



EXPERIENCE SHEETS

Professional Engineer Applicants NOT 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

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. Use the "Experience Detail Sheets" provided to explain your experience in detail. 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							



Experience Detail Sheet

Complete this sheet for each working engagement

For each engagement listed, 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. *Duplicate as necessary*

Engagement #: _____

Title: _____

Employer: _____

Dates of Employment. From: _____ To: _____

Supervisor: _____

Supervisor License #: _____ 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 you meet Montana's current requirements. **Incomplete or inadequate descriptions will require further clarification may delay the Board's consideration of your application.**