



ARKANSAS STATE BOARD OF LICENSURE FOR PROFESSIONAL
ENGINEERS & PROFESSIONAL SURVEYORS
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ONLINE APPLICATION INSTRUCTIONS FOR ENGINEER INTERN (EI) OR SURVEYOR INTERN (SI) LICENSURE

- Licensure Rules of the Board may be viewed in Article 8 of the Current Rules of the Board on our Rules/Regs/Standards page of our website at <http://www.pels.arkansas.gov/rulesRegsStandards/Pages/default.aspx> .
- The status of your application may be viewed on the Application Status page within PELS (<https://pelslicensing.arkansas.gov/>). Please call the Board office only if you cannot obtain the appropriate information from the website. Completed forms may be emailed to pelsboard@arkansas.gov
- Your application will be considered: After all documents contained in this packet have been completed by the appropriate parties; and received and verified by Board staff. Applications needing Board action will be placed on the agenda of the next Board meeting. Meetings are held in January, March, May, July, September, and November.

It is your responsibility to complete the following screens and forward all forms to the appropriate parties:

1. **General Information** – Provide one electronic/e-mail and one mailing address for all correspondence. If you move, make sure you login and change your contact information. Maintenance of contact information is the applicant/licensees responsibility. Click Next.
2. **Education Verification** –Submit each degree to be considered as part of your qualifications. A transcript is required for non-engineering/surveying related degrees or additional courses you wish to be considered. NOTE: Surveyor applicants using non-surveying related degrees as a basis for qualifications must provide a transcript. Click Next.
3. **Exams Verification** – Add all Exam(s) you've taken. Verification of exam(s) passed (outside of Arkansas), may be requested through your MYNCEES account or creating a MyNCEES account at <https://account.ncees.org/> . Click Next.
4. **Character Issues** – Answer ALL 6 questions. Click Next.
5. **Checkout** – \$50 Application Fee. Choose “Pay Electronically” (Credit Card or e-check) or “Pay by Mail” (cashiers/personal/company check or Money Order). All fees are Non-Refundable, unless waived by Board action. Pay by Mail payments should be to PELS Fund and sent to the address at the top of this page.