

670 Hawthorne Avenue, SE  
Suite 220  
Salem, Oregon 97301

tel. 503.362.2666  
email: [osbeels@osbeels.org](mailto:osbeels@osbeels.org)  
Web: [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels)

**Engineering Intern/Land Surveying Intern/Professional Engineer/Professional Land Surveyor/  
Registered Professional Photogrammetrist/Certified Water Right Examiner  
Instructions for Filling Out the  
Reapplication**

The following instructions are provided to assist in completing the reapplication.

PLEASE READ the applicable Oregon Revised Statutes (ORSs) and the Oregon Administrative Rules (OARs). To locate the ORSs and the OARs, visit our Web site at [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels). Click on the "Revised Statutes" link for the ORSs. Click on the "Administrative Rules" link for the OARs.

It is the applicant's responsibility for reviewing these requirements prior to making application to the Board.

PLEASE NOTE: The deadlines to submit this application are located in OAR 820-010-0442. Applications postmarked after the date will be carried forward to the next examination only.

### Who Should Fill Out the Reapplication?

Applicants for certification as an Engineering Intern (EI), Land Surveying Intern (LSI), or a Certified Water Right Examiner (CWRE), and for registration as a Professional Engineer (PE), Professional Land Surveyor (PLS), Registered Professional Photogrammetrist (RPP) who did not achieve a passing grade in their first written examination with the OSBEELS.

See the following OARs for detailed information: OAR 820-010-0440, OAR 820-010-0442, and OAR 820-010-0450.

### Reapplying for the CWRE Examination?

Applicants who are registered as a Geologist must submit an official documentation verifying current registration with the Oregon State Board of Geologist Examiners (OSBGE) each time an application is made.

See the following OAR for detailed information: OAR 820-010-0209(4).

### Applying for a Registration as a Professional Engineer, Professional Land Surveyor, or Registered Professional Photogrammetrist?

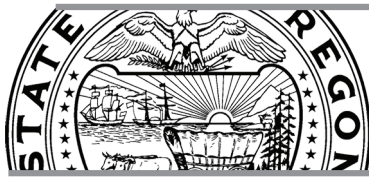
Applicants reapplying for registration as a professional engineer, professional land surveyor, or registered professional photogrammetrist are required to complete the Take-home examination. Completion of the Take-home examination is required each time an application is made.

See the following OARs for detailed information: OAR 820-010-0205(6), OAR 820-010-0212(2), OAR 820-010-0213(2), and OAR 820-010-0214(2).

### Is This Your Third (or more) Attempt for This Examination?

Applicants who did not achieve a passing grade in their first and second written examinations will, before re-admittance to a subsequent examination, be required to submit valid evidence of further preparation on their part.

See the following OAR for detailed information: OAR 820-010-0465.



## Reapplication

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### Reasonable Accommodations for an Oregon State Specific Examination

Reasonable accommodations may be provided for applicants who have documented disabilities within the meaning of the American Disabilities Act (ADA) of 1990 or for applicants whose religious convictions prohibit them from testing on the scheduled examination date.

See the following OAR for detailed information: OAR 820-010-0443.

### Deadlines

Applications must be postmarked or hand delivered by 5:00 p.m. on the 1st day of December for the Spring examination administration or by 5:00 p.m. on the 1st day of June for the Fall examination administration. If the postmark deadline falls on a Saturday, Sunday, or legal Holiday, applications are accepted until 5:00 p.m. on the preceding business day.

See the following OAR for detailed information: OAR 820-010-0442.

### Application Fees

The reapplication fees are located in OAR 820-010-0305. Reapplication fees are non-refundable. Applicants will be notified by the OSBEELS office of eligibility for entrance to the examination. In addition, the OSBEELS will continue to maintain and store records pursuant to the Oregon Administrative Rules Chapter 166, Division 350.

See the following OARs for detailed information: OAR 820-010-0300, OAR 820-010-0305, and OAR 820-010-0442.

### How Reapplications are Processed

Reapplications will be processed according to the date received by the OSBEELS office.

### GENERAL INSTRUCTIONS

- Step 1: Complete the Reapplication form.
- Step 2: If applicable, gather supporting documentation; such as: valid evidence of further preparation and/or request for a reasonable accommodation.
- Step 3: Gather completed form(s) and documents and put together in a single package (see OAR 820-010-0215) for mailing.
- Step 4: Send package, including application payment to the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS):  
OSBEELS  
670 Hawthorne Avenue, SE  
Suite 220  
Salem, OR 97301
- Step 4: If correspondence has not been received from the OSBEELS within 60 days of submittal, please contact us.



# Oregon

BOARD OF EXAMINERS  
FOR ENGINEERING &  
LAND SURVEYING

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Suite 220  
Salem, Oregon 97301

tel. 503.362.2666  
email: [osbeels@osbeels.org](mailto:osbeels@osbeels.org)  
Web: [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels)

Office Use Only - Date Received:

Office Use Only -  
Date Paid:

Office Use Only - ID # .....

## Request for Reapplication

Applicant Contact Information			
First name (personal name)	Middle name or initial	Last name (family name)	
If you have a Social Security number Oregon law requires that it be used. Only use a Passport number if you don't have a Social Security number.			
<input type="checkbox"/> Social Security #	OR	<input type="checkbox"/> Passport #	Country issuing passport
Birth date (Mo/Day/Yr)	Where do you want correspondence mailed to? <input type="checkbox"/> Home address OR <input type="checkbox"/> Business address		
Mailing address (include any apartment number)			Home/Personal phone #
City	State or Province	Zip/Postal code	Home email address
Business name		Business phone #	Business fax #
Business address (include any suite number)			
City	State or Province	Zip/Postal code	Business email address



**Examination Information**

Date of last examination: \_\_\_\_\_

**Select examination, date, and branch (if applicable)**

Fundamentals of Engineering Examination  
Select examination schedule (choose only one)  
 Spring Examination  Fall Examination

Fundamentals of Land Surveying Examination  
Select examination schedule (choose only one)  
 Spring Examination  Fall Examination

Professional Engineering Examination  
Select examination schedule (choose only one)  
 Spring Examination  Fall Examination

*See OAR 820-010-0440 for the Schedule of Examinations.*

Select branch (you must choose one)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Acoustical      | <input type="checkbox"/> Control Systems       | <input type="checkbox"/> Industrial                              |
| <input type="checkbox"/> Agricultural    | <input type="checkbox"/> Electrical & Computer | <input type="checkbox"/> Mechanical                              |
| <input type="checkbox"/> CA Geotechnical | <input type="checkbox"/> Environmental         | <input type="checkbox"/> Metallurgical and Materials             |
| <input type="checkbox"/> Chemical        | <input type="checkbox"/> Fire Protection       | <input type="checkbox"/> Naval Architecture & Marine Engineering |
| <input type="checkbox"/> Civil           | <input type="checkbox"/> Forest                | <input type="checkbox"/> Nuclear                                 |

Structural Engineering Examination(s)

Select examination schedule for each of the following examinations

Spring Examination  Fall Examination **Both; Structural 16-hour**

.....

Spring Examination  Fall Examination **Friday; Vertical Forces 8-hour**

.....

Spring Examination  Fall Examination **Saturday; Lateral Forces 8-hour**

Professional Land Surveying Examination(s)

Select examination schedule for each of the following examinations

Spring Examination  Fall Examination **Both; NCEES Principles and Practices of Land Surveying (6-hour) and Oregon Specific Land Surveying (4-hour)**

.....

Spring Examination  Fall Examination **NCEES Principles and Practices of Land Surveying (6-hour)**

.....

Spring Examination  Fall Examination **Oregon Specific Land Surveying (4-hour)**

Professional Photogrammetric Mapping Examination

Certified Water Right Examination



**General Questions**

Answer the following questions (see OAR 820-020-0045)

Have you ever had any criminal convictions relating to the profession for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your professional registration ever been denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any restriction or disciplinary action in any jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in your professional profession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently practicing or offering to provide services for projects in Oregon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer is "yes" to any of the above stated questions, please submit a written explanation.

All information provided with your response will be considered public information unless required to be kept confidential by state or federal law.

**Social Security Guidelines**

As part of your application for an initial or renewed occupational, professional or recreational license, certification, or registration issued by OSBEELS, you are required to provide your Social Security Number to OSBEELS. This is mandatory. The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC § 405 (c) (2) (C) (I), and 42 ISC § 666 (a) (13). **Failure to provide your Social Security Number will be a basis to refuse to issue or renew the license, certification, or registration you seek.** This record of your Social Security Number will be used for child support enforcement and tax administration purposes (including identification) only, unless you authorize other uses of the number. Although a number other than your Social Security Number appears on the face of the licenses, certificates, or registrations issued by OSBEELS, your Social Security Number will remain on file with OSBEELS.

If, the United States Social Security Administration has not issued you a social security number, you must follow these guidelines:

- a. form must be signed by you;
- b. You are attesting to the fact that no social security number has been issued to you by the United States Social Security Administration; and
- c. are acknowledging that knowingly supplying false information under this section is a Class A misdemeanor, punishable by imprisonment of up to one year and a fine of up to \$6,250.

By providing the following signature, you are agreeing to comply with the guidelines listed above.

Signature	Date (Mo/Day/Yr)
.....	.....

I hereby certify under penalty of perjury that the information provided on this reapplication together with accompanying documents and all enclosed materials is true and correct. I am the applicant named in this reapplication, I have read the contents thereof and, to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

Signature	Date (Mo/Day/Yr)
.....	.....



Select payment method (choose one)			
<input type="checkbox"/> Check or Money Order (payable to the OSBEELS)		<input type="checkbox"/> Cash	Amount Enclosed:
<input type="checkbox"/> Debit or Credit Card (Visa, Mastercard, Discover, or AmEx)		Total Charge to Card:	
Card Number	Exp. Date	Security Code*	Billing Zip/Postal Code
Signature (serves as payment authorization if paying by debit or credit card)			Signature Date (Mo/Day/Yr)

**\* Debit or Credit Card Security Codes**

If submitting a payment to the OSBEELS for fees by debit or credit card, please provide the security code. These codes are a security feature that appears on the back of most Visa, MasterCard, and Discover cards, and on the front of American Express cards. This code is a three or four-digit number which provides a cryptographic check on the information embossed on the card.

American Express Card Users: Look for the 4-digit code printed on the front of the card just above and to the right of the main card number. This 4-digit code is the card security code. Visa, MasterCard, and Discover Card Users: Flip the card over and look at the signature box. A special 3-digit code will be located in the signature box. This 3-digit code is the card security code.