





**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-accredited engineering program is required to be sent directly to the Board. Electronic transcripts may be sent to the above email. If you have had your education verified with NCEES, you do not need to have a separate transcript submitted to the Board.
- If you have been enrolled as an Engineer Intern within the last ten 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 with non-EAC/ABET-accredited degrees must have their education evaluated by NCEES Credentials Evaluations to determine if it meets the NCEES Education Standard. Please visit <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.
- If you are applying for engineer intern enrollment and approval to sit for the PE exam at the same time, only the PE exam references need to be submitted.
- If you have applied for engineer intern enrollment within the last year, only references from three professional engineers are required.

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 descriptions 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 & 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 are 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)
- Calculations (interpreting calculations to ensure they adequately protect health, safety, and welfare)
- Applying codes, standards, and laws governing applicable activities

#### Engineering Management:

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



Employment Dates  Month/Day/Yr (Do not overlap dates)	Description of Work	Supervisor										
12/3/2015 to 7/31/2017	<p><b>Structural Designer, ABC Engineering Co., 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). <b>I also designed</b> 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. I designed the spread footing foundation system for gravity loads as well as the large uplift loads. I concluded that for an 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) Structural Principal-in-Charge ABC Engineering Co.</b> 123 Main Street Dallas, TX 75217 jsmith@abceng.com 214-555-1234</p> <hr/> <p><b>Progressive Experience</b></p> <ol style="list-style-type: none"> <li>1. Technician Experience</li> <li>2. Design Experience</li> <li>3. Project Engineering</li> <li>4. Management</li> <li>5. Other</li> </ol> <table border="1" data-bbox="1182 1266 1528 1388"> <thead> <tr> <th>(1)</th> <th>(2)</th> <th>(3)</th> <th>(4)</th> <th>(5)</th> </tr> </thead> <tbody> <tr> <td>20%</td> <td>75%</td> <td>5%</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Applicant Name</b></p> <hr/> <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>	(1)	(2)	(3)	(4)	(5)	20%	75%	5%		
(1)	(2)	(3)	(4)	(5)								
20%	75%	5%										



Employment Dates Month/Day/Yr (Do not overlap dates)	Description of Work 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 & brief description of the projects you worked on.	Supervisor Name, licensure status, company title, name of company, telephone number, address, and e-mail of supervisor.										
		<p><b>Progressive Experience</b></p> <ol style="list-style-type: none"> <li>1. Technician Experience</li> <li>2. Design Experience</li> <li>3. Project Engineering</li> <li>4. Management</li> <li>5. Other</li> </ol> <table border="1" data-bbox="1182 1266 1528 1392"> <thead> <tr> <th>(1)</th> <th>(2)</th> <th>(3)</th> <th>(4)</th> <th>(5)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Applicant Name</b></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>	(1)	(2)	(3)	(4)	(5)					
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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.

Table with 8 rows of questions regarding license denial, disciplinary actions, and criminal convictions, each with YES/NO checkboxes.

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 offer or contract to perform engineering services in Nebraska until the application process is completed and a professional engineer's license has been granted by the Board.

I have read the Nebraska Engineers and Architects Regulation Act.

Signature of Applicant

Date



**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 this form is emailed or faxed to the Board, an original hard copy is not required. 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 licensure as a Professional \_\_\_\_\_ Engineer in Nebraska by:  PE Exam  Comity
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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*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 if the FE Exam was taken outside the state of Nebraska.
- 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.  ENGINEER INTERN ACCEPTED FROM:

C.  PROFESSIONAL ENGINEER ACCEPTED FROM:

D.  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)  YES  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:

Empty box for remarks.

### 6. VERIFIED BY:

BY	BOARD SEAL
TITLE	DATE