Colorado Division of Professions and Occupations
Office of Licensing—Professional Engineers
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-7800 / Fax: (303) 894-7693
www.dora.colorado.gov/professions

REINSTATEMENT APPLICATION INSTRUCTIONS—PROFESSIONAL ENGINEER

GENERAL APPLICATION INFORMATION

Mandatory Practice Act. Colorado has a mandatory practice act, which means that you may not practice as a Professional Engineer in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

Basic Requirements. Requirements for licensure are outlined in the Colorado Revised Statutes, specifically 12-25-101, and the Board rules, specifically 4.0. Both are available online at www.dora.colorado.gov/professions/engineers.

PE-PLS Licensees. If you have a PE-PLS license and would like to reinstate both licenses, be advised there is a separate application required. In order to reinstate both licenses, you must submit both applications. Refer to the Reinstatement Application—Professional Land Surveyor, available online at www.dora.colorado.gov/professions/engineers.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed. Keep a copy of the completed application for your records. **The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected.**

Application Expiration. Your application will be kept on file for one year from date of receipt in the Division. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

Social Security Number is Required. Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that an affidavit be mailed to you.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Online Services at www.dora.colorado.gov/professions/onlineservices.

Checking Your Application Status. Visit Online Services at www.dora.colorado.gov/professions/onlineservices to track your application from the date we log it in our database to the date your license is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application.

GENERAL APPLICATION INFORMATION (Continued)

License Expiration Grace Period for New Applicants. All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between July 1, 2013 and October 31, 2013 will reflect a license expiration date of October 31, 2015. Licenses issued prior to July 1, 2013 will reflect an expiration date of October 31, 2013 and must renew in the upcoming renewal period.

- **Professional Engineer** licenses expire on October 31 in odd-numbered years and must be renewed to continue practicing.
- **Engineer Intern** enrollment is valid indefinitely or until a Professional Engineer license is issued. No enrollment numbers or certificates are issued.

APPLICANT CHECKLIST

To apply for reinstatement of your Colorado Professional Engineer license:

- ❑ **Complete the Reinstatement application.** Return the completed application and all supporting documentation to the Office of Licensing.
- ❑ **Enclose the non-refundable application-processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to *State of Colorado*.** All fees are **non-refundable** and subject to change every July 1.
- ❑ **Complete and return the attached Affidavit of Eligibility form.** Pursuant to C.R.S. 24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document. Note: This form may be handwritten.
- ❑ **Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).

If your license has been expired for more than two (2) years, demonstrate competency to practice:

- ❑ **Complete an Engineering Experience Summary form.** Using no more than three (3) pages of the form summarize all work experience in chronological order since your license expired to the present. Refer to detailed instructions for completing the form. Submit the completed form with your application.
  - Failure to submit sufficient detail of your experience to demonstrate your competency to practice may delay the processing of your application.
- ❑ **Complete Engineering Experience Verification form(s)**. Use this form to acquire enough references to verify your work experience since the date your license expired to the present. Submit the references in their original sealed envelopes with your application.
  - The description of your experience on the Engineering Experience Verification form MUST be the same as that shown on your Engineering Experience Summary form for that employment engagement.

Return your completed application packet and all supporting documentation to:

Division of Professions and Occupations
Office of Licensing—Professional Engineers
1560 Broadway, Suite 1350
Denver, CO 80202

COMPLETE THE ENGINEERING EXPERIENCE SUMMARY AND EXPERIENCE VERIFICATION FORMS ONLY IF YOUR LICENSE HAS BEEN EXPIRED MORE THAN TWO (2) YEARS.

If your license has been expired two (2) years or less, you do not need to submit these forms.

ENGINEERING EXPERIENCE SUMMARY – INSTRUCTIONS

Summarize and submit all experience on no more than three (3) pages of the Engineering Experience Summary form. Summaries longer than three pages will be returned and may delay your application. List your work experience since your license expired in chronological order and do not overlap dates.

In the main column, list your title, the company name, and a detailed description of your responsibilities for each employment engagement since your license has been expired.

Explain your responsibilities specifically in terms of your direct experience, e.g. "I designed…"; "I was responsible for the development of …"; **not** "I was involved with…" or "I participated in …" The Board will be evaluating whether you have remained competent to practice engineering during the time your license has been expired. Explaining how you have maintained your skills is helpful.

Each employment engagement must be divided into a percentage of time spent in the areas on the following page and must total 100%.

Using the Engineering Experience Definitions on the next page, enter the percentage of time spent on that type of work in the corresponding column. **Provide these definitions to your reference for review when completing your verification.**

Finally, list your supervisor's name, licensure status (e.g., P.E.), company title, and name of company for each employment engagement. It is preferable that this be the person who verifies your experience on the Engineering Experience Verification form.

ENGINEERING EXPERIENCE VERIFICATION – INSTRUCTIONS

Complete page 1 of the Engineering Experience Verification form and insert your name at the top of page 2 for each of the work engagements that you are having verified.

Give the form, a copy of the Engineering Experience Definitions, and a business size envelope to the individual you have chosen as a reference to complete page 2.

Your reference MUST place the completed Engineering Experience Verification form into the envelope, seal the envelope, and sign across the back flap of the envelope.

Your reference MUST return the sealed and signed envelope to you. It is helpful to provide the reference with a self-addressed, stamped envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you.

The description of your experience on the Engineering Experience Verification form for the time being verified MUST be the same as what is shown on your Engineering Experience Summary form. (If you are using the fill-in form, the easiest way to accomplish this is by copying and pasting the information from one form to another.)

Note:

- It is permissible to submit overflow pages as part of the verification form in order to submit the same experience description shown on the Engineering Summary form.
- One reference that can verify the entire time you were employed at a particular company is sufficient for that engagement. If your reference did not know of your work during your entire tenure or did not review your work directly, additional verification is necessary.
- Your reference must have had direct knowledge of your performance at the time of your engagement.

Your application for reinstatement is not complete without verification of your experience. The verification forms must be enclosed with your application.

ENGINEERING EXPERIENCE DEFINITIONS

Engineering Technician Experience – The difference between engineering technician experience and engineering experience can be summarized in the following:

- **Technician** – The technician conducts routine tests and calculations, presents data in a reasonable format, and carries out operational tasks following well-defined procedures, methods, and standards.
- **Engineer** – The engineer must plan and predict, analyze, and evaluate, as well as be able to judge systems and components with respect to their relation to health, safety, and welfare of people and to loss of property.
- **Engineering** is the utilization of mathematical and natural sciences gained by study, experience and practice and is applied with judgment to develop ways to utilize, economically, the materials and forces of nature for the benefit of mankind.

Design Engineering Experience – Design engineering employs knowledge of the mathematical and natural sciences gained by study, experience, technical competence, and practice that is applied with engineering judgment, to develop ways to utilize economically the materials and forces of nature for the benefit of mankind.

Project Engineering Experience – Project engineering utilizes organization, management, and planning to coordinate the design of the entire project, from conception to final design. The project engineer must have the design knowledge as well as management capabilities and communication skills to exercise independent judgment and coordinate with the staff to complete the project.

Engineering Management Experience – Engineering management involves the coordination of planning, scheduling, budgeting, and supervision of engineering activities. This includes coordination of staff, project control, and risk assessment in the utilization of sound engineering judgment.

Other – This is any activity that is not directly the practice of engineering as defined above that *may* be credited. Those tasks could include, but are not limited to, sales and marketing, equipment maintenance, inspections to assure code compliance, contract administration, construction estimating, etc.

Note: The Board has discretion in what constitutes appropriate qualifying experience.

INSTRUCTIONS AND TIPS FOR USING FILL-IN FORMS

The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected. To help you accomplish this, we have developed Microsoft Word fill-in forms (you must have Word on your computer in order to use these forms).

The documents can be found on the Licensee/Applicant Services webpage for Professional Engineers at www.dora.colorado.gov/professions/engineers. After you locate the document you want on our website, follow these steps:

- On your Internet browser's standard menu bar, click on "File, Save As" and save the document to your computer.
- To move through fields, use the "TAB" key to move forward or "SHIFT, TAB" to move backward.
- For a checkbox, click within the box to add an "X" mark or simply hit the "X" key. Follow the same steps to remove an "X" if you made an error.
- Most fields are restricted in length. If you run out of room while typing, try to edit or abbreviate your words.
- When entering data into both the Engineering Experience Summary form and the Engineering Experience Verification form, be sure to keep separate engagements lined up together. Use the "ENTER" key within each field to move a column entry down to line up with related data.
    - Note: The table is sized to fit on one page and will not expand. Do not continue typing beneath the bottom line; your text will not be seen. Instead, you should continue on a second or third page.
- Remember to save your work frequently.

Additional fill-in forms for all attachments are located on the Board's website.