PE FAQs

Education * Experience * Examination *

Kansas Board of Technical Professions

900 SW Jackson St, Suite 507
Topeka, KS 66612
785) 296-3053

General Requirements

What are the requirements for the PE exam application?
1. Education. You must hold an EAC/ABET accredited engineering degree.
2. Examination. You must have taken and passed the NCEES Fundamentals of Engineering exam.
3. Experience. You must have completed 4 years of engineering experience under a licensed PE.

The exam deadline is January 15 for the Spring exam and June 15 for the Fall exam. Do all of my supporting documents (transcripts, references etc.) have to be in the Board office by the deadline?
Yes, your application must be complete by the deadline.

What if my application is not complete by the deadline? Do I have to apply again?
No. You will continue to provide documents until your application is complete. It will be considered for the next administration of the exam. Documents are kept for one year from date of receipt.

Education

Will you accept an electronic transcript?
The only electronic transcripts accepted are those sent by a secured delivery system directly from a university to the Board office. The Board will also accept an official paper transcript from the student or university. No photocopied transcripts will be accepted.

I attended two schools. Do I have to send both transcripts?
Send the transcript from the school which conferred your engineering degree. In most cases that will suffice.

I have a bachelor's degree in engineering technology. May I apply?
No. By state law each applicant must have an EAC/ABET accredited engineering degree or its equivalent to meet the education requirements. Go to the ABET website (www.abet.org) for a list of degrees.

I do not have an EAC/ABET accredited engineering degree. How do I know if my education is equivalent?
Your education must be evaluated by NCEES credentials evaluation service. Go to www.ncees.org.

I took and passed the FE exam in another state. Do I have to take it again in Kansas?
No. Kansas accepts the NCEES FE exam results from other states.

Deadline for Application Submission
January 15 for the April Exam | June 15 for the October Exam
~ No Exceptions ~

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I have a bachelor's degree in engineering and a master's degree in engineering. Does the advanced degree count for experience?
Yes, the Board will allow one year of experience for a master's degree in engineering if the baccalaureate degree is an EAC/ABET accredited engineering degree.

I have a MBA. Does it count for a year of engineering experience?
No, the MBA is a business degree not an engineering degree.

Examination/Intern

I have a master's degree in engineering. Does that excuse me from the FE exam?
No, all applicants must have passed the NCEES FE exam before they can sit for the PE exam.

I took the FE exam in Kansas 10 years ago. Has my Intern Certification expired?
No, in Kansas the Intern Certification does not have an expiration date.

Experience

I have completed 4 years of experience. May I apply now?
Yes, the Board accepts applications all year from those who meet the requirements.
If I complete my four years of experience a few days after the deadline, may I go ahead and apply?
Yes, the Board allows individuals who begin work in the same month as the application deadline (January or June) to apply on or after the first day of that month in the fourth anniversary year.

I graduated four years ago but did not find work for two months. I will have 4 years of experience when I take the exam. May I go ahead and apply?
No. All 4 years of experience need to be met by the date of application.

Can I count my internship that I did while a student toward the four years of experience?
No, only experience gained after graduation with an EAC/ABET accredited engineering degree will be allowed.

I have a bachelor's degree in engineering and a master's degree in engineering. Does the advanced degree count for experience?
Yes, the Board will allow one year of experience for a master's degree in engineering if the baccalaureate degree is an EAC/ABET accredited engineering degree.

Reference forms must be returned directly from the reference.
Incomplete reference forms will be returned to the reference.

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I have a MBA. Does it count for a year of engineering experience?
No, the MBA is a business degree not an engineering degree.

Do my four years of experience have to be consecutive? I have a gap of three months between my first and second engagements.
No. Experience does not have to be consecutive. You must list times of unemployment or non-engineering work on the experience record pages of the application along with a brief explanation. No reference is required for unemployment or non-engineering time periods.

I worked for two years in the aeronautical industry. I did not have a licensed PE supervisor. What do I do?
Your work must meet the requirements of exemption (see K.A.R.66-10-9-b 2). You must fill out the form for exemption from supervision of a licensed PE (page 8 of the application). Your supervisor must fill out the reference form, even if not licensed. You must also have references from three licensed PE's who know your work.

One of my supervisors is no longer with my company. How do I verify the work I did under him?
Keep in touch with your former supervisors if at all possible. If that is not possible and there is someone else in your company who reviewed your work during that time period, have him/her submit a reference form. All final decisions about experience verification rest with the Board.

I have ten years of experience. Do I have to list every supervisor that I have ever had and get a reference from them?
No, you must have references from three licensed PE supervisors who can verify at least four years of experience.

General Questions

What are the deadlines for the PE exams?
For the Spring exam, the deadline is January 15. For the Fall exam, the deadline is June 15.

How much time should I allow for applying for the exam?
Order transcripts and verifications (if needed) at least two months in advance.

Will it be a problem if some of my documents arrive before my application?
No. Your supporting documents will be held under your name until your application arrives.

Do all of my supporting documents have to be in the Board office by the deadline?
Yes, your application must be complete on that date.

Only official transcripts from the school are accepted. No photo-copies, scanned copies or unsealed transcripts will be accepted.

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If I apply for the exam and cannot take it due to work scheduling conflicts, do I have to apply to the Kansas Board again?
No. Once you have the Board's approval to take the exam, you may choose whichever exam administration works for you (for up to three exam attempts). If you have already registered with NCEES you must register with them again. You may have to pay another registration fee to NCEES. Contact the Board office to make sure that you remain on the eligible to test list.

Who do I contact if I want to change from one exam date to a different date?
NCEES administers the exams. You must contact them. You may lose your registration fee. A courtesy call to inform the Board office is appreciated.

Is the PE exam an open book exam?
See the NCEES website (www.ncees.org) for all information concerning the actual exam.

What is the actual location or address for the exam site?
See the NCEES website (www.ncees.org) for all information concerning the actual exam.

Where can I find future exam dates?
See the NCEES website (www.ncees.org) for all information concerning the actual exam.

I received Board approval to take the exam last year but was sick on that day. Do I have to apply with the Board again?
No. Your approval is still in effect. However, you should call the Board office to confirm your name remains on the eligible to test list provided to NCEES. You must register with NCEES for the next exam administration that works for you. You may have to pay another registration fee to NCEES to register for the next date.

I failed the exam last time I took it. Do I have to apply with the Board again?
No. At the current time, the applicant is approved for three attempts at the exam.

How do I request to take the exam for a fourth time (or more)?
Follow the instructions in your exam result letter or email/mail a letter to the Board requesting an additional exam attempt. In this letter, please provide an explanation regarding your additional efforts to pass the exam during the 4th (or more) attempt.

I am getting married and my name will change.
We need a copy of your legal name change documentation. You can email those to ksbtpadmin@ks.gov

I am moving to a new address.
Please notify the Board office by utilizing the Change of Address form and email to ksbtpadmin@ks.gov

Foreign and Non-EAC/ABET degrees must be evaluated by NCEES before an application is submitted.

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I contacted NCEES with my new address. Do I have to contact the Board as well?
Yes, NCEES does not share address changes with the Board office. Since we send you the exam results, we need your current address.

How long will it take to receive exam results?
NCEES releases scores to licensing boards 8-10 weeks after the exams. The scores must be approved by the Kansas Board and then the scores are mailed to you.

How do I get my exam results?
This office sends exam result letters to the applicants at their permanent address on file.
DO NOT CALL THE BOARD OFFICE FOR EXAM RESULTS. THEY WILL NOT BE GIVEN OVER THE PHONE.

What do I do if I still have unanswered questions?
Call the Board office at (785-296-3053).

(This information is current as of September 4, 2018)