

**PROFESSIONAL ENGINEERS, ARCHITECTS, SURVEYORS
AND LANDSCAPE ARCHITECTS ("EASLA")
Frequently Asked Questions**

1. How do I qualify for licensure?

PROFESSIONAL ENGINEER

Licensure in Hawaii is by discipline. Currently, licenses are offered in the following disciplines: agriculture, chemical, civil, electrical, industrial, mechanical, and structural. Civil and structural engineering are two separate and distinct disciplines in Hawaii.

Requirements:

- Possess the proper education and/or experience requirement pursuant to Chapter 16-115, Subchapter 2 Professional Engineers, Hawaii Administrative Rules; and
- Pass the NCEES FE exam (may be waived for endorsement) and the NCEES PE exam in the discipline applying for or equivalent exams.

There are two basic pathways to licensure:

1. If you are currently licensed in another jurisdiction, you will be seeking licensure via Endorsement with NCEES exams;
2. If you are **NOT** licensed in any other jurisdiction, you will be seeking licensure via NCEES exams.

ARCHITECT

Requirements:

- Possess the proper education and/or experience requirement pursuant to Chapter 16-115, Subchapter 3 Architects, Hawaii Administrative Rules; and
- Pass the NCARB's A.R.E.

There are two basic pathways to licensure:

1. If you are currently licensed in another jurisdiction, you will be seeking licensure via endorsement.
2. If you are **NOT** licensed in any other jurisdiction, you will be seeking licensure via AXP/exam.

LAND SURVEYOR

Requirements:

- Possess the proper education and/or experience requirement pursuant to Chapter 16-115, Subchapter 4 Land Surveyors, Hawaii Administrative Rules;
- Pass the NCEES, FS and PS exams or equivalent exams; and
- Pass the Board-produced professional land surveying exam on Hawaii land matters and Hawaii land description.

There are two basic pathways to licensure:

1. If you are currently licensed in another jurisdiction, you will be seeking licensure via Endorsement with NCEES exams;
2. If you are **NOT** licensed in any other jurisdiction, you will be seeking licensure via NCEES exams.

LANDSCAPE ARCHITECT

Requirements:

- Possess the proper education and/or experience requirement pursuant to Chapter 16-115, Subchapter 5 Landscape Architects, Hawaii Administrative Rules;
- Pass the CLARB exam ("L.A.R.E.") or a similar licensing exam or document 15 years of experience in responsible charge; and
- Pass the Board-produced landscape architectural licensing exam (Hawaii Plant Materials).

There are two basic pathways to licensure:

1. If you are currently licensed in another jurisdiction, you will be seeking licensure via endorsement.
2. If you are **NOT** licensed in any other jurisdiction, you will be seeking licensure via AXP/exam.

NOTE: In order to become licensed in Hawaii, a person shall be a U.S. citizen, U.S. national, or an alien authorized to work in the U.S., and have a U.S. Social Security number.

2. Where do I obtain an application for licensure?

Applications for licensure are posted on our web site at http://cca.hawaii.gov/pvl/boards/engineer/application_publications/.

To request an application be mailed to you, please call the Licensing Branch at (808) 586-3000 and provide the following:

- *Name
- *Mailing address
- *Type of application

3. How much are the application fees?

\$150 for endorsement applicants
\$100 for exam applicants (PE, PS, A.R.E. and L.A.R.E.)
\$50 for FE and PS exam applicants
\$60 for the Hawaii plant materials exam (landscape architecture)
\$80 for the Hawaii land matters and Hawaii land description exam (land surveyor)
All fees are non-refundable.

4. How much are the licensing fees?

For licenses issued between May 1 of an even-numbered year to April 30 of an odd-numbered year, the cost is \$216.

For licenses issued between May 1 of an odd-numbered year to April 30 of an even-numbered year, the cost is \$114.

5. How long does it take to process an application?

It takes approximately 15 to 20 business days to process an application for **completeness** ensuring that all fields are completed and all requirements (i.e. fees, verifications, certification, etc.) are met. The application is then reviewed by the Board at its monthly meeting. Provided that you have submitted a **completed** application and there are no deficiencies, it may take approximately 15-20 business days to process and a license may then be issued. (See Disciplinary Action below).

6. How do I follow up on the status of my application?

To check on the status of your application, you can visit our website at <https://pvl.ehawaii.gov/pvlsearch/> or call the Licensing Branch at (808) 586-3000, between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

7. After licensure, how often will I have to renew?

You will need to renew by April 30 of every even-numbered year. A notice of renewal will be sent to you approximately two months prior to the renewal.

8. Are there continuing education ("CE") requirements for licensure renewal?

Yes, there are CE requirements for Architect licensees only. Architects are required to complete 16 hours of CE courses in public protection subjects during the biennium. Please visit our website for details on the CE audit for architect licensees at <http://cca.hawaii.gov/pvl/boards/engineer/>

9. Can I place my license on inactive status?

No. There is no "inactive" status on a license.

10. Where can I find the licensing law and administrative rules?

Visit the Board's website at <http://cca.hawaii.gov/pvl/boards/engineer/> and click on Statue/Rule Chapter.

11. I did not renew my license. How do I restore it?

Licenses that are not renewed by April 30 of every even-numbered year become forfeited. A forfeited license may be restored within two years of the forfeiture. To restore a license, you may call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time, and request to have a restoration application form sent to you.

12. Disciplinary Action

- a) Has any license/certification/registration ever been suspended, revoked or otherwise subject to disciplinary action?
- b) Are there any disciplinary actions pending against you?
- c) Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged?

If you answered "**YES**" to any of the above, you will need to submit:

- A statement signed by you explaining the circumstances; and
- Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents.

If your application indicates a **criminal conviction**, you must submit the following:

- A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended.
- A copy of the court order, verdict, and terms of sentence;
- A current criminal history record check in your name dated within six months of the date your application is received from the jurisdiction where the conviction occurred **and** the jurisdiction where you currently reside if different. In Hawaii, you may obtain a criminal history record check from the Hawaii Criminal Justice Data Center. Contact them at (808) 587-3100 or visit their website at: <https://ecrim.ehawaii.gov/ahewa/login.do;jsessionid=CB5C87A4E20F4160229F812803143448.prodapp1> to request a "Criminal History Record Check" form; and
- If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your compliance with the court orders (terms and conditions imposed including any court documentation).

For general questions (e.g. change of address, name change, duplicate pocket card, etc.) please visit the Professional and Vocational Licensing Division's website at <http://cca.hawaii.gov/pvl/> and review the FAQs.