



BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

SO, YOU'RE READY TO APPLY FOR LICENSURE IN MONTANA. HERE ARE SOME TIPS TO MAKE FOR A BETTER APPLICATION EXPERIENCE:

DO:

- Use the embedded “typewriter tool” on all pages of the .pdf application—including the experience pages—when you fill them out.
The Board may reject a hand-written application and make you re-submit, delaying a licensing decision.
- Submit as much of your application as you can at the same time. This includes the fee but does not include school transcripts, license verifications, references or other documents that must be sent to the Board directly by other people.
The sooner your application is complete and in the Board's hands, the sooner a licensing decision can be made.
- Be as complete and detailed as possible when filling out the Experience Detail sheets. The Board wants to know about the projects you worked on and exactly what you did on them.
If your Experience Detail sheets are inadequate, you will be asked to re-submit them.
- Follow the instructions in the application.
Failure to do so might delay the application review process.

DON'T:

- **Don't** apply before you have the necessary experience for whichever licensing pathway you're choosing. The Board's rule on this is strict—you can only claim the experience you have as of the date your application is received. So don't count time between your application date and the next Board meeting.
If you apply without proper experience, the Board will ask you to withdraw the application and re-apply, costing you time and another application fee.
- **Don't** count time in school as experience. Unless you're applying with experience only and no education, you may not claim experience earned while you were an enrolled student during fall, spring, or summer term. Doing so is called “double-dipping” and the Board will discount your experience for those months or years you were a student.
You may end up being short of experience and will have to re-apply at a later date.
- **Don't** ignore communications from the Board or the Department. They may be important.
Not responding could delay a licensing decision.