



KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

900 SW Jackson Street, Suite 507, Topeka, KS 66612
(785) 296-3053 | www.ksbtp.ks.gov

INSTRUCTIONS FOR PROFESSIONAL ENGINEER EXAMINATION

INSTRUCTIONS: Applicants should read all statutes, rules and regulations for specific details regarding requirements. All statutes, rules & regulations are available on our website.

- ◇ The application is to determine your eligibility to take the Professional Engineering Exam. **DO NOT** register with NCEES until you receive your approval letter from the KSBTP.
- ◇ Exam results are reported to the preferred mailing address provided and are reported as pass/fail.
- ◇ Review FAQs (Frequently Asked Questions) from the Engineers page on the KSBTP website.

A COMPLETE APPLICATION WILL INCLUDE THE FOLLOWING:

1. **COMPLETED APPLICATION FORM** — Print completed form, sign and date, then send all information to KSBTP. Pending applications are kept on file for one year. Applications for a computer based exam are considered at all times.
2. **TRANSCRIPTS** — Applicants must be a graduate of a baccalaureate engineering program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), or equivalent as determined by the Board. Technology degrees are not accepted by the Board. Official transcripts are required for all educational credit claimed. Send an "official," sealed transcript or have the school send a transcript directly to KSBTP. Do not send photocopies or unsealed transcripts. Foreign baccalaureate engineering degrees must be evaluated by NCEES. (See Special Instructions listed below.)
3. **VERIFICATION OF EXAM** — If you passed the FE Exam in a state other than Kansas, you must request verification of the exam be sent to the Kansas Board using the NCEES electronic verification process. Visit <https://account.ncees.org/login>. Once the process has been completed and the Kansas Board has been sent your verification, you will receive an email notice. If the State Board you are requesting verification from is not listed on the NCEES form, contact them for specific instructions.

SPECIAL INSTRUCTIONS FOR APPLICANTS WITH FOREIGN BACCALAUREATE ENGINEERING DEGREES

Any applicant with a baccalaureate engineering degree from outside the United States must have that degree evaluated by NCEES before educational credit may be considered by the Board. Please contact NCEES directly to obtain an evaluation. All questions regarding the evaluation should be directed to NCEES.

NCEES CREDENTIALS EVALUATIONS

www.ncees.org

Request the report be sent to KSBTP

- The Board will make the final determination of the education requirement per K.A.R. 66-9-4.
- Send degree materials as soon as possible as a thorough evaluation of educational credentials may take several months.

Application is not complete until the application and supporting documentation have been received by the board office. Only complete applications will be submitted to the Board for evaluation. Applicant will be notified in writing of Board action.



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1. GENERAL INFORMATION:

Name: _____ Maiden Name: _____
(First/Middle/Last)

Social Security #: _____ Date of Birth: _____ Preferred Mailing: _____

Home Address: _____
(Street Address) (City) (State) (Zip)

Cell: _____ Work: _____ Email: _____

Business Name: _____ Business Address: _____
(Street Address) (City) (State) (Zip)

2. CITIZENSHIP: Are you a U.S. Citizen? Yes No

If NO, please attach a recent photograph or other documentation that identifies you AND a copy of your alien registration.

3. EDUCATION: Official Transcripts are: Enclosed School will send Degree Eval Submitted

*We will NOT accept unofficial transcripts, unsealed transcripts or photocopies/faxed copies. Please notify Board of degree eval submission.

Name & Location of Institution	Dates Attended	Date Graduated	Degree Received (i.e. BS Civil Engineering)

4. EXAM HISTORY: List all Engineering exams previously taken. As per K.A.R. 66-8-6, "any applicant for a license...who fails an examination on the first attempt may take the examination two additional times..."

Type of Certificate or Exam	Original State	Date of Exam	NCEES Exam (Yes/No)	PASS or FAIL	License or Certificate Number	Date License Issued
Fundamentals of Engineering Exam						
Other Professional Engineering Exam						

5. SIGNATURE:

Have you ever been convicted of a felony, or had any disciplinary or administrative action taken against your license in another jurisdiction?
 Yes No | Felony Disciplinary Admin Action

If YES, please attach a letter of explanation & supporting documentation.

I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT.

Signature

Date