No.	T/F	Statement	Legal Reference
8.		A licensed engineer in Montana must certify at license renewal time that (s)he has completed 120 hours of professional development/continuing education during the previous licensing period.	
9.		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 work occurs, and the licensee takes responsibility for the work.	
10.		To be in “responsible charge” an engineer must personally make engineering decisions, or review and approve proposed engineering decisions prior to their implementation.	
11.		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.	
12.		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.	
13.		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.	



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

License Seal if Applicable