

**APPLICATION PROCEDURE
FOR
ENGINEERING
IN
NORTH CAROLINA**



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

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TABLE OF CONTENTS

Licensure Introduction	1
Requirements:	
Education	2
Experience	3
Exam Waiver	4
Foreign Degrees	5
Application Procedure:	
General	6
Forms	6
Fees	7
Transcripts	7
References	7
Filing Deadline	8
Board Action	8
Current Address	9
Application Processing	10
Examination Procedure:	
General	11
Fundamentals	11
Principles and Practice	11
Disciplines/Modules	12
Reference Materials	13
Exam Dates	13
Admissions	13
Re-examination	14
Absentees	14
Miscellaneous:	
Residency	15
Comity	15
Reinstatement	15
Seals	16
Pocket Cards	16
Licensure Designation	16
Convictions (Felony)	16
Rules of Professional Conduct	17
21 NCAC 56.0700	
Rules of Conduct in Advertising	20
21 NCAC 56.0702	

LICENSURE AS A PROFESSIONAL ENGINEER

Chapter 89C of the North Carolina General Statutes (G. S. 89C) provides that in order to safeguard life, health, and property, and to promote the public welfare, the practice of engineering and the practice of land surveying in North Carolina are subject to regulation in the public interest.

The statute further declares that it shall be unlawful for any person to practice or to offer to practice engineering or land surveying in North Carolina, as defined in G. S. 89C, or to use in connection with one's name or otherwise assume or advertise any title or description tending to convey the impression that one is either a Professional Engineer or Professional Land Surveyor, unless duly licensed as such. The right to engage in the practice of engineering or land surveying is a personal right, based on the qualifications of the individual as evidenced by the certificate of licensure.

The North Carolina Board of Examiners for Engineers and Surveyors is charged with implementation of the statutes, authority for making rules in the performance of its duties, and the responsibility of determination of the qualifications of applicants, through experience and examinations, and issuance of a certificate of licensure to those determined to be properly qualified.

An individual, as part of the licensing process, is required to demonstrate acquired abilities through the successful completion of the required examination sequence. The examination sequence consists of two national examinations, as provided by the National Council of Examiners for Engineering and Surveying (NCEES). Application is made directly to NCEES to take the first exam, the Fundamentals Exam. The applicant must certify to having met the North Carolina requirements to take the Fundamentals Exam, consisting of the following basic requirements:

1. Be a US Citizen or possess legal documentation for residing in the US.
2. Be of good character and reputation.
3. Education – Be a graduate of an engineering curriculum (or within two semesters, or the equivalent of graduation), or a graduate of related science curriculum of four years or more.
4. An applicant who has accumulated a combination of three (3) or more failures or unexcused absences on an examination shall only be eligible for re-exam after an additional self-study program and waiting 12 months for each successive retake of the exam.

After successfully passing the Fundamentals Exam, the individual may apply to be certified as an Engineering Intern in North Carolina and must meet all application requirements, including experience requirements. After obtaining the required experience for licensure as a Professional Engineer, the individual may apply to be qualified to take the second exam, the Principles and Practice Exam.

Upon successful completion of the requirements for licensure, the Board will approve the applicant for licensure. The licensee will be issued a license number and required to procure an official seal and to seal all engineering work performed. The licensee continues to be subject to the statutes and Board Rules throughout the licensee's professional career.

Through this application, examinations, and licensure procedure, the Board of Examiners fulfills the mission of regulation of the engineering profession for the protection of the public in the State of North Carolina.

LICENSURE REQUIREMENTS

In order to be licensed to practice engineering in North Carolina, an individual, in addition to paying the required fees, must be of good character and reputation, must satisfactorily pass the Fundamentals of Engineering (Exam I) administered as a computer-based exam by NCEES as of January 2, 2014 and the Principles and Practice of Engineering administered by the Board. Applicants must submit evidence of education and a specific record of progressive engineering work of a nature and level acceptable to the Board.

A. Education and Experience

The experience required is dependent upon the educational attainment of the applicant. The greater the engineering educational level, the less engineering experience required for approval for seating for examinations and eventual licensure. The following levels of engineering education and the experience requirements for each are those required by North Carolina Statutes and the Board:

(1) College Graduate, ABET Accredited Engineering Curriculum.

Those applicants with a degree from an engineering curriculum of four or more years, and which has been approved by the Accreditation Board for Engineering and Technology (ABET – EAC), may take the Engineering Fundamentals Examination (Exam I) if graduating within two (2) semesters, or the equivalent of the semester in which the Fundamentals of Engineering examination is administered.

After successful completion of the computer-based Fundamentals Examination, applicant is eligible to apply for certification as an Engineering Intern. Upon completion of a minimum of four (4) years of progressive engineering experience, applicants are eligible to apply for the Engineering Principles and Practice Examinations (Exam II).

(2) College Graduate, Non-ABET Accredited Engineering or Related Science Curriculum.

Those applicants with a degree from a non-ABET (EAC) approved engineering or related science curriculum of four or more years may take the Fundamentals Examination (Exam I) if graduating within two semesters, or the equivalent of the semester in which the Fundamentals of Engineering examination is administered and upon completion of four years of progressive engineering experience following graduation from the college or university awarding the degree, applicant is eligible to apply for certification as an Engineering Intern.

After successful completion of the computer-based Fundamentals Examination (Exam I) and the required experience, applicant is eligible to apply for certification as an Engineering Intern. Upon completion of a minimum of eight years of progressive engineering experience, applicants are eligible to apply for the Engineering Principles and Practice Examination (Exam II).

A curriculum not accredited by ABET, but which contains adequate course work in engineering and scientific principles, would be a curriculum of this nature. The Board will determine the acceptability of such curricula on a case-by-case basis.

(3) College Graduate, Engineering Technology.

Those applicants with a degree in engineering technology from a technology curriculum of four or more years may take the Fundamentals Examination (Exam I), if graduating within two semesters, or the equivalent of the semester in which the Fundamentals of Engineering examination is administered and upon completion of four years of progressive engineering experience following graduation from the college or university awarding the degree, applicant is eligible to apply for certification as an Engineering Intern.

After successful completion of the computer-based Fundamentals Examination and the required experience, applicant is eligible to apply for certification as an Engineering Intern. Upon completion of a minimum of eight (8) years of progressive engineering experience, applicants are eligible to apply for the Engineering Principles and Practice Examination (Exam II).

(4) Technical Institute or Community College Graduate, Engineering Technology.

Those applicants with an Associate in Applied Science (AAS) degree in engineering technology from a technology curriculum of two or more years may take the Fundamentals Examination (Exam I), upon completion of six (6) years of progressive engineering experience following graduation from the Technical Institute or Community College awarding the degree.

After successful completion of the computer-based Fundamentals Examination, and having previously satisfied the required experience, applicant is eligible to apply for certification as an Engineering Intern. Upon completion of a minimum of ten (10) years of progressive engineering experience, applicants are eligible to apply for the Engineering Principles and Practice Examination (Exam II).

Effective July 1, 2016, an Associate's degree with additional experience will no longer be deemed equivalent to an engineering or related science curriculum of four years or more and will not meet the education requirements for engineering licensure. Those persons who have already passed the Fundamentals Exam prior to June 30, 2016 may continue the process to be become licensed by later sitting for the Principles and Practice Exam. It will not be necessary to have qualified to sit for the PE exam prior to that date. However, once approved for the PE exam, the grandfathering continues only until it becomes necessary to file a new application as required in Board Rule 21-56.0503, as a result of three (3) failures or unexcused absences. An Associate's degree becomes no longer acceptable as a basis for taking the exam.

B. Progressive Engineering Experience

In evaluating the work experience required, the Board will consider the total experience record, and the progressive nature of the record.

Not less than half of the required engineering experience shall be of a professional grade and character, and performed under the responsible charge of a licensed Professional Engineer, or if not, a written explanation shall be submitted showing why the experience should be considered acceptable and the Board shall approve if satisfied of the grade and character of the progressive experience. Experience gained under the technical supervision of the unlicensed individual shall be considered if the appropriate credentials of the unlicensed supervisor are submitted to the Board. Experience gained in the Armed Services, usually while serving in an engineering or engineering related group, shall be considered if of a character equivalent to that which would have been gained in the civilian sector doing similar work.

The term "progressive engineering experience" means that, during the period of time in which an applicant has made a practical utilization of acquired knowledge, continuous improvement, growth and development in the utilization of that knowledge have been shown, as revealed in the complexity and technical detail of the work product or work record. The applicant must show that greater individual responsibility for the work product has been continuously assumed over that period of time.

Experience prior to graduation is not considered in the calculation of progressive engineering experience. ABET-accredited engineering cooperative experience, which must be shown on the official transcript, may be considered with a maximum allowable credit of one year.

Experience obtained in a foreign country can be evaluated and considered by the Board on a case by case basis.

In evaluating progressive engineering experience, the Board may give the following maximum credit for experience in these areas of work:

- Graduate schooling or research in an approved engineering curriculum resulting in award of a master's degree from an institution that offers ABET/EAC accredited programs: one year.
- Graduate schooling or research in an engineering program resulting in award of an earned doctoral degree in Engineering from an institution that offers ABET/EAC accredited programs: two years, with or without a master's degree, but includes the one (1) year for the master's degree, if obtained.
- Progressive land surveying: maximum two years.
- Teaching of engineering subjects at the university level in an engineering program offering a four-year or more advanced degree approved by the Board: to be determined by the Board.

The Board, however, may not accept combinations in the categories in this Subparagraph as fulfilling all the necessary statutory experience requirements. Every applicant for licensure as a Professional Engineer, as part of the total experience requirement, shall show a minimum of one year of experience.

Full-time engineering faculty members, who teach in an approved engineering program offering a four-year or more advanced degree approved by the Board, may request and shall be granted waiver of the minimum one year experience in industry, government, or private practice, if they demonstrate consulting or research work of at least one year duration, pursued to fruition, and which is of a progressive engineering nature. The faculty applicant shall document the work and demonstrate that the work meets the Board's requirement.

C. Fundamental Exam Waiver

The North Carolina Statutes require that all applicants successfully complete each of the engineering examinations administered by NCEES and the North Carolina Board. The three exceptions to this requirement authorized by the Statutes are:

- Long-Established Practice: An individual with a specific record of 20 years or more of progressive experience on engineering projects of a grade and character which indicates adequate engineering ability to the Board may be approved for waiver of Exam I by the Board shall be admitted to the Principles and Practice of Engineering examination. Upon passing the examination, the applicant shall be granted a certificate of licensure to practice professional engineering in this State, provided the applicant is otherwise qualified.
- Full-time faculty: Full-time engineering faculty members who teach in an approved engineering program offering a four-year or more advanced degree approved by the Board, may request and be granted waiver of the Fundamentals of Engineering examination. The faculty applicant shall document that the degree meets the Board's requirement. The faculty applicant shall then be admitted to the Principles and Practice of Engineering examination.
- An individual possessing an earned doctoral degree in engineering from an institution in which the same discipline undergraduate engineering program has been accredited by ABET (EAC) may request and be granted waiver of the Fundamentals exam (Exam I).

However, the requirement for successful completion of the Engineering Principles and Practice Examination (Exam II) may not be waived. Those qualified applicants desiring waiver of Exam I should make written request for the waiver by letter, and submit the request with the completed application.

An applicant for the PhD waiver still has to show proof of four years of experience from the date of graduation to qualify to take the Principles and Practice exam (Exam II).

D. Miscellaneous

Applicants with foreign degrees, excluding Canada, may request an evaluation of their education through the National Council of Examiners for Engineering and Surveying (NCEES) or the American Association of Collegiate Registrars and Admission Officers (AACRAO). The results of such an evaluation will be mailed directly to the Board from the evaluation service and the recommendations contained therein will be considered in assessing an applicant's qualifications. Applicants should contact the Board office to obtain information on requesting such an evaluation.

Application Procedure

A. General

Applicant should download the application forms from the website.

The application form prepared by the applicant and its necessary additions are placed together in the Board office as an application file for each person submitting an application. The completed application file is the instrument by which the Board of Examiners makes a judgment on the qualifications of each person applying for certification or licensure with the Board.

The applicant is responsible for the completeness and accuracy of the submitted application form, as well as the submission of all required transcripts, verification of exams in other states and reference forms to complete the application file. It is important to the applicant that the application file requirements are completed prior to the deadline date, since the Board is unable to review the applicant's file until it is complete.

The elements of a completed application file are:

- (1) The application form prepared by the applicant
Handwritten applications not acceptable
- (2) \$100 Application Fee
- (3) The answer sheet to the exam on G. S. 89C and Board rules
- (4) Check list
- (5) Transcript(s) mailed directly to the Board office from the school or college
- (6) The necessary reference forms prepared by the references and mailed directly to the Board
- (7) Verification of claimed licensures or examinations from other states.

The applicant personally mails only items (1), (2),(3) and (4) to the Board. The applicant contacts the educational institution, the persons selected to furnish references and the states to verify exam information, and requests that they mail items (5), (6) and (7) directly to the Board. Since the applicant initiates a chain of events which must be completed prior to the Board reviewing the application, and since the applicant is dependent upon many others to complete portions of the application file, **it is advisable to initiate application well in advance of the deadline.**

B. Application Forms

Three forms of application are utilized by the Board.

- Application for Certification as an Engineering Intern. The Fundamentals of Engineering (Exam I) became a computer-based test (CBT) as of January 1, 2014. This application must be submitted after having successfully completed the Fundamentals Examination to become certified as an Engineering Intern. Non-ABET or Technology degreed applicants must submit a completed supplemental experience form along with their application.
- The Professional Engineering Application is for applying to take the Professional Engineering Principles and Practice examination (Exam II) and is a comprehensive form, requiring a complete listing of experience for licensure as a Professional Engineer. Those applying for licensure in North Carolina by comity from another state will also complete the Professional Engineering form.
- Re-examination Form is to be used for applicants who have previously taken the Principles and Practice (Exam II) for PE in North Carolina. Not to be used for computer-based examinations.

All of the above forms, along with the necessary explanatory materials and other forms, are available on the Board's website: www.ncbels.org.

It is mandatory that the appropriate application be filed with the Board and completed in the prescribed manner. In order to be considered by the Board, the application MUST:

Be typed except for signatures, handwritten applications will be returned.

- Have completed responses to all requirements, and be signed in the appropriate places.
- Have a recent photograph of durable quality stapled to the application in the allotted space. Photographs should be of glossy or semi-gloss finish. Quality computer-generated photographs are acceptable.
- List experience briefly and in chronological order, with **no gaps**, beginning with the earliest experience, listing the entire employment record, including names and addresses of employers. If an applicant feels that the available space is insufficient to cover all experience, the applicant should condense this information to fit in the designated section, and then on a separate sheet or sheets of paper, clearly marked "EXHIBIT," elaborate on any or all of the listed activities.
- Mail completed application form UNFOLDED with cardboard, in a 9 x 12 envelope.
To The North Carolina Board of Examiners for Engineers and Surveyors
4601 Six Forks Road, Suite 310, Raleigh, North Carolina 27609

C. License Fees

The necessary license fee must accompany the application. A current schedule of fees is available on the website. The applicant for licensure by comity will also submit the current license fee with the application.

D. Transcripts from Educational Institutions

The applicant will arrange for the educational institutions attended or from which the applicant has graduated to submit transcripts, showing the degree(s) obtained, directly to the Board by way of mail or electronically via email (contact the Board for the email address). Copies of transcripts may be received from the applicant in a sealed envelope from the school or college with the Registrar's signature across back flap.

If attendance at college did not result in a degree, the furnished transcript should verify the education record shown in the application form. Those applicants who have not attended school beyond high school should have the high school furnish a transcript of high school attainment and graduation.

E. Reference Recommendations

The Board is assisted in its evaluation of an applicant's qualifications by brief reports from five (5) professional persons who have knowledge of the applicant's qualifications and who are willing to serve as references and supply the Board with reports. The applicant must contact those individuals selected to submit a recommendation, furnish them with the Board form and a return envelope, and request that the form be completed and mailed directly to the Board. It is important for the applicant to stress the importance of a timely and complete evaluation.

The Board requires that the recommendations furnished for Board review be current evaluations (within one year) and from persons who are familiar with the applicant's engineering work and knowledge. Family members or members of the Board of Examiners are not acceptable references.

The applicant should select individuals as references who by education, experience and professional standing are in a position to know and judge the quality of the applicant's work. It is also important that the individuals selected be adequately familiar with Chapter 89C of the North Carolina General Statutes so that they will not credit the applicant with performing professional work in violation of the statutes.

If the information submitted by the applicant's references is not adequately informative, the Board may request an evaluation from others listed in the application, or request additional references from the applicant. Since this will delay processing of the application, the applicant should carefully select references who will give a candid, complete, and independent evaluation for the Board's review.

The applicant is required to submit to the Board the following reference reports on the reference forms supplied by the Board:

- (1) Applicants seeking certification as Engineering Intern must furnish three references, one of which must be a licensed Professional Engineer.
- (2) Applicants who have completed the Fundamentals Exam, but require completion of the Engineering Principles and Practice Examination (Exam II), and Comity applicants must furnish five references, of which three must be licensed Professional Engineers.

The reference forms must be complete and current (within one year) when submitted for Board review. When an application has to be reviewed by the Board for a second time and the references are not current, the applicant will be required to have additional reference submissions to ensure adequate current references for consideration by the Board.

The professional references should preferably be licensed to practice in North Carolina. However, the Board will consider, in order of preference, Professional Engineers, employers, clients, contractors, and others.

In distributing the reference forms to the selected references, the applicant should type the reference's name and address in the space provided on the front side of the form and the applicant's name at the top of second sheet.

F. NCBELS Filing Deadline

The application file **must be complete** and in the Board office by **January 2** in order for the Board to review the file for the spring examination and by **August 1** in order for the Board to review the file for the fall examination. The **completed** file has all the items required and as described above.

Those files which are not complete will be retained until completed and submitted to the Board for the next examination cycle after completion. The applicant will be notified by postcard when the file is complete. Until receipt of such notice, the applicant should assume that the file is not complete and contact the Board office for to determine what items in the file have not been received.

NOTE: NCEES registration deadlines are different from NCBELS application deadlines.

G. Notification of Board Action on Application

After the Board acts on an application file, the applicant is notified of the Board's decision in writing. If the applicant is approved for seating at an examination, a seating approval letter authorizing admission to the examination and indicating the time, date, and place of examination will be sent to the applicant. Upon approval for examination by the Board, administrative and financial obligations are incurred by the Board for the specified examination; therefore, each applicant is expected to be present for the examination. Excused absences are authorized only for jury duty or by a doctor's certificate noting an applicant's physical inability to attend.

If the Board does not approve the applicant for immediate seating, the applicant will be informed of the additional requirements necessary for seating and when to reapply for the Board to reconsider the application. The application file will be retained until the applicant has had an opportunity to complete the additional requirements. The applicant will be required to indicate completion of the additional requirements and continued readiness for examination by submitting a Supplemental Experience Form updating work experience since the file was last reviewed by the Board. If the elapsed time between original submission and reapplication for examination is greater than one year, the applicant will be required to obtain additional references which are current.

H. Current Address of Applicant

The applicant is required to explicitly notify the Board of Examiners of any address changes after submission of the application to the Board. This is necessary to ensure that the Board can contact the applicant regarding its determinations or requirements.

Application Processing

The Board of Examiners is composed of practicing Professional Engineers, Professional Land Surveyors and Public Members and meets periodically for the purpose of reviewing applications for licensure. It is therefore very important to the applicant that the application which is submitted be correct initially, with all supporting documents, and prepared as prescribed. **The application file is not submitted to the Board for review until it is complete.**

The Board staff has the task of reviewing and verifying items contained within the application, including the educational transcripts, progressive experience record, previous licensure and completed examinations, and the required recommendation forms submitted on behalf of an applicant. **The application file is not placed on the Board agenda for review until all fees are paid and the file is complete, to include verifications from other states, where applicable, and such verifications of education, experience, and references as are considered necessary.**

Applicants seeking licensure by comity, or requesting approval of written examinations in another state, should allow time for verification of their licensure in their home state, and/or verification of examination results in the state(s) in which written examinations were administered to be received in the Board office. The applicant will request verification of licensure and examination data from the states listed on the application form. This process normally requires a minimum of two to four weeks, and could require longer if the states queried charge fees for this service or do not respond promptly. Written verifications must be procured prior to the completion of the application file.

The Board reviews applications for those applicants requiring written examinations at the first meeting after Board established deadlines for submission of completed applications. Deadline for the spring examinations is January 2, and deadline for the fall examinations is August 1. In order for the Board to consider an application, **the file must be complete by the deadline date.**

Comity applications which meet all North Carolina requirements, including the required written examinations, are reviewed twice monthly after the application file is received and completed in the Board office.

When the application file is complete, the file is placed on the Board agenda at the appropriate Board meeting for review. The file is individually reviewed by the Board in session, at which time the Board determines the merits of the applicant's qualifications set forth in the application. A determination will be made as to whether the applicant meets the requirements of the statute and whether the applicant is eligible for the appropriate examination or for comity licensure. After the Board meeting, each applicant reviewed by the Board will receive communication from the Board indicating notice of licensure, seating notice for the appropriate examination, or an explanatory statement of the decision of the Board.

The Board staff is unable to provide continuous written information on the status of each application to the applicant, however, the Board staff will respond to inquiries and calls on the status of the application. Once the application file is complete, the applicant will be notified by postcard that the file is complete and ready for presentation to the Board. **Until such time as the applicant receives this postcard notice, it should be assumed that the application is not complete.**

Examination Procedure

A. Engineering Examinations - General

NCEES administers the Fundamentals Exam (Exam I) as a computer-based exam as of January 1, 2014. Instead of a common morning portion and a discipline specific afternoon portion, examinees will now take one of seven individual exams that include content from only the areas which are common to that disciplines curriculum.

Exam appointments will be six hours in length, which include a tutorial, a break, the exam, and a brief survey at the conclusion of the exam. Examinees will have 5 hours and 20 minutes to complete the actual exam.

The NC Board administers the Principles and Practice Exam (Exam II) which is eight hours in duration and split into a morning and afternoon session, both of which must be successfully completed and passed prior to licensure as a Professional Engineer.

Both of these examinations are prepared by NCEES and administered throughout the United States and its territories. While each state has its own Statutes regulating engineering, generally a passing grade on the nationally recognized examinations in one state will be accepted in other states as fulfillment of their examination requirements.

B. Engineering Fundamentals Examination (Exam I)

After successful completion of this examination and application for certification, the applicant may apply to become certified as an “Engineering Intern” by the North Carolina Board. This certification signifies the first step to licensure has been completed.

The Fundamentals Examination is designed to determine if the applicant has an adequate understanding of the basic and engineering sciences. The subject matter covered in the examination is that which is fundamental to all phases of engineering and applicable to all engineering disciplines. Thus, the examination is designed primarily for college graduates of an engineering curriculum. However, others with a demonstrated aptitude for engineering, or a graduate in another curriculum who has qualified through a record of the required progressive experience, with adequate study, should also be able to attain a passing score on the examination.

The Fundamentals Examination measures an individual applicant’s proficiency and knowledge of engineering fundamentals which would reflect graduate-level study, thought, and mastery. Specifications for the Fundamentals exam can be found on the NCEES webpage:

<http://ncees.org/exams/fe-exam/>.

The Board of Examiners expects the applicant to be fully aware of the **North Carolina Rules of Professional Conduct**. The applicant should also be knowledgeable of the provisions of **Chapter 89C of the North Carolina General Statutes (The North Carolina Engineering and Land Surveying Act)**, and any other statutes that have a bearing directly on the engineering profession.

C. Engineering Principles and Practice Examination (Exam II)

Successful completion of this examination culminates in licensure of the applicant as a **Professional Engineer** by the North Carolina Board. This examination is sometimes referred to as the Professional Exam or PE Exam, referring to the Professional Engineer licensure resulting from the successful completion of the examination. Passing of the Fundamentals Examination (Exam I) is a prerequisite for Board approval of an applicant’s seating for the Principles and Practice Examination (Exam II) in North Carolina.

The Principles and Practice Examination is designed to determine if the training and experience of the applicant have provided an adequate capacity and ability in applying the basic and engineering sciences to the solution of engineering problems. It is anticipated that the required experience, of a progressive nature and level, will assist the applicant in applying knowledge of engineering fundamentals to the solution of the advanced engineering problems.

The Principles and Practice Examination is an eight (8) hour examination split into morning and afternoon sessions in the engineering disciplines designated for examination. Each applicant must designate on the application form the discipline and depth module to be examined. The North Carolina Board offers examinations in the following engineering disciplines at the times indicated:

Agricultural and Biological	(Spring only)
Architectural	(Spring only)
Chemical	(Spring and fall)
Civil	(Spring and fall)
Control Systems	(Fall only)
Electrical	(Spring and fall)
Environmental	(Spring and fall)
Fire Protection	(Fall only)
Industrial	(Spring only)
Mechanical	(Spring and fall)
Metallurgical and Materials	(Fall only)
Mining and Mineral Processing	(Fall only)
Naval Arch/Marine	(Spring only)
Nuclear	(Fall only)
Petroleum	(Fall only)
Software	(Spring only)
Structural: Vertical 8hr	(Spring and fall)
Structural: Lateral 8hr	(Spring and fall)

If you are taking either the **PE Civil**, **PE Electrical** or **PE Mechanical** exam, you will be asked to select an afternoon module during registration. Your answer sheet will be scored based on the module you selected when registering.

Civil Depth Modules:

Construction
Geotechnical
Structural
Transportation
Water Resources & Environmental

Electrical Depth Modules:

Computer
Power
Electronics

Mechanical Depth Modules:

HVAC & Refrigeration
Systems & Materials
Thermal & Fluid

It should be stressed that while the North Carolina Board examines engineering applicants in one of the listed disciplines, upon successful completion of the requirements for licensure in North Carolina, the applicant is licensed as a Professional Engineer.

The Professional Engineer is authorized to practice engineering in North Carolina in any area and discipline in which the licensee is competent, within the provisions of Chapter 89C of the North Carolina General Statutes. This practice recognizes the engineer's ability, through education, training, and experience, to gain competence in more than one designated discipline. That determination as to a person's competency is made by the Professional Engineer; if challenged, it will be the proper subject of Board inquiry and determination.

D. Reference Materials

The Fundamentals Examination (Exam I), being a computer-based examination does not allow reference materials other than what is provided with the computer exam. Examinees will be allowed to bring NCEES-approved calculators and any items found on the [Pearson VUE Comfort Aid list \(PDF\)](#).

The Principles and Practice Examination (Exam II) is an **open-book examination**. Bound reference materials, manuals and books may be brought into the examination for use in solving exam problems. Bound materials mean two or three ring binders, brads, plastic snap binders, spiral-bound notebooks, and screw posts—but not with staples. Sticky notes and flags are permitted only when they are permanently attached to book pages. Scratch paper is not permitted, as adequate space in the examination booklets is available for computations.

To protect the integrity of its exams, NCEES limits the types of calculators you may bring to the exam room. The only calculator models acceptable for use during the exam are listed on its website <http://www.ncees.org/exams/calculator-policy/>.

E. Dates of Examination

The National Council of Examiners for Engineering and Surveying (NCEES) specifies the time period in which the examinations will be administered.

The Fundamentals Examination will be administered during four testing windows throughout the year. January-February, April-May, July-August and October-November. Registration will be open year-round through NCEES.

NCEES administers the Engineering Principles and Practice examinations twice each year. Generally, examinations are administered about mid-April in the spring of each year, and in late October or early November in the fall of each year. The normal examination schedule usually consists of administration of the Principles and Practice Examination on a Friday. The exact dates are announced by the Board and may be obtained by contacting the Board.

To reserve your exam seat you are required to register with NCEES at www.ncees.org during open enrollment. Follow the instructions on the NCEES home page to complete your registration. Prior approval from the NC Board of Examiners is not needed to register.

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.

Absolutely NO EXTENSIONS will be granted after the deadline.

F. Admission to Examination Site

Applicants who have been approved for a given examination by the North Carolina Board of Examiners will be notified by mail. They will be furnished a seating approval notice with instructions as to date, time and place of examination for which they have been approved.

Applicants will receive an "Authorized Admission Notice" and a "Seat Card" from NCEES approximately three weeks prior to the exam date. The "Authorized Admission Notice" and "Seat Card" along with government issued ID must be presented for admission to the examination site at the designated time and date.

The report time for the exam will be printed on your **exam authorization notice**. Late arrivals will not be allowed into the exam room once the proctor has begun to read the exam script.

G. Reexamination

An applicant who fails to pass the examination may be readmitted to the same examination at a later administration, upon submitting a "Re-Exam Form".

An applicant who has accumulated a combination of three (3) or more failures or unexcused absences on an examination shall only be eligible after submitting a Supplemental Experience form to update the application, application fee, re-exam form and proof of a self-study program. Such applicants will be considered by the Board for reexamination at the end of 12 months.

After the end of the 12 month period, the applicant may take the examination no more than once every calendar year. The Board will make a determination as to the applicant's qualifications for further examination, and so inform the applicant.

All re-exam fees are to be paid directly to NCEES during registration.

H. Absence from Examination

After Seating Notices have been issued, applicants may not be excused from the scheduled examination except for official jury duty or upon submission of a doctor's certificate confirming that the applicant is not physically able to be present for the examination. A request for excuse must be made in writing to the Board office and must contain evidence of jury duty or a doctor's certificate.

Once the Seating Approval is mailed to the applicant, a financial obligation for the examination is incurred by the Board on behalf of the applicant. Therefore, any absence from the scheduled examination by an applicant, whether or not excused, will result in commitment of the examination fee of the applicant. The applicable reexamination fee will be required for any subsequent examination requested by the applicant.

Miscellaneous Information

A. Residency Requirements for Initial Licensure

The North Carolina Board will accept and process applications for **initial licensure** from **all applicants** as well as those who are currently employed by the US Military and stationed overseas. Testing sites are in Naples and Aviano in Italy and West Ramstein, Germany.

B. Application for Licensure by Comity

All applicants for licensure in North Carolina are required to file an application for licensure, complete with five (5) reference recommendations, three (3) of which need to be US registered professional engineers; Board ethics examination; educational transcripts and out-of-state verifications. Applicants for licensure by comity from another state are also required to submit the complete application along with the license fee. Those applicants who have obtained licensure in another state having equivalent requirements for licensure as North Carolina, including 16 hours of written examination, and who are currently licensed in good standing in that state, may be granted licensure in North Carolina upon verification of the record and approval by the North Carolina Board.

A person holding a certificate of licensure to engage in the practice of engineering, on the basis of comparable qualifications, issued to the person by a proper authority of a state, territory, or possession of the United States, the District of Columbia, or of any foreign country possessing credentials that, based on verifiable evidence, in the opinion of the Board, of a standard not lower than that in effect in this State at the time the certificate was issued, may upon application be licensed without further examination, except as required to examine the applicant's knowledge of laws, rules, and requirements unique to North Carolina.

The National Council of Examiners for Engineering and Surveying (NCEES) offers a service of maintaining and verifying certain records of Professional Engineers, to include the record of qualification and licensure in various states. The North Carolina Board will accept the verified NCEES Council Record, if current, in lieu of completion of certain portions of the North Carolina application form. Those persons having their NCEES Council Record forwarded to the North Carolina Board should indicate this on the application and checklist form. If a valid NCEES Council Record is submitted, five reference recommendations, educational transcripts and out-of-state verifications will not be required, unless references are over one year old or have duplicate submittals. Then the applicant may need to submit additional references. In addition, only the following sections of the North Carolina application form must be completed:

- Section A: General (including picture)
- Section B: Comity, NCEES records must be current
- Signature C: Note that NCEES record has been ordered.
Print and sign name at bottom of Section C
- Section F affidavit, notarized
- Board ethics exam answer sheet
- Checklist
- Fees: see current fee schedule on board website www.ncbels.org.

C. PE License Reinstatement

Licensees who have lapsed records may reinstate a license by completing new applications, to include all required information as new applicant. They must also submit proof of continuing education. The Board requirement is that 30 PDHs (obtained in the past two years prior to application date) must be submitted with the application in order for a license to be considered for reinstatement. There is a \$100 reinstatement fee required.

D. Licensee's Seal

Upon approval for licensure as a Professional Engineer in North Carolina, each person is required to obtain a Seal of the design authorized by the Board, showing the licensee's name and license number.

Each licensee is required by the provisions of the law to possess and use that seal on all final drawings, plans, specifications, and reports performed by the licensee. The licensee is prohibited from sealing any engineering work not done under the licensee's responsible charge, direct control and personal supervision.

E. Licensure Certificate and Pocket Card

Each Professional Engineer will receive a Certificate of License upon approval for licensure by the Board of Examiners for Engineers and Surveyors. License renewal is required each year. Licenses expire on December 31 each year and are renewed upon completion of the renewal process including payment of the annual renewal fee and compliance with the continuing professional competency requirements.

A new licensee (excluding reinstatement) is exempt from meeting the CPC requirements at their first renewal period, but will still have to pay the annual renewal fee. Unless otherwise noted, a renewal notice is mailed to each licensee in each year. Licenses can be renewed by mail or on the Board's website www.ncbels.org starting December 1. A pocket card indicating the licensee's renewal and convenience of identification as a Professional Engineer is furnished upon completing the renewal process.

F. Licensure as a Professional Engineer

North Carolina Statutes authorize general licensure as a "Professional Engineer" and the Board does not license in a specific discipline. The Professional Engineer is required to practice engineering within the licensee's own area of competence. If the competence of a Professional Engineer is challenged, by complaint or otherwise, the Board of Examiners will make a determination in the matter.

G. Conviction of a Felony

Conviction of a felony or crime of moral turpitude, or the revocation or suspension of the license of a Professional Engineer or Professional Land Surveyor by another jurisdiction, if for a cause which in the state of North Carolina would constitute a violation of Chapter 89C of the General Statutes or of these rules, shall be grounds for a charge of violation of these rules.

SECTION .0700 – RULES OF PROFESSIONAL CONDUCT

21 NCAC 56 .0701 RULES OF PROFESSIONAL CONDUCT

(a) In order to safeguard the life, health, property and welfare of the public and to establish and maintain a high standard of integrity, skills, and practice in the professions of engineering and land surveying, the Rules of Professional Conduct in this Rule are adopted in accordance with G.S. 89C-20 and are binding upon every person holding a certificate of licensure as a Professional Engineer or Professional Land Surveyor (licensee), and on all business entities authorized to offer or perform engineering or land surveying services in this state. All persons licensed under the provisions of Chapter 89C of the General Statutes are charged with having knowledge of the Board Rules, including the Rules of Professional Conduct, and are deemed to be familiar with their provisions and to understand them.

(b) A licensee shall conduct the practice in order to protect the public health, safety and welfare. The licensee shall at all times recognize the primary obligation to protect the public in the performance of the professional duties. If the licensee's engineering or land surveying judgment is overruled under circumstances where the safety, health and welfare of the public are endangered, the licensee shall inform the employer, the client, the contractor, other affected parties and any appropriate regulatory agency of the possible consequences of the situation.

(c) A licensee shall perform services only in areas of the licensee's competence and:

- (1) Shall undertake to perform engineering and land surveying assignments only when qualified by education or experience in the specific technical field of professional engineering or land surveying involved;
- (2) May accept an assignment or project requiring education or experience outside of the licensee's own field of competence, but only to the extent that the services are restricted to those portions or disciplines of the project in which the licensee is qualified. All other portions or disciplines of such project shall be performed by associates, consultants, or employees who are licensed and competent in those portions or disciplines;
- (3) Shall not affix the signature or seal to any engineering or land surveying plan or document dealing with subject matter for which the licensee lacks competence by virtue of education or experience, nor to any such plan or document not prepared under the licensee's direct supervisory control. Direct supervisory control (responsible charge) requires a licensee or employee to carry out all client contacts, provide internal and external financial control, oversee employee training, and exercise control and supervision over all job requirements to include research, planning, design, field supervision and work product review. Direct supervisory control may be accomplished face to face or by other means of communication. A licensee shall not contract with a non-licensed individual to provide these professional services. Research, such as title searches and soil testing, may be contracted to a non-licensed individual, provided that individual is qualified or licensed to provide such service and provided the licensee reviews the work. The licensee may affix the seal and signature to drawings and documents depicting the work of two or more professionals provided it is designated by a note under the seal the specific subject matter for which each is responsible; and
- (4) In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a design plan signed and sealed by an out-of-jurisdiction licensee (not a site adaptation of a standard design plan under Rule 21 NCAC 56 .1106) a successor licensee may take responsible charge by performing and documenting all professional services to include developing a design file including work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor licensee but must distinguish in a clean and obvious manner and accurately reflect the successor licensee's work. The burden is on the successor licensee to show such compliance. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all documents.

- (d) A licensee shall issue public statements only in an objective and truthful manner and:
- (1) Shall be objective and truthful in all professional reports, statements or testimony. The licensee shall include all relevant and pertinent information in such reports, statements or testimony;
 - (2) When serving as an expert or technical witness before any court, commission, or other tribunal, shall express an opinion only when it is founded upon adequate knowledge of the facts in issue, upon a background of technical competence in the subject matter, and upon honest conviction of the accuracy and propriety of the licensee's testimony;
 - (3) Shall issue no statements, criticisms, or arguments on engineering or land surveying matters connected with public policy which are inspired or paid for by an interested party, or parties, unless the licensee has prefaced the comment by explicitly identifying the licensee's name, by disclosing the identities of the party or parties on whose behalf the licensee is speaking, and by revealing the existence of any pecuniary interest the licensee may have in the matters; and
 - (4) Shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice or employment of another engineer or land surveyor, nor indiscriminately criticize another engineer or land surveyor's work in public. Indiscriminate criticism includes statements without valid basis or cause or that are not objective and truthful or that fail to include all relevant and pertinent information. If the licensee believes that another engineer or land surveyor is guilty of misconduct or illegal practice, such information shall be presented to the North Carolina Board of Examiners in the form of a complaint.
- (e) A licensee shall avoid conflicts of interest and:
- (1) Shall inform the employer or client, and any reviewing agency, of any business association, interests, or circumstances which could influence judgment or the quality of services;
 - (2) Shall not accept compensation, financial or otherwise, from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are disclosed to, and agreed to, in writing, by all interested parties;
 - (3) Shall not solicit or accept financial or other valuable considerations from material or equipment suppliers for specifying their products;
 - (4) Shall not solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with the client or employer in connection with work for which the licensee is responsible;
 - (5) When in public service as a member, advisor, or employee of a governmental body or department, shall not participate in considerations or actions with respect to services provided by the licensee or the licensee's firm in private engineering and land surveying practices;
 - (6) Shall not solicit or accept an engineering or land surveying contract from a governmental body on which a principal or officer of the licensee's firm serves as a member; and
 - (7) Shall not attempt to supplant another engineer or land surveyor in a particular employment after becoming aware that the other has been selected for the employment.
- (f) A licensee shall solicit or accept work only on the basis of qualifications and:
- (1) Shall not offer to pay, either directly or indirectly, any commission, political contribution, gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies;
 - (2) Shall compete for employment on the basis of professional qualification and competence to perform the work. The licensee shall not solicit or submit proposals for professional services containing a false, fraudulent, misleading, deceptive or unfair statement or claim regarding the cost, quality or extent of services to be rendered;
 - (3) Shall, with regard to fee bidding on public projects, comply with the provisions of G.S. 143-64.31 et seq., (or for federal projects, the Brooks Act, 40 U.S. Code 541 et seq.) and shall not knowingly cooperate in a violation of any provision of G.S. 143-64.31 et seq. (or of 40 U.S. Code 541 et seq.); and

- (4) Shall not falsify or permit misrepresentation of academic or professional qualifications and shall only report educational qualifications when a degree or certificate was awarded, unless it is stated that no degree or certificate was awarded. The licensee shall not misrepresent degree of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or past accomplishments with the intent and purpose of enhancing qualifications and work.

(g) A licensee shall perform services in an ethical manner, as required by the Rules of Professional Conduct (21 NCAC 56 .0701), and in a lawful manner and:

- (1) Shall not knowingly associate with or permit the use of the licensee's name or firm name in a business venture by any person or firm which the licensee knows, or has reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature or is not properly licensed; and
- (2) If the licensee has knowledge or reason to believe that another person or firm may be in violation of the Board Rules (21 NCAC 56) or of the North Carolina Engineering and Land Surveying Act (G.S. 89C), shall present such information to the Board in writing in the form of a complaint and shall cooperate with the Board in furnishing such further information or assistance as may be required by the Board. The licensee shall timely respond to all inquiries and correspondence from the Board and shall timely claim correspondence from the U. S. Postal Service, or other delivery service, sent to the licensee from the Board. Timely is defined as within the time specified in the correspondence, or if no time is specified, within 30 days of receipt. Certified mail is timely claimed if prior to being returned by the Post Office to the Board office.

(h) A Professional Engineer or Professional Land Surveyor who has received a reprimand or civil penalty or whose professional license is revoked, suspended, denied, refused renewal, refused reinstatement, put on probation, restricted, or surrendered as a result of disciplinary action by another jurisdiction is subject to discipline by the Board if the licensee's action constitutes a violation of G.S. 89C or the rules adopted by the Board.

*History Note: Authority G.S. 89C-17; 89C-20;
Eff. February 1, 1976;
Readopted Eff. September 29, 1977;
Amended Eff. September 1, 2011; May 1, 2009; August 1, 2002; August 1, 2000; August 1, 1998; November 2, 1992; April 1, 1989; January 1, 1982; March 1, 1979.*

21 NCAC 56 .0702 RULES OF CONDUCT OF ADVERTISING

(a) The Professional Engineer or Professional Land Surveyor shall not make exaggerated, misleading, deceptive or false statements or claims about professional qualifications, experience or performance in brochures, correspondence, listings, or other public communications.

(b) The prohibitions listed in Paragraph (a) of this Rule include, but are not limited to, the use of statements containing a material misrepresentation of fact or omitting a material fact necessary to keep the statement from being misleading; statements intended or likely to create an unjustified expectation; and statements containing a prediction of future success.

(c) Consistent with the foregoing, the Professional Engineer or Professional Land Surveyor may advertise for recruitment of personnel.

(d) Consistent with the foregoing, the Professional Engineer or Professional Land Surveyor may prepare articles for the lay or technical press. Such articles shall not imply credit to the author for work performed by others.

*History Note: Authority G.S. 89C-20;
Eff. February 1, 1976;
Readopted Eff. September 29, 1977;
Amended Eff. August 1, 2000; August 1, 1998; April 1, 1989; March 1, 1979. 89; January 1, 1982; March 1, 1979.*