

APPLICATION PROCEDURE
FOR
PROFESSIONAL ENGINEER
IN
NORTH CAROLINA



NORTH CAROLINA
BOARD OF EXAMINERS
FOR ENGINEERS AND SURVEYORS

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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.

The engineering applicant is required to document and demonstrate appropriate qualifications for licensure through submission of an application to the Board of Examiners. The applicant is also required to further demonstrate acquired abilities through the successful completion of the required examination sequence. The examination sequence consists of two eight hour national examinations, as provided by the National Council of Examiners for Engineering and Surveying. The applicant is required to pass each of these examinations after the Board has determined that the applicant has attained the required education and experience for each of the examinations.

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 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 public protection 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 examinations administered by the Board, and 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, may take the Engineering Fundamentals Examination (Exam I) upon attainment of senior status from their college or university.

After successful completion of the Fundamentals Examination, and 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 approved engineering or related science curriculum of four (4) or more years may take the Fundamentals Examination (Exam I) upon completion of four (4) years of progressive engineering experience following graduation from the college or university awarding the degree.

After successful completion of the Fundamentals Examination, and 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).

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 (4) or more years may take the Engineering Fundamentals Examination (Exam I) upon completion of four (4) years of progressive engineering experience following graduation from the college or university awarding the degree.

After successful completion of the Fundamentals Examination, and 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 (2) or more years may take the Engineering 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 Fundamentals Examination, and 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).

(5) High School Graduate.

Those applicants with a high school diploma may be approved to take the Engineering Fundamentals Examination (Exam I) upon adequate documentation indicating the completion of eight (8) years of progressive engineering experience following graduation from high school.

After successful completion of the Fundamentals Examination, and upon completion of a minimum of twelve (12) years of progressive engineering experience, applicants are eligible to apply for the Engineering Principles and Practice Examination (Exam II).

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 one-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.

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 may be considered with a maximum allowable credit of one (1) year.

Experience obtained in a foreign country, unless performed under the direct supervision of a Professional Engineer licensed with a member Board of the NCEES, will not be considered in the calculation of progressive engineering experience.

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

- (1) Graduate schooling or research in an approved engineering curriculum resulting in award of an advanced engineering degree -- one year for each such degree, with a maximum of two (2) years total.
- (2) Progressive land surveying -- maximum two (2) years.
- (3) Teaching of engineering subjects at the university level in an approved engineering curriculum -- maximum two (2) years.

The Board, however, may not accept combinations, restricted only to the categories noted above as fulfilling all the necessary statutory experience requirements. The North Carolina Board requires that every applicant for licensure as a

Professional Engineer, as part of the total experience requirement, show a minimum of one (1) year experience of a progressive engineering nature in industry, or government, or under a licensed Professional Engineer offering service to the public.

Full time engineering faculty members, who teach in an approved engineering curriculum, may request waiver of the minimum one (1) year experience in industry, government, or private practice, if they demonstrate consulting or research work of at least one (1) year's duration, which was pursued to fruition, and which is of an acceptable progressive engineering nature. The faculty applicant will be required to document the work and demonstrate that the work meets the Board's requirement.

C. Long Established Practice

The North Carolina Statutes require that all applicants successfully complete each of the engineering examinations administered by the North Carolina Board. The only exception to this requirement authorized by the Statutes is waiver of the Engineering Fundamentals Examination (Exam I) for the individual with "long established practice." An individual with a specific record of twenty (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. 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.

D. Miscellaneous

Applicants with foreign degrees 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 to the Board 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 Processing

The Board of Examiners is composed of practicing Professional Engineers, Professional Land Surveyors and Public Members, and meets infrequently 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 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.**

Application Procedure

A. General

Each applicant is required to obtain an application kit from the Board office or download the application forms from the website. The application kit contains necessary forms and information that are required in order to complete the application process. 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.
- (2) The applicable license fee.
- (3) The answer sheet to the exam on G. S. 89C and Board rules completed by the applicant.
- (4) Transcript(s) mailed directly to the Board from the school or college.
- (5) The necessary reference forms prepared by the references and mailed directly to the Board.
- (6) Verification of claimed licensures or examinations from other states.

The applicant personally mails only items (1), (2) and (3) 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 (4), (5) and (6) 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. The Application Form

Two forms of application are utilized by the Board. One is a separate request for Certification as an Engineering Intern by a student who has attained senior status in an ABET accredited engineering curriculum, or by the engineering graduate who has graduated within the previous two years from an ABET accredited curriculum. The second form is for licensure as a Professional Engineer, and includes application for Engineering Intern status, if not previously completed satisfactorily in North Carolina or in another state.

Both of the above forms, along with necessary explanatory materials and forms are available from the Board of Examiners and are also available on the Board's WEB site at www.ncbels.org.

(1) Student Application for Certification as Engineering Intern

This application is a one-page form, green in color, authorized for use by the student who has attained senior status in an ABET accredited engineering curriculum, or by the applicant who graduated from such a curriculum within two years prior to the requested examination. No others may use this form.

Graduation is a prerequisite for certification for those who apply on the Student Form. Student applicants will not be certified until the Board receives a transcript indicating award of degree directly from the college.

Applicants who have graduated within the previous two years must have the college furnish a transcript indicating award of degree in ABET accredited curriculum directly to the Board. The application file is not complete until the transcript has been received by the Board. Any graduate who has delayed application beyond two years after graduation must use the Application for Licensure as a Professional Engineer.

After EI certification and upon completion of the required engineering experience, the applicant is ready for the final examination and will be required to complete and submit the Application for Licensure as a Professional Engineer.

(2) Application for Licensure as Professional Engineer

This application form is a comprehensive form, white in color, requiring a complete listing of experience and the submission of separate reference forms. This application form is for use by all applicants, other than those using the Student Application Form listed above. Those applying for licensure in North Carolina by comity from another state will also complete this form.

The Board uses the submitted form, when completed, to review the qualifications of all applicants who have not completed the Engineering Fundamentals Examination (Exam I). If the applicant has previously completed the examination in North Carolina or in another state, the application form will be used by the Board to review the applicant's qualifications for the Engineering Principles and Practice Examination (Exam II).

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:

- (1) **Be typed or downloaded off website, except for signatures.**
- (2) Have completed responses to all requirements, and be signed in the appropriate places.
- (3) Have a recent photograph of durable quality included but not attached to the application. Photographs should be of glossy or semi-gloss finish. Quality computer-generated photographs are acceptable.

- (4) List experience briefly and in chronological order, beginning with the earliest experience, listing the entire experience or employment record, including names and addresses of employers. If an applicant feels that the available space is insufficient to transmit to the Board a true picture of all experience, the applicant should condense this information to a point where it will 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.

- (5) Be returned when completed to the Board, unfolded.

C. License Fees

The necessary license fee must accompany the application. A current schedule of fees is included with each application kit. Current fees may be obtained by calling the Board office, if not otherwise available.

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. Copies of transcripts from the applicant or other sources may not be accepted by the Board in lieu of a copy furnished directly to the Board by the school or college.

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 professional persons who have knowledge of the applicant's qualifications and who are willing to serve as references and supply the Board with confidential 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 reference should also be made aware of the confidential nature of the evaluation.

The Board requires that the recommendations furnished for Board review be current evaluations (within one year) and from persons, not including family members or members of the Board of Examiners, who are familiar with the applicant's engineering work and knowledge. 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 supply the Board with the following reference reports on the reference forms supplied by the Board:

- (1) Applicants requiring completion of the Engineering Fundamentals Examination (Exam I) must furnish three (3) references. One (1) of the references

must be a licensed Professional Engineer.

- (2) Applicants who have completed Exam I, but require completion of the Engineering Principles and Practice Examination (Exam II), must furnish five (5) references. Two (2) of the references 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 if 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.

F. 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 examinations. The file **must be complete** and in the Board office by **August 1** in order for the Board to review the file for the fall examinations. 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. A telephone call to the Board office will enable the applicant to determine what items in the file have not been received.

If the file is not completed within one year, the applicant will be notified and the file will be forwarded to a record holding facility for destruction.

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 upon a doctor's certificate of 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.

Examination Procedure

A. Engineering Examinations - General

The North Carolina Board administers two separate examinations of eight (8) hours duration, both of which must be successfully completed and passed prior to licensure as a Professional Engineer. The examinations are the Engineering Fundamentals Examination (known as Exam I in North Carolina), and the Engineering Principles and Practice Examination (known as Exam II in North Carolina). Both of these examinations are prepared by the National Council of Examiners for Engineering and Surveying (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)

Successful completion of this examination results in certification of the applicant as an "Engineering Intern" by the North Carolina Board. This certification signifies that the first step in 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. The Fundamentals Examination is an eight (8) hour examination containing multiple-choice type questions. The morning portion is four (4) hours long and is common to all disciplines and includes the following subjects: Chemistry, Computers, Dynamics, Electric Circuits, Engineering Economics, Ethics, Fluid Mechanics, Materials Science/Structure of Matter, Mathematics, Mechanics of Materials, Statics and Thermodynamics.

The afternoon portion is four (4) hours long and is composed of multiple-choice questions administered in the following disciplines: Chemical, Civil, Electrical, Industrial, Mechanical and Environmental, with a general engineering section for all remaining disciplines. Examinees will work all questions in the morning session and all questions in the afternoon section they have chosen.

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 in 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 requiring the solution of eighty (80) problems (40 in the morning session and 40 in the afternoon session) in the engineering discipline designated for examination. Each applicant must designate on the application form the discipline to be examined. The North Carolina Board offers examinations in the following engineering disciplines at the times indicated.

Agricultural	(Fall examination only)
Architectural	(Spring examination only)
Chemical	(Spring and fall examinations)
Civil	(Spring and fall examinations)
Control Systems	(Fall examination only)
Electrical/Computer	(Spring and fall examinations)
Environmental	(Spring and fall examinations)
Fire Protection	(Fall examination only)
Industrial	(Fall examination only)
Mechanical	(Spring and fall examinations)
Metallurgical	(Fall examination only)
Mining/Mineral	(Fall examination only)
Naval Arch/Marine	(Spring examination only)
Nuclear	(Fall examination only)
Petroleum	(Fall examination only)
Structural I	(Spring and fall examinations)
Structural II	(Spring and fall examinations)

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) is a **closed-book examination**. Only NCEES supplied reference materials are permitted in the examination room.

The Principles and Practice Examination (Exam II) is an **open-book examination**. Any bound reference books or reference materials may be brought to the examination, and used in solving the examination problems. Scratch paper is not permitted, as adequate space in the examination booklets is available for computations.

Battery operated, silent, non-printing calculators may be utilized during the examination. Calculating and computing devices having a QWERTY keypad arrangement similar to a typewriter are not permitted. Such devices include but are not limited to palmtop, laptop, handheld, and desktop computers, calculators, databanks, data collectors and organizers. Calculators with alphanumeric keypads are permitted.

E. Dates of Examination

The National Council of Examiners for Engineering and Surveying (NCEES) specifies the time period in which the examinations may be administered. The NCEES administers the engineering 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 with the Fundamentals Examination being administered on the next day, Saturday. The exact dates are announced by the Board, and may be obtained by contacting the North Carolina Board.

The Fundamentals Examination is administered at each of the examination offerings. Certain disciplines of the Principles and Practice Examination are offered only at the fall examination each year (please refer to the listings above).

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 the examination for which they have been approved. The Seating Notice must be presented for admission to the examination site at the designated time and date.

Both examinations are of eight (8) hours duration. The examinations are administered in a four (4) hour period in the morning, with approximately a one (1) hour lunch break, and a four (4) hour period in the afternoon. Candidates can anticipate that they will be required to be present at the examination from about 8:00 A.M. until approximately 6:00 P.M., if they take the full time allotted for completion of the problems.

G. Reexamination

An applicant who fails to pass the examination may be readmitted to the same examination at a later administration, upon written request for readmission and the submission of the applicable reexamination fee.

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 new application with appropriate application fee, and be considered by the Board for reexamination at the end of twelve (12) months. After the end of the twelve (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.

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 applicants who reside in North Carolina, or have primary employment in North Carolina, with a North Carolina address, or who are currently employed by the United States Military and stationed at a military facility located in Italy, Germany or England. With the exception of the military, the Board cannot accept applications for initial licensure from nonresidents of North Carolina. All out-of-state residents are advised to seek first licensure in their home states. After home-state licensure is accomplished, application for comity licensure in North Carolina may be requested.

B. Application for Licensure by Comity

All applicants for licensure in North Carolina are required to file an application for licensure, complete with reference recommendations, 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.

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 checklist form (Item #10). If a valid

NCEES Council Record is submitted, reference recommendations, educational transcripts and out-of-state verifications will not be required. In addition, only the following sections of the North Carolina application form must be completed:

Section A (including picture),
Signature only at bottom of Section C,
Section F affidavit,
Board ethics exam answer sheet

C. PE License Reinstatement

Licensees that have a lapsed record, may reinstate their 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 must be submitted with the application, in order for a license to be considered for reinstatement.

D. Temporary Permit

The Board is authorized to grant a ninety (90) day Temporary Permit for the practice of engineering in North Carolina to those who request a permit, and who are currently licensed in another state and are qualified for comity licensure in North Carolina. Those requesting Temporary Permits should procure an application (one page in length) from the North Carolina Board, and submit it with the necessary fee. Upon receipt of the application, the North Carolina Board will verify the applicant's qualifications, including current licensure and record of examinations, with the home state of the applicant.

Temporary Permits are limited to a maximum of ninety (90) consecutive days in a calendar year and must be site specific. Therefore, Temporary Permits may not be approved for periods beyond December 31st in any calendar year. Since verification of applicant qualifications with the home state may take 30 days or longer, the applicant should submit application in time to allow for verification prior to the desired effective date.

Applicants may be issued only **one** Temporary Permit in any calendar year.

E. 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).

F. Licensure Certificate and Pocket Card

Each Professional Engineer will receive a Certificate of Licensure upon approval for licensure by the Board of Examiners. The Certificate should be suitably displayed to signify that the person so named thereon is authorized to practice engineering in the State of North Carolina. If a Certificate expires or is revoked, it should no longer be displayed.

License renewal is required each year. Licensure expires at the end of each year, and is normally renewed upon request of the applicant, payment of the annual renewal fee, and evidence of satisfactory completion of continuing professional competency requirements. A renewal notice is mailed to each licensee about the middle of November each year for completion and filing with the Board. However, license renewal may be effected without the renewal notice by addressing a request and submitting the required fee directly to the Board. A pocket card indicating the licensee's renewal, for the licensee's signature and convenience of identification as a Professional Engineer, is furnished each licensee.

G. 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.

H. Conviction of a Felony

Conviction of a felony without restoration of civil rights, 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.

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 profession of engineering and land surveying, the following Rules of Professional Conduct are promulgated in accordance with G. S. 89C-20 and shall be binding upon every person holding a certificate of licensure as a Professional Engineer or Professional Land Surveyor, and on all partnerships or corporations or other legal 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 existence of the Rules of Professional Conduct, and shall be deemed to be familiar with their several provisions and to understand them.

B. The Professional Engineer and Professional Land Surveyor 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 contractor and the appropriate regulatory agency of the possible consequences of the situation.

C. The Professional Engineer and Professional Land Surveyor 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 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 phases of the project in which the licensee is qualified. All other phases of such project shall be performed by qualified associates, consultants, or employees.

(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. 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 Professional Engineer and Professional Land Surveyor 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.

D. The Professional Engineer and Professional 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 instant matters.
- (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. 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.

E. The Professional Engineer and Professional Land Surveyor shall avoid conflicts of interest and:

- (1) Shall promptly inform the employer or client of any business association, interests, or circumstances which could influence judgment or the quality of services.

Land Surveyor shall issue public statements

- (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 fully disclosed to, and agreed to, 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 organization 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 organization serves as a member.
- (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. The Professional Engineer and Professional Land Surveyor 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 not falsify or permit misrepresentation of academic or professional qualifications. 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. The Professional Engineer and Professional Land Surveyor shall perform services in an ethical and 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.

(2) If the licensee has knowledge or reason to believe that another person or firm may be in violation of any of these provisions or of the North Carolina Engineering and Land Surveying Act, shall present such information to the Board in writing 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.

H. A Professional Engineer or Professional Land Surveyor whose professional licensure is revoked or suspended by another jurisdiction shall be subject to discipline by the Board if the licensee's action violates Chapter 89C of the North Carolina General Statutes or these rules.

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 (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.