



State of Maryland Department of Labor  
Board for Professional Engineers  
100 S. Charles St. Tower 1  
Baltimore, Maryland 21201  
(410) 230-6010

## Record of Education Form

**Complete the information below then read the delivery instructions at the bottom of this form.**

Your Name:

Field of Engineering Experience

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### **INSTRUCTIONS:**

List the colleges/universities attended, the type of degrees, and graduation date(s). Official transcripts must be sent directly to the Board from the college/university. Transcripts marked “*issued to student*” are not accepted.

Provide official course-by-course evaluations for each unaccredited program attended outside the U.S. Applicant must arrange to send transcripts directly from the evaluation company to the Board’s office. For recommended credential evaluation organizations, please visit: [www.ncees.org](http://www.ncees.org) or [www.wes.org](http://www.wes.org)

**To be valid, colleges/universities must send transcripts directly to the evaluation companies.** A photocopy of your foreign transcript is also required. Please email to:  
DLOPLPROFESSIONALENGINEERS-LABOR@MARYLAND.GOV

Name of College(s)/University(ies)	Degree	Graduation Date

**Send the completed form via one of the following options:**

**Email:** (a) DLOPLPERFirm-LABOR@maryland.gov; **or Mail:** Board for Professional Engineers, 100 S. Charles St. Tower 1, Baltimore, MD 21201