



**ARKANSAS STATE BOARD OF LICENSURE FOR  
PROFESSIONAL ENGINEERS & PROFESSIONAL SURVEYORS**  
P.O. BOX 3750  
LITTLE ROCK, ARKANSAS 72203  
623 Woodlane Dr., Little Rock, AR 72201  
[www.pels.arkansas.gov](http://www.pels.arkansas.gov)  
Phone (501) 682-2824 Fax (501) 682-2827  
E-Mail: [pelsboard@arkansas.gov](mailto:pelsboard@arkansas.gov)



## ONLINE APPLICATION INSTRUCTIONS – FOR PROFESSIONAL ENGINEER OR PROFESSIONAL SURVEYOR LICENSE BY COMITY OR ORIGINAL

- Licensure Rules of the Board may be viewed in Article 8 of the Current Rules of the Board on our Rules/Regs/Standards page of our website at <http://www.pels.arkansas.gov/rulesRegsStandards/Pages/default.aspx> .
- The status of your application may be viewed on the Application Status page within PELS (<https://pelslicensing.arkansas.gov/>). Please call the Board office only if you cannot obtain the appropriate information from the website. Completed forms may be emailed to [pelsboard@arkansas.gov](mailto:pelsboard@arkansas.gov) .
- Your application will be considered: After all documents contained in this packet have been completed by the appropriate parties; and received and verified by Board staff. Applications needing Board action will be placed on the agenda of the next Board meeting. Meetings are held in January, March, May, July, September, and November.

### It is your responsibility to complete the following screens and forward all forms to the appropriate parties:

1. **General Information** – Provide one electronic/e-mail and one mailing address for all correspondence. If you move, make sure you login and change your contact information. Maintenance of contact information is the applicant/licensees responsibility. (If applicable, enter your Council Record number). Click Next.
2. **Education Verification** – Submit each degree to be considered as part of your qualifications. A transcript is required for non-engineering/surveying related degrees or additional courses you wish to be considered. NOTE: Surveyor applicants using non-surveying related degrees as a basis for qualifications must provide a transcript. (**COMITY applicants see \*\*\***). Click Next
3. **References** – Provide five (5); three (3) of which must be currently licensed Professional Engineers or Professional Surveyors who are familiar with your work (not relatives or members of this Board). (**COMITY applicants see \*\*\***). Click Next
4. **Work Experience** – \*\*\* The Board Members are not familiar with your work and can only judge and evaluate your qualifications based upon the information you provide. Following the 5 steps on the screen, enter the information (**COMITY applicants see \*\*\***). Click Next
5. **Exams** (Verification of Exams) – Add all Exam(s) you've taken. Exams must be verified by the Board where the exam was passed. (**COMITY applicants see \*\*\***). Click Next
6. **Character Issues** – Answer ALL 6 questions (**COMITY** applicants – download the “Notice to all Applicants” see\*\*\*). Click Next.
7. **Checkout (fee amount is listed below)** – Choose “Pay Electronically” (Credit Card or e-check) or “Pay by Mail” (cashiers/personal/company check or Money Order). All fees are Non-Refundable, unless waived by Board action. Pay by Mail payments should be to PELS Fund and sent to the address at the top of this page.

### **\*\*\*Comity (based upon another State’s license)**

- **NCEES Council Record holders:**
  - ask NCEES (800-250-3196) to transmit your Record to Arkansas;
  - Complete screens 1, 6, & 7; ignore 2, 3, 5, and if your references are less than 1-year old, ignore 4 also.
- **Applicants without a Record:**
  - complete screens 1-7 above.
- **Download** – The “Notice to all Applicants for AR license Reinstatement or Comity License” from the Character Screen (inside the instruction box). Answer the 4 questions, sign, and email the completed form to [pelsboard@arkansas.gov](mailto:pelsboard@arkansas.gov).
- **Checkout Fee(s)** – \$200 Application Fee **PS Comity – after approval** – AR State Specific Exam Fee \$100.00.

### **Original (by exam)**

- **Complete Screens** – 1-7 above;
- **Checkout Fee(s)** – \$75.00 Application Fee **PS applicants – after approval** – AR State Specific Exam Fee \$100.00.