



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS

77 SOUTH HIGH STREET SUITE 2472
COLUMBUS, OHIO 43215

PHONE 614-466-3651 WWW.PEPS.OHIO.GOV

VERIFICATION STEPS IN ELICENSE OHIO

If you are requesting through NCEES

1. Log on to NCEES's website to request verification



If you are not requesting your verification through NCEES, start with step #2

2. Go to eLicense Ohio at www.elicense.ohio.gov
3. Log on to the eLicense Ohio licensing portal. Detailed instructions on registering your account can be found on the board's website.



The screenshot shows two side-by-side panels. The left panel is titled "New Users" and contains a "Create a New Account" section with instructions and two buttons: "I HAVE A LICENSE" and "I DON'T HAVE A LICENSE". The right panel is titled "Existing Users" and contains a "Login" section with input fields for "Email" and "Password", a "LOGIN" button, and links for "Forgot Password?" and "Forgot Email?".

If you have not already registered your account. You will need your social security number, date of birth, a valid email address, and your security code

This is a close-up of the "New Users" section. A yellow arrow points to the "I HAVE A LICENSE" button. The text above the buttons explains the registration process based on whether the user already has a license or login.

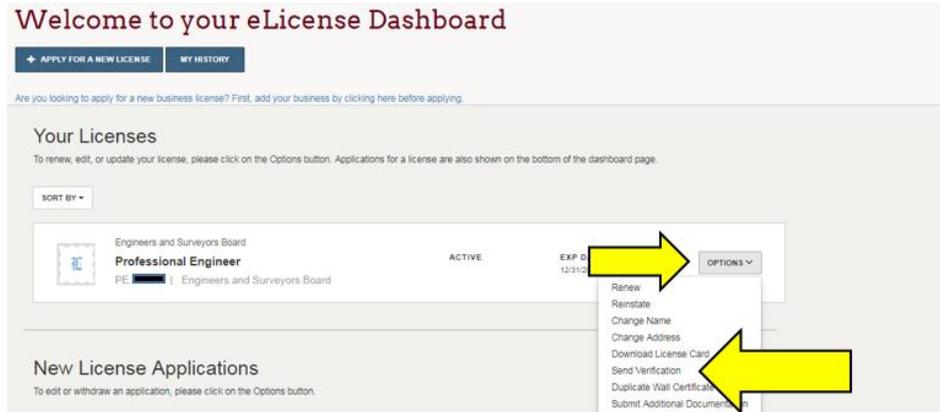
The security code can be requested through the portal during registration if you have a valid email address on file

If you do not have a valid email address on file, you will need to contact CSC at (614) 644-6860 for registration assistance or contact the board.

If you have already registered through eLicense Ohio, sign in using your email address and password.

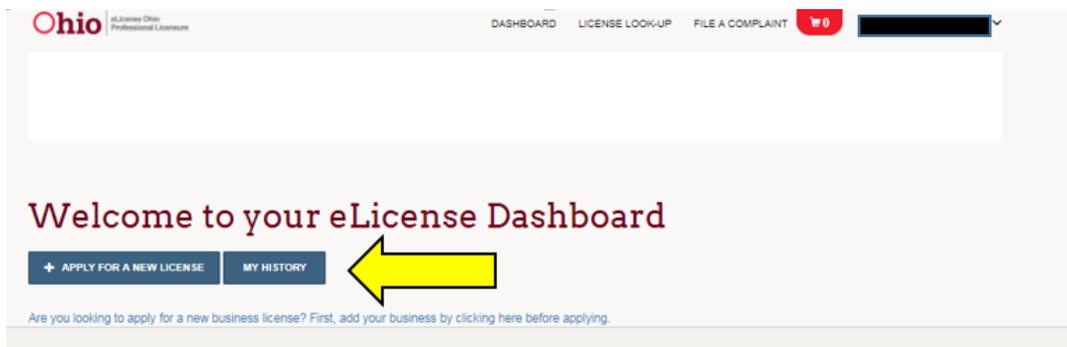
This is a close-up of the "Existing Users" login section. A yellow arrow points to the "Email" input field. The page includes fields for "Email" and "Password", a "LOGIN" button, and links for "Forgot Password?" and "Forgot Email?".

4. If you have an active license, or a license that was active sometime between the present and January 1, 2014, your license will show on your eLicense Dashboard.

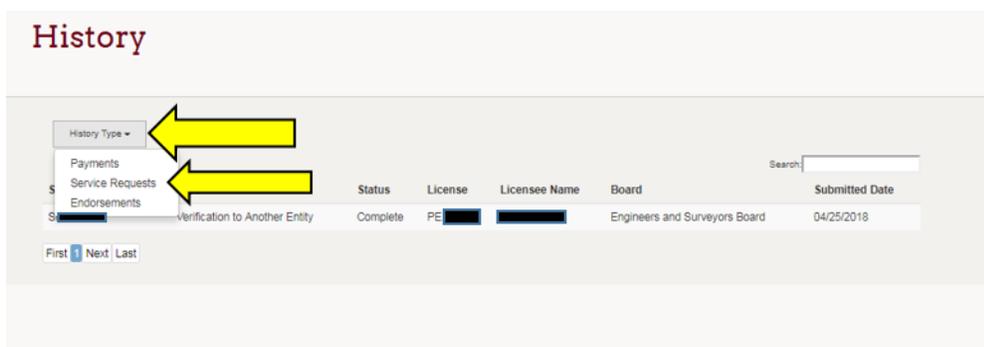


- a. Under the tile with your license information, on the right hand side there will be a drop down menu of Options.
- b. Select “send verification” and follow the steps to complete the request.
- c. After submitting, you will be taken to your cart to complete the payment for the verification fee.

Once the fee is submitted, the request will come into the board office to complete the verification. You can check the status of your verification by clicking on My History from your Dashboard.



To check the status of your request, click on the History Type drop down box and select Service Request.



When your request is first submitted, the status will show as Submitted. Once the board staff has completed the request, the status will be updated to “complete” and you will receive a confirmation email that your verification has been sent to the state requested.

The screenshot shows the Ohio Professional Licensure system dashboard. At the top, there is a navigation bar with links for 'DASHBOARD', 'LICENSE LOOK-UP', and 'FILE A COMPLAINT'. Below this is a 'Maintenance Notices' section with two bullet points regarding system unavailability. The main section is titled 'History' and contains a table with columns for 'Service Request #', 'Type', 'Status', 'License', 'Licensee Name', 'Board', and 'Submitted Date'. A yellow arrow points to the 'Complete' status in the first row of the table. Below the table are navigation buttons: 'First', 'Next', and 'Last'.

| Service Request # | Type | Status | License | Licensee Name | Board | Submitted Date |
|-------------------|--------------|----------|---------------|---------------|-------------------------------|----------------|
| SR- [REDACTED] | Verification | Complete | PE [REDACTED] | [REDACTED] | Engineers and Surveyors Board | 04/25/2018 |