

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; and
- 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; and
- Pass the CLARB exam ("L.A.R.E.") or a similar licensing exam; and
- Pass the Board-produced landscape architectural licensing exam (Hawaii Plant Materials).

There are two basic pathways to licensure:

- 3) If you are currently licensed in another jurisdiction, you will be seeking licensure via endorsement.
- 4) If you are **NOT** licensed in any other jurisdiction, you will be seeking licensure via CLARB 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 <https://cca.hawaii.gov/pvl>.

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?

A non-refundable fee of \$150 for endorsement applicants and \$100 for exam applicants.

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, please 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; and

- 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: ecrim.ehawaii.gov to request a "Criminal History Record Check" form;
- 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).

Pathways to Licensure

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.

Licensure in Hawaii is by discipline. An applicant will need education, passage of the NCEES FE and PE exams, and experience in the same discipline applying for. The number of years of experience is determined by your degree/education level.

It appears you won't need to wait for the California license and may apply via #2 NCEES exams.

Please visit our website to download more detailed information and an application for PE license and to also download our statutes and rules.

<http://cca.hawaii.gov/pvl/boards/engineer/>

Years of Experience for Exam

Yes. The amount of experience required is dependent on an applicant's level of education. Note that licensure in Hawaii is by discipline and requires that an applicant have the NCEES exam and experience in the same discipline applying for.

Presently, there are no Board discussions on "decoupling".

Please visit our website for more detailed information and to download our statutes and rules.

<http://cca.hawaii.gov/pvl/boards/engineer/>

FE exam

According to your email, based upon your education history, to qualify to take the FE exam, you would need to have the following:

- With a 4-year engineering tech, or arts and science degree, you would need 2 years of engineering experience; or
- If you had an evaluation conducted by the NCEES of your P.I. Bachelor's Degree in Civil Engineering, and if the NCEES evaluation indicates that your degree is equivalent and satisfies the education requirement, you would not need to provide any engineering experience.

Appears that your AS degree in Arch engineering would not qualify as a 4-year engineering tech degree. Also, I do not think that your CAD Tech experience would qualify as lawful engineering experience.

Therefore, without an NCEES evaluation of your foreign BSCE degree, it appears that you would need 9 years of engineering experience to qualify to take the FE exam.

To qualify to take the FE exam, an applicant would need to have the following:

- ABET accredited BS and/or MS engineering degrees = 0 years experience
- With a 4-year engineering tech, or arts and science degree = 2 years experience; or
- With no degree = 9 years of experience.

*If an evaluation was conducted by the NCEES of a foreign Bachelor's Degree in Civil Engineering, and if the NCEES evaluation indicates that the degree is equivalent and satisfies the education requirement, then no experience is required.

Licensure in Hawaii is by discipline. Note that Hawaii requires passage of both the FE and PE exams in the same discipline applying for licensure.

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 for a professional engineer license are:

- 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 applicants); and
- Pass the NCEES PE exam in the discipline applying.

Regarding the FE exam waiver:

Please note that in order to have the Board consider granting an FE exam waiver, the applicant would need to provide at least 15 years of experience in responsible charge. "Experience in responsible charge" is defined in Hawaii Administrative Rules section 16-115-2 as "direct control or personal supervision of engineering . . . work". In the past, the Board has determined that experience in responsible charge includes being licensed and an owner of an engineering practice; being licensed and a supervisor in an engineering practice; or being licensed and stamping your own designs or of those under your supervision. Thus, experience in responsible charge means that an individual is supervising the engineering work of others. Applicants who do not hold a valid professional engineer license in another jurisdiction for the past 15 years or more may not be eligible for a waiver of the FE exam.

Please visit the Board's website to download their statutes, rules, and more detailed information on applying for a professional engineer license.

<http://cca.hawaii.gov/pvl/boards/engineer/>