

# Frequently Asked Questions

## Professional Engineers

### Examination

Q: What are the deadline dates to apply for the Fundamental of Engineering (FE) and the Principles and Practice of Engineering (PE) exam?

A: You must contact the NCEES Exam Administration Services, at [www.ncees.org](http://www.ncees.org).

Q: Do I need to apply to the State of Michigan before I take my exams?

A: NCEES Exam Administration Services will determine the eligibility for the exams. Once you have passed, NCEES will transfer your file to the Michigan Bureau of Commercial Services. You will be required to verify your experience when you file the license application with the Department. To take the FE exam, visit the NCEES website for information.

Q: Do we need to send the Michigan Bureau of Commercial Services a copy of our transcript when it was sent to NCEES Exam Administration Services previously?

A: No. Once both exams have been taken and passed, NCEES Exam Administration Services will forward your file to the Michigan Bureau of Commercial Services which will include your transcript.

Q: When will I get my examination results?

A: It takes approximately 2 months for NCEES Exam Administration Services to mail the examination results to you. **DO NOT CALL THE DEPARTMENT** since we receive notice of the examination results approximately the same time you do. The results cannot be given over the telephone.

Q: When and where will my examination be held?

A: The exams are usually given in four different locations within the state. The locations are usually Warren, Grand Rapids, Lansing and Houghton. Please refer to the NCEES Exam Administration Services website at [www.ncees.org](http://www.ncees.org) for the exact dates and locations of the examinations.

Q: Do I need to take the Fundamentals of Engineering (FE/EIT) Examination prior to the Principles and Practice Examination?

A: No. You may take the examinations in any sequence.

Q: Can I waive the FE examination?

A: A waiver of the Fundamentals of Engineering (EIT/FE) examination will be granted if you possess a Ph.D in engineering in the same discipline as your undergraduate or graduate degree and you have passed the Principles and Practice (PE) examination.

Q: How do I get an examination study guide?

A: Please refer to the National Council of Examiners for Engineering and Surveying (NCEES) at [www.ncees.org](http://www.ncees.org) for study materials. The Bureau of Commercial Services does not endorse any type of study guides.

Q: Can I use co-op experience prior to graduation to count toward my 4-year experience requirement?

A: No. The only experience that may be used toward the four years of experience is AFTER graduation with an engineering degree.

Q: What type of calculator is allowed in the exam room?

A: Please refer to the National Council of Examiners for Engineering and Surveying (NCEES) website at [www.ncees.org](http://www.ncees.org) for specifics regarding calculators.

Q: I am planning to take the PE examination, what types of reference material may be brought into the room?

A: All paperwork that is brought into the exam room must be bound; no loose material will be allowed into the examination room. Please refer to the NCEES Exam Administration Services website [www.ncees.org](http://www.ncees.org) for additional requirements.

Q: Does the State of Michigan proctor examinations to other states?

A: No. Michigan does not allow proctoring in other states.

Q: Once licensed, where can I get my seal that is required by the licensing statute?

A: You can contact any local printers and they should be able to complete a seal for you.

Q: What numbers need to be on my seal?

A: You can use the whole 10-digit number or the last five digits.

Q: How do I change my address on my license?

A: Address changes may be made by email to the Bureau of Commercial Services at [bcslc@michigan.gov](mailto:bcslc@michigan.gov), by telephone at (517) 373-7353 or in writing at Bureau of Commercial Services, Professional Engineers, P.O. Box 30018, Lansing, Michigan, 48909. A new license is not required, however, if you want the license to be re-issued, there is a \$10 fee. If you want the license to be reissued, please state this in your correspondence and include a check or money order for \$10 payable to the State of Michigan.

Q: How do I change my address if I have already applied with NCEES to take the examination?

A: Visit the NCEES website for information on changing your address.

Q: How long does it take to process an application for a license?

A: It takes approximately 6-8 weeks to process a new application.

Q: How long does it take for my license to arrive?

A: Please allow 7-10 days to receive your license in the mail once your application has been approved. You can check the status of your application by going to our website at [www.michigan.gov/engineers](http://www.michigan.gov/engineers) and click on Check A License. If it indicates “pending” or “not found”, the license has not been issued.

Q: How do I notify the Department of a name change?

A: All name changes must be placed in writing and mailed to Bureau of Commercial Services, Professional Engineers, P.O. Box 30018, Lansing, Michigan, 48909. A \$10 fee must be included in order to re-issue the license. (Make check or money order payable to the State of Michigan.)

Q: I lost my license. How do I request a duplicate license?

A: All requests for duplicate licenses must be placed in writing. A signed statement that the original document has been lost, stolen or destroyed must be forwarded to the Bureau of Commercial Services. In your request include your license number and current address. Mail to: Bureau of Commercial Services, Professional Engineers, P.O. Box 30018, Lansing, Michigan, 48909. There is a \$10 fee for this service. (Make check or money order payable to the State of Michigan.)

Q: Is an electronic seal or “CAD” seal acceptable?

A: No. The Board has not approved the use of an electronic or “CAD” seal.

Q: Does the State of Michigan have temporary licenses?

A: No. Michigan does not issue temporary licenses for Professional Engineers.

Q: How do I request a verification of exam scores?

A: All verification of examination score requests must be placed in writing and sent to the Bureau of Commercial Services. The request should include your social security number, where you would like the scores sent to, which exams you wish our office to verify, the approximate date exams were taken and any type of name changes, if applicable. Mail to: Bureau of Commercial Services, Professional Engineers, P.O. Box 30018, Lansing, Michigan, 48909. There is a \$15 fee for this service. (Make check or money order payable to the State of Michigan.) It takes approximately 4 weeks to process the request.

Q: May I pay fees via credit card payment?

A: No. We cannot accept credit card payments at this time for application and verification fees.

Q: Can I pay for my renewal on-line or with a credit card?

A: If you do not have a name or address change, you may be able to renew on-line with a credit card using Michigan's elicense process. Renewal applications will be mailed approximately 2 months prior to the license expiration date with instructions on using the elicense feature.

Q: Can I come to the Department and pay in person?

A: Yes. Our offices are located at 2501 Woodlake Circle, Okemos, Michigan; see the map. The hours the Department can accept your payment are 8:00 a.m. to 4:30 p.m. We may not have change for large bills, so correct cash or check/money order is preferred.

Q: When is my license up for renewal?

A: Professional Engineer's license's are on a two year license cycle. Your license will lapse October 31<sup>st</sup>. In the second calendar year of licensure, a renewal notice will be sent to you in the mail approximately 2 months prior to this date. It is the responsibility of the licensee to notify the Bureau of Commercial Services of address changes to ensure the renewal will be sent to the appropriate address.

Q: My license has expired and I never received a renewal application. What do I do now?

A: If your license expired 10/31 of the current year, and it is after 12/31 of the expiration year, you must apply for relicensure. Relicensure forms can be downloaded from the website at [www.michigan.gov/engineers](http://www.michigan.gov/engineers) in Forms & Publications. If it is prior to 12/31 of the expiration year, you may renew your license at [www.michigan.gov/bcsrenewal](http://www.michigan.gov/bcsrenewal) with a \$20 late fee.

Q: Does the State of Michigan require continuing education?

A: There are no continuing education credits required at this time in order to keep your license active.

Q: How can I verify a person's license status?

A: You may verify an individual's license on this website, [www.michigan.gov/engineers](http://www.michigan.gov/engineers), and click on Check A License.

Q: If I have a NCEES record, how long will it take to process my application?

A: It takes approximately three weeks to process an application with the NCEES record.

Q: If I have a NCEES record, do I need to fill out the entire application with all the applicable documents that are requested?

A: No. On the application, there is a check box, which indicates, "Check here if you are submitting a NCEES Council Record and complete Sections 1-13 and 18. It is not necessary to send all the information requested, as this will be included in the NCEES record.

Q: How do I file a complaint against a professional licensed by the Department?

A: A complaint form may be requested by contacting the Enforcement Division at 517-241-9202 or may be downloaded from this website at [www.michigan.gov/commerciallicensing](http://www.michigan.gov/commerciallicensing).

### **Firm Requirements**

Q: I am starting a firm, is there anything I must do to register the firm with the Department?

A: At least two-thirds of the principals must be licensed in the State of Michigan as Architects, Professional Engineers or Professional Surveyors. If all the principals are not licensed in the State of Michigan, an Application for Non-Licensed Principal Approval must be submitted to the Department. The application may be downloaded from this website.

If all principals are licensed in the State of Michigan, there is no need to register with the Department or fill out the Application for Non-Licensed Principal Approval.

Q: Is there a fee involved for an application for Non-Licensed Principals?

A: No, there is no fee to file this application.

Q: Why is it sometimes difficult to get through to the Department's staff by telephone?

A: The call volume between July and December, during the renewal cycle, increases dramatically. We ask that you be patient and keep trying to attempt to get your question answered by methods such as this website.