

# NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

## ENGINEERING CHECKLIST TO ACCOMPANY APPLICATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Cell Phone (     ) \_\_\_\_\_ - \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_

**A check or initial beside each item indicates that you have completed that requirement of the application.**

- \_\_\_\_\_ 1. **Application and Examination Fee enclosed** - *Comity applicants submit only application fee (See Fee Schedule)*  
Remit by check, money order, MasterCard, VISA or Discover only; NO CASH.  
Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_
- \_\_\_\_\_ 2. Quality passport-type photo, computer-generated or digital photo acceptable (2 ¼ " x 2 1/2" head and shoulders only)  
PLEASE STAPLE PICTURE THAT FITS IN SPACE PROVIDED ON FRONT OF APPLICATION.
- \_\_\_\_\_ 3. Section A of Application: Item 1- 14 completed
- \_\_\_\_\_ 4. Verification of Exam Licensure (#8 & #9) – Applicant has sent verification forms to state(s) in which written exams were administered. IF  
EI certification and PE licensure were two different states, then both states need to be requested. For Comity licensure, if applicant is  
not current in the state of written exams, then applicant will need to request verification from the state of currency. Check with your  
State Board to see if they charge a fee.
- \_\_\_\_\_ 5. Section B - Discipline – designate/depth module (Civil, Electrical, and Mechanical)
- \_\_\_\_\_ 6. Section C of Application
- \_\_\_\_\_ (a) All DATES listed (such as June 1990 to September 1995)
- \_\_\_\_\_ (b) All EMPLOYERS' names and addresses listed (Note if Professional Engineer by their name)
- \_\_\_\_\_ (c) Board requirement of work experience: BRIEF listing of work under each employer from date of graduation to present with NO  
GAPS, (Including non-engineering work). One-half of the time must be under the responsible charge of a Professional Engineer.
- \_\_\_\_\_ (d) Calendar time and Engineering time has been totaled at bottom of experience page.
- \_\_\_\_\_ (e) Signature at bottom of experience page
- \_\_\_\_\_ 7. Section D of Application: educational institutions have been requested to forward transcript directly to the Board at applicant's request (a  
transcript is required even if no degree was awarded).
- \_\_\_\_\_ 8. Section E of Application:
- \_\_\_\_\_ (a) References, preferably licensed Professional Engineers, have been listed - FAMILY REFERENCES NOT ACCEPTED
- \_\_\_\_\_ (b) Reference forms have been given to listed references for completion and submission to the Board
- \_\_\_\_\_ 9. Section F - Affidavit on last page of application has been executed and witness by Notary
- \_\_\_\_\_ 10. If submission of NCEES Council Record is being requested, **complete only Section A, signature in Section C,  
and Section F.**
- \_\_\_\_\_ 11. Rules of Professional Conduct have been read.
- \_\_\_\_\_ 12. Board exam has been completed and the answer sheet is enclosed. **(Must be completed by every applicant, including those  
seeking licensure by COMITY and those who have submitted an NCEES record.)**
- \_\_\_\_\_ 13. **I understand that I will receive a post card informing me that my application is administratively complete and until I received  
this post card it is my responsibility to periodically check with the Board to insure my paper work is received.**
- \_\_\_\_\_ **14. I understand it is my responsibility to register for the exam at the NCEES website [www.ncees.org](http://www.ncees.org) to  
reserve my exam and seat.**

When complete, insert this checklist, the completed application form UNFOLDED with cardboard, your picture, fees and the exam answer sheet in a 9 x 12 envelope and mail.

**(READ INSTRUCTIONS ON SECOND PAGE)**

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This is to certify that I have completed the application as required by the Board, checked all details and entries, and herewith submit said application for licensure. I understand that licensure is contingent upon meeting the requirements of Chapter 89C of the North Carolina General Statutes, successful completion of required examinations, and the approval of the Board of Examiners.

\_\_\_\_\_  
(Signature of Applicant)

(Revised 3/2010)

## **APPLICATION PROCESSING**

The Board is composed of working Professional Engineers and Professional Land Surveyors and meets infrequently for the purpose of reviewing applications. Therefore, it is important to the applicant that the application submitted be complete initially, with all supporting documents, and prepared as prescribed. The file is not submitted to the Board until it is complete.

Out-of-State applicants seeking licensure should allow time for receipt of verification of exam licensure in their home states or verification of examination results in the state(s) in which they were administered. This process normally requires a minimum of two to four weeks.

The Board staff has the task of reviewing and verifying items contained within the application, including certifying your education and licensure, validating your progressive experience, and checking the five (5) required recommendation forms. Your application is not placed on the Board agenda for review until all fees are paid and the file is complete, to include verifications of licensure in other states, where applicable, and such verifications of education, experience, and references as are considered necessary.

After completion of this phase of the licensure process, the file is placed on the agenda and each file is individually reviewed by the Board. The Board will determine the merits of your qualifications as set forth in your application. From its analysis, the Board will determine whether you meet the requirements of the Statutes and are eligible for the appropriate examination or for comity licensure.

All applicants are therefore advised to follow the checklist on the reverse side in order to assure completeness. **Applicants seeking approval for the Spring and Fall examinations are urged to file their applications well in advance of the deadline dates in order to assure receipt of all the necessary information required, so that the file is complete in time for the Board meeting.**

The Board office is not sufficiently staffed to provide continuous information on the status of your application. We will, however, respond to inquiries and calls. The applicant will be informed as follows:

- ◆ Postcard notification when an applicant's file is considered administratively complete and ready for presentation to the Board. **UNTIL YOU RECEIVE THIS CARD, ASSUME YOUR FILE IS NOT COMPLETE.**
- ◆ After the Board meeting, each applicant will be notified of the Board's decision on the application. Notification will be in the form of notice of licensure, notice of seating for examination, or an explanatory letter describing the decision of the Board.