

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS

Instructions for completing application packet for Temporary Permit to practice Engineering in South Carolina

Notice to Applicants: Applications will be returned if not completed in accordance with the instructions listed below. All information must be clear and legible. Applications should be typed; if handwritten, they should be printed neatly in black ink. **ONLY COMPLETED APPLICATION PACKETS WILL BE ACCEPTED FOR PROCESSING.** Incomplete packets will be returned to the applicant.

Fees: The required fee (\$100.00) must accompany this application. All application fees are non-refundable. **ATTENTION CHECK WRITERS!** We gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.

Section 1. General Information.

Complete all of this section.

Section 2. Education.

Official transcripts are required for all applicants. It is the responsibility of the applicant to obtain the necessary documents. Transcripts may accompany the completed application packet or be sent directly to the Board office. **All transcripts from colleges and universities in the United States showing courses taken, degree(s) awarded, and date(s) of degree(s) must arrive at the Board office in an envelope sealed by the Registrar. For NCEES Record holders, THIS SECTION MUST STILL BE COMPLETED, but no transcripts need to be submitted unless additional education has been earned and not included in the NCEES Record.**

For applicants holding a degree from a foreign school, "Certified True Copies" of education documents can be accepted for evaluation. Documents must include courses taken and grades for each year attended, degree awarded and date of degree. Documents translated by entities other than the issuing authority must include a signed statement indicating that the translation is accurate. All degrees other than those accredited by EAC/ABET, CEAB, or the Washington Accord require evaluation by the Board's Education Consultant. The education evaluation requires an **additional fee of \$100.00** and the process may take two to three weeks.

Section 3. Licensure.

Applicants must provide information regarding registration in state of residence and/or employment and state in which all written examinations were taken. The applicant is responsible for obtaining verification of examination and licensure in other states. Verification of examination and/or licensure will be accepted on either the Board-approved form or one generated by another jurisdiction. Applicants may access contact information for all NCEES jurisdictions online at <http://www.ncees.org> or by calling 1-800-250-3196.

Verification forms should be included with the application packet or sent directly to our Board. Completed forms should bear the official seal of the state board providing verification. If an official seal is unavailable, the form must remain in an envelope signed/sealed by the state board providing verification.

Section 4. Previous Licensure.

The applicant must answer all questions.

Section 5. Project.

The applicant must provide all relevant and requested information regarding the project to be performed.

Section 6. Commencement of Services.

The applicant must indicate whether or not engineering services related to the project have commenced prior to issuance of the temporary permit. If services have commenced, a complete description must be furnished.

Section 7. Termination of Services.

The applicant must notify the Board in writing of the termination of the project or the applicant's services, whichever occurs first.

Section 8. Affidavit.

Applicant must execute, sign and have this section notarized by a Notary Public. The second affidavit regarding the applicant's practice of engineering in South Carolina prior to being licensed must also be completed.