

## Application Checklist

Applicant's Name:

- Application Fee Enclosed:** Check, money order or credit card. If paying by check or money order, make payable to NCBELS.
- Verification of Exams and Licensure:** Applicant has requested verification forms from state(s) in which exams were administered. If EI certification and PE licensure were from different states, then both states must be requested. For **Comity licensure**, if applicant is not current in the state of exams, then applicant must request verification from the state where currently licensed. Check with the state board for any fees. If the FE or PE exam was taken in NC verification is not required for that exam.
- Section D of Application:** Applicant has requested educational institutions to forward transcripts directly to the Board (a transcript is required even if no degree was awarded). Educational institutions can send transcripts via e-mail to [dtaylor@ncbels.org](mailto:dtaylor@ncbels.org).
- Section E of Application:**
  - References, preferably licensed Professional Engineers, have been listed. FAMILY AND BOARD MEMBER REFERENCES ARE NOT ACCEPTED.
  - Forms have been given to listed references and are to be returned in a sealed envelope with signature over the flap.
- Section F of Application:** Applicant affidavit has been executed and witnessed by Notary Public.
- Board exam completed, and answer sheet enclosed.