



## APPLICATION FOR LICENSURE AS A PROFESSIONAL ENGINEER BY COMITY OR EEE INSTRUCTIONS

This application is for individuals who have passed the PE Exam.  
All others apply using the “PE Exam Application” available through [Online Applications](#).

### Key Information

- **Be sure your application is complete.** If you fail to provide all necessary materials within six months of your application date, it will be considered withdrawn.
- Before applying, read [MN Rule 1800.0850](#) and the education and experience requirements in [MN Rule 1800.2500 Subp. 2](#).
- If any of your records are under a different name, include a copy of your marriage license, divorce decree or legal name change document.
- If your application is approved, the Board will inform you by letter. You must return a copy of that letter and the licensing fee in order to obtain your professional license.

### EEE

(Education/Examination/Experience)

- Applications will be reviewed based on education, examination and experience requirements **currently in place in Minnesota**. ([rules](#) and [statutes](#))
- This option is for those who did not obtain enough experience prior to passing the PE exam to qualify or cannot verify pre-exam experience or who are requesting an FE waiver. It is also for those who passed the exam but are not yet licensed in another state.
- Your required experience can be obtained **prior to or after passing** the PE exam.

### COMITY

(Similar to “Reciprocity”)

- Applications are reviewed based on the education, examination and experience requirements that were **in place in Minnesota at the time of your original licensure** ([rules](#) and [statutes](#)) (For example: If you were originally licensed in 1978, your credentials will be evaluated based on the education, examination and experience requirements that were in place in Minnesota in 1978).
- Your required experience must have been obtained **prior** to passing the PE exam.

### Steps

1. READ the sections above regarding “EEE” and “Comity.” Choose the method that actually fits your situation.
2. Decide if you are submitting an NCEES Council Record.
3. Complete and submit the “PE Comity/EEE” [online application](#) and pay the appropriate fee.
4. Submit all required supporting materials as directed in the “Documents” section of the [online application](#). Your choice in “2” above will effect what supporting materials you must supply. See at right.

#### If you **ARE** submitting an NCEES Council Record:

- Check that your council record is up-to-date, then request that NCEES ([account.ncees.org](http://account.ncees.org)) send a copy to the Minnesota Board. After selecting this option in the application, the “Education” and “Experience” sections of the online application will be greyed out (no need to complete).

#### If you are **NOT** submitting an NCEES Council Record:

- Complete the **entire** application (pages 1-5).
- Request final official transcripts in English for all degrees earned. The transcript must show the degree(s) awarded and the date(s) of graduation. **Do not open the transcript record.** Forward it as sealed by the institution or have it mailed directly to our office. Transcripts may also be emailed from the institution to [aelslagid@state.mn.us](mailto:aelslagid@state.mn.us).  
**If your degree(s) are from non-EAC/ABET accredited programs, see “Education Evaluation Guidelines” below for additional requirements.**
- Use [account.ncees.org](http://account.ncees.org) to request verification of
  - FE and PE scores from the state(s) where you took the exams. (If you passed your FE in Minnesota, we already have your scores and you do not need to request them.)
  - Licensure from any state in which you hold a **current** PE license.  
If any of your states do not participate in electronic verification, complete the Verification of Examination/Licensure Form (available through the online application).
- Complete the “Experience” section of the [online application](#) and send a copy of the appropriate, generated verification form to each specified supervisor. Be sure to sign and date the forms before sending to your supervisor(s).

If you have questions regarding your application, please call the Board office at 651-296-2388.

## EDUCATION EVALUATION GUIDELINES

Applicants whose **degree program is not EAC/ABET accredited** must have their degree(s) evaluated. Education must meet the minimum number of engineering science and engineering design credits required in an EAC/ABET accredited degree.

**Note:** Engineering Technology certificates or degrees accredited by the Engineering Technology Accreditation Commission (ETAC/ABET), under most circumstances, **do NOT meet the requirements** for engineering science and design credits as required by the Board. NCEES Credentials Evaluations does not typically evaluate engineering technology degrees and requires special approval by the Board to complete the evaluation. If you have a ETAC/ABET accredited degree and wish to have it evaluated, please contact the Board office for instruction.

### CONTACT ONE OF THE FOLLOWING COMPANIES TO OBTAIN AN EDUCATION EVALUATION REPORT:

Foreign or US Degrees/Transcripts:  
NCEES Credentials Evaluations  
200 Verdae Boulevard, Greenville, SC 29607  
Phone: (800) 250-3196 | Website: [www.NCEES.org](http://www.NCEES.org)

Foreign Degrees/Transcripts only:  
Educational Credential Evaluators (ECE)  
P.O. Box 514070, Milwaukee, WI 53203-3470  
Phone: (414) 289-3400 | Website: [www.ece.org](http://www.ece.org)

Request from the company a **SUBJECT ANALYSIS EVALUATION**. This is the evaluation type **required** to determine if the degree meets the minimum requirements of engineering science and engineering design (see [MN Rule 1800.2500 Subp. 2](#)).

**The original evaluation report must be sent directly from the evaluation service to the Minnesota Board office either by US mail or electronically. No copies will be accepted.**