

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: dlibsdlicensingunitb@mt.gov
Website address: www.engineer.mt.gov

APPLICATION FOR RE-EXAMINATION / EXAM RE-SCHEDULE / ADDITIONAL EXAM

INSTRUCTIONS

FEES:

Re-examination fee (for FE, PE, FS, PS): \$25.00
Re-examination fee (for MTL only): \$100.00
Exam re-schedule fee (for FE, PE, FS, PS, MTL): \$25.00

Make check or money order payable to the Montana Board of PELS. These fees are separate from NCEES examination fees.

(For "additional exam" applicants only: Board rules currently do not require a Montana fee for current licensees to take an additional exam such as the SE. You are only required to pay applicable NCEES examination fees.)

DEADLINE DATES:

Please be aware of NCEES registration deadlines for exams. This application must be received and approved by the Board prior to the NCEES deadline. You also must be registered with NCEES and have paid all applicable fees to NCEES by the deadline or you will not be able to take the exam. For more information, visit www.ncees.org.

APPLICATION PROCEDURES

- For re-examinations or re-scheduling of exams, applicants already must have been approved by the Montana Board of Professional Engineers and Professional Land Surveyors to sit for the desired exam. **Board approval is valid for one year following the Board's initial decision.**
- Once this application and the appropriate fee are received by the Board office and your prior exam approval and/or licensure status have been verified, the Board will notify NCEES that you are approved for the exam. The Board also will notify you of the approval.
- NCEES will provide the official notification of your approval to sit for the exam.
- If you have questions about your approval, contact the Board office at 406-444-5773.

EXAMINATION REGISTRATION

All examinations are administered by the NCEES Exam Administration Services. Please go to www.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.

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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EXAM TO BE TAKEN _____ **FEE ENCLOSED**
(Not required for SE Exam)

I HAVE BEEN PREVIOUSLY APPROVED* TO TAKE THIS EXAM BUT HAVE NOT TAKEN IT YET.
When were you first scheduled to take this exam? Month _____ Year _____

(*Approval must have been by the Montana Board of Professional Engineers and Professional Land Surveyors.)

I HAVE TAKEN THIS EXAM BEFORE BUT NEED TO TAKE IT AGAIN.
Dates of all previous attempts: _____

1. FULL NAME: _____
Last First Middle

2. MONTANA LICENSE # (IF APPLICABLE) _____
(This includes Engineer Intern or Land Surveyor Intern certificates)

3. BUSINESS ADDRESS _____
Street or PO Box # City and State Zip

4. HOME ADDRESS _____
Street or PO Box # City and State Zip

5. PREFERRED MAILING ADDRESS Business Home

6. E-MAIL _____

7. TELEPHONE (____) _____ (____) _____ (____) _____
Business Home Fax

8. SOCIAL SECURITY NUMBER _____ 9. DATE OF BIRTH _____