



NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

APPLICATION PROCESSING

Beginning November 1st PE applicants who qualify will no longer make application to the North Carolina Board to take the PE exam. The applicant will go directly to NCEES and sign up to take the PE exam.

To be eligible to take the PE exam in NC an applicant:

1. Must first possess one of the following:

a. A bachelor's degree in engineering from an EAC/ABET accredited

program or in a related science curriculum which has been approved by the Board as being of satisfactory standing.

b. A bachelor's degree in an engineering curriculum or related science

curriculum of four years or more, other than curriculums approved

by the Board as being of satisfactory standing in sub-subdivision a. of this subdivision.

c. A master's degree in engineering from an institution that offers

EAC/ABET accredited programs.

d. An earned doctoral degree in engineering from an institution that offers EAC/ABET accredited programs and in which the degree requirements are approved by the Board.

2. Take and pass the Fundamentals of Engineering Exam.

Upon passing the PE exam AND meeting the experience requirements, the applicant will then apply with the North Carolina Board for the PE license. To be eligible for the PE license in NC, the applicant must:

1. Possess one of the degree requirements listed above.

2. Pass the FE and PE exam

3. Present evidence satisfactory to the Board of a specific record of progressive engineering experience that is of a grade and character that indicates to the Board that the applicant is competent to practice engineering. Those meeting the education requirements of subsection (a), (c) and (d) shall have no less than four years and for an applicant who qualifies under subsection (b) no less than eight years.

For applicants applying to waive the FE exam based on 20 years of practice, you must still apply to the Board for approval of the waiver and being permitted to take the PE exam.

Only those applicants that have met the education requirements and have passed the FE exam may sit directly for the PE exam prior to having gained the required experience. Then upon gaining the required experience apply for the PE license.

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. Jan 1st for the Spring August 1st for Fall.

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.

PE License Reinstatement

Licensees who have a lapsed record may reinstate a license by completing a new application, to include all required information as a new applicant. They must also submit proof of continuing education. The Board requirement is that 30 PDH, (obtained two years prior to application date), must be submitted with the application in order for a license to be considered for reinstatement

Comity Applicants

Applicants submitting NCEES Council Records do not have to submit references, verifications or transcripts. However if such record does not have five current references (dated not more than one year prior to submission date), additional references may need to be submitted.

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.

I understand that I will receive a email informing me that my application is administratively complete and until I receive this email, it is my responsibility to periodically check with the Board to insure my paperwork is received.

The Board office is not sufficiently staffed to provide continuous information on the status of your application. We will, however, respond to calls and emails. you can e-mail sbryant@ncbels.org

Educational institutions can send transcripts via Email to lparham@ncbels.org

**Upon completion of this application form,
use large paperclip do not staple
put it in a 9x12 envelope with cardboard
DO NOT FOLD
mail to Board Office**

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



**NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS
ENGINEERING CHECKLIST**

Name _____ Business Number _____

Address _____ Cell Number _____

City _____ State _____ Zip _____ Email _____

Answering each question indicates that you have completed that requirement of the application.

	Yes	No	N/A
1. Application Fee enclosed: All applicants submit only application fee Remit by check, money order or credit card (Credit Card form on next page). Make all checks payable to: NCBELS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1a. <u>Exam application only</u> all exam Fee's are paid directly to the NCEES. To pay log onto www.ncees.org.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quality Head Shot: computer-generated or digital picture acceptable. Please staple picture in space provided on front of application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Section A of Application: Item 1- 16 completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Verification of Exam Licensure: (#10 & #11) Applicant has requested verification forms from state(s) in which written exams were administered. IF EI certification and PE licensure were two different states, then both states must be requested. For Comity licensure , if applicant is not current in the state of written exams, then applicant must request verification from the state of currency. Check with the State Board to see if any fees are required. <u>If you took the FE or PE in NC it is not required</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Section A-2 of Application: <u>Exam application only</u> PE exam period , year and discipline .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Section B of Application: If applying by comity with NCEES Council Record , complete : Photo, section A, B, signature and print name in Section C, (you need 5 <u>current**</u> references, 3 must be PEs, ** (dated not more than one year prior to submission date) , Section F, Checklist, Fee and board riles exam answer sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. NCEES Council record has been requested answer yes to 7-10 if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Section C of Application:			
(a) All DATES listed (such as June 1990 to September 1995).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) All <u>EMPLOYERS'</u> names and addresses listed (Note if Professional Engineer by name in question).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(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. Half of the required time must be under the responsible charge of a Professional Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Calendar time and Engineering time have been totaled at bottom of experience page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Signature and printed name at bottom of experience page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Section D of Application: Educational institutions have been requested to forward transcripts directly to the Board at applicant's request (a transcript is required even if no degree was awarded).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Section E of Application:			
(a) References, preferably licensed Professional Engineers, have been listed - FAMILY REFERENCES NOT ACCEPTED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Reference forms have been given to listed references for completion and submission to the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Section F - Affidavit on last page of application has been executed and witnessed by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Rules of Professional Conduct have been read.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Board exam has been completed and the answer sheet is enclosed. (Must be completed by every applicant, including those seeking licensure by COMITY with or without a NCEES record.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. <u>Exam application only</u> After I have received my approval letter from the board. I understand it is my responsibility to pay for the exam and reserve my seat at the NCEES. I understand if I pay for my exam before I have been accepted I will have to pay a \$50.00 cancellation fee if not approved..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I understand that I will receive a postcard informing me that my application is administratively complete. Until I receive this postcard it is <u>my responsibility</u> to periodically check with the Board to insure my paperwork is received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. When complete use a large paperclip on the application form <u>UNFOLDED</u> with cardboard in a 9 x 12 envelope and mail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: _____

NC BOARD OF EXAMINERS



FOR ENGINEERS & SURVEYORS

Application Number

Date Received

Passport Sized
Head and Shoulder Photo
2 x 2 (51 x 51 mm)

staple here

PROFESSIONAL ENGINEER APPLICATION FOR LICENSURE

HANDWRITTEN APPLICATIONS ARE NOT ACCEPTABLE

DO NOT FOLD

Entered

A.1 General Information.

Full Legal Name

1. Last First Middle Suffix Maiden

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

2. Birth Date SSN Preferred Email

3. Physical Residence Address City State Zip

4. Business Name City State Zip

5. Physical Business Address City State Zip

6. Preferred Mailing Residence Business

7. Bus. Phone Res. Phone Cell Phone

8. Are you a US Citizen? Yes No If not, please provide detailed explanation of legal status.

9. Birthplace City State Country

10. Have you ever passed the FE examination? Yes No State Date Number CBT

11. Have you ever passed the PE examination? Yes No State Date Number CBT

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

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

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

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

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

***If yes, give date and details on separate page labeled addendum. If the answer to any of these questions changes to "Yes" prior to the Board issuing the license, you must update your application

B. Comity

Are you applying for comity? Yes No Licensure by comity granted only to applicants licensed by written examination.

Do you have a NCEES Council Record? Yes No Date sent to us Number

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 MM/YY		Experience listing in following format: (1) (a) Title of Position (b) Name and Address of Employer (c) Description of Work -- accurately, briefly, concisely--indicating character of work and degree of responsibility. Condense as necessary not to exceed the space provided below. 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.	

--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--

YRS.

(Total Engineering Time may not exceed
Total Calendar Time.)

YRS.

YRS.

*(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.)

MOS.

MOS.

MOS.

Calendar Time)

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.

Signature of Applicant

Print Name

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					

E. Required References - Individuals familiar with your work, character and reputation (excluding family members), 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 - 3 must be Professional Engineers. A Reference form must be sent to each person listed below

	Names and Addresses 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 _____, _____

Credit Card Information Sheet

Accepted Credit Cards: Visa, MasterCard, Discover

To pay the Application and/or Exam Fee by credit card, the following information **must** be provided:

Email _____ Day Time Phone Number _____

Card Type: Visa MasterCard Discover

Name of Applicant: _____

Credit Card Number: xxxx-xxxx- _____

Card Expiration Date (enter MM/YYYY): _____

Amount charged will be: _____

Exact Name as it appears on Card: _____

Signature of Cardholder: _____

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the Cardholder’s Agreement with the issuer.

SCHEDULE OF FEES

Make all checks payable to: NCBELS
***** ALL application fees are NON-REFUNDABLE.**

Exam License , Reinstatement and Comity Application 100.00

Exam Fees are paid directly to NCEES
www.ncees.com

Office Use Only

PE2	PEC	REINSTATEMENT
\$100.00	\$100.00	\$100.00

Date _____ Authorization _____ Reference # _____



VERIFICATION OF OUT OF STATE LICENSURE EXAMINATION AND REGISTRATION

NORTH CAROLINA BOARD OF EXAMINERS
FOR ENGINEERS AND SURVEYORS
4601 Six Forks Road Suite 310
Raleigh, North Carolina 27609
Tel: (919) 791-2000 Fax (919) 791-2012
www.ncbels.org

Online Verification: Request through MyNCEES system.
Login at "<https://account.ncees.org/login>"
Click on "License verification" or "Exam verification" from the
"Common Tasks" shown on the dashboard screen.

If your state is not on the list provided:
This form must be completed by the state issuing your
original registration.

Fill Block with Verifying Board Address

Name _____
Address _____
Address _____
City/State _____ Zip Code _____
Date _____ Last 4 SSN XXX-XX _____
Email _____

TOP PORTION TO BE FILLED IN BY THE APPLICANT:

I. THE ABOVE NAMED PERSON WAS LICENSED AS:

- Engineering Intern
- Professional Engineer
- Land Surveyor Intern
- Professional Land Surveyor

Certificate Num	Date Issued	Valid Until

II. BASIS OF LICENSURE

WRITTEN EXAMINATION:

- Fundamentals of Engineering (FE)
- Principles and Practice of Engineering (PE)
- Fundamentals of Land Surveying (FLS)
- Principles and Practice of Land Surveying (PLS)
- Other (State Specific etc...)

Hours	NCEES	Exam Date	Discipline	VET. Pts. Awarded
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

- PE/PLS accepted from _____
- EIT / LSIT accepted from _____

OTHER please give details of any denial or disciplinary action against a professional license, any conviction of a felony or a misdemeanor other than traffic violations.

(Board Seal)

By: _____
Title: _____
Date: _____



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FOR ENGINEERS AND SURVEYORS**

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Raleigh, North Carolina 27609
Tel: (919) 791-2000
www.ncbels.org

Name and address of Reference

Name _____
Address _____
City _____ State _____ Zip Code _____

Applicant

Name _____
Address _____
City _____ State _____ Zip Code _____

Has applied to this Board for licensure to practice **ENGINEERING** under the provisions of Chapter 89C of the General Statutes entitled "The North Carolina Engineering and Land Surveying Act."

The Board requires that the applicant submit evidence of education and experience in engineering work, of a progressive nature and level acceptable to the Board, in addition to successfully completing the required written examinations. The Board also requires that the applicant submit the names of individuals who are thoroughly familiar with the applicant, and who are willing to give conscientious and accurate testimony concerning experience, competency, and character.

The above-named applicant informs this Board that you are familiar with the candidate's character, reputation, and general ability, and are in a position to validate the extent of the applicant's responsibility in engineering work with which the applicant has been connected.

In light of the above, the Board of Examiners solicits your assistance in determining the applicant's fitness for licensure by answering frankly, carefully, and fairly, and to a degree commensurate with your thorough knowledge of the applicant's demonstrated ability, the questions on the following page.

This form is being supplied to you directly by the applicant, and you should mail this form directly to the Board office.

Please submit this form directly to the Board. In a sealed envelope with your signature on the back flap.

Note: Reference forms are not acceptable by fax or e-mail.

INFORMATION CONCERNING ENGINEER APPLICANT

Applicant's Name _____
 (Applicant will type name in this space)

1. What is your personal and/or business relationship to the applicant? _____
2. As a reference for this applicant, state your profession. _____
3. In what states are you licensed to practice engineering? _____
4. I have known the applicant personally and have knowledge of the candidate's engineering work (give month and year):
 From _____ To _____

5. In your opinion, has the applicant had sufficient responsibility in: Design Production Supervision other to justify licensure as a Professional Engineer?

6. Indicate your opinion as to the applicant's potential to practice engineering by placing an "X" in the appropriate spaces below. If an "Inadequate" box is checked, please attach a note of explanation to this form.

PHASE OF ACTIVITY	EXCELLENT	GOOD	SATISFACTORY	INADEQUATE	UNKNOWN
Technical competence	<input type="checkbox"/>				
Professional integrity	<input type="checkbox"/>				

7. Do you know of any instance where the applicant was guilty of unethical or illegal conduct? _____

8. Would you entrust the applicant with responsibility for an important engineering project involving the welfare and safety of public? _____

9. Would you recommend the licensure of applicant when experience and examination requirements have been satisfactorily completed? _____

10. Please state other pertinent information regarding the applicant. _____

11. Did you authorize the applicant to use your name as a reference? Yes No

Additional information in letter form which would clarify assist the Board in evaluating the applicant's experience record is solicited. If you object to the applicant being licensed, you should be willing to give testimony to support denial of licensure by the Board.

Note: Reference forms are to be returned in a sealed envelope with signature over the flap

Note: Reference forms are not acceptable by fax or email.

Note: Digital signature are not accepted.

Signature _____
 Print Name _____
 Date _____



If Professional Engineer, State of licensure _____ License No. _____



NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

Each applicant is required to evidence knowledge of the regulations governing the practice of engineering and/or land surveying in North Carolina before licensure is effected. The completion of the enclosed examination is part of the application process and each applicant must achieve a minimum score of 80% in order for the application process to go forward.

INSTRUCTIONS

1. Use a number two pencil only in completing the answer sheet. If you have to make erasures, do so completely in order that your answer sheet will be properly scanned.
2. In answering the questions, you should select the most appropriate answer from the available selections, and blacken the corresponding oval.
3. Submit **ONLY** your completed **answer sheet (last page)** with your application.
4. Board Rules can be found on our website at under the link [Rules/Laws](#).



NORTH CAROLINA
BOARD OF EXAMINERS
FOR ENGINEERS AND SURVEYORS

Please sign your name below: I affirm that I am the person who took this examination and am solely responsible for the answers provided.

1 (A) (B) (C) (D)	9 (A) (B) (C) (D)	17 (A) (B) (C) (D)
2 (A) (B) (C) (D)	10 (A) (B) (C) (D)	18 (A) (B) (C) (D)
3 (A) (B) (C) (D)	11 (A) (B) (C) (D)	19 (A) (B) (C) (D)
4 (A) (B) (C) (D)	12 (A) (B) (C) (D)	20 (A) (B) (C) (D)
5 (A) (B) (C) (D)	13 (A) (B) (C) (D)	21 (A) (B) (C) (D)
6 (A) (B) (C) (D)	14 (A) (B) (C) (D)	22 (A) (B) (C) (D)
7 (A) (B) (C) (D)	15 (A) (B) (C) (D)	23 (A) (B) (C) (D)
8 (A) (B) (C) (D)	16 (A) (B) (C) (D)	24 (A) (B) (C) (D)
25 (A) (B) (C) (D)	33 (A) (B) (C) (D)	
26 (A) (B) (C) (D)	34 (A) (B) (C) (D)	
27 (A) (B) (C) (D)	35 (A) (B) (C) (D)	
28 (A) (B) (C) (D)	36 (A) (B) (C) (D)	
29 (A) (B) (C) (D)	37 (A) (B) (C) (D)	
30 (A) (B) (C) (D)	38 (A) (B) (C) (D)	
31 (A) (B) (C) (D)	39 (A) (B) (C) (D)	
32 (A) (B) (C) (D)	40 (A) (B) (C) (D)	

Signature

Print Name

Submit **ONLY** your completed **answer sheet (last page)** with your application.

1. The North Carolina Legislature has delegated the power and authority to control and to license engineers and land surveyors to:
 - A. The Attorney General of North Carolina.
 - B. The North Carolina Secretary of Commerce.
 - C. The North Carolina Board of Examiners for Engineers and Surveyors.
 - D. The North Carolina Secretary of Revenue.

2. In order to be licensed as a Professional Engineer or as a Professional Land Surveyor in the State of North Carolina, one must:
 - A. Be a resident of the State of North Carolina, and be over 21 years of age.
 - B. Be a graduate of North Carolina State or Duke University Engineering Schools.
 - C. Satisfy the requirements set by the North Carolina Board of Examiners for Engineers and Surveyors.
 - D. Register with the North Carolina Department of Revenue.

3. Once licensed in North Carolina as a Professional Engineer or Professional Land Surveyor, the licensee must:
 - A. Obtain a seal of a design authorized by the North Carolina Board of Examiners.
 - B. Join a Professional Society approved by the Board.
 - C. Establish residency in North Carolina.
 - D. Provide an annual financial statement to the Board.

4. Once licensed, the licensee must renew the certificate of licensure:
 - A. Every five (5) years.
 - B. Every three (3) years.
 - C. Annually.
 - D. Each biennium.

5. The following firm(s) are required to be licensed with the Board of Examiners:
 - A. Limited Liability Companies.
 - B. Professional Corporations.
 - C. General Business Corporations.
 - D. All of the above.

6. A licensee employed by a municipality or the State as a Professional Engineer or Professional Land Surveyor must:
 - A. Be a college or university graduate of an engineering school.
 - B. Be licensed as a Professional Engineer or Professional Land Surveyor, and be in good standing in the State of North Carolina.
 - C. Take an oral exam administered by the State or municipality.
 - D. Not be required to be licensed or have a certificate.

7. Once licensed, a Professional Engineer or Professional Land Surveyor must:
- Offer services only through a Professional Corporation.
 - Seal any drawings done by a member of the firm.
 - Adhere to the Rules of Professional Conduct.
 - Enter into arbitration for all contractual disputes.
8. The Board's disciplinary authority over licensees includes all of the following except:
- Revocation of license.
 - Suspension of license.
 - Civil Penalty not to exceed \$2,000.
 - Restitution for damages.
9. If a Professional Engineer or Professional Land Surveyor commits some type of fraud or deceit or there is reason to believe there is evidence of gross negligence, incompetence, or misconduct on the part of the licensee, charges may be preferred by:
- Two or more engineers or land surveyors.
 - Any engineering or land surveying company.
 - A representative of a professional society.
 - Any person.
10. Any charges of fraud, deceit, gross negligence, incompetence, misconduct, or violations of G. S. 89C or violations of Title 21, Chapter 56 of the North Carolina Administrative Code will be initially filed with:
- The Secretary of State.
 - The Attorney General.
 - The Office of the North Carolina Board of Examiners.
 - The Office of the Governor.
11. The North Carolina Engineering and Land Surveying Act (G. S. 89C) requires that all applicants successfully complete examinations administered by the Board except:
- When an applicant has been in active practice for five (5) years.
 - When an applicant can demonstrate unusual design applications.
 - When the applicant has taken and successfully passed 16 hours of examination in another state comparable to North Carolina requirements and requests comity licensure.
 - When the applicant's firm is already licensed with the Board.
12. A licensee shall not contract with a non-licensed individual to provide:
- Internal and external financial control.
 - Field supervision and product review.
 - Client contacts.
 - All of the above.

13. Under the rules of conduct of advertising, a licensee may:
- A. Make exaggerated, misleading, deceptive or false claims about professional qualifications, experience or performance.
 - B. Make statements containing a prediction of future success.
 - C. Prepare articles for the lay or technical press.
 - D. Make a statement containing a material misrepresentation of fact or omit a material fact necessary to keep the statement from being misleading.
14. An applicant with 4 or more failures or unexcused absences may apply for reexamination:
- A. After 2 years.
 - B. At the end of 6 months.
 - C. After 12 months.
 - D. Upon his/her personal appearance before the Board to request re-admission.
15. Before assessing a civil penalty, the North Carolina Board of Examiners shall, as a part of its deliberation, take into consideration each of the following factors with the exception of:
- A. The nature, gravity and persistence of the particular violations.
 - B. The financial status of the licensee.
 - C. Any factors, which would tend to either mitigate or aggravate the violation(s) found to exist.
 - D. Whether the violation(s) were done willfully and maliciously.
16. Corporations and Business firms may not engage in the practice of engineering or land surveying in North Carolina unless:
- A. The firm is considered a Chapter S Corporation under IRS guidelines.
 - B. The services offered are restricted to engineering and/or land surveying.
 - C. The firm is licensed with the Board and has paid the required licensure fee.
 - D. The firm is totally owned and controlled by licensees.
17. In certifying plans, maps, specifications, reports, etc., the Professional Engineer or Professional Land Surveyor must:
- A. Identify all subordinates who participated in the project.
 - B. Affix the licensee's seal, signature and the date of the certification.
 - C. List the name of the carrier of errors and omissions insurance.
 - D. Provide the number of the licensee's North Carolina privilege license.
18. The purpose of the North Carolina Engineering and Land Surveying Act (G. S. 89C) is to:
- A. Safeguard life, health, and property.
 - B. Ensure that engineers and land surveyors are paid for their services.
 - C. Keep pace with other states which license engineers and land surveyors.
 - D. Require engineers and land surveyors to join professional societies.
19. The term "responsible charge" in G. S. 89C means:
- A. The direct control and personal supervision, either of engineering or of land surveying work.
 - B. The management of individuals who are skilled in the professional undertaking to which they are assigned.
 - C. The judicious review of work done by others in the production of work for which one is employed.
 - D. You are the boss.

20. The North Carolina Board of Examiners consists of:
- A. Three (3) individuals licensed as Professional Engineers and three (3) individuals licensed as Professional Land Surveyors.
 - B. Four (4) individuals licensed as as Professional Engineers, three (3) individuals licensed as Professional Land Surveyors and two (2) public members.
 - C. Four (4) individuals licensed as Professional Engineers and one (1) individual licensed as a Professional Land Surveyor.
 - D. Three (3) individuals licensed as Professional Engineers, one (1) individual licensed as both a Professional Engineer and a Professional Land Surveyor and one (1) individual licensed as a Professional Land Surveyor.
21. Members of the North Carolina Board of Examiners are appointed to staggered five (5) year terms by :
- A. The Secretary of State.
 - B. The Governor with approval of the Senate.
 - C. The professional society to which the Board member belongs.
 - D. The Governor.
22. The Board has the power to:
- A. Seek a civil injunction to enforce the provisions of the act.
 - B. Levy civil penalties against non-licensees.
 - C. Appoint arbitration review committees to resolve disputes among surveyors.
 - D. Resolve contractual disputes.
23. Licenses for Professional Engineers and Professional Land Surveyors expire annually the end of the month of :
- A. December.
 - B. January.
 - C. July.
 - D. June.
24. The Rules of Professional Conduct:
- A. Are binding on all licensees of the Board.
 - B. Are binding only on members of the respective professional societies.
 - C. Are binding on Professional Engineers and Professional Land Surveyors.
 - D. Are advisory only and not binding on any licensee.
25. Each licensee :
- A. Is charged with being familiar with the Rules of Professional Conduct.
 - B. Must carry errors and omissions insurance.
 - C. Must be bonded.
 - D. Can operate branch offices without professional personnel in responsible charge.

26. The Rules of Professional Conduct require that all licensees shall at all times:
- A. Charge a reasonable rate for services and not perform work for free.
 - B. Join a professional society whose activities are approved by the Board.
 - C. Join a professional society or perform public service acceptable to the Board.
 - D. Recognize the licensee's primary obligation is to protect the safety, health, and welfare of the public.
27. If a licensee's professional judgment is overruled under circumstances where the safety, health, and welfare of the public are endangered, the licensee shall:
- A. Ignore it.
 - B. Inform the employer, the contractor and the appropriate regulatory agency of the possible consequences.
 - C. File a civil suit alleging slander.
 - D. Notify the Attorney General's office.
28. A licensee may undertake to perform assignments:
- A. Only when qualified by education or experience in the specific subject matter involved.
 - B. In any technical field in which the licensee has attended a college course.
 - C. In any field that the licensee's firm employs an individual who is competent and can review the work of the licensee.
 - D. Only if the licensee is covered by errors and omissions insurance.
29. A licensee shall:
- A. Avoid actions which aid and abet an unlicensed person to practice engineering or land surveying.
 - B. Affix the signature and seal to plans that were not prepared under the licensee's responsible charge.
 - C. Remove the seal from any document when payment is not received for services provided.
 - D. Solicit or accept financial or other valuable considerations from material or equipment suppliers for specifying their products.
30. In professional reports, statements or testimony, a licensee shall be:
- A. As truthful as the client will allow.
 - B. Unconcerned about impugning the reputation of another professional.
 - C. Complete, objective, and truthful.
 - D. Required to swear an oath of truth in regard to the contents.
31. If a licensee has knowledge or reason to believe another licensee is guilty of fraud, deceit, gross negligence, incompetence, misconduct, or violation of the Rules of Professional Conduct, the licensee shall:
- A. Report the matter to the Attorney General of the State.
 - B. Report the matter to the prosecuting attorney of the county where the action took place.
 - C. Report the matter to the North Carolina Board of Examiners.
 - D. Report the matter to the Secretary of State

32. Regarding a conflict of interest, the Rules of Professional Conduct require that a licensee:
- A. Conscientiously avoid such a situation.
 - B. Recognize that conflicts of interest occur and are to be expected.
 - C. Disclose only circumstances which will not affect the terms of the contract.
 - D. Conceal such circumstances.
33. A licensee may accept compensation from more than one party for services on the same project provided:
- A. No one else knows of it.
 - B. The licensee's attorney advised that it is acceptable.
 - C. The circumstances are fully disclosed and agreed to by all interested parties.
 - D. The circumstances are written and left on file with an escrow agent.
34. A licensee shall not:
- A. Knowingly associate with any person who is known to engage in fraudulent business practices.
 - B. Run for political office.
 - C. Act as an advisor to governmental bodies.
 - D. File complaints against another licensee.
35. A licensee can be disciplined by the Board for:
- A. Violation of the terms of a contract.
 - B. Charging excessive fees for professional services.
 - C. Violation of the Rules of Professional Conduct.
 - D. Conviction of any crime.
36. If a licensee has any business association, interests, or circumstances which could influence the judgment or the quality of the services to be rendered, the licensee shall:
- A. Promptly inform the employer or client.
 - B. Withdraw from the assignment.
 - C. Provide disclosure in writing and accept no liability.
 - D. Ignore the situation and still attempt to use fair judgment.
37. Fraud, deceit, gross negligence, incompetence and misconduct are all grounds for disciplinary action:
- A. Except for misconduct.
 - B. Except for gross negligence..
 - C. Except for incompetence.
 - D. All are grounds for disciplinary action.

38. In operating a branch office, each firm is required to have:
- A. Signage describing the services offered.
 - B. An office manager who is responsible for day to day operations.
 - C. A resident professional assigned for each professional service offered.
 - D. A price list available to the general public.
39. The license for each firm licensed with the Board must be renewed:
- A. Once a year.
 - B. Once every two (2) years.
 - C. Once every three (3) years.
 - D. Once every four (4) years.
40. A rubber stamp copy of the seal may be used:
- A. On returned shop drawings.
 - B. At no time.
 - C. On submission to the Federal Government.
 - D. Whenever a seal is required.