

# FREQUENTLY ASKED QUESTIONS

Mississippi Board of Licensure for Professional Engineers & Surveyors

## About Applications

### **What are the deadlines for filing an application to take an exam?**

There are no application deadlines for the computer-based exams, which include the FE, PE, FS and PS exams. The National Council of Examiners for Engineering and Surveying (NCEES) no longer offer paper and pencil exams.

### **How do I know if you received my application?**

Whether you applied online or using a paper application, we will send an e-mail to the address provided on your application confirming receipt of your application. If you do not receive this e-mail within one week after submitting your application, you should contact our office via Email at [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us) to confirm receipt of your submittal.

### **How can I find out the status of my application?**

Please email us at [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us) to inquire on the status of your application. Please include your name and the date you applied in your email correspondence. If you are using an NCEES record, please also include the date your NCEES record was transmitted to the agency.

### **Can I count engineering experience gained before obtaining my BS degree?**

The Board may allow up to six months of co-op experience obtained through a completed college or university sponsored co-op program as part of a four year ABET accredited engineering program. The completion of this co-op program must be verified by the co-op office at the college or university directly to our office.

### **May I have the FE exam waived?**

No, regardless of advanced education or experience, or a waiver granted by another state, Mississippi law requires that BOTH the FE exam and the PE exam must be passed by all applicants for PE licensure.

### **If I take an exam; when will I receive my exam results?**

Please refer to NCEES for the availability of national test exam results.

### **If I am applying with an NCEES record, what other documents am I required to submit for review?**

You will need to submit our electronic application, the application fee and then arrange to have your NCEES record sent directly to our office. Name change and legal documents (i.e., court documents for misdemeanor or other charges) needed in support of your application should be emailed to the agency at [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us).

### **How long will it take to process my application?**

The Agency attempts to process all applications within a timely manner; but usually within 30 days of receipt of the application and /or all supporting documents.

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### **What is needed for an application to be considered COMPLETE?**

Typically, this means that the application and all supporting information and/or documents have been received and there are no missing documents or information needs.

### **Can I get a temporary license?**

Mississippi law does not allow for temporary licensure, or “one-project-only licensure”.

### **What are the requirements for registration or licensure in Mississippi?**

Please see the Board’s website (<https://www.pepls.ms.gov/requirements>) under the Licensure tab.

### **I passed the Fundamentals of Engineering examination while I was in college. When will I receive my certification as an Engineer Intern?**

Upon graduation, please request that an official copy of your college transcript(s) showing the engineering degree and date conferred be sent directly to our office. Additionally, please ensure that we have your CURRENT mailing address by sending it to: [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us).

### **I’m an Engineer intern (EIT) in another jurisdiction, but I am now located in Mississippi. Do I need to apply for Engineer Intern certification in Mississippi?**

No. Engineer Intern certification simply signifies that you have passed the national Fundamentals of Engineering (FE) examination. Mississippi does not have a process to transfer EI status from another state into Mississippi; it is not necessary.

### **How can I be listed as a Structural Engineer?**

Mississippi doesn’t license by discipline, or areas of practice; the license title is Professional Engineer. The Code of Conduct requires the PE to restrict his practice to his area(s) of expertise which he obtained by either, experience, or both.

### **I have moved since my last communication with the Board. How can I update my contact information?**

Log in to your account in our system via our website (<https://www.pepls.apps.its.ms.gov/home.aspx>). To change your personal information, click on General Information (over on the left side) and then click “Edit Personal detail.”

Alternately, you can download the address change form (<https://www.pepls.ms.gov/forms>) and Email it to [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us) and we will make the change for you.

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## **About Continuing Education**

Please return to the home page of our website [www.pepls.ms.gov](http://www.pepls.ms.gov) and click on Continuing Education (one of the choices on the left side). You will find the pertinent rule and the forms for reporting, if you are chosen for audit.

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## About Complaints

### How do I file a complaint?

Complaints must be submitted on the Board's complaint form, which is available on our website at [www.pepls.ms.gov](http://www.pepls.ms.gov) under the Laws, Rules & Requirements tab. Please read thru the provided information carefully.

### Is disciplinary action available to the public?

Yes. The Board also posts formal disciplinary actions on their website ([www.pepls.ms.gov](http://www.pepls.ms.gov)) under the About tab as well as in its newsletter.

### Can I withdraw a complaint after filing it with the Board?

Complaints may not be withdrawn after filing it. Once a complaint is received in the Board office, it becomes the State's case and only the Board can dispose of it. However, a request to withdraw a complaint may be considered by the Board in determining the appropriate action. Complainants are advised to bear these facts in mind before filing a complaint.

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## About Certificate of Authorities (COAs)

### How do I change the Designated Licensee on my Certificate of Authority?

Complete the COA application found under the Forms and Other Documents tab on our website (<https://www.pepls.ms.gov/forms>). Be sure to check the Amendment box. Complete the remaining information and then email the completed form to [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us). Currently, there is no fee for COA amendments; however, if a new certificate is requested, then a fee applies. Please check with the Board of Engineers regarding the current fee.

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## About Licensees

### How can I search for licensed individuals or firms?

You can search for licensed individuals or firms on our website home page ([www.pepls.ms.gov](http://www.pepls.ms.gov)). Look for the following (Licensee Search function) and proceed accordingly. If licensed you will find the individuals or firms name, contact information, date of initial licensure and their current date of license expiration.

You can also search for professional engineers or surveyors by county location.

