



Kansas Board of Technical Professions

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

General Requirements

What are the general requirements for the PE by Comity application?

1. **Current licensure in another jurisdiction.**
2. **NCEES Council Record***. Visit www.ncees.org
3. **Transcripts.** Official transcripts are required for all educational credit claimed and must be sent to the Board directly from the institution if not verified in your NCEES Council Record. Please see the education section for specific requirements.
4. **Professional References.** Three professional references are required.
5. **Verification of Exam.** Request an electronic verification through the NCEES verification system for all exams.

Find detailed instructions for these requirements on the first page of the application.

NCEES Council Record

What will the Board accept from an NCEES Council Record?

- Verification of license(s)
- Verification of FE and PE examinations
- Verified official transcripts
- NCEES credentials evaluation for education

Applicants with M.L.E. designation please see "M.L.E." section on page 2 for different instructions.
If you are unsure if you have M.L.E. designation find "How can I see if I have M.L.E. status?" on page 2 for more information.

Will the Board accept verified references in an NCEES Council Record?

Only if the applicant has M.L.E. status. Otherwise the applicant must fill out the KSBTP Reference Summary Form found in the application and request three professional references to submit reference forms.

Will the Board accept verified work/experience history in an NCEES Council Record?

Only if the applicant has M.L.E. status. Otherwise the applicant must fill out the KSBTP Professional Experience Record.

How do I submit my NCEES Council Record to the Kansas Board of Technical Professions?

Log in to your account at <https://account.ncees.org/login> and request record transmittal.

***Is an NCEES Council Record required to apply?**

No. Any applicant wishing to apply without transmitting an NCEES Council Record may do so by sending each application requirement separately. License and exam verifications must be sent directly to KSBTP from the verifying state board. Any unsealed or unofficial verifications will not be reviewed.