



Kansas Board of Technical Professions

900 SW Jackson St, Suite 507
Topeka, KS 66612
(785) 296-3053

General Requirements

What are the general requirements for the PE by Comity application?

1. **Current licensure in another jurisdiction.**
2. **NCEES Council Record***. Visit www.ncees.org
3. **Transcripts.** Official transcripts are required for all educational credit claimed and must be sent to the Board directly from the institution if not verified in your NCEES Council Record. Please see the education section for specific requirements.
4. **Professional References.** Three professional references are required.
5. **Verification of Exam.** Request an electronic verification through the NCEES verification system for all exams.

Find detailed instructions for these requirements on the first page of the application.

NCEES Council Record

What will the Board accept from an NCEES Council Record?

- Verification of license(s)
- Verification of FE and PE examinations
- Verified official transcripts
- NCEES credentials evaluation for education

Applicants with M.L.E. designation please see "M.L.E." section on page 2 for different instructions.

If you are unsure if you have M.L.E. designation find "How can I see if I have M.L.E. status?" on page 2 for more information.

Will the Board accept verified references in an NCEES Council Record?

Only if the applicant has M.L.E. status. Otherwise the applicant must fill out the KSBTP Reference Summary Form found in the application and request three professional references to submit reference forms.

Will the Board accept verified work/experience history in an NCEES Council Record?

Only if the applicant has M.L.E. status. Otherwise the applicant must fill out the KSBTP Professional Experience Record.

How do I submit my NCEES Council Record to the Kansas Board of Technical Professions?

Log in to your account at <https://account.ncees.org/login> and request record transmittal.

***Is an NCEES Council Record required to apply?**

No. Any applicant wishing to apply without transmitting an NCEES Council Record may do so by sending each application requirement separately. License and exam verifications must be sent directly to KSBTP from the verifying state board. Any unsealed or unofficial verifications will not be reviewed.



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M.L.E. Status

What does M.L.E. stand for?

M.L.E. is an abbreviation of "Model Law Engineer" designated by NCEES.

What does M.L.E. status mean in regard to licensing?

It indicates to state licensing boards that your education, experience, and examinations meet the NCEES Model Law requirements.

In Kansas this designation specifically means your comity licensure application may be expedited.

How do I get M.L.E. status?

When you apply for a Council Record, NCEES staff will review your file to determine if it meets the Model Law criteria. You do not have to request this. If you qualify, your Record will include the appropriate designation.

If you are a current Record holder without this designation, but have taken steps that qualify for M.L.E. status since the initial approval of your NCEES application, log in to your MyNCEES account to request a review to determine your eligibility (there may be a fee).

How can I see if I have M.L.E. status?

You will find it on your NCEES profile and/or record. The Board office cannot determine if you are an M.L.E before receiving your Council Record. Contact NCEES if you are unsure of your status.

What will the Kansas Board accept from an M.L.E. Council Record?

- Verification of license(s)
- Verification of FE and PE exams
- Transcripts
- Work/Experience History
- Experience Verification
- Professional References

I am an M.L.E., how do I apply for professional engineer licensure by comity?

Please complete the following steps:

- Check that your Council Record is up-to-date
- Request NCEES transmit your Council Record to the Kansas Board
- Complete, sign, and submit the PE by Comity application to KSBTP

Please contact the Board office at (785) 296-3053 or ksbtpadmin@ks.gov if you seek additional guidance.