

Application for Engineering Reinstatement

CHECKLIST

Before mailing your application packet, make sure that you have completed the following items:

(PLEASE DO NOT RETURN THIS CHECKLIST TO OUR OFFICE)

- Carefully read all the instructions before beginning the application.

- Complete the application in full.

NCEES Record Holder complete questions 1-7, 10-14 and sign page 4.
Contact National Council of Examiners for Engineering and Surveying (NCEES) and request your records to be forwarded to the Kentucky Board.

- Continuing Education Requirements

Applicants are required to complete thirty (30) professional development hours for each reporting period since license expiration, up to a maximum of sixty (60). Applicants are also required to submit a log showing the date of the activity, sponsoring organization, location, activity title, description, presenter's name, and PDH units earned. Please send copies of completion certificates, not originals, as materials cannot be returned to you.

- Engineering Affidavit

Read and circle have or have not on the document. Sign and date.

- Cover Letter

- Application fee. (Nonrefundable)

Check or money order for \$500 made payable to Kentucky State Treasurer.
Payments can also be made by credit card, contact the board @ 1-800-573-2680.

- Mailing address: Kentucky State Board of Licensure for Professional Engineering and Land Surveyors
160 Democrat Drive
Frankfort, Kentucky 40601

For questions contact Wanda Jordan.

IMPORTANT: You are required in the Commonwealth of Kentucky to obtain a business entity permit if you practice as a corporation, partnership, limited liability company, or professional limited liability company. Business permit application/instructions are available on our website.