

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
PROFESSIONAL ENGINEER INFORMATION SHEET**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. It is the applicant's responsibility to ensure the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

EXAMINATION ON BOARD REGULATIONS & STATUTES

Applicants for licensure or certification are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for licensure or certification. Pursuant to Regulation 18VAC10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

REQUIRED DOCUMENTATION

Examination Applicants (*including candidates that were previously approved and are reapplying for the examination*)

- a completed *Professional Engineer License Application* and fee;
- three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory or possession of the United States or the District of Columbia) - references must have known the applicant for at least one year;
- completed *Experience Verification Forms* to document all required experience;
- a completed *Degree Verification Form* or official school transcript.
- a completed *Verification of Examination and Licensure Form* to verify a passing grade on the Fundamentals of Engineering Examination (not required if the FE Examination was passed in Virginia); and

Comity Applicants with an NCEES Council Record (for those who have been licensed in another state, the District of Columbia, or any territory or possession of the United States)

- a completed *Professional Engineer License Application* and fee;
- three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory, or possession of the United States or the District of Columbia) - references must have known the applicant for at least one year and been associated with the applicant within the last 5 years; and
- an NCEES Council Record (submitted directly to the Virginia Board) ★
 - ★ Possession of an NCEES Council Record DOES NOT guarantee licensure.

Comity Applicants without an NCEES Council Record (for those who have been licensed in another state, the District of Columbia, or any territory or possession of the United States)

- a completed *Professional Engineer License Application* and fee;
- three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory, or possession of the United States or the District of Columbia) - references must have known the applicant for at least one year;
- a completed *Experience Verification Form(s)* to document all required experience;
- a completed *Degree Verification Form* and (continued on next page)

- a completed *Verification of Examination and Licensure Form* to verify a passing grade on the Fundamentals of Engineering and Principles and Practice of Engineering Examinations (verification of the Fundamentals of Engineering Examination is not required if the FE Examination was passed in Virginia).

Reinstatement Applicants (for those whose license expired five or more years ago)

- a completed *Professional Engineer License Application* and reinstatement fee;
- three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory, or possession of the United States or the District of Columbia) - references must have known the applicant for at least one year; and
- an NCEES Council Record (submitted directly to the Virginia Board) OR completed *Experience Verification Forms* to document experience from the date of expiration of the license to the present. *Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes and attachments are not acceptable. No credit is allowed for non-verified experience.*
- Evidence of compliance with the Continuing Education requirements set forth in regulations 18VAC10-20-683 (Evidence of at least 16 hours of board-approved continuing education courses) must accompany this license reinstatement application.

EDUCATION

- All applicants must forward one copy of the *Degree Verification Form* to each college or university from which they received degrees (unless official school transcripts are required).
- Applicants who hold a graduate level degree must submit verification of their baccalaureate degree, in addition to verification of their graduate degree(s).
- Applicants who do not have a four year (or more) degree in an approved engineering or related science curriculum will be considered under regulation 18VAC10-20-210.E and the application must be accompanied by official school transcripts.
- Applicants applying with a degree in fields other than engineering or a related science, must obtain (from the Board's website) the *Course Requirements for Engineering Technology Program Form*, complete the form, and submit it with their application. This must be accompanied by original school transcripts.
- Individuals holding a Masters or Ph.D. from a college or university in a curriculum that is ABET accredited at the undergraduate or graduate level should also submit a *Degree Verification Form*. One year of experience credit may be granted with the verification of that degree.
- Applicants who have earned a degree from an institution outside the United States must have their degree authenticated and evaluated by an education evaluation service if credit is sought for this education unless the applicant also earned an equivalent or higher-level engineering degree from a United States institution where the program has been accredited by ABET.
- The Board reserves the right to reject an evaluation submitted by an applicant. **AN EVALUATION DOES NOT CONSTITUTE ABET ACCREDITATION.**

EXPERIENCE

All experience must be documented on *Experience Verification Forms*. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes and attachments are not acceptable. Please refer to 18VAC10-20-160 and 18VAC10-20-240 of the Board Regulations for definitions of qualifying (professional) and non-qualifying (sub-professional) experience. No credit is allowed for non-verified experience.

TOEFLiBT (formerly known as TOEFL)

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be more than two years old at the time of application.

EXAMINATION

Additional information concerning the examination is available from:

National Council of Examiners for Engineering and Surveying

P.O. Box 1686

Clemson, South Carolina 29633-1686

Telephone: (800) 250-3196

Website: www.ncees.org

6. Mailing Address (PO Box accepted)

The mailing address will be printed on the license.

 _____ City _____ State _____ Zip Code

7. Street Address (PO Box not accepted)
 PHYSICAL ADDRESS REQUIRED

Check here if Street Address is the same as the Mailing Address listed above.

 _____ City _____ State _____ Zip Code

8. Contact Numbers

_____ Primary Telephone _____ Alternate Telephone _____ Fax

9. Email Address

_____ Email address is considered a public record and will be disclosed upon request from a third party.

10. Have you ever taken the Principles of Engineering (PE) examination in Virginia?

No

Yes If yes, provide the month and year of the exam: _____

11. Education

	Institution	Degree (BS, BA...)	Major	MM/YY Completed
Bachelors				
Masters				
Ph.D.				

12. Are you applying through comity?

No

Yes If yes, are you applying with an NCEES Council Record?

Yes If yes, skip to question #16.

No If no, enter all of your current Professional Engineer Licenses, Certifications and Registrations in the following table. You are required to submit an original Verification of Examination and Licensure Form from each state in which you passed the engineering examination.

State/Jurisdiction	Did you pass a written exam?	License, Certification or Registration Number	Expiration Date
	PE <input type="checkbox"/> EIT <input type="checkbox"/>		
	PE <input type="checkbox"/> EIT <input type="checkbox"/>		
	PE <input type="checkbox"/> EIT <input type="checkbox"/>		

13. Have you taken the Fundamentals of Engineering Exam and been awarded the Engineer-in-Training designation?

No If no, skip to question #15.

Yes State _____ If yes, answer question #14 and skip question #15.

⇒ If you are not a VIRGINIA Engineer-in-Training, you are required to submit a completed Verification of Examination and Licensure Form to verify a passing grade on the Fundamentals of Engineering Examination. This form is not required if you passed the FE Examination in Virginia.

14. Which of the following education/experience requirements have you met in order to qualify for the Virginia Professional Engineer license/examination? Check only one.
- A. Graduation from an approved engineering curriculum and at least four years of qualifying engineering experience
ENG
 - B. Graduation from a non-approved engineering curriculum of four years or more, a related science curriculum or an approved engineering technology curriculum and at least six years of qualifying engineering experience
NON
 - C. Graduation from a non-approved engineering technology curriculum of four years or more and at least ten years of qualifying engineering experience
ET
 - D. No graduation from an engineering or related science curriculum, but requesting board consideration of your credentials obtained through documented course work that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula and at least ten years of qualifying engineering experience
SELF
- ⇒ ALL EXPERIENCE MUST BE VERIFIED ON Experience Verification Forms AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.
15. Since you are not an Engineer-in-Training, which of the following education/experience requirements have you met in order to qualify for the Virginia Professional Engineer license examination? Check only one.
- A. Graduation from ABET-accredited undergraduate engineering curriculum and awarded a doctorate degree in engineering from an engineering curriculum which is ABET-accredited at the undergraduate level and at least four years of qualifying engineering experience
PHD
 - B. Graduation from an engineering, engineering technology or related science curriculum of four or more years and at least 20 years of qualifying engineering experience
EXP
- ⇒ ALL EXPERIENCE MUST BE VERIFIED ON Experience Verification Forms AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.
16. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
- No
- Yes If yes, complete the [Disciplinary Action Reporting Form](#).
17. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any felony?
- No
- Yes If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any misdemeanor?
- No
- Yes If yes, complete the [Criminal Conviction Reporting Form](#).

18. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 4, of the Code of Virginia and the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations.

Signature _____ Date _____

PROFESSIONAL ENGINEER REVIEW SUMMARY SHEET

Applicant's Name	Social Security No.
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BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

APPROVED	Board Member Initials & Date		
PE Exam Candidate			
Comity with			
Reinstatement			