

Delivery: 215 Centennial Mall S, Suite 400 Lincoln, NE 68508 Phone: 402-471-2021 Fax: 402-471-0787

Fee: \$100

### APPLICATION FOR INITIAL LICENSURE OF A PROFESSIONAL ENGINEER

Questions? Contact us at nbea.office@nebraska.gov or on the web at ea.nebraska.gov

- This application is for individuals who are seeking initial licensure in Nebraska: you are neither currently licensed nor ever been licensed in another jurisdiction, have passed the FE and PE Exams, have at least four years of experience or equivalent, and have an EAC/ABET or CEAB-accredited degree or have met the NCEES Education Standard.
- Do not substitute a resume or other synopsis for any part of this application form.
- NCEES Record Holders: If you have asked NCEES to submit your record to the Nebraska Board, complete Section I and then proceed to Section V. You do not need to complete Sections II, III, IV, submit a verification form, reference forms, or have your transcripts sent.
- NCEES Account Holders: Any information already included in your NCEES record does not need to be submitted (i.e. license verifications and transcripts.)
- It is the responsibility of the applicant to ensure all verifications, references, and supporting documents are completed and received by the Board.
- Make checks payable to "Nebraska Board of Engineers and Architects" or "NBEA." Application fees are nonrefundable once deposited by the Board. In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your statement.

### **SECTION I: GENERAL INFORMATION**

full middle name)		Maiden or Former Name (if applicable)	
	3.		
t 4 digits)		Engineering Examination Discipline Reque	sted
EES Account/Record?	□ Yes, N	CEES Account/Record #:	
		Email Address	
ext		Alternate Telephone	ext
SECTION II:	EXAM INF	ORMATION	
			on be sent to Nebraska
ngineering (FE) Exam: State:		Date Passed:	
ctice of Engineering (PE) Exa	m:		
	ext EES Account/Record?  No No ext EES Account/Record?  No ext EXT EX	14 digits)         EES Account/Record?       No       Yes, No         EES Account/Record?       No       Yes, No         ext       ext         SECTION II: EXAMINE       rification(s) forwarded directly to the Nebraska Board. You to the Sebraska Engineer Verification (s) forwarded directly to the Nebraska Engineer Verification of the Sebraska Engineer Verification of t	3.



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#### **SECTION III: EDUCATION**

- Enter the name and location of the college or university attended, date of graduation, and type of degree received. Do not anticipate dates of graduation.
- A copy of your official transcripts or other documents issued directly by the granting institution of higher education, or its authorized agent, verifying your
  graduation from an EAC/ABET- or CEAB-accredited engineering program is required to be sent directly to the Board. Electronic transcripts may be sent to
  nbea.office@nebraska.gov.
- If you have been enrolled as an Engineer Intern in Nebraska within the last 10 years, you do not need to have your transcripts re-sent unless you intend to use a graduate degree towards the experience requirement for licensure.
- Applicants who do not have a degree from an EAC/ABET or CEAB-accredited program must have their education evaluated by NCEES Credentials Evaluations to determine if your education meets the NCEES Education Standard. Please visit ncees.org/credentials-evaluations for more information. The evaluation must be transmitted directly to the Board from NCEES.

Name of Institution, Location (City, State, Country)	Date Graduated	Degree Received (BS, MS, etc.)	Major

# **SECTION IV: REFERENCES**

- List the names and contact information of five people unrelated to you, who can attest to your good reputation and good ethical character. Three must be professional engineers having personal knowledge of your engineering experience.
- All references must complete an "Engineer Reference" form and submit it directly to the Board.

1.	Name		2.	Name	
	Phone	Email		Phone	Email
	License number and State of Licens	ure, if PE		License number and State of Licen	nsure, if PE
3.	Name		4.	Name	
	Phone	Email		Phone	Email
	License number and State of Licens	rure, if PE		License number and State of Licen	nsure, if PE
5.					
	Name		-		
	Phone	Email	_		
	License number and State of Licens	ure, if PE	-		



### **SECTION V: EXPERIENCE**

Record your complete work history, beginning after college graduation and concluding with your present employment. You must account for the entire time period from graduation until now, including periods of unemployment, volunteer work, non-engineering work, and military service. If you have an NCEES Record, provide all work history not included in your Record, with your current at a minimum

#### **Description of Work**

The Board will be evaluating the development and extent of your engineering experience, including assessment of your skill, knowledge, and level of responsibility. Descriptions should include detailed explanations of the type of engineering work you performed.

The most common type of acceptable experience is design. The common denominator in design is the selection and use of recognized engineering principles and methods to determine a solution to a problem. The final result of design work will usually be details, plans, specifications, product or component identification, or operating and maintenance procedures for use in creating a project.

The second most common type of acceptable experience is analysis. Common features of analysis activities include the use of mathematical and engineering modeling or review of established design standards to assess a problem or proposal, and the act of making a learned recommendation based on analytical findings. Engineering analysis will result in a conclusive report and recommendation and may address existing conditions, performance, feasibility, constructability, safety, the environment, economic factors, and reliability. Many other types of activities will also be acceptable if your participation in those activities can be described in terms of design or analysis.

By asking yourself if you can describe your activity in terms such as "I calculated ..., I designed ..., I analyzed ..., I recommended ...," you can almost assure yourself that you are describing design and analysis. Other types of acceptable experience may include, but not limited to:

#### **Practical Application:**

- *Implementation:* Of engineering principles in design, construction, or research; performance of engineering cost studies; process flow and time studies; quality control implementation and assurance; safety; environmental issues
- **Testing:** Developing procedures to test production and quality control, verifying functional specifications

#### **Engineering Management:**

- *Planning:* Developing concepts, evaluating alternative methods
- Scheduling: Preparing task breakdowns and schedules
- Budgeting and Contracting: Cost estimating and control, contract development

- **Calculations**, and interpreting calculations to ensure they adequately protect health, safety, and welfare
- *Applying* codes, standards, and laws governing applicable activities
- Supervising: Organizing human resources, motivating teams, directing and coordinating resources
- Project Control
- Risk Assessment

Explaining how your engineering skills and responsibilities have progressed during your years of experience is helpful. Applications that do not demonstrate original, independent thinking and/or engineering calculations are considered deficient in meeting the experience requirement of progressive engineering.

#### **Progressive Experience**

Each employment engagement must be divided into a percentage of time spent. Using the following progressive engineering experience definitions, enter the percentage of time spent on that type of work in the corresponding column. The percentage for each employment engagement must total 100%.

- **Technician Experience:** conducting routine tests and calculations, presenting data in a reasonable format, carrying out operational tasks following well-defined procedures, methods, and standards.
- **Design Experience:** providing a service or creative work that requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences.
- **Project Engineering:** utilizing organization, management, and planning to coordinate the design of entire projects, from conception to final design. The project engineer must have the design knowledge as well as management capabilities and communication skills to exercise independent judgment and coordinate with the staff to complete the project.
- *Management:* coordination, planning, scheduling, budgeting, and supervision of engineering activities. This includes coordination of staff, project control, and risk assessment in the utilization of sound engineering judgment.

#### Supervisor

List your supervisor's name, licensure status (e.g. P.E.), company title, and the name of the company for each employment engagement, along with their contact information. If your supervisor has changed companies since a specific employment engagement, do not use their current job title on the summary form. List the supervisor's company title at the time of supervision. Alternatively, list the information of a person who was familiar with the work you performed during the engagement. You may not list yourself.



<b>Employment Dates</b>	Description of Work	Supervisor
Month/Day/Year (Do not overlap dates)	List your title, name and city/state of employer, and a detailed description of your engineering work performed. Describe the engineering duties and tasks you performed, level of responsibility, engineering decisions made, and a list and detailed description of the projects you worked on.	Name, licensure status, company title, name of firm, address, e-mail and telephone number of supervisor. You may not list yourself.
From 12/3/2015 To 7/31/2017	<ul> <li>Structural Designer, ABC Engineering Company Dallas, TX</li> <li>I was a member of the engineering production staff designing Wal Mart stores. I performed analysis and design on 29 WalMart stores in 7 different states.</li> <li>Each project included the design of foundation, walls, and roof and the interface of each. Occasionally special structures were included. Local codes were considered in each project. I designed the roof framing, which consisted of a joist/joist girder system supported by tube columns, the masonry walls, the foundation systems (spread footing or pier and grade beam). I also designed a two-way flat plate slab supported by timber piles for the Philadelphia, PA WalMart.</li> <li>On one of the more challenging projects, I analyzed and designed 12" load- bearing masonry walls for 100 mph wind</li> </ul>	John Smith, PE (Texas) Structural Principal-in-Charge ABC Engineering Company 123 Main Street Dallas, TX 75217 jsmith@abceng.com 214-555-1234 Progressive Experience 1. Technician Experience 2. Design Experience 3. Project Engineering 4. Management 5. Other
	forces under the South Florida Building Code. The lateral system involved 2 C-shaped cantilevered diaphragms separated	(1)         (2)         (3)         (4)         (5)
	by an expansion joint. I calculated the deck shears for the diaphragms taking into account a rigid diaphragm analysis. Due to high deck shears, I determined that zones of heavier gauge roof deck must be used along the perimeter of the shear walls. I also calculated the tension/compression chord forces of the cantilevered diaphragm and sized the chord angles. I designed the spread footing foundation economical design, the footing must be placed 2.5 feet below the finished floor to take advantage of the dead load of the soil above the footing. This particular WalMart also had a wood framed canopy along the front of the building. I designed all the connections necessary (i.e., hurricane ties to hold the canopy down at the ledger and adhesive anchors to anchor the ledger to the masonry wall) to resist the wind uplift forces.	Applicant Name         Please attach any additional sheets         for Description of Work section.         Include your name, employment         dates and position title on each         additional sheet.



**Employment Dates** 

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Description of Work		Supervisor
List your title name and o	city/state of employer and a detailed description of	Name licensure status, com

Month/Day/Year (Do not overlap dates)	List your title, name and city/state of employer, and a detailed description of your engineering work performed. Describe the engineering duties and tasks you performed, level of responsibility, engineering decisions made, and a list and detailed description of the projects you worked on.	address, e	ensure statu -mail and to not list you	elephone nu	y title, name umber of suj	e of firm, pervisor.
From						
То						
		1. Technie 2. Design	ive Experie cian Experie Experience Engineerin ement	ence e		
		(1)	(2)	(3)	(4)	(5)
		Applican	t Name			
		for L Incli dates	Descriptio ude your	on of Wor name, en sition title	itional sh •k section nploymer 2 on each	It



	F NEBRASKA BOARD OF	Mail to: PO Box 95165 Lincoln, NE 68509	Delivery: 215 Centennial Mal Lincoln, NE 68508	l S, Suite 400	)			02-471-202
	ERS AND ARCHITECTS		ffice@nebraska.gov or on the web	o at ea.nebras	ska.gov			e: \$100
Employment Dates		city/state of employer, and a de	tailed description of	Supervis		us, compan	v title. nam	e of firm.
(Do not overlap dates)	your engineering work p	performed. Describe the engineer onsibility, engineering decisions	ring duties and tasks you	address, e	e-mail and t not list you	telephone n	umber of su	ipervisor.
From								
То								
				Progress	ive Experi	ence		
				2. Design	cian Experi Experienc Engineerin gement	e		
				(1)	(2)	(3)	(4)	(5)
				Applican	at Name	<u> </u>	L	
				for 1 Included dates	Descripti ude your	n any add on of Wo name, ei sition title eet.	rk section mployme	n. nt



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	RS AND ARCHITECTS	Questions? Contact us at nbea.of	fice@nebraska.gov or on the web	at ea.nebras	ska.gov		Fee	e: \$100
Employment Dates	Description of Work			Supervis	or	-		
Month/Day/Year (Do not overlap dates)	your engineering work p	city/state of employer, and a de erformed. Describe the engineer onsibility, engineering decisions ts you worked on.	ing duties and tasks you	address, e	censure stat c-mail and t not list you	us, compan telephone n urself.	y title, nam umber of st	e of firm, apervisor.
From								
То								
				Progress	ive Experi	ence		
				2. Design	cian Experi Experienc Engineerin ement	e		
				(1)	(2)	(3)	(4)	(5)
				Applican	it Name	1		1
						·		·
				Plea	se attach	ı any add	itional sl	heets
				for 1 Incli	Descripti ude your	on of Wo name, ei	rk section mployme	n. nt
					s and pos tional sh	sition title eet.	e on each	1



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#### **SECTION VI: AFFIDAVIT**

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

□ I am a citizen of the United States, **OR** 

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are

\_, and I have enclosed a copy of my USCIS documentation.

*Note: Provide an explanation, and official documentation if available, for each "YES" answer below. Licensure approval or renewal will remain pending until after review.* 

1.	Have you ever been denied a license to practice engineering or architecture in this or any other jurisdiction?	□ YES	□ NO
2.	Has a complaint ever been filed or has formal disciplinary action ever been taken against you by a regulatory body for professional engineering or architecture in this or any other jurisdiction?	□ YES	□ NO
3.	Have you ever voluntarily surrendered your professional engineer or architect license or entered into a negotiated settlement in order to avoid disciplinary action by a professional regulatory body in this or any other jurisdiction?	□ YES	□ NO
4.	During the past 10 years, have you been convicted of a crime, other than a minor traffic violation, in this or any other jurisdiction?	□ YES	□ NO
5.	During the past 10 years, have you entered into a pretrial diversion program or similar pretrial procedure to avoid prosecution for a crime, other than a minor traffic violation, in this or any other jurisdiction?	□ YES	□ NO
6.	Are there now any criminal charges, other than a minor traffic violation, pending against you in this or in any other jurisdiction?	□ YES	□ NO
7.	During the past 10 years, has a judgment been entered against you in a civil proceeding in this or any other jurisdiction involving fraud, misrepresentation, or professional malpractice?	□ YES	□ NO
8.	Is there any action or proceeding presently pending against you in any court or other tribunal in this or any other jurisdiction alleging that you committed fraud, misrepresentation, or professional malpractice?	□ YES	□ NO

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate, and I understand that this information may be used to verify my lawful presence in the United States.

*I will not represent myself as a professional engineer or offer to perform engineering services in the State of Nebraska until this application is approved and a professional engineer's license has been granted by the Board.* 

Unless my firm holds a current Certificate of Authorization, it is not authorized to provide or contract to perform engineering services in Nebraska until a certificate has been granted by the Board.

I have read the Nebraska Engineers and Architects Regulation Act.

Signature of Applicant

Date

A short examination covering the Engineers and Architects Regulation Act must be passed before the Board will issue a license. The examination will be sent to you when the Board receives your completed application and fee.



# **ENGINEER REFERENCE**

- Section I is to be completed by the applicant.
- Section II is to be completed by the reference. If additional space is needed, please use the back of this form or a separate sheet of paper.

•	All references must return this Engineer Reference form directly to the Board by email, fax, or mail at the address listed above. If the Engineer Reference is
	emailed or faxed to the Board, an original hard copy is not required. Engineer Reference forms received from applicants will not be accepted.

1.	Applicant Name (First, MI, Last)	Date	
3.	Phone Number 2	Email	
5.	Application for initial licensure as a Professional	Engineer in Ne	braska
6.	Name of Reference:		
7.	Relationship to Reference:		
	SECTION II: TO BE COMPLE	TED BY REFERE	INCE
1.	Is the information in Section I correct as stated? $\Box$ YES $\Box$ NO		
	If NO, please explain:		
2.	How long have you known the applicant?		
3.	Explain how the applicant is of good reputation and demonstrates go	od ethical character:	
4.	Explain how the applicant demonstrates adequate technical knowled	ge and skill:	
5.	Has the applicant's experience been in the discipline in which the ap		
6.	If the applicant were licensed, would you employ him or her? $\Box$ YE	S 🗆 NO	
	Reference Name (Please Print)	Title or Position	
	Firm Name & Address (if applicable)		
	State of Licensure (if applicable)     License No. (if applicable)		Year Licensed (if applicable)
	Reference Signature	Date	



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3.	4	·				
	Phone Number	Ε	imail			
5.	Application for initial licensure as a Professional		_ Engineer in Nebraska			
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7.	Relationship to Reference:		_			
	SECTION II: TO BE COMPLE	ſED	BY REFERENCE			
1.	Is the information in Section I correct as stated? $\Box$ YES $\Box$ NO	s the information in Section I correct as stated?  YES INO				
	If NO, please explain:					
2.	How long have you known the applicant?					
3.	3. Explain how the applicant is of good reputation and demonstrates good ethical character:					
4.	Explain how the applicant demonstrates adequate technical knowled	ge ar	ıd skill:			
5.	Has the applicant's experience been in the discipline in which the ap	plica	nt is seeking licensure?			
6.						
	Reference Name (Please Print)	$\overline{T}$	itle or Position			
	Firm Name & Address (if applicable)					
	State of Licensure (if applicable)       License No. (if applicable)		Year Licensed (if applicable)			
		_				
	Reference Signature	D	Date			



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3.	4.				
	Phone Number	Email			
5.	Application for initial licensure as a Professional	Engineer in Nebraska			
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7.	. Relationship to Reference:				
	SECTION II: TO BE COMPLETE	D BY REFERENCE			
1.	Is the information in Section I correct as stated? $\Box$ YES $\Box$ NO				
	If NO, please explain:				
2.	. How long have you known the applicant?				
3.	3. Explain how the applicant is of good reputation and demonstrates good ethical character:				
4. Explain how the applicant demonstrates adequate technical knowledge and skill:					
5.		cant is seeking licensure?			
6.	If the applicant were licensed, would you employ him or her? $\Box$ YES	□ NO			
	Reference Name (Please Print)	Title or Position			
	Firm Name & Address (if applicable)				
	State of Licensure (if applicable)     License No. (if applicable)	Year Licensed (if applicable)			
	Reference Signature	Date			



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	Phone Number	Email			
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6.	Name of Reference:				
7.	. Relationship to Reference:				
	SECTION II: TO BE COMPLETE	D BY REFERENCE			
1.	Is the information in Section I correct as stated? $\Box$ YES $\Box$ NO				
	If NO, please explain:				
2.	. How long have you known the applicant?				
3.	3. Explain how the applicant is of good reputation and demonstrates good ethical character:				
4. Explain how the applicant demonstrates adequate technical knowledge and skill:					
5.		cant is seeking licensure?			
6.	If the applicant were licensed, would you employ him or her? $\Box$ YES	□ NO			
	Reference Name (Please Print)	Title or Position			
	Firm Name & Address (if applicable)				
	State of Licensure (if applicable)     License No. (if applicable)	Year Licensed (if applicable)			
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•					
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7.	Relationship to Reference:				
	SECTION II: TO BE COMPL	ETE	ED BY REFERENCE		
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	If NO, please explain:				
2.	How long have you known the applicant?				
3.					
4.	Explain how the applicant demonstrates adequate technical knowl	ledge	ge and skill:		
5.	Has the applicant's experience been in the discipline in which the	appl	plicant is seeking licensure?		
6. If the applicant were licensed, would you employ him or her? □ YES □ NO					
	Reference Name (Please Print)		Title or Position		
	•				
	Firm Name & Address (if applicable)				
	State of Licensure (if applicable)       License No. (if applicable)		Year Licensed (if applicable)		
	Reference Signature		Date		
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LAST 4 DIGITS OF SSN

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### **VERIFICATION OF LICENSURE OR EXAMINATION OF A PROFESSIONAL ENGINEER**

- Section I is to be completed by the applicant.
- · Forward this form to the appropriate state board who will complete Section II and return directly to the Nebraska Board.
- Some jurisdictions charge a verification fee and processing times may vary. You will need to contact the verifying jurisdiction to confirm whether a fee is required and instructions for submitting a request.

#### **SECTION I: APPLICANT INFORMATION**

NAME

ADDRESS (STREET, CITY, STATE, ZIP)

SECTION II: VERIFICATION OF LICENSURE OR EXAMINATION							
FROM (STATE BOARD NAME)						DATE	
ADDRESS					FILE NO.		
1. THE PERSON IDENTIFIED IN SECTION I IS OR WAS REGISTERED AS:	Certificate or License Number		Date Issued		Valid Until		
PROFESSIONAL ENGINEER (PE)							
2. BASIS OF REGISTRATION							
A. 🗌 WRITTEN EXAMINATION	Hours	Res	Results		S Exam? ; / No)	Exam Date	
F.E.							
P.E.							
B. D ENGINEER INTERN ACCEPTED FROM:							
3. P.E. EXAMINATION OPTION (REQUIRED FOR NEBRASK	A LICENSURE)						
A. EXAM DISCIPLINE:							
4. DENIAL, INVESTIGATIONS, AND/OR COMPLAINTS:							
A. Has the above-named individual ever been denied registration in your state? (if YES, please give details in REMARKS below or on reverse)						□ NO	
B. Has a complaint been filed or has formal disciplinary action ever been taken against the above-named individual? (If YES, please give details in REMARKS below or on reverse)					□ YES	□ NO	
5. REMARKS:							
6. VERIFIED BY:							
BY BOARD SEAL							

DATE

TITLE