



## APPLICATION FOR INITIAL LICENSURE OF A PROFESSIONAL ENGINEER

- **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

1. \_\_\_\_\_  
Full Legal Name (including full middle name) \_\_\_\_\_  
Maiden or Former Name (if applicable) \_\_\_\_\_
2. \_\_\_\_\_  
Social Security Number (last 4 digits)
3. \_\_\_\_\_  
Engineering Examination Discipline Requested
4. Do you have an NCEES Account/Record? ☐ No ☐ Yes, NCEES Account/Record #: \_\_\_\_\_
5. **Mailing Address:**  
\_\_\_\_\_  
Firm Name (if applicable)  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_  
Telephone \_\_\_\_\_ ext \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ ext \_\_\_\_\_  
Fax \_\_\_\_\_

### SECTION II: EXAM INFORMATION

- You must have your exam verification(s) forwarded directly to the Nebraska Board. You may be able to request an electronic verification be sent to Nebraska Board through your MyNCEES account; navigate to Dashboard > Common Tasks > License or Exam Verification.
- If the verifying board is not listed on MyNCEES, please have a Nebraska Engineer Verification Form completed and returned to us directly from the verifying board. Some jurisdictions may require a fee for this service and processing times may vary. Contact the verifying jurisdiction to confirm whether a fee is required and instructions for submitting the request.

1. **Fundamentals of Engineering (FE) Exam:** State: \_\_\_\_\_ Date Passed: \_\_\_\_\_
2. **Principles and Practice of Engineering (PE) Exam:**  
State: \_\_\_\_\_ Date Passed: \_\_\_\_\_



### 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](mailto: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](http://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  
\_\_\_\_\_  
Phone                      Email  
\_\_\_\_\_  
License number and State of Licensure, if PE

2. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Phone                      Email  
\_\_\_\_\_  
License number and State of Licensure, if PE

3. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Phone                      Email  
\_\_\_\_\_  
License number and State of Licensure, if PE

4. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Phone                      Email  
\_\_\_\_\_  
License number and State of Licensure, if PE

5. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Phone                      Email  
\_\_\_\_\_  
License number and State of Licensure, 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
- **Calculations,** and interpreting calculations to ensure they adequately protect health, safety, and welfare
- **Testing:** Developing procedures to test production and quality control, verifying functional specifications
- **Applying** codes, standards, and laws governing applicable activities

#### Engineering Management:

- **Planning:** Developing concepts, evaluating alternative methods
- **Supervising:** Organizing human resources, motivating teams, directing and coordinating resources
- **Scheduling:** Preparing task breakdowns and schedules
- **Project Control**
- **Budgeting and Contracting:** Cost estimating and control, contract development
- **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.



Employment Dates	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	<p><b>Structural Designer, ABC Engineering Company Dallas, TX</b></p> <p>I was a member of the engineering production staff designing Wal Mart stores. <b>I performed analysis and design</b> on 29 WalMart stores in 7 different states.</p> <p>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. <b>I designed</b> 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.</p> <p>On one of the more challenging projects, <b>I analyzed and designed</b> 12" load-bearing masonry walls for 100 mph wind forces under the South Florida Building Code. The lateral system involved 2 C-shaped cantilevered diaphragms separated by an expansion joint. <b>I calculated</b> the deck shears for the diaphragms taking into account a rigid diaphragm analysis. Due to high deck shears, <b>I determined</b> that zones of heavier gauge roof deck must be used along the perimeter of the shear walls.</p> <p><b>I also calculated</b> the tension/compression chord forces of the cantilevered diaphragm and sized the chord angles. <b>I designed</b> 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. <b>I designed</b> 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.</p>	<p><b>John Smith, PE (Texas)</b> <b>Structural Principal-in-Charge</b> <b>ABC Engineering Company</b> 123 Main Street Dallas, TX 75217 jsmith@abceng.com 214-555-1234</p> <table border="1"><thead><tr><th colspan="5">Progressive Experience</th></tr><tr><th colspan="5">1. Technician Experience</th></tr><tr><th colspan="5">2. Design Experience</th></tr><tr><th colspan="5">3. Project Engineering</th></tr><tr><th colspan="5">4. Management</th></tr><tr><th colspan="5">5. Other</th></tr><tr><th>(1)</th><th>(2)</th><th>(3)</th><th>(4)</th><th>(5)</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></thead></table> <p><b>Applicant Name</b></p> <p></p> <p><i>Please attach any additional sheets for Description of Work section. Include your name, employment dates and position title on each additional sheet.</i></p>	Progressive Experience					1. Technician Experience					2. Design Experience					3. Project Engineering					4. Management					5. Other					(1)	(2)	(3)	(4)	(5)					
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Delivery: 215 Centennial Mall S, Suite 400  
Lincoln, NE 68508

**Fee: \$100**

Questions? Contact us at [nbea.office@nebraska.gov](mailto:nbea.office@nebraska.gov) or on the web at [ea.nebraska.gov](http://ea.nebraska.gov)

***Please attach any additional sheets  
for Description of Work section.  
Include your name, employment  
dates and position title on each  
additional sheet.***

Employment Dates	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												
To												
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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?	<input type="checkbox"/> YES	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Are there now any criminal charges, other than a minor traffic violation, pending against you in this or in any other jurisdiction?	<input type="checkbox"/> YES	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> 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.

### SECTION I: TO BE COMPLETED BY APPLICANT

1. \_\_\_\_\_  
*Applicant Name (First, MI, Last)*
2. \_\_\_\_\_  
*Date*
3. \_\_\_\_\_  
*Phone Number*
4. \_\_\_\_\_  
*Email*
5. Application for initial licensure as a Professional \_\_\_\_\_ Engineer in Nebraska
6. Name of Reference: \_\_\_\_\_
7. Relationship to Reference: \_\_\_\_\_

### SECTION II: TO BE COMPLETED BY REFERENCE

1. Is the information in Section I correct as stated? ☐ YES ☐ NO  
If NO, please explain: \_\_\_\_\_
2. How long have you known the applicant? \_\_\_\_\_
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. Has the applicant's experience been in the discipline in which the applicant 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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\_\_\_\_\_  
Reference Name (Please Print)

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Title or Position

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Firm Name & Address (if applicable)

\_\_\_\_\_  
State of Licensure (if applicable)

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\_\_\_\_\_  
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Firm Name & Address (if applicable)

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*Title or Position*

\_\_\_\_\_  
*Firm Name & Address (if applicable)*

\_\_\_\_\_  
*State of Licensure (if applicable)*

\_\_\_\_\_  
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\_\_\_\_\_  
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Title or Position

\_\_\_\_\_  
Firm Name & Address (if applicable)

\_\_\_\_\_  
State of Licensure (if applicable)

\_\_\_\_\_  
License No. (if applicable)

\_\_\_\_\_  
Year Licensed (if applicable)

\_\_\_\_\_  
Reference Signature

\_\_\_\_\_  
Date



## 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	LAST 4 DIGITS OF SSN
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
<input type="checkbox"/> ENGINEER INTERN (EI)			
<input type="checkbox"/> PROFESSIONAL ENGINEER (PE)			

2. BASIS OF REGISTRATION				
A. <input type="checkbox"/> WRITTEN EXAMINATION	Hours	Results	NCEES Exam? (Yes / No)	Exam Date
F.E.				
P.E.				
B. <input type="checkbox"/> ENGINEER INTERN ACCEPTED FROM:				
C. <input type="checkbox"/> PROFESSIONAL ENGINEER ACCEPTED FROM:				
D. <input type="checkbox"/> OTHER:				

3. P.E. EXAMINATION OPTION (REQUIRED FOR NEBRASKA 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)	<input type="checkbox"/> YES	<input type="checkbox"/> 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)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

5. REMARKS:

6. VERIFIED BY:	
BY	BOARD SEAL
TITLE	DATE