



South Carolina Department of Labor, Licensing and Regulation
**South Carolina State Board of Registration for
Professional Engineers and Surveyors**
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COMITY APPLICATION INSTRUCTIONS FOR PROFESSIONAL ENGINEER

Notice to Applicants: Applications will be returned if not completed in accordance with the instructions listed below. All information must be clear and legible.

Fees: The non-refundable application fee of \$60.00 must accompany the application.

For applicants holding the NCEES Council Record, complete the *General Information, Education, Licensure, Background Information, Attestation, and Affidavit of Eligibility* Sections; request NCEES to send Council Record to this Board. The applicant will be responsible for obtaining any necessary verification of licensure/examination not included with the NCEES record. Current employment must also be documented.

General Information.

Complete all of this section.

Personal Reference.

List the name and complete mailing address, including zip code, of five individuals (*three must be registered engineers*), not relatives and not included in the **Experience Record** of the application form, having personal knowledge of your character and personal reputation.

The applicant is responsible for completing the top section of the **Personal Reference** Questionnaire and sending to each reference. Completed forms should be returned to the applicant **IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP** and included with the completed application packet. **The questionnaire must be completed in its entirety.** If a reference does not wish to return the completed form to the applicant, he/she may send it directly to the Board. Personal References may email completed forms directly to the Board office at Contact.EngLS@llr.sc.gov. *The email must come directly from the individual completing the form.*

Education.

Official transcripts are required for all applicants. It is the responsibility of the applicant to obtain the necessary documents. Transcripts should accompany the completed application packet or be sent directly to the Board office. **All transcripts from colleges and universities in the United States showing courses taken, degree(s) awarded, and date(s) of degree(s) must arrive at the Board office in an envelope sealed and stamped by the Registrar.** Electronic transcripts are accepted *from the institution* and may be emailed directly to the Board at Contact.EngLS@llr.sc.gov. **For NCEES Record holders, THIS SECTION MUST STILL BE COMPLETED, but no transcripts need to be submitted unless additional education has been earned and not included in the NCEES Record.**

For applicants holding a degree from a foreign school, “Certified True Copies” of education documents can be accepted for evaluation. Documents must include courses taken and grades for each year attended, degree awarded and date of degree. Documents translated by entities other than the issuing authority must include a signed statement indicating that the translation is accurate. If applicants have ALL foreign education, evaluation will be required. If an applicant has a Masters degree from an ABET-accredited program, the foreign degree may not have to be evaluated. Degrees accredited by EAC/ABET, CEAB, or the Washington Accord do not require evaluation. Verification of the Washington Accord degree accreditation must be furnished by the applicant. Education evaluations may be conducted by NCEES (www.ncees.org) or by the SC Board Consultant. Evaluations conducted by NCEES are accepted by other NCEES member board jurisdictions. The SC Board does *not* guarantee evaluations conducted by the Board Consultant will be accepted by other jurisdictions. Evaluations require an additional fee.

Licensure.

The applicant is responsible for obtaining verification of examination and licensure in other states. Verification of examination and licensure in at least one state will be accepted on either the Board-approved form or one generated by another jurisdiction. Applicants may access contact information for all NCEES jurisdictions online at <http://www.ncees.org> or by calling 1-800-250-3196.

Completed forms should bear the official seal of the state board providing verification and should be mailed directly to our office by the licensing board.

Experience Record. (This section is very important!)

- A. **Employment Number.** List employments chronologically, beginning with the date of approved degree.
- B. **Dates of Employment.** List **months**, as well as **years** of dates of employment. All periods over thirty (30) days must be documented, even if no engineering work was involved.
- C. **Employer Name and Mailing Address.** List name, title, company name and complete mailing address of person who can verify experience listed, preferably the person to whom you report(ed) and who should be a registered engineer. If the experience was not gained under the direct supervision of a registered professional engineer, then indirect supervision should be explained with clarification of the degree of supervision received. Please also refer to Regulation 49-200B. Do not list last-known addresses; provide only current mailing addresses. If a reference is unavailable to verify an engagement, a statement to that effect should be included instead of contact information. The Board must be able to verify *at least* the minimum experience requirement, but verification should be obtained for as much experience as possible. Individuals who verify work experience may not be used as a personal reference.
- D. **Time. Each of the three columns under the heading “Time” must be filled in for each employment. Show time periods in number of years and months. Total Time (3) must equal Non-Engineering (1) plus Professional Work (2).**

Description of Experience should be completed on the Work Experience Questionnaire. Applicants must have the experience as required by the South Carolina Board at the time the application is filed. Experience cannot be anticipated. Experience gained prior to graduation cannot be accepted as qualifying experience. The Board does not recognize co-op experience gained while in school. **Descriptions of work performed must be in sufficient detail to enable the reviewer to evaluate the nature and complexity of the engineering work performed. Generic statements such as “Prepared design documents and specifications” are not sufficient. Documentation should include a description of specific and significant representative projects and specific engineering decisions or actions taken by the applicant in completion of those projects. Documentation should also include all significant programs used in design, and any significant standards for design. For each employment, list titles, name of employer, location and a description of the engineering work performed. Unless an applicant holds a record with NCEES, this section must be completed.**

The applicant is responsible for completing the top section of the **Work Experience Questionnaire** and sending to each Professional Engineer Supervisor. Completed forms should be returned to the applicant **IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP** and included with the completed application packet. **The form must be completed in its entirety.** If a supervisor does not wish to return the completed form to the applicant, he/she may send the form directly to the Board. PE Supervisors/Verifiers of experience may email completed forms directly to the Board office at Contact.EngLS@llr.sc.gov. *The email must come directly from the individual completing the form.*

If an applicant has periods of unemployment or was not involved in engineering work, these periods must be shown. For such a period, an applicant must complete a questionnaire. The applicant should complete dates, time, and a brief description of experience, if any.

On the bottom of the Experience Record page, the applicant must list the branch(es) of engineering in which he/she is qualified to practice. Although the South Carolina Board licenses an individual as a Professional Engineer, and not by discipline, it is important for the applicant to list area of expertise.

Background Information.

Applicants must answer all questions. If the answer to any of these questions is yes, please explain on a supplemental sheet.

Affidavit of Eligibility.

This section must be completed or the application will not be accepted.

SC Board of Engineers and Surveyors Guidelines for Reporting Experience On Professional Engineer Applications

One of the areas of greatest inconsistency in applications to the Board for licensure is the description of qualifying experience. The following guidelines should help applicants provide appropriate documentation to enable an expedited review and are provided as a supplement to the statutes and regulations.

1. All periods of time following graduation from an approved engineering program must be accounted for.
2. **Descriptions of work performed must be in sufficient detail to enable the reviewer to evaluate the nature and complexity of the engineering work performed. Generic statements such as “Prepared design documents and specifications” are not sufficient. Documentation should include a description of specific and significant representative projects and specific engineering decisions or actions taken by the applicant in completion of those projects. Documentation should also include all significant programs used in design, and any significant standards for design.**
3. Use of the same description of work experience for multiple periods of time is not acceptable.
4. Where no engineering work was performed during a specific period of time, the applicant should so state and sign the sheet verifying what he/she did during that period. Example: “unemployed” or “worked at Wal-Mart.”
5. Since qualifying work for approval to take the PE exam requires supervision by a licensed engineer, the person verifying the experience should be licensed and should so indicate on the verification form. For applications for licensure by comity, the person verifying the experience should preferably be licensed, but could also be someone who was closely involved in the work and can verify that the description of the work is accurate. An example would be a contractor, owner, or governmental agency.
6. Work experience gained outside of the U.S. must have been performed under the supervision of a PE licensed in the U.S. in order to be considered.
7. For periods of time where the applicant is unable to find someone who can verify the experience, the applicant should state on the form that he/she has made a good faith effort to find someone who could verify the work and personally sign the experience verification form for that period of time. This situation sometimes occurs when many years have passed and prior employers are out of business or are deceased. The documentation of work performed during the period should be as detailed as for other periods of time. Please refer to Regulation 49-200B.(2)(a): “The applicant should have meaningful design experience under the supervision of a registered professional engineer in designing components or processes that meet a public need. This experience should include but is not limited to exposure to the formation of design problem statements and specifications, consideration of alternative solutions, feasibility considerations, analytical calculations and detailed systems descriptions. If the experience was not gained under the direct supervision of a registered professional engineer, then the indirect supervision should be explained with clarification of the degree of supervision received.”
8. Where possible, verification of experience should **not** be by individuals who are related to the applicant, who are subordinate to the applicant in their current organization, or who have other alliances that could compromise the individual’s independence as an evaluator. Verification by a clerical or administrative person who works for the applicant is not acceptable.