

# Kansas Board of Technical Professions

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

## General Requirements

**What are the requirements for the PE exam application?**

1. **Education:** You must hold an EAC/ABET accredited engineering degree.
2. **Examination:** You must have taken and passed the NCEES Fundamentals of Engineering exam.
3. **Experience:** 4 years of experience under a licensed PE are required before licensure.

**What are the requirements for the PE exam application? (for approval to take the exam only)**

1. **Education:** You must hold an EAC/ABET accredited engineering degree.
2. **Examination:** You must have taken and passed the NCEES Fundamentals of Engineering exam.

## Education

**Will you accept an electronic transcript?**

Electronic transcripts are accepted if they are sent by a secured delivery system directly from a university to the Board office. The Board will also accept an official paper copy from the College or University. No photocopied transcripts will be accepted. Official transcripts must be in the sealed envelope from the College if submitted by the applicant with the application.

**I attended two schools. Do I have to send both transcripts?**

Send the transcript from the school which conferred your engineering degree. In most cases that will suffice.

**I have a bachelor's degree in engineering technology. May I apply?**

No. By state law each applicant must have an EAC/ABET accredited engineering degree or its equivalent to meet the education requirements. Visit the ABET website ([www.abet.org](http://www.abet.org)) for a list of degrees.

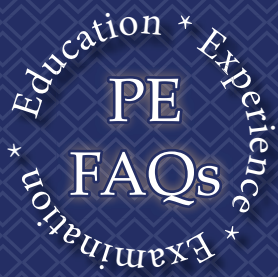
**I do not have an EAC/ABET accredited engineering degree. How do I know if my education is equivalent?**

Your education must be evaluated by NCEES credentials evaluation service. Visit [www.ncees.org](http://www.ncees.org).

**I took and passed the FE exam in another state. Do I have to take it again in Kansas?**

No. Kansas accepts the NCEES FE exam results from other states.

**Deadlines are ongoing.  
All exams are computer based.**



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**I have a bachelor's degree in engineering and a master's degree in engineering. Does the advanced degree count for experience?**

Yes, the Board will allow one year of experience for a master's degree in engineering if the baccalaureate degree is an EAC/ABET accredited engineering degree.

**I have a MBA. Does it count for a year of engineering experience?**

No, the MBA is a business degree not an engineering degree.

## Examination/Intern

**I have a master's degree in engineering. Does that excuse me from the FE exam?**

No, all applicants must have passed the NCEES FE exam before they can sit for the PE exam.

**I took the FE exam in Kansas 10 years ago. Has my Intern Certification expired?**

No, the Intern Certificate in Kansas does not have an expiration date.

## Experience

**I have completed 4 years of experience. May I apply now?**

Yes, the Board accepts applications all year from those who meet the requirements.

**If I complete my four years of experience a few days after the deadline, may I go ahead and apply?**

Yes! Professional Engineer applicants may now test before meeting the four-year experience requirement. All requirements must be completed before licensure.

**I graduated four years ago but did not find work for two months. I will have 4 years of experience when I take the exam. May I go ahead and apply?**

Professional Engineer applicants may now test before meeting the four-year experience requirement. All requirements must be completed before licensure.

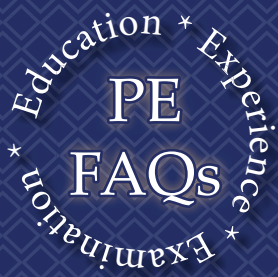
**Can I count my internship that I did while a student toward the four years of experience?**

No, only experience gained after graduation with an EAC/ABET accredited engineering degree will be allowed.

**I have a bachelor's degree in engineering and a master's degree in engineering. Does the advanced degree count for experience?**

Yes, the Board will allow one year of experience for a master's degree in engineering if the baccalaureate degree is an EAC/ABET accredited engineering degree.

**Reference forms must be returned directly from the reference.  
Incomplete reference forms will be returned to the reference.**



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**I have a MBA. Does it count for a year of engineering experience?**  
No, the MBA is a business degree not an engineering degree.

**Do my four years of experience have to be consecutive? I have a gap of three months between my first and second engagements OR I held a non-engineering position for six months after graduation.**  
No. Experience does not have to be consecutive. You must list times of unemployment or non-engineering work on the experience record pages of the application along with a brief explanation. No reference is required for unemployment or non-engineering time periods.

**I worked for two years in the aeronautical industry. I did not have a licensed PE supervisor. What do I do?**  
Your work must meet the requirements of exemption (see K.A.R.66-10-9-b 2). You must fill out the form for exemption from supervision of a licensed PE (page 8 of the application). Your supervisor must fill out the reference form, even if not licensed. You must also have references from three licensed PE's who know your work.

**One of my supervisors is no longer with my company. How do I verify the work completed under him?**  
**Keep in touch** with your former supervisors if at all possible. If that is not possible and there is someone else in your company who reviewed your work during that time period, have him/her submit a reference form. All final decisions rest with the Board.

**I have ten years of experience. Do I have to list every supervisor that I have ever had and get a reference from them?**  
No, you must have references from three licensed PE supervisors who can verify at least four years of experience.

## General Questions

**What are the deadlines for the PE exams?**  
There are no longer deadlines for applying.

**How much time should I allow for applying for the exam?**  
Order transcripts and verifications (if required) at least two months in advance.

**Will it be a problem if some of my documents arrive before my application?**  
No. Your supporting documents will be held under your name until your application arrives or for up to one year.

**Only official transcripts from the school are accepted. No photocopies, scanned copies or unsealed transcripts will be accepted.**





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**If I apply for the exam and cannot take it due to work scheduling conflicts, do I have to apply to the Kansas Board again?**

No. Once you have the Board's approval to take the exam, you may choose whichever exam administration works for you.

**Who do I contact if I want to change from one exam date to a different date?**

NCEES administers the exams. Please contact them directly. You may lose your registration fee. A courtesy call to inform the Board office is appreciated.

**Is the PE exam an open book exam?**

Visit the NCEES website ([www.ncees.org](http://www.ncees.org)) for information concerning the exam.

**What is the actual location or address for the exam site?**

Visit the NCEES website ([www.ncees.org](http://www.ncees.org)) for information concerning the exam.

**I received Board approval to take the exam last year but was sick on that day. Do I have to apply with the Board again?**

No. Your approval is still in effect. You must register with NCEES for the next exam administration that works for you. You may have to pay another registration fee to NCEES.

**I failed the exam last time I took it. Do I have to apply with the Board again?**

No, you will not need to apply again.

**I am getting married / divorced and my name will change.**

Please submit the Name Change Form with the required documentation to [ksbtpadmin@ks.gov](mailto:ksbtpadmin@ks.gov)

**I am moving to a new address.**

Please notify the Board office by utilizing the Change of Address form or online version and email the completed form to [ksbtpadmin@ks.gov](mailto:ksbtpadmin@ks.gov).

**I passed a computer-based engineering exam.**

Please notify the board of your passing as NCEES does not automatically notify KSBTP.

**Foreign and Non-EAC/ABET degrees must be evaluated by  
NCEES before an application is submitted.**



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**I contacted NCEES with my new address. Do I have to contact the Board as well?**

Yes, address changes sent to NCEES are not shared with the Board office as we are separate business entities. Please ensure we also have your current contact information.

**I have passed the exam.**

Please notify the Board of your passing as NCEES does not notify KSBTP.

**Should I send the Professional Engineer Exam application in before registering?**

Yes, the application is required to be completed before taking the exam.

**When will I get my results?**

Computer-based exam results are typically available 7–10 days after you take the exam. You will receive an email notification from NCEES with instructions to view your results in your MyNCEES account.

**What happens if I fail?**

You may re-register with NCEES. Examinees will be provided one attempt per testing window and no more than three attempts in a 12-month period, which begins with the examinee's first attempt.

**What do I do if I still have unanswered questions?**

Call the Board office at 785-296-3053.

(This information is current as of July 29, 2021.)

**Contact: Jessica Pierce**  
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