

**Board of Professional Engineers, Architects, Surveyors, & Landscape Architects
("EASLA Board")
Frequently Asked Questions & Guidance**

GENERAL QUESTIONS – APPLICATION PROCESS

1. How long is the application processing timeline?

Applications currently take a minimum of 45 to 60 business days to process. If an application is deficient (e.g. documents missing, Board requests additional clarification, etc.), this may delay the processing timeline. We cannot continue processing applications until all deficiencies are remedied.

2. Can I expedite my application?

There is no option to expedite an application. All applications are reviewed in the order in which they are received.

3. Can I submit online?

Yes, you may submit online by creating a "MyPVL" account: <https://mypvl.dcca.hawaii.gov/>. If you submit your application online, there is also an option for online payment.

You may alternatively submit hard-copies of the application, supplementary materials, and check payment to our office by mailing:

DCCA-PVL
Attn: EASLA
P.O. Box 3469
Honolulu, HI 96801

Check payable to: "Commerce & Consumer Affairs"

4. Where can I access the application form?

Application form and supplemental verification forms can be downloaded as PDFs on our website: <https://cca.hawaii.gov/pvl/boards/engineer/>

5. How long do I have to complete the application process?

Pursuant to HRS section 436B-9, your application shall be considered abandoned and shall be destroyed if you fail to complete the licensure process **within one (1) year after filing an application** or fail to take and pass the examination after becoming eligible to take the examination.

If an application is deemed abandoned, you are required to re-apply for licensure and meet the licensing requirements at the time of re-application.

6. I'm already licensed in another state. How do I apply via reciprocity?

Hawaii does **not** license by reciprocity. Even if you hold a license in another jurisdiction and already have an NCEES/NCARB/CLARB Record, all applicants must still submit a Hawaii application form, fees, and related documents.

Note: Additional documentation may be requested, even if you provided similar information for your NCEES/NCARB/CLARB Record.

Please be reminded that all states have their own licensing authority and governing laws/rules over the profession. Requirements may vary state by state, sometimes significantly.

7. Is the Board party to any international Mutual Recognition Agreements (MRAs) or other international reciprocity agreements?

No. The Board is not a signatory on any existing MRAs. Therefore, international applicants must still meet all the Hawaii requirements to qualify for Hawaii licensure.

Although the Board is a member of NCEES, NCARB, and CLARB, and is aware that these organizations have signed MRAs/other international agreements, Hawaii is **not** party to these agreements.

8. What are the pathways to licensure in Hawaii?

If you hold a current license in another jurisdiction, you will be applying for licensure via endorsement. Note that endorsement is **not** the same as "reciprocity."

If you do not hold a current license in another jurisdiction, you will be applying for licensure via exam (to test or for "initial licensure" if you have passed all the tests but do not hold a license in another jurisdiction).

For additional details on licensure requirements for the specific professional engineer, architect, surveyor, or landscape architect license type, please see the instructions on the application forms as well as the Board's laws/rules: <https://cca.hawaii.gov/pvl/boards/engineer/>

9. I already transmitted my NCEES/NCARB/CLARB records to Hawaii. Do I need to submit anything else?

Regardless of NCEES/NCARB/CLARB record transmittal, all applicants must also submit the Hawaii application form and fees.

Note: Even though NCEES/NCARB/CLARB records may be submitted in lieu of piecemeal verification requirements for education, experience, exam, and/or license, the Board may still request additional information as needed.

All applicants must meet the Hawaii requirements for licensure, which may differ, sometimes significantly, from other jurisdictions. Establishing an NCEES/NCARB/CLARB record does not guarantee that you meet the qualifications for licensure in Hawaii.

10. I don't have an NCEES/NCARB/CLARB record. Can I still apply for licensure?

Yes. NCEES/NCARB/CLARB record is not a requirement for licensure application. If you do not have a record established with NCEES/NCARB/CLARB, you will need to submit individual verifications of the requirements, including:

- Education: Official transcripts or certified copy of diploma. See #11 for verification of foreign education
- Experience: Verified by licensed individual(s) using the "Verification of Supervision" form for supervisors and/or the "Verification of Experience in Responsible Charge" for licensed non-supervisors (experience in responsible charge is only an option for via endorsement applicants)
- Exam: Passage of the required exams may be verified either by NCEES/NCARB/CLARB or through the state board(s) with which you tested. Verification by state boards must be sent to Hawaii directly from the verifying state board using their own board form or the "Verification of Exam/License" form on our website
- License: Via endorsement applicants must verify at least one current license in another jurisdiction. Verification by state boards must be sent to Hawaii directly from the verifying state board using their own board form or the "Verification of Exam/License" form on our website

All forms are available on the Board's website:

https://cca.hawaii.gov/pvl/boards/engineer/application_publications/

11. Will the Board credit my foreign education?

All foreign degrees are required by Hawaii Administrative Rules 16-115 to be evaluated by an approved evaluator and found "equivalent" to the appropriate US accredited degree (ABET/NAAB/LAAB) to be considered for licensure:

- PE applicants: contact NCEES Credentials Evaluation Services directly
- AR applicants: contact NCARB directly to request an EESA evaluation
- PS applicants: contact NCEES Credential Evaluation Services directly
- LA applicants: contact Educational Credential Evaluators, Inc. (ECE) directly and request a general report

If you do not wish to have your foreign degree evaluated, or if the evaluation finds your education “not equivalent,” then you may consider applying via the Board’s “no degree” pathway to licensure. This requires additional verified, lawful experience to qualify:

- PE: 12 years
- AR: 11 years
- PS: 11 years
- LA: 12 years

Note: The Board does not recognize NCEES/NCARB/CLARB alternative pathways to licensure or other alternatives to meeting the education, exam, and experience requirements. This includes non-acceptance of NCARB’s foreign architect path. You must meet Hawaii’s specific requirements to qualify for licensure.

12. How much are the fees*?

Application fees (non-refundable):

- \$150 for endorsement (licensed in another state)
- \$100 for exam (not licensed in another state)

Licensure fees (assessed only if your application is approved):

- \$216 for licenses issued between May 1 of an even-numbered year to April 30 of an odd-numbered year
- \$114 for licenses issued between May 1 of an odd-numbered year to April 30 of an even-numbered year

Exam fees:

- For FE, PE, FS, PS, ARE, and LARE exams, exam fees must be paid directly to the exam proctor (NCEES, NCARB, CLARB) upon registration
- For the surveyor state exam (Hawaii Description Writing) and the landscape architect state exam (Hawaii Plant Materials), an \$80 fee must be paid directly to the exam proctor (PSI) upon registration

**All fees are subject to change.*

13. Where can I find the licensing law (HRS) and administrative rules (HAR)?

Licensing laws and administrative rules for the EASLA Board can be found on our website:

https://cca.hawaii.gov/pvl/boards/engineer/statute_rules/

14. The information in your application form/website/laws and rules differs from the information on the NCEES/NCARB/CLARB website.

Please be reminded that the Board's laws (Hawaii Revised Statutes) and rules (Hawaii Administrative Rules) are the governing authority over licensure and the profession in Hawaii. You should always contact the Board directly to verify licensing requirements.

While the Board is a member of NCEES/NCARB/CLARB, these national organizations do not have the authority to determine licensing requirements in the State. While we do our best to collaborate and provide the most up-to-date information on their websites, licensing laws/rules and other policies may change before those websites can be appropriately updated. Again, you should always contact the Board directly to verify licensing requirements for the state in which you are applying.

15. How do I check on the status of my application?

If you submit an online application, you can track your application through the application process through your MyPVL account.

You may also contact the Licensing Branch by calling (808) 586-3000 or by emailing the Board at EASLA@dcca.hawaii.gov. Our normal business hours are Monday through Friday, 7:45a.m. to 4:30p.m. Hawaii Standard Time.

Please provide your full, legal first and last name, and confirm the last 4 digits of your SSN for privacy and security purposes.

16. Someone will be helping me with my application. How do I authorize them?

Please be sure to fill out and sign the last page of the application form if you would like to designate "authorized third parties." We will not disclose any information about your application to any other individual unless they are listed as an authorized third party.

If you would like to add an authorized third party mid-way through the application process, please complete and sign the last page of the application form and email it to EASLA@dcca.hawaii.gov.

GENERAL QUESTIONS – AFTER LICENSURE

1. After licensure, how often do I have to renew?

All EASLA licensees (PE, AR, LS, LA) must renew by April 30 of every even-numbered year, regardless of the date of initial licensure in Hawaii.

A notice of renewal will be sent to your mailing address on file approximately two months prior to the renewal deadline as a courtesy reminder. **However, it is every licensee's sole responsibility to timely renew their license.** The Board is not responsible for late or no renewal

and it is impossible for our office to track whether the renewal postcards are received once they leave our office.

2. Are there Continuing Education (“CE”) requirements for renewal?

Currently, only Hawaii architect licensees have CE requirements for renewal. The Architect CE requirement is 16 CEs in HSW subjects taken during the licensing biennium. Please visit our website for more details on the CE requirements and biennial architect CE audit:

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

3. 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. You may **not** practice in Hawaii with a forfeited Hawaii license.

To restore a license, you may call the Licensing Branch at (808) 586-3000 Monday through Friday between 7:45a.m. and 4:30p.m., Hawaii Standard Time or email the Board at EASLA@dcca.hawaii.gov and request for a restoration application form to be sent to you. The restoration application must be mailed to our office with payment.

Note: For architect restorations, you will also be required to submit certificates of completion to verify 16 CEs in HSW, regardless of the date of initial Hawaii licensure.

4. Can I place my license on “inactive” status?

No. There is no option to “inactive” your license.

Please contact our office by emailing EASLA@dcca.hawaii.gov if you would like to voluntarily surrender your license.

Otherwise, if you do not renew by the renewal deadline and do not subsequently restore within the restoration deadline, your license will be considered “forfeit” in our system.

5. I had a license that expired, and I did not renew or restore it. How do I get licensed again?

Your license is considered “forfeit” in our system. You will need to re-apply as a “new” applicant by re-submitting the application form, fees, and related documents. You must meet the requirements at the time of re-application.

If your re-application is approved, you will be given your original license number.

6. Where do I get my wall certificate and pocket ID after licensure?

Our office does not mail or email out wall certificates or pocked IDs. All licensees may self-print both documents online via their MyPVL account: <https://mypvl.dcca.hawaii.gov/>

7. How do I verify my Hawaii license?

Until you receive an actual license number, you may **NOT** practice in the State of Hawaii.

Verification of licenses can be done on-line at no cost using our license search site at: <https://pvl.ehawaii.gov/pvlsearch>. You or the requesting agency will be able to obtain information such as original license date, license expiration date, license status, disciplinary action, etc. The information downloaded from this site is official license information which state boards or other individuals can download for themselves.

If the above is not acceptable, please submit a written request that includes the complete address or email address of the location that the verification is to be mailed to along with a \$15 fee (check payable to *Commerce and Consumer Affairs*)

Mailing Address: Licensing Branch – License Verification
 P.O. Box 3469
 Honolulu, HI 96801

Please allow 20 business days from the receipt of your request for PVL standard verification reports to be mailed out.

ENGINEER (PE) APPLICATION

1. Which engineering disciplines does Hawaii license?

Currently, the Board licenses the following engineering disciplines: agricultural, civil, chemical, electrical, environmental, fire protection, industrial, mechanical, and structural.

2. What does it mean that Hawaii is a discipline-specific state?

We are a discipline-specific state, which means that we license by discipline. Applicants must meet the discipline-specific requirements of the discipline for which they are applying for and, once licensed, are only authorized to practice within the scope of work of their discipline as defined by our Hawaii Administrative Rules, HAR 16-115-2.

Some of the discipline-specific requirements include:

- Experience must be in the same discipline for which you are applying as defined by Hawaii's laws/rules (*i.e. if you have multi-disciplinary experience, you will be asked to separate out discipline-specific experience so the Board can accurately credit the time*)

- Experience must be verified by PE(s) licensed in the same discipline for which you are applying (e.g. *only a PE-electrical can verify your experience for PE-electrical application*)
- PE exam must be taken in the same discipline for which you are applying (e.g. *PE-mechanical exam must be passed if applying for PE-mechanical licensure*)

3. Can I “waive” the FE exam?

Only applicants applying via endorsement have the option to “waive” the FE exam requirement for PE licensure in Hawaii. To qualify for the FE exam waiver, you must submit 15 years of verified experience in responsible charge in the discipline for which you are applying and verified by a PE in the same discipline for which you are applying. Verification form is available on our website: https://cca.hawaii.gov/pvl/boards/engineer/application_publications/

In other words, to qualify for the FE waiver, you should:

- Hold at least one current license in another jurisdiction; **and**
- Have been licensed as a PE for at least 15 years; **and**
- Have a PE licensed in the same discipline verify your experience in responsible charge using the Board’s “Verification of Experience in Responsible Charge” form

Even if you previously obtained a waiver in another jurisdiction, you must meet Hawaii’s waiver requirements and be approved in order to waive the FE exam.

If you are not approved to waive the FE exam, you must take and pass the FE exam as part of Hawaii’s exam requirements for PE licensure.

Note: There is no option to waive the PE exam. PE exam must be taken in the same discipline for which you are applying.

4. How do I register for the FE exam?

If you have an ABET-accredited degree, or are in the last year of your ABET-accredited engineering program and expect to graduate within 7 months of the date of application, you can register directly with NCEES to take the FE exam and do not need to submit an application with the Board for pre-approval to test.

If you do not have an ABET-accredited degree, you must submit an application to the Board for pre-approval to test. You will need between 2 to 9 years of verified, lawful experience to qualify for licensure.

5. How do I register for the PE exam?

Note that you must pass the PE exam in the same discipline for which you are applying.

You will need between 4-12 years of verified, lawful experience to qualify for pre-approval to take the PE exam. Please see the application instructions to determine, and email the Board at

EASLA@dcca.hawaii.gov if you would like clarification on the minimum years of experience required to qualify for pre-approval.

Note: Hawaii is working towards decoupling per Board vote on August 8, 2024. However, new administrative rules have not yet been passed to allow for direct registration with NCEES. Please check with the Board for updates on administrative rules revision. This FAQs will be updated if new information is available about approval for the PE exam.

6. When does my experience start “counting” towards the licensure requirements?

The Board does not accept experience gained while you are earning your BS or MS or higher engineering degree. Therefore, your lawful experience will begin accumulating after the date of graduation from your BS engineering degree, and would not count while you are pursuing graduate engineering studies.

7. I am self-employed / my supervisors are no longer available / my supervisor is not licensed in the discipline for which I am applying. How do I verify my experience?

All experience must be verified by a PE licensed in the same discipline for which you are applying. There is no exception.

For exam applicants: If you are applying via exam (i.e. you are not licensed in another jurisdiction), you may only submit supervisor-verified experience. If your supervisor is not licensed in the same discipline, unfortunately you will not be able to meet the experience verification requirements for licensure in Hawaii.

For endorsement applicants: If you are applying via endorsement (i.e. you are licensed in another jurisdiction), you may submit experience verification by a PE licensed in the same discipline who is a non-supervisor (e.g. colleague, partner, etc.)

- Non-supervisor PE must be licensed in the same discipline for which you are applying
- Requires submittal of the “Verification of Experience in Responsible Charge” form on our website: https://cca.hawaii.gov/pvl/boards/engineer/application_publications/
- Non-supervisor PE can only verify experience in responsible charge, which the Board defines as experience gained after initial licensure where the individual was in direct or supervisory charge of the work
 - **Note:** This means that a non-supervisor PE can only verify your experience from after your initial licensure onwards. Any pre-licensure experience must be verified by a PE supervisor
- Experience in responsible charge is credited at a 2:1 ratio to supervisor-verified experience (e.g. 4 years of responsible charge would be credited as 2 years of lawful experience)

8. Common mistakes for applicants applying for PE-civil or PE-structural licensure in Hawaii

Be reminded that Hawaii is a discipline-specific state. Therefore, we recognize and license civil and structural as separate and distinct disciplines. This may be significantly different than other states in which you are licensed. However, all Hawaii applicants are required to meet Hawaii requirements to qualify for licensure in our State.

For your reference, please see definitions below for “civil engineering” and “structural engineering” as defined by the Board’s administrative rules:

HAR §16-115-2 Definitions.

"Civil engineering" means that branch of professional engineering which embraces studies or activities in connection with fixed works for matters such as irrigation, drainage, waterpower, water supply, flood control, inland waterways, harbors (not including piers), municipal improvements, railroads, highways, traffic, non-structurally supported tunnels, airfields and airways, purification of water, geotechnical activities, and sewerage and refuse disposal.

"Structural engineering" means that branch of professional engineering which deals with the investigation of, the design of, the selection of, and construction observation of the force-resisting and load-supporting members of structures such as foundations, walls, columns, slabs, beams, girders, trusses, and similar members where such investigation, design, selection, and supervision requires a knowledge of engineering laws, formulae, practice, and knowledge of the methods used in their erection.

Common deficiencies include:

- **Licensed as a PE-civil in another state, but practicing what Hawaii defines as “structural engineering”** – If you solely practice structural engineering as defined in Hawaii, your experience may not qualify you for PE-civil licensure. If you have a mix of both civil and structural experience, you will be asked to clearly separate out civil-only work/projects, with timelines, so the Board can accurately determine if you meet the minimum years of qualifying civil work only.
- **Submitting experience which is a combination of two or more disciplines** – Be reminded that Hawaii is a discipline-specific jurisdiction. If you submit experience that is a mix of both civil and structural experience, you will be asked to clearly separate out, with timelines, civil-only work/projects if applying for PE-civil, or structural-only work/projects if applying for PE-structural. The same goes if the mix is of any other engineering disciplines.
- **Applying for PE-structural licensure, but have not passed the 16 hour NCEES structural exam** – Passage of the 16 hour NCEES structural exam is a requirement for all structural applicants to Hawaii.
- **Applying for PE-structural licensure, but have only worked under PE-civil supervisor(s) and/or only PE-civil(s) are available to verify experience** – Note Hawaii’s requirement

to have experience verified by a PE licensed in the same discipline for which you are applying. The only exception to this is for PE-structural applicants applying from a jurisdiction in which structural is considered a part of civil (i.e. there is no separate “SE” license). In this case, a PE-civil may verify your structural experience, so long as their PE is from a state in which structural is considered a part of civil.

- **Note:** This does not work the other way – an SE may not verify civil work. If applying for PE-civil licensure, all work must be verified by a PE-civil only.

ARCHITECT (AR) APPLICATION

1. How do I register for the A.R.E. exam?

If you have a NAAB-accredited degree, you can register directly with NCARB for the A.R.E. and do not need to submit an application with the Board for pre-approval to test.

If you do not have a NAAB-accredited degree, you will need to submit an application to the Hawaii Board for pre-approval to test. Note that non-NAAB degree holders will need to meet the following requirements to qualify for pre-approval:

- 5 to 11 years of verified experience (see application to determine)
- Completion of NCARB’s AXP/IDP program

2. Does the Board accept NCARB’s Foreign Architect Path?

No, the Board does not recognize NCARB’s Foreign Architect Path to NCARB Certificate.

In order for the Board to consider your foreign education, you must undergo an EESA evaluation with NCARB and have your foreign degree(s) found “equivalent” to a NAAB-accredited degree. Please contact NCARB directly for EESA evaluation information.

The Board does not currently accept any other education evaluation reports.

If your degree is found “not equivalent,” or you choose not to do the EESA evaluation, you may apply via the “no degree” pathway to licensure in Hawaii with a minimum of 11 years of experience and completion of AXP/IDP.

SURVEYOR (LS) APPLICATION

1. How do I register for the FS exam?

If you have an ABET-accredited degree, or are in the last year of your ABET-accredited program and expect to graduate within 7 months of the date of application, you can register directly with

NCEES to take the FS exam and do not need to submit an application with the Board for pre-approval to test.

If you do not have an ABET-accredited degree, you must submit an application to the Board for pre-approval to test. You will need between 5 to 9 years of verified, lawful experience to qualify for licensure.

2. How do I register for the PS exam?

You will need between 3 to 11 years of verified, lawful experience to qualify for pre-approval to take the PS exam. Please see the application instructions to determine, and email the Board at EASLA@dcca.hawaii.gov if you would like clarification on the minimum years of experience required to qualify for pre-approval.

Note: Hawaii is working towards decoupling per Board vote on August 8, 2024. However, new administrative rules have not yet been passed to allow for direct registration with NCEES. Please check with the Board for updates on administrative rules revision. This FAQs will be updated if new information is available about approval for the PE exam.

3. Can I “waive” the FS exam?

Only applicants applying via endorsement have the option to “waive” the FS exam requirement for LS licensure in Hawaii. To qualify for the FS exam waiver, you must submit 15 years of experience in responsible charge verified by a licensed surveyor. Verification form is available on our website: https://cca.hawaii.gov/pvl/boards/engineer/application_publications/

In other words, to qualify for the FS waiver, you should:

- Hold at least one current license in another jurisdiction; **and**
- Have been licensed as a PLS/LS for at least 15 years; **and**
- Have a licensed surveyor verify your experience in responsible charge using the Board’s “Verification of Experience in Responsible Charge” form

Even if you previously obtained a waiver in another jurisdiction, you must meet Hawaii’s waiver requirements and be approved in order to waive the FS exam.

If you are not approved to waive the FS exam, you must take and pass the FS exam as part of Hawaii’s exam requirements for LS licensure.

Note: There is no option to waive the PS exam.

4. I have been working as a surveyor for many years, but never under a licensed PLS/LS. Can I verify my experience?

All your experience must be verified by a licensed PLS/LS. It cannot be verified by any other licensed professional. There are no exceptions.

If you do not hold a surveyor license in another jurisdiction and have never worked under a licensed surveyor, unfortunately you will be unable to verify your experience per Hawaii's requirements.

If you are applying via endorsement (i.e. you hold an active surveyor license in another jurisdiction), you may have a licensed surveyor non-supervisor verify experience in responsible charge only.

5. When does my experience start "counting" towards the licensure requirements?

The Board does not accept experience gained while you are earning your degree. Therefore, your lawful experience will begin accumulating after the date of graduation from your undergraduate degree, and would not count while you are pursuing graduate studies.

6. How do I apply to take the State Exam (Hawaii Description Writing)?

All applicants, regardless of licensure in another state, must take and pass the State Exam to qualify for Hawaii licensure.

You must submit an application with the Board for pre-approval to sit for the State Exam. If also applying for the FS and/or PS exam, you may use the one application for all surveyor exams for which you are applying.

If you are approved to sit for the State Exam, you will receive information on registering for the exam from our office. Registration, exam payment, and testing is through PSI, Inc. Testing is available year-round at PSI testing sites. You do not need to fly to Hawaii to test. Testing site availability is at the sole determination of PSI.

The Candidate Bulletin with more details on the testing experience and test content and references are available for download on the PSI website: <https://test-takers.psiexams.com/hitrade/test/ERGLDL3Z>. This is the only "study" resource provided for the State Exam.

LANDSCAPE ARCHITECT (LA) APPLICATION

1. How do I register for the L.A.R.E.?

All applicants for the L.A.R.E. must submit an application to the Board for pre-approval to test. Please note the minimum 45 to 60 business days' processing time so you can plan accordingly for the four L.A.R.E. testing dates throughout each year.

If you are pre-approved to test, the Board will notify CLARB of your eligibility. Once CLARB receives your eligibility, you can register directly with CLARB.

To qualify for pre-approval to test, you will need between 2 to 12 years of lawful, verified experience. Please see the instructions on the application to determine. Contact the Board at EASLA@dcca.hawaii.gov if you need clarification on which education pathway you qualify under.

2. How do I apply to take the State Exam (Hawaii Plant Materials)?

All applicants, regardless of licensure in another state, must take and pass the State Exam to qualify for Hawaii licensure.

You must submit an application with the Board for pre-approval to sit for the State Exam. If also applying for L.A.R.E., you may use the one application for all landscape architect exams for which you are applying.

If you are approved to sit for the State Exam, you will receive information on registering for the exam from our office. Registration, exam payment, and testing is through PSI, Inc. Testing is available year-round at PSI testing sites. You do not need to fly to Hawaii to test. Testing site availability is at the sole determination of PSI.

The Candidate Bulletin with more details on the testing experience and test content and references are available for download on the PSI website: <https://test-takers.psiexams.com/hitrade/test/CAC2Q2LC>. This is the only “study” resource provided for the State Exam.