

INFORMATION AND INSTRUCTIONS

The Guam Board of Registration for Professional Engineers, Architects and Land Surveyors (PEALS Board) requires that all applicants seeking registration as Professional Engineer, Architect, Landscape Architect or Land Surveyor, and applicants seeking certification as Engineer Intern or Land Surveyor Intern must meet all requirements for registration, and must submit a notarized application with supporting documents to the PEALS Board.

A. General Requirements:

- Applicant must be a citizen of the United States, a permanent resident alien qualified for US citizenship, or a legally admitted alien authorized to work in the United States (must show proof of his right to remain and work in USA – not a passport);
- Applicant must be of good moral character and repute;
- Possess the proper education and experience as prescribed by Title 22 of the Government Code of Guam, and its amendments; and,
- Applicant must provide the Board with a minimum of five (5) character references with his application for registration as a professional engineer, architect, landscape architect or land surveyor. Three (3) of these references must be from practitioners registered in the discipline in which he seeks registration and having personal knowledge of his experience in that discipline, or
- In the case of an application for certification as an Engineer Intern or Land Surveyor Intern, by three (3) character references.

Sources of References:

- Immediate Supervisor
- Co-workers at equal or higher level who know of the applicant's qualifying experience
- Indirect supervisors
- Co-workers not closely associated with the applicant's work
- Acquaintances

(Current Board members, subordinates, and family members cannot serve as references).

B. Application

Online registration is available. Kindly create your account on the "Professional Dashboard" section of our home page.

Original application forms must be submitted on the printed form of the Board. Complete the form using a typewriter or print legibly in black ink. Answer all questions and sign and date the application form. It is the applicant's responsibility to ensure that all documents are received timely.

Please do not retype or re-create the application form. We will only accept applications originally formatted by this Board. You are required to use the same format when making additional copies. The application and other printed forms may be downloaded from the Board's website www.guam-peals.org or at the Board's office located in the:

590 S. Marine Corps Drive Suite 511
Tamuning, GU 96913

REQUIREMENTS: Please read the requirements carefully. Should you have a question or concern regarding the requirements, contact the PEALS Board at: 671/646-3113, fax: 671/649-9533, or email: peals@guam.gov

BASIS OF LICENSURE OR REGISTRATION: (1) If you are already licensed or registered in another jurisdiction, you will be seeking licensure or registration by Endorsement or Comity, (2) If you are NOT licensed or registered in any other jurisdiction, you will be seeking licensure or registration by AXP/Exam (for Architects), and by Exam (for Engineers and Surveyors).

SOCIAL SECURITY NUMBER: Your social security number is used to verify your identity for licensing purposes and for compliance with the law. For a license to be issued, you must provide your social security number or your application will be deemed deficient and will not be processed.

FEES: Make your check payable to the: Treasurer of Guam. Include with your application.

RELEASE OF INFORMATION: If an agency or individual is assisting you with the licensure process, we will not release any information to him/her unless you provide us with authorization. If you wish to do so, please provide us with such authorization.

SUBMITTALS

Effective July 20, 2009, APPLICANTS FOR REGISTRATION OR LICENSURE BASED ON EXAMINATIONS must follow requirements indicated under "Submittals" item 1 to 7 as applicable. Applicants MUST submit a completed application packet which contain the following in order to be considered:

1. Application to Practice (F1).
A completed Application To Practice form shall be attested before a Notary Public and accompanied by one passport-size signed photograph of the applicant. The photograph shall not be a profile nor retouched and shall have been taken within thirty days of submission of the application.
2. Affidavit and Authorization (F2).
3. Non-refundable application-processing fee.
Your check must be payable to the Treasurer of Guam.
4. Completed character reference forms (F3).
 - The applicant must list the individuals used as references.
 - Send blank "character reference" forms to the references you are using. Your character reference MUST place the completed form into the envelope, seal the envelope, and sign across the back flap of the envelope and return the sealed and signed envelope to you. It is helpful to provide the reference with a self-addressed, stamped envelope for returning it directly to you.
 - No reference forms will be sent by the Board.
5. Completed work experience verification forms (F4).
 - Applicants are required to document his/her work experience. Send blank "work experience" forms to previous and current supervisors. You must fill in the dates (from date to date) before sending the form to the individuals. Your supervisor(s) MUST have the form notarized, and sealed before returning it to you. (see Character Reference instructions above)
 - In the absence of a verified work experience, in instances where verification of experience of an applicant is impossible due to the applicant supervisor's demise, a defunct company or undeliverable by postal service, the applicant shall be required to submit evidence of employment with said organization.
6. Completed exam or registration verification forms (F5).

- Send blank "verification of exam or registration" (if applicable) form to the State or jurisdiction in which the applicant was **ORIGINALLY LICENSED/REGISTERED BY EXAMINATION**. In the event that FE or FS exams were passed in different States, each State must be sent a verification form. It is necessary that you supply the original Board with a self-addressed, stamped envelope to return it to you.

7. Original or certified college transcripts and diplomas (F6).

All foreign language documentation submitted with the application **MUST** be accompanied with translation to English by competent authority and both the translation and the original language version of the transcripts must be submitted.

It is the applicant's responsibility to follow-up with the Board to check the status and progress of the application.

REQUIREMENTS FOR LICENSURE BASED ON EXAM – ARCHITECT

1. Complete the entire Application to Practice form
2. Follow requirements in "Submittals", items 1-4
3. Provide the Board with your documentation of completion of AXP from NCARB.

Upon approval of your application, we will inform the test administrator, Prometric, of your eligibility to take the A.R.E. Prometric will send you an Authorization to Test (ATT) letter that will indicate the divisions you are eligible to take. You will also be sent a Bulletin of Information that provides the information about the A.R.E., guidelines that describe the test content, timing for each division, fees, payment information, and a list of test centers where you can take the exam.

For your information:

NCARB	PROMETRIC
1401 H Street NW, Suite 500,	ARE Operations
Washington, DC 20005	P.O. Box 6542
T: 202/879-0520	Princeton, NJ 08540
F: 202/783-0290	T: 800/896-2272
W: www.ncarb.org	F: 609/895-5022

APPLICATIONS FOR LICENSURE BASED ON COMITY – ARCHITECT AND LANDSCAPE ARCHITECT

1. Complete only pages 1, 2, and 6 of the Application To Practice form
2. Complete Affidavit and Authorization forms
3. Send non-refundable application-processing fee of \$120 made payable to the Treasurer of Guam
4. Have NCARB or CLARB submit your Council Record to Guam Board.

For your information:

CLARB
 3949 Pender Drive, Suite 120
 Fairfax, VA 22030
 T: 571/432-0332
 F: 571/432-0442
 W: www.clarb.org

Mail or submit the application and required items to the office of the PEALS Board.

REQUIREMENTS FOR LICENSURE BASED ON EXAM – ENGINEER AND SURVEYOR

1. Complete the entire Application to Practice form
2. Follow instructions under "Submittals", items 1-7.
3. Upon approval of your application, you will be notified in writing. You must then register and pay the applicable exam fees to take the next scheduled exam. To register for the exam, you must return the "Exam Registration" form by the deadline.

LICENSURE BY COMITY- ENGINEER AND SURVEYOR

1. Complete only pages 1, 2, and 6 of the Application to Practice form (F1)
2. Complete Affidavit and Authorization forms (F2)
3. Send non-refundable application-processing fee of \$120 made payable to the Treasurer of Guam
4. Have NCEES submit your Council Record to Guam Board

For your information:

NCEES
200 Verdae Boulevard
Greenville, SC 29607
800-250-3196

W: www.ncees.org

Mail or submit the application and required items to the office of the PEALS Board.

NOTE For Surveyor applicants only: Surveyors are required to take and pass the 4-hour examination in Guam Land Matters upon approval of application.

For additional information about registration process, please visit the Board's website: peafs@guam.gov