MONTANA BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS
301 South Park, 4TH Floor (Delivery)
P. O. Box 200513
Helena MT 59620-0513
(406) 444-5773 FAX (406) 841-2305
E-mail: dlibsdpels@mt.gov
Website address: www.engineer.mt.gov

PROFESSIONAL ENGINEER BY EXAM APPLICATION

GENERAL INFORMATION

- By order of the Board, no hand-written documents from the applicant will be accepted.
  Character references sent by third parties are exempt from this order.
  This application now has fillable fields" that allow you to use your computer keyboard to input information.

- All applications for Professional Engineer by Exam must be reviewed by the Board's executive and legal counsel. Your application also may require review by the full Board. You must have Board approval prior to sitting for the NCEES Principles & Practices of Engineering exam.

- Please review the Montana laws and rules regarding the practice of a Professional Engineer in Montana.

- **SPECIAL NOTE:** As of February 19, 2015, the qualifications required to sit for the NCEES Principles & Practices of Engineering exam in Montana have changed through the provisions of HB 63. Those changes are represented in this application. Please visit the Board's website or contact the Board office for more information.

LICENSE REQUIREMENTS

Applicants for licensure by examination must meet one of the following set of requirements:

- A Baccalaureate (B.S.) degree in a Board-approved engineering or engineering technology program, passage of the NCEES Fundamentals of Engineering examination, certification as an Engineer Intern (or Engineer-in-Training), a specific record of at least 4 years of progressive experience under the supervision of a licensed Professional Engineer, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.
  NOTE #1: Board-approved programs include those accredited by ABET. The Board also will consider degrees that have received a NCEES Education Credential Evaluation. The applicant is responsible for requesting that evaluation and arranging for its delivery to the Board.
  NOTE #2: At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

- A Master's (M.S.) degree in a Board-approved engineering or engineering technology program, passage of the NCEES Fundamentals of Engineering examination, certification as an Engineer Intern (or Engineer-in-Training), a specific record of at least 4 years of progressive experience under the supervision of a licensed Professional Engineer, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.
  NOTE #1: Board-approved Master's degree programs include those accredited by ABET at the Baccalaureate or Master's levels. The Board also will consider degrees that have received a NCEES Education Credential Evaluation. The applicant is responsible for requesting that evaluation and arranging for its delivery to the Board by NCEES.
  NOTE #2: At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

- A Baccalaureate degree in an engineering, engineering technology, or other science curriculum not approved by the Board, passage of the NCEES Fundamentals of Engineering exam, certification as an Engineer Intern (or Engineer-in-Training), and a specific record of 20 years of engineering experience, with at least 10 years under the supervision of a licensed Professional Engineer, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.
  NOTE: At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

- A Doctoral degree in engineering from an institution with an engineering program approved by the board, passage of the NCEES Fundamentals of Engineering exam, certification as an Engineer Intern (or Engineer-in-Training), a specific record of 2 years of progressive engineering experience acceptable to the Board, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.
  NOTE: At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

- A Doctoral degree in engineering from an institution with an engineering program approved by the board, a specific record of 4 years of progressive engineering experience acceptable to the Board, and 5 character references, 3 of which must be from licensed Professional Engineers familiar with your work.
  NOTE: At present, only engineers licensed within the United States are considered Professional Engineers by the Board.

FEES

Professional Engineer Application by Exam: $100.00
Make check or money order payable to the Montana Board of PELS

REQUIRED DOCUMENTS

- **College/University Transcripts:** Official transcripts of college credits sent directly to the Board office from the school, college, or university. Transcripts marked “ISSUED TO STUDENT” will not be accepted.

  NOTE: Any applicant with a degree from an education program not approved by the Board (including a foreign degree) is required to have a foreign degree evaluation completed by the NCEES Credentials Evaluation Services. The completed evaluation will be submitted directly to the board office by NCEES. For more information please go to http://ncees.org/

- **Reference Form Letters:** Make five copies of the reference form (page 16) and send it to the references listed on page 11 of the application. For each working engagement listed showing experience, at least one individual shall serve as a reference for that engagement. References must be from at least three (3) professional engineers licensed in the United States having personal knowledge of the applicant's experience. Those providing references must complete the form and mail it directly to the board office.

- **Verification of Examination Information:** Applicants who sat for the NCEES Fundamental of Engineering exam in (or under the approval of) a state or jurisdiction other than Montana must request verification of exam passage from the jurisdiction which holds the record of examination.

- **Montana Professional Engineer Licensing Questionnaire:** All applicants must complete the Montana Engineer Licensing Law and Rule Questionnaire. (Pages 17-19)

REQUIRED ADDITIONAL FORMS

- **Verification of Licensure:** The verification of licensure form on page 14 of the application must be completed by all states where you hold or have ever held a professional license of any type. License verification must be sent directly to Montana from each state, province or territory.

DEADLINE DATES: Only Completed Applications will be reviewed at a full board meeting. Please be aware that all applications for PE by Exam received by the Board are considered "Non-Routine" applications in accordance with ARM 24.101.402(13), and must be reviewed by the full Board at a public meeting.

To be considered by the Board, all elements of an application must be received by the Board office no later than four weeks prior to the next regularly-scheduled Board meeting. (The Board usually meets the first week of February, May, August and November, but specific dates are subject to change.) Please visit the Board's website to check for the next scheduled meeting date.

Please be aware that your application will not be considered by the Board unless all required documentation has been received by the deadline. Postmarks will not be considered.

APPLICATION PROCEDURES

- When the application file is complete, it will be reviewed by the Board for approval to sit for the principles and practices of engineering examination. The applicant may be notified if additional information is required or if applicant is required to appear before the Board for an interview.

- All professional engineer applications for exam will be considered a non-routine application. If you have answered "yes" to any of the disciplinary questions you may be requested to provide additional information, or make a personal appearance before the Board during a regularly scheduled board meeting.

- All verifications of licensure and examination must be sent directly from each state board in which the applicant is currently or has ever been licensed, or from the NCEES license verification service. Some states may charge a fee for verifications. Contact each state board prior to sending the request.

- Keep the board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.

- The applicant will be notified in writing of any deficient or missing items from the application file.

- Please be sure the 5 individual references you listed on your application complete the reference questionnaire form and return the form directly to the board office as soon as possible in order to complete your application.

- Once the board office receives notification from NCEES that you have passed the principles and practices of engineering exam a permanent license will be issued.

EXAMINATION REGISTRATION

All examinations are administered by the NCEES Exam Administration Services. Please go to http://ncees.org/ for information on current examination registration fees, registration deadlines and other information. Fees paid to NCEES for examination registration are separate from the application fee paid to the board office. All examination applicants are urged to submit their applications as early as possible as delays in the processing of your application may occur.

If you are unsure about any instructions or procedures, please contact the Board office at: (406) 444-5773 or email questions to: mailto:dlibsdpels@mt.gov

For information about testing dates, testing locations and which exams are offered at which time, please contact NCEES at http://ncees.org/ .

WARNING: DO NOT REGISTER WITH NCEES UNTIL YOU HAVE RECEIVED WRITTEN NOTIFICATION FROM THE BOARD OFFICE THAT YOUR APPLICATION HAS BEEN APPROVED.

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PROFESSIONAL ENGINEER BY EXAM APPLICATION

By order of the Board, all applications must be typed in at least 10 pt. font.
This application now features "fillable forms" that allow you to use your computer keyboard to input information.

FEE: PROFESSIONAL ENGINEER BY EXAM - $100.00

YOUR FIELD OF ENGINEERING:_____
(Please note which PE Exam you intend to take for licensure.)

Complete routine applications will be processed within 14 days

1. FULL NAME: _____
   Last First Middle
2. OTHER NAME(S) KNOWN BY _____
3. BUSINESS NAME _____
4. BUSINESS ADDRESS _____
   Street or PO Box # City and State Zip
5. HOME ADDRESS _____
   Street or PO Box # City and State Zip
6. PREFERRED MAILING ADDRESS ◯ Business ◯ Home
7. E-MAIL_____
8. TELEPHONE ( ) _____ ( ) _____ ( ) _____
   Business Home Fax
9. SOCIAL SECURITY NUMBER _____
10. DATE OF BIRTH _____

11. ARE YOU A MONTANA ENGINEER INTERN? ◯ YES ◯ NO

12. PROFESSIONAL LICENSES

List all professional licenses you hold or ever have held. License verification must be sent directly to Montana from each state/province/territory. See page 16 of the application

State	License #	License Type	Issue Date	Expiration Date	License Method	Requested State Verification
						◯ Yes ◯ No
						◯ Yes ◯ No
						◯ Yes ◯ No
						◯ Yes ◯ No
						◯ Yes ◯ No

DISCIPLINARY QUESTIONS

Please read carefully & answer questions completely and truthfully, it may affect your licensure.

13. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. ◯ Yes ◯ No

14. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. ◯ Yes ◯ No

15. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source. ◯ Yes ◯ No

16. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source. ◯ Yes ◯ No

17. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source. ◯ Yes ◯ No

18. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. ◯ Yes ◯ No

19. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. ◯ Yes ◯ No

20. Is there a complaint or investigation currently pending against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source. ◯ Yes ◯ No

21. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source. ◯ Yes ◯ No

22. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. ◯ Yes ◯ No

23. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purposes of this question includes a deferred imposition of sentence and/or deferred prosecution. ◯ Yes ◯ No

If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years ago and that resulted in fines of less than $200; and (2) convictions prior to your 18th birthday unless you were tried as an adult.

24. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source. ◯ Yes ◯ No

25. Have you ever been diagnosed with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation. ◯ Yes ◯ No

26. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation from the source. ◯ Yes ◯ No

27. QUALIFICATIONS USING TO APPLY FOR LICENSURE: (CHECK ONE)

◯ Board-approved Baccalaureate degree, FE exam, Engineer Intern, 4 years experience.

Board-approved Master's degree, FE exam, Engineer Intern, 4 years experience.

◯ Degree not approved by the Board, FE exam, Engineer Intern, 20 years experience.

◯ Doctoral degree in engineering, FE exam, Engineer Intern, 2 years experience.

◯ Doctoral degree in engineering, 4 years experience.

PROFESSIONAL EDUCATION:

List all colleges, universities, and institutions where you have obtained a degree related to this application. Official transcripts must be sent directly to the Board Office from the college or university.

Name of University or College	City and State/Province/Territory	Dates Attended	Degree Earned

EXAMINATION VERIFICATION:

Identify the state, province or territory for which you sat and passed the NCEES Fundamentals of Engineering exam. (Also note if you have passed the NCEES Principles & Practices of Engineering exam but are not yet licensed by any state.) If not Montana, verification of exam passage must be sent directly to Montana from the state, province or territory that holds the record of the exam.

State	Type of exam	Date of Exam	Requested State Verification
	FE		◯ Yes ◯ No
			◯ Yes ◯ No
			◯ Yes ◯ No

**MONTANA BOARD OF PROFESSIONAL ENGINEERS &
PROFESSIONAL LAND SURVEYORS**

24.183.702 CLASSIFICATION OF ENGINEERING EXPERIENCE

(As amended by the Board. The Notice of Adoption of this rule was published by the Secretary of State on Nov. 20, 2014. The following text is not the official version of the rule. The official version is available on the Secretary of State's website.)

(1) Engineering experience shall be classified as the following:

(a) Subprofessional experience is experience gained before receipt of a baccalaureate degree. Such experience may be gained during periods of college or university enrollment, and shall be credited at one-half the time value of preprofessional experience gained after receipt of a baccalaureate degree. No more than one year of subprofessional experience may be counted as preprofessional experience. Such preprofessional experience may include one or more of the following:

(i) supervised engineering experience; or

(ii) supervised construction experience.

(b) Preprofessional experience is experience gained following receipt of a baccalaureate degree. Such preprofessional experience may include:

(i) no more than one year of subprofessional experience as defined in (a);

(ii) progressive experience on engineering projects which indicate the experience is of increasing quality and required greater responsibility;

(iii) experience not obtained in violation of the licensure act;

(iv) experience gained under the supervision of a licensed professional engineer/land surveyor or, if not, an explanation of why the experience should be considered acceptable;

(v) credible teaching experience at an advanced level, post graduate or senior graduate, in a college or university offering an engineering curriculum of four years or more that is approved by the board;

(vi) experience gained in engineering research and design projects by members of an engineering faculty, in an engineering curriculum approved by the board;

(vii) a master's degree in engineering will be credited as one year of experience.

(viii) a Ph.D. in engineering will be credited as two years of experience, but the applicant shall not count an additional one year for a master's degree, if earned. All degrees shall have been obtained from colleges or universities with board-approved programs.

(c) Professional experience is gained after initial licensure by a state, territory, or possession of the United States.

(2) All experience must be completed at the time of application.

(3) Experience should be gained under the supervision of a registered professional engineer and, if not, an explanation should be made showing why the experience should be considered acceptable.

(4) Engineer applicants may be asked by the board to provide a more detailed explanation of their knowledge of fundamental principles of engineering design and the practical solution of engineering problems.

RESUME OF EXPERIENCE: If you are applying by exam complete columns (1) and (2) If you are applying by comity complete columns (1),(2) and (3).

IMPORTANT!

For each engagement listed, the applicant shall identify who the supervisor was and whether the supervisor was licensed.

Engagement #	DATES		TITLE OF POSITION & NAME OF EMPLOYER	EXPERIENCE Years and months (Please sum the total years and months of experience at the bottom of this page)						Name, license # and present address of someone familiar with each engagement, preferably by your immediate supervisor. (Please do not put down deceased persons).
			Denote your title and name of employer in this column. This page of the application is a summary sheet of your experience. Use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. The Board will determine from the information presented whether or not you meet Montana's current requirements.	(1) Time In sub-prof. work (can claim only 1		(2) Time In pre-prof. work		(3) Time Total after obtaining PE		
	From	To		Yr	Mo	Yr	Mo	Yr	Mo	
PLEASE USE EXTRA SHEETS TO EXPLAIN IN DETAIL **Explain your engineering experience in detail on the extra sheets. If you do not explain in sufficient detail, your application will be returned, and you will be requested to provide a more detailed description of your engineering experience.**										
1			Title: Name of Employer:							
2			Title: Name of Employer:							
3			Title: Name of Employer:							
4			Title: Name of Employer:							
			Line 5: Total of sub-professional work	0	0					
			Line 6: x	0.5	0.5					
			Line 7: Total of experience time A maximum of one year of sub professional experience can be claimed.	0	0	0	0	0	0	

Note: This sheet can be duplicated if more than four (4) engagements.

PROFESSIONAL & CHARACTER REFERENCES:

Please type or print names and addresses of 5 references; three of the references must be professional engineers. If work was not gained under a licensed professional engineer's responsible charge, an explanation must accompany this application. Examples could include gaining experience in military or an industrially exempt area such as working for a large chemical company that does not provide engineering to the public. These names provided should be directly related to the experience being submitted for review.

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Experience Detail Sheet

(You may duplicate this sheet on a word processor or a copy machine)

Engagement #: _____

Title: _____

Employer: _____

Dates of Employment: From: _____ to _____

Supervisor: _____

Was this supervisor licensed? Yes ◯ No ◯

Description of Duties:

You may use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. **The Board strongly suggests that you describe exactly what you did during each engagement in a first-person narrative.** The Board will determine from the information presented whether or not you meet Montana's current requirements. **Descriptions considered incomplete or inadequate may lead to a request for further detail which could delay the Board's consideration of your application.**

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Professional Engineers and Professional Land Surveyors.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature _____ Date _____

VERIFICATION OF LICENSURE

THIS IS NOT AN ENDORSEMENT CERTIFICATION

PLEASE COMPLETE THIS SECTION OF THE FORM AND MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS A _____. YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD:

I am applying for a license to practice as a professional engineer in the State of Montana. The Board of Professional Engineers & Professional Land Surveyors requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS. P. O. BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513**. Your early response is appreciated.

_____ Name: _____
(Signature) (Please print)

Address: _____

My License Number is: _____

DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OFPROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS:

Full Name of Licensee: _____

License No. _____ Issue Date: _____

Exams taken in your state? ◯ **YES** ◯ **NO** If YES, please provide the following information:

FE/FS – Exam Date: _____ NCEES Exam: YES ◯ NO ◯ Results: PASS ◯ FAIL ◯
PE/PS – Exam Date: _____ NCEES Exam: YES ◯ NO ◯ Results: PASS ◯ FAIL ◯

License is current? ◯ **YES** ◯ **NO** If NO, explain _____

Has license been suspended, revoked, placed on probation or otherwise disciplined? YES ◯ NO ◯

If YES, explain and attach documentation:

_____

Has licensee ever been requested to appear before your Board? YES ◯ NO ◯ If YES, explain

_____

Derogatory information, if any: _____

Comments, if any: _____

Signed: _____

BOARD SEAL Title: _____

State Board: _____ Date: _____

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Applicant is to give this form to References.
References are to mail completed form directly to the Board Office at the above address**.**

_____ of _____ has applied to this Board for licensure
(Name of applicant) (Company, Town, & State)

in the State of Montana as a/an **Engineer Intern, Professional Engineer, Land Surveyor Intern, Land Surveyor** (circle one), and has given your name either as a reference or has stated that he/she has worked for or with you. We appreciate you providing us the information requested on the reverse of this form and assure you that such information will be treated in the strictest confidence.

The practice of professional engineering and land surveying is regulated by statute in Montana for the protection of the public against incompetent or unscrupulous persons in accordance with Chapter 37, Title 67, Montana Code Annotated**.**

"37-67-301. License required to practice or offer to practice. In order to safeguard life, health, and property and to promote the public welfare, any person in either public or private capacity practicing or offering to practice engineering or land surveying shall hereafter be required to submit evidence that he is qualified so to practice and shall be registered as hereinafter provided. From and after January 1, 1958, it shall be unlawful for any person to practice or to offer to practice in this state engineering or land surveying, as defined in this chapter, or to use in connection with his name or otherwise assume, use, or advertise any title or description tending to convey the impression that he is a professional engineer or a professional land surveyor unless such person has been duly registered under the provisions of this chapter."

"37-67-101. Definitions. As used in this chapter, the following definitions apply:..
(5) (a) "Practice of engineering" means:
(i) any service or creative work the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to the services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, planning the use of water, teaching of advanced engineering subjects, engineering surveys, and the inspection of construction for the purpose of ensuring compliance with drawings and specifications;
(ii) any of the functions described in subsection (5)(a)(i) that embrace the services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of mechanical, electrical, hydraulic, pneumatic, or thermal nature insofar as they involve safeguarding life, health, or property.
(b) The term includes other professional services necessary to the planning, progress, and completion of any engineering services.
(c) The term does not include the work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines."

"37-67-101. Definitions. As used in this chapter, the following definitions apply:..
(6) "Practice of land surveying" means any service or work, the performance of which requires the application of special knowledge of the principles of mathematics, physical sciences, applied sciences, and:
(a) the principles of property boundary law to the recovery and preservation of evidence pertaining to earlier land surveys;
(b) teaching of land surveying subjects;
(c) measurement and allocation of lines, angles, elevations, and coordinate systems;
(d) location of natural and constructed features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water, including work for the determination of areas and volumes;
(e) monumenting of property boundaries;
(f) platting and layout of lands and the subdivisions of land, including the alignment and grades of streets and roads in subdivisions; and
(g) preparation and perpetuation of maps, plats, field note records, and property descriptions."**PLEASE NOTE: If the required reference forms are not received within a period of three months after the date of receipt of the application in the office of the board, the application shall be rejected and the application fees forfeited. This is in accordance with ARM 24.183.503(2)**

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E-MAIL:dlibsdpels@mt.gov
WEBSITE: www.engineer.mt.gov or www.landsurveyor.mt.gov

REFERENCE FORM

The Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as professional engineers or professional land surveyors before licensure.

Applicant is to give this form to References.
References are to mail completed form directly to the Board Office at the above address.

RE: Application of _____ for Professional Engineer
(name of applicant)

1. My full name _____

2. My mailing address is _____
(Street & number) *(City)* *(State & Zip)*

3. My present business or profession is_____

Please check which apply:

4. I ◯ am ◯ am not a registered Professional Engineer in _____
(State)

Branch/Discipline _____License Number _____

5. My personal knowledge of the applicant is primarily with regard to his or her:
◯ character ◯ personal reputation ◯ professional competency

6. From personal knowledge, I know that this individual's professional reputation is (please choose one):
◯ excellent ◯ above average ◯ average ◯ below average ◯ poor

7. Please indicate your relationship to this applicant : _____
[examples: co-worker, supervisor, etc.]

8. ◯ **I do** have personal knowledge of this applicant's experience.

9. ◯ I **do not** have personal knowledge of this applicant's experience.

License Seal if Applicable

_____ _____
Date Signature

APPLICANT'S NAME: _____ **DATE:** _____

This licensing law and rule questionnaire is an integral part of the application process. All answers can be found at the website: http://www.engineer.mt.gov by clicking the "Regulations" tab and using the links to Administrative Rules and Statutes. Please indicate your answers by selecting **"T"** for true or **"F"** for false for each statement and typing in the legal reference for the statement. This questionnaire may not be duplicated or completed and provided to other applicants.

Montana Engineer Licensing Law and Rule Questionnaire

Note: This completed exam must accompany application

No.	T / F		Statement	Legal Reference
	●	○	One of the duties of the Board of Professional Engineers and Professional Land Surveyors (Board) is to investigate, complaints of illegal or unethical conduct of engineers licensed by the Board.	37-1-101
1.	○	○	Under Montana law, it is the duty of all applicants for license or renewal to report any legal or disciplinary actions against them, which relate to the applicant's practice or fitness to practice.	
2.	○	○	The Board is obligated by Montana law to enforce rules governing licensure of engineers and land surveyors.	
3.	○	○	The Board is not required by law to conduct a contested case hearing when a license is denied or a probationary license is issued.	
4.	○	○	The Board may issue subpoenas in connection with investigations and disciplinary proceedings.	
5.	○	○	A person or private entity, filing a complaint in good faith is not immune from suit in a civil action related to filing or contents of the complaint.	
6.	○	○	Assisting in the unlicensed practice of a profession or occupation or allowing another person or organization to practice or offer to practice by use of the licensee's license is considered unprofessional conduct by Montana law.	
7.	○	○	Practice of engineering includes work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines.	
8.	○	○	Teaching of advanced engineering subjects is not defined in as engineering in Montana.	
9.	○	○	A person must be considered to practice engineering, within the meaning and intent of Montana law, who by verbal claim, advertisement, letterhead, card, or in any other way represents that the person is a professional engineer.	
10.	○	○	A person is not considered to be practicing engineering when the work does not include final engineering and is done under the direct supervision of a person holding a professional engineer's license.	
11.	○	○	The Board may not adopt rules for proper performance of its duties, as the Montana Legislature can only do this.	
12.	○	○	In order to safeguard life, health, and property and to promote the public welfare, a person in either a public or private capacity practicing or offering to practice engineering is required to submit evidence that the person is qualified to practice and is licensed as provided by Montana law.	
13.	○	○	Applicants can be exempt from the fundamentals of engineering examination if they have a PhD in an approved engineering curriculum or if they have 20 years or more of progressive engineering experience.	

Montana Engineer Licensing Law and Rule Questionnaire
Note: This completed exam must accompany application

No.	T	F	Statement	Legal Reference
14.	◯	◯	If a person is licensed to practice engineering in another state and that state has licensing laws and rules that are at least equivalent with Montana laws and rules, then that person can be issued a Montana license without examination.	
15.	◯	◯	An engineer may affix his seal and signature on any plans or drawings after his (her) license has expired, provided he (she) has notified the Board.	
16.	◯	◯	Professional engineer licenses are valid for 4 years.	
17.	◯	◯	Before a professional engineer license can be renewed, the licensee must affirm that they have maintained the required CE during the preceding licensing period.	
18.	◯	◯	Failure to renew a professional engineer license on time will result in additional fees to the licensee.	
19.	◯	◯	If the renewal process is not completed within one year, the licensee will be considered a new applicant, potentially requiring re-testing.	
20.	◯	◯	A partnership or corporation may engage in the practice of engineering in Montana, provided the member of the firm who is in responsible charge is a licensed engineer in Montana.	
21.	◯	◯	A partnership, corporation or sole proprietorship does not need a certificate of authorization from the Board in order to provide engineering services in Montana.	
22.	◯	◯	It is a criminal offense if a person knowingly presents or attempts to use the license or the seal of another person.	
23.	◯	◯	The Board may adopt rules without using the public participation rules governing state agencies.	
24.	◯	◯	Baccalaureate engineering or engineering technology programs accredited by the accreditation board for engineering and technology (ABET) or equivalent curricula as approved by the Board shall meet the education requirements for licensing.	
25.	◯	◯	Sub professional experience is experience that is gained before graduation, is counted at a 50% rate, and will be awarded at a one year maximum.	
26.	◯	◯	If an applicant for licensing as a professional engineer does not have the opportunity to gain experience under the supervision of a licensed professional engineer, then the applicant should not apply for engineering licensure.	
27.	◯	◯	A licensee may not practice any professional engineering in the state of Montana while the license is in an inactive status.	
28.	◯	◯	A person who holds a professional engineering license in another state must take the fundamental of engineers exam and the professional engineers exam in order to be licensed in Montana.	
29.	◯	◯	A licensed professional engineer's seal cannot be of the rubber stamp variety.	
30.	◯	◯	A licensed engineer in Montana must certify at license renewal time that he (she) has completed 120 hours of professional development/continuing education during the previous licensing period.	
31.	◯	◯	New licensees by exam or comity are exempt from obtaining professional development hours (PDH) during their first renewal cycle.	
32.	◯	◯	Anyone wishing to enter a complaint against a professional engineer may do so by telephoning the Board.	

Montana Engineer Licensing Law and Rule Questionnaire Note: This completed exam must accompany application				
No.	**T**	**F**	**Statement**	**Legal Reference**
33.	◯	◯	The term "direct supervision" means the licensee, by regular participation, has exercised directing, guiding and restraining power on matters embodied in the plans, designs, and advice involved in the engineering work and accepts responsibility for the contents.	
34.	◯	◯	To be in "responsible charge" an engineer must personally make engineering decisions, or review and approve proposed engineering decisions prior to their implementation.	
35.	◯	◯	Licensees shall issue no statements, criticism or arguments on technical matters which are inspired or paid for by interested parties, unless licensees preface their comments by explicitly identifying the interested parties on whose behalf they are speaking and by revealing the existence of any interest the licensees may have in the matters.	
36.	◯	◯	Licensees are not required to have knowledge of the laws and rules of their profession as they can have their attorneys provide guidance as matters arise.	
37.	◯	◯	Licensees' primary obligation is to protect the safety, health property and welfare of the public and shall notify their employer, client and such other authority when their professional judgment is overruled in such a manner as to endanger the safety, health, property or welfare of the public.	
38.	◯	◯	Since Montana does not license engineers by discipline, a licensee may affix their signatures or seals on any set of plans or documents regardless of engineering discipline or the engineer's area of competency.	
39.	◯	◯	Licensees shall not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.	
40.	◯	◯	Due to the competitive nature of some projects, licensees may attempt to supplant other licensees or firms from work that is in progress.	