

North Carolina



BOARD OF EXAMINERS  
FOR ENGINEERS & SURVEYORS

Application Number

Date Received

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HEAD AND SHOULDERS ONLY

To fit in this box

FOR IDENTIFICATION PURPOSES ONLY

Place name on back of picture

**PROFESSIONAL ENGINEER**  
**APPLICATION FOR LICENSURE**  
**HAND WRITTEN APPLICATIONS ARE NOT ACCEPTABLE**

**IMPORTANT NOTICE:** Upon completion of this application you are required to register and reserve your exam with NCEES at [www.ncees.org](http://www.ncees.org). Follow the instructions on the NCEES home page to complete your registration. It is your responsibility to complete this registration by the deadline posted on the NCEES website. Failure to do so will result in forfeiture of a seat for the exam and any exam fee. Absolutely NO EXTENSTIONS will be granted.

**A. General Information.**

SS No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

1. Full Name \_\_\_\_\_  
Last First Middle (Maiden)

Board records, wall certificate and your seal, should reflect first name and middle initial unless another preference is indicated below:

2. Present Employer \_\_\_\_\_

3. Business Address \_\_\_\_\_  
Street or box City State Zip Code  (Check preferred

4. Residence Address \_\_\_\_\_  
Street or box City State Zip Code  mailing)

5. Preferred Email (for correspondence) \_\_\_\_\_ Opt out of Email

6. Bus. Phone ( ) \_\_\_\_\_ Res. Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

7. Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace \_\_\_\_\_

8. EI Certification by written examination : State \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Number \_\_\_\_\_

9. Engineer licensed by written examination : State \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Number \_\_\_\_\_ \*\*

10. Have you previously applied for certification or licensure as an EI or PE in North Carolina? ..... No  Yes

11. Have you previously applied for licensure in any other state and been denied?..... No  Yes  \*\*\*

12. Have you ever been disciplined on any Professional license?.....No  Yes  \*\*\*

13. Have you ever been convicted of a felony? (If "yes," provide proof of restoration of civil rights).....No  Yes  \*\*\*

14. Have you ever been convicted of a misdemeanor? (Do not include traffic violations.)..... No  Yes  \*\*\*

\*\* Licensure by COMITY granted only to applicants licensed by written examination.

\*\*\* If yes, give details on separate page labeled addendum.

**B. ENGINEERING DISCIPLINE (Please check one)**

For applicant seeking PE licensure, list discipline in which examination is requested (Does not apply to FE applicants):  
**(For those choosing Civil, Electrical or Mechanical, please state depth module also)**

Discipline \_\_\_\_\_

Depth Module \_\_\_\_\_

For Comity applicant, list discipline in which examination was taken, if applicable: \_\_\_\_\_

**C. Evidence of Experience –**

List experience (**EVEN THOUGH IT IS NOT CLAIMED AS ENGINEERING**), beginning from the date of graduation to present with all months to fall consecutively in time, NO GAPS.

Date Month & Year		Experience listing in following format: (1) (a) Title of Position (b) Name and Address of Employer (c) Description of Work – accurately, <b>briefly, concisely</b> -indicating character of work and degree of responsibility. Condense as necessary <b>not to exceed the space provided below</b> . If you desire to amplify your Work Record submit under Addendum G, to be typed in this format and signed.	Time of each engineering employment				Name and address of an individual, preferably a Professional Engineer, thoroughly familiar with each employment and to whom the applicant reported, or with whom the applicant was associated. (if licensed, indicate "PE" after name.)
From	To		In Design		In Other Eng. Work*		
			Yrs.	Mos.	Yrs.	Mos.	
		(1) a. b. c.					

_____ _____ (Calendar Time)	Yrs. Mos.	<b>TOTAL TIME</b> (Total Engineering Time may not exceed Total Calendar Time)	_____ _____ (Engineering Time)	Yrs. Mos.	Yrs. Mos.

\*(Other engineering work may include consultation, investigation, evaluation, planning, sales, graduate level teaching, land surveying, research, and supervision of construction for compliance with drawings and specifications.)

**In accordance with Chapter 89C of the General Statutes of North Carolina, I certify to the above record of experience, and hereby apply for licensure as a Professional Engineer. I have read and do subscribe to the RULES OF PROFESSIONAL CONDUCT and believe that a violation of any of these Rules by a Professional Engineer is justifiable cause for revocation of licensure.**

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**Signature of Applicant**

**D. Evidence of Education – Transcript to be requested by applicant to be sent directly to the Board. High School transcript not required where evidence of higher degree is provided.**

	Name of Institution	Dates of Attendance	Date of Graduation	Curriculum	Degree or Certificate
High School					
Universities or Schools of Technology					

**E. Required References – Individuals familiar with your work, character and reputation, and to whom you have distributed *Reference Forms*. The burden of proving good character is the responsibility of the applicant. For PE licensure, 5 references are required – 2 must be Professional Engineers. For EI certification, 3 references are required – 1 must be a Professional Engineer.**

	Names and Address of References	State in which Licensed
1		
2		
3		
4		
5		

**F. Affidavit – (To be attested before a Notary Public or other official authorized to administer oaths.)**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_.

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before the undersigned, a notary public in and for the County and State aforesaid,

came \_\_\_\_\_, a resident of \_\_\_\_\_ County in the State of \_\_\_\_\_, known to me as the person herein described, whose photograph appears on this application for licensure, and subscribing hereto, as having signed the *Form of Application* attached hereto, and on oath deposes and says that the statements made herein are true.

Signature of Applicant \_\_\_\_\_.

(Seal) Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_, \_\_\_\_\_.

**G. Addendum – The Board may require exhibits of an applicant’s work, when such exhibits will assist in better evaluating the applicant’s experience record. Do not submit exhibits until the Board has notified you that such exhibits are required. Such additional information as you feel would better describe your engineering work may be submitted as Addenda to this application. Any such addenda must be separate from the Application Form.**

FORWARD COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTATION (IN A 9X12 ENVELOPE TO PREVENT FOLDING) TO THE BOARD OFFICE:

**NC Board of Examiners  
for Engineers & Surveyors**  
4601 Six Forks Rd Suite 310  
Raleigh, North Carolina 27609  
Tel: (919) 791-2000