

Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS

PROFESSIONAL ENGINEERS SECTION

PROFESSIONAL ENGINEER REGISTRATION APPLICATION INFORMATION

This is not the application to register for the Engineering Examination. To register for the examination, contact NCEES directly at www.ncees.org or (800) 250-3196.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

Application by Examination

1. **Application for Professional Engineer Registration** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Initial Credentialing Fee** - Pay \$55.00 credential fee online via LicensE.
3. **Official Transcripts** - Official transcripts are required. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.**
4. **Verification of Examination or Registration (Form 475)** - Completed by each state in which you have been issued a license. If the exams were passed in Wisconsin, this form is not required. Please indicate the month and year the exams were passed on Page 1.
5. **Experience Record (Form 463)** - Evaluated by the Professional Engineers Section to determine whether the experience you document meets the qualifying engineering experience as defined in Wis. Admin. Code § [A-E 4.03](#). Provide a complete chronological listing of your experience. The beginning and ending month and year of employment must be shown for each engagement.
6. **Professional Engineer Applicant Appraisal Form (Form 470) - Examination:** Provide references from at least five (5) individual having personal knowledge of the applicant's engineering work, three (3) or more of whom are registered Professional Engineers, and a least one of whom has served as supervisor in responsible charge of the applicant's engineering work. **Reciprocity:** Provide replies from five (5) registered Professional Engineers, one of whom served as a supervisor in responsible charge of your engineering experience.
7. **Proof of Continuing Education Completion** (for Reciprocity applicants only) - Provide proof that you have completed continuing education per Wis. Admin. Code § [A-E 13.09](#).

Reciprocity Applicants (applicant holding an unexpired registration(s) from another state)

An applicant may apply for registration if he or she holds an unexpired registration in another state in which registration requirements are not lower than those in Wisconsin. The applicant must have passed the NCEES Principles and Practice Exam, the Fundamental of Engineering Exam, and have 8 years of engineering experience (education included). Applicants may apply using NCEES Council Record or application by examination.

If Applying by NCEES Council Record If you are using NCEES record, you only need to complete the online LicensE application for professional engineer registration, provide proof of CE/PDH per Wis. Admin. Code § [A-E 13.09](#), and pay the \$55.00 registration application fee online in LicensE. Indicate in your application that you are requesting NCEES to forward your council record to the Department.

Temporary Permit A temporary permit is available to all applicants under the Reciprocity provision. This permit allows the applicant to proceed with a pending project during the time it takes to process the application for registration. An applicant desiring a permit must include a letter specifically requesting the permit, which includes a description of the project (**location, approximate size, and cost**), a copy of their registration card from the original state of registration and a \$55.00 temporary permit fee. The temporary permit request and \$55.00 temporary permit fee is additional to the registration application and \$55.00 registration application fee.

Review Dates Your application for registration will be presented to the Section for review when all required documents have been received. You are encouraged to submit your application as soon as possible to allow processing and review of application before the Board meets. You'll find a schedule of tentative Board meetings on the Department's web site at <http://dsps.wi.gov>.