

# All Applicants Filing Instructions

Please read and follow carefully, failure to do so may delay processing of your application. Office hours are 7 a.m. to 4 p.m. closed for lunch from 12 p.m. to 1 p.m. and all State-recognized holidays.

## General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- Before filing, the affidavit must be signed and notarized.
- The application **must be** completed online and printed out, or may be typewritten.
- The correct application fee **must** accompany the application.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS*.
- **All application fees are nonrefundable.**

## References:

- References are required by both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and then mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference, and the description of employment should be identical to that defined in Section 4 of the application.
- When completing reference forms, at least two (2) of the three (3) required, must be registered in the profession in which registration is sought (i.e. engineers must have 2 PE's and land surveyors must have 2 PLS references).
- References should correspond with the supervisors listed under items 4 and 5 of the application.
- If unable to provide the names and addresses of supervisory references for at least three (3) engagements, please provide a written, sworn explanation in Section 5 of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of engineering or land surveying experience. The references must send the completed forms directly to the Board.
- **Completed reference forms sent to this office by the applicant will not be accepted.**

## Verifications:

- It is the responsibility of all applicants to contact the State Board in which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.

## Transcripts:

- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.

## NCEES Record Book Holders:

- Section 1, 2, 3 and 6 of the application form must be completed in its entirety (if not, the application will be returned).
- Evidence of Lawful Presence form should be sent with the application to prevent delays.

**Engineer-In-Training Applications:**

- Refer to Chapter 4, Section 6 of the Board’s Rules and Regulations

**Land Surveyor-In-Training Applications:**

- Refer to Chapter 4, Section 9 of the Board’s Rules and Regulations
- Provide references and complete Section 4 of the application for all applicants that have an Associates degree in Surveying Technology.
- Those applicants that have a BS in Surveying or Engineering need to complete Sections 1, 2, 3, and 6 of the application form.

**Evidence of Lawful Presence:**

- All applicants, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A)). Failure to provide this information will delay processing of your application for Board review and registration process.

**Board Meetings/Deadlines:**

- Applications filed after the deadline date will be processed for the following Board meeting.
- If at the end of six (6) months from the date of filing an application, it is not complete, it will be cancelled by the Board for lack of interest.

| <b><u>Applicants Filing For Spring Exam (April) Deadlines</u></b> |   |   |
|---|---|---|
| <b>Board Meetings</b>   | <b>Dates <i>examination</i> applications must be received</b> | <b>Date ALL <i>examination</i> application materials must be completed and received (no exceptions)</b> |
| <b><i>November</i></b>  | June 1 – September 1  | October 1   |
| <b><i>February</i></b>  | September 1 – December 1                                      | January 1   |
| Final Filing Dates for Spring Exam                                | December 1  | January 1   |

| <b><u>Applicants Filing For Fall Exam (October) Deadlines</u></b> |   |   |
|---|---|---|
| <b>Board Meetings</b>   | <b>Dates <i>examination</i> applications must be received</b> | <b>Date ALL <i>examination</i> application materials must be completed and received (no exceptions)</b> |
| <b><i>May</i></b>   | January 1 – March 1   | April 1   |
| <b><i>July</i></b>  | April 1 – May 1   | June 1  |
| Final Filing Dates for Fall Exam                                  | May 1   | June 1  |

WYOMING STATE BOARD OF REGISTRATION FOR  
 PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS  
 6920 Yellowtail Drive, Suite 100, Cheyenne, WY 82002  
 Telephone (307) 777-6155

**NONREFUNDABLE**

Application Fee \$50

Fundamentals of Engineering

**APPLICATION FOR REGISTRATION FOR  
 IN-TRAINING REGISTRATION**

1. GENERAL INFORMATION

|   |   |                |                     |  |
|---|---|----------------|---------------------|--|
| Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> | Email Address:  | Daytime phone: | Date:               |  |
| Name in Full  |   |                | Social Security No. |  |
| Birthplace  | Date of Birth   | Age            | Citizenship         |  |
| Residence Address   | City  | State          | Zip                 |  |
| Present Employer  |   | Position Held  |                     |  |
| Business Address  | City  | State          | Zip                 |  |
| Date of Residence in Wyoming                              | If you are an out-of-state resident, why do you wish registration in Wyoming? |                |                     |  |

2. EDUCATION

ALL EDUCATION MUST BE VERIFIED BY CERTIFIED TRANSCRIPTS FORWARDED DIRECTLY FROM THE OFFICE OF THE REGISTRAR OF THE COLLEGE OR UNIVERSITY ATTENDED.

State in chronological order the name and location of each college, university or technical school attended, the time spent at each and if graduated, the year of graduation. Also list graduate work, evening school, correspondence school, etc.

| Name and Location of Institution | Month & Year From - To | Date Graduated | Tech. Course Curriculum | Degree Received |
|----------------------------------|------------------------|----------------|-------------------------|-----------------|
|                                  |                        |                |                         |                 |
|                                  |                        |                |                         |                 |
|                                  |                        |                |                         |                 |

3. APPLICANT HISTORY

|   |              |                         |
|---|--------------|-------------------------|
| Have you ever applied for or been denied or taken the Fundamentals of Engineering or Fundamentals of Land Surveying |              |                         |
| Exam in Wyoming?  | If so, when? | Please explain results. |
| In another state?   | If so, when? | Please explain results. |

- A. Have you ever been convicted or found guilty – regardless of adjudication – of a crime in any jurisdiction, or have you ever been found guilty by a military court-martial? (Do **not** include parking or speeding violations.) If yes, please list date, jurisdiction (state and county), offense disposition, and all other relevant information on attached sheet.  Yes  No
- B. Have you ever been denied the right to take Engineering or Surveying examination in any state?  Yes  No
- C. Have you ever been refused an LSIT or Surveying license – or the renewal thereof – in any state?  Yes  No

If 3B, 3C, above are answered "YES," you must provide complete details as to state(s), license number(s), dates, and relevant circumstances on attached sheets.

4. EDUCATION ENDORSEMENT

If applicant's degree in engineering is the basis on which this application is filed and degree has not yet been received at the time this application is made, the following endorsement should be signed by the Dean of the College from which the degree is anticipated:

I hereby recommend \_\_\_\_\_ be approved to take the In-Training Examination with the understanding that if he/she does not receive his/her degree they will not be issued a certificate even though he/she passes the written examination given by the Board.

\_\_\_\_\_  
Dean of College

\_\_\_\_\_  
Date

5. AFFIDAVIT

THE STATE OF \_\_\_\_\_ )

) SS.

County of \_\_\_\_\_ )

I, \_\_\_\_\_, being duly sworn, hereby affirm that the statements and information contained in this application are true in every respect to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

6. RECORD OF BOARD (This space not to be used by Applicant)

|                                       |                                       |                            |
|---------------------------------------|---------------------------------------|----------------------------|
| Date application received _____       | Exam given 2 <sup>nd</sup> time _____ | ELSES Notified _____       |
| Registration fee paid _____           | Grade on exam _____                   | Grade on Examination _____ |
| ELSES Notified _____                  | ELSES Notified _____                  | EIT or LSIT Number _____   |
| Exam given 1 <sup>st</sup> time _____ | Exam given 3 <sup>rd</sup> time _____ | Date of Registration _____ |
| Grade on examination _____            | Grade on examination _____            | Pocket card mailed _____   |
| ELSES Notified _____                  | Action of Board _____                 | Certificate mailed _____   |