



**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,  
CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS**

**Professional Engineer Information Sheet**

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

**EXAMINATION ON BOARD REGULATIONS & STATUTES**

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

**REQUIRED DOCUMENTATION**

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

- ➔ a completed *Professional Engineer License Application* and fee;
- ➔ three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory or possession of the United States or the District of Columbia) that have known the applicant for at least one year;
- ➔ completed *Experience Verification Forms* to document all required experience;
- ➔ completed *Degree Verification Forms* if applying under 12.A., 13.A. or 13.B. on the *Professional Engineer License Application*; *Degree Verification Forms* **and** official transcripts if applying under 12.B. or 12.C. on the *Professional Engineer License Application*; or official school transcripts if applying under 12.D. on the *Professional Engineer License Application*;
- ➔ a completed *Verification of Examination and Licensure Form* to verify a passing grade on the Fundamentals of Engineering Examination (not required if the FE Examination was passed in Virginia); and
- ➔ if you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

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

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

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

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

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

#### **Reinstatement Applicants** (for those whose license expired 5 or more years ago)

- ➔ a completed *Professional Engineer License Application* and reinstatement fee;
- ➔ three current *Professional Engineer Reference Forms* (less than one year old) completed by licensed professional engineers (in a state, territory, or possession of the United States or the District of Columbia) that have known the applicant for at least one year;
- ➔ a NCEES Council Record (submitted directly to the Virginia Board) OR completed *Experience Verification Forms* to document experience from the date of expiration of the license to the present. *Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes and attachments are not acceptable. No credit is allowed for non-verified experience.*

#### **EDUCATION**

- ➔ All applicants must forward one copy of the *Degree Verification Form* to each college or university from which they received degrees (unless official school transcripts are required).
- ➔ Applicants who hold a graduate level degree must submit verification of their baccalaureate degree, in addition to verification of their graduate degree(s).
- ➔ Applicants who do not have a four year (or more) degree in an approved engineering or a related science curriculum will be considered under regulation 18VAC10-20-210.3 or 18VAC10-20-210.4 and the application must be accompanied by official school transcripts.
- ➔ Applicants applying with a degree in fields other than engineering or a related science, or with no degree, must obtain (from the Board's website or office) the *Course Requirements for Engineering Technology Program* form, complete the form, and submit it with their application. This must be accompanied by original school transcripts.
- ➔ Individuals holding a Masters or Ph.D. from a college or university in a curriculum that is ABET accredited at the undergraduate or graduate level should also submit a *Degree Verification Form*. One year of experience credit may be granted with the verification of that degree.
- ➔ Applicants who have earned a degree from an institution outside the United States must have their degree authenticated and evaluated by an education evaluation service if credit is sought for this education unless the applicant also earned an equivalent or higher-level engineering degree from a United States institution where the program has been accredited by ABET.
- ➔ The Board reserves the right to reject an evaluation submitted by an applicant. **AN EVALUATION DOES NOT CONSTITUTE ABET ACCREDITATION.**

#### **EXPERIENCE**

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

#### **TOEFLiBT** (formerly known as TOEFL & TSE)

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

#### **EXAMINATION**

Additional information concerning the examination is available from:

National Council of Examiners for Engineering and Surveying

P.O. Box 1686

Clemson, South Carolina 29633-1686

Telephone: (864) 654-6824

Web Site: [www.ncees.org](http://www.ncees.org)

Applicants planning to enroll in refresher courses should submit an application in sufficient time to be approved to sit for the examination prior to enrolling in the course. Individuals electing to enroll in the courses prior to having obtained Board approval to sit for the scheduled examination risk the loss of time and money.

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

**Fee \$60.00**

A check or money order payable to the **TREASURER OF VIRGINIA**, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.

**APPLICATION FEES ARE NOT REFUNDABLE.**

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at [www.dpor.virginia.gov](http://www.dpor.virginia.gov) prior to applying for licensure.

➔ **The date this completed application, fee, and all required supporting documentation are received in the Board office shall determine if an application has been received by the exam application deadline established by the Board.**

Select the **one** method by which you are applying for a Virginia Professional Engineer License.

| Method of Licensure                                                                                                            | Trans | Fee      | X                        |
|--------------------------------------------------------------------------------------------------------------------------------|-------|----------|--------------------------|
| By examination                                                                                                                 | 1005  | \$60.00  | <input type="checkbox"/> |
| Is this the first time you have applied in Virginia to take the exam? Yes <input type="checkbox"/> No <input type="checkbox"/> |       |          |                          |
| By comity                                                                                                                      | 1021  | \$60.00  | <input type="checkbox"/> |
| Are you applying with an NCEES Certificate Record? Yes <input type="checkbox"/> No <input type="checkbox"/>                    |       |          |                          |
| Reinstatement of VA Professional Engineer License No. 0402 that expired 5 or more years ago                                    | 4020  | \$330.00 | <input type="checkbox"/> |

1. Have you ever held a Virginia Professional Engineer License?

No ☐

Yes \* ☐ Virginia PE License Number 0402 Expiration Date \_\_\_\_\_

\* If yes and your license expired more than 6 months ago, but less than 5 years ago, you are required to **reinstate** your Virginia Professional Engineer License by completing a *Professional Engineer License Reinstatement Application*. **DO NOT COMPLETE THIS LICENSE APPLICATION.**

\* If yes and your license expired 5 or more years ago, you are required to re-apply for licensure on this application and pay a reinstatement fee of \$330.

2. Name

Last First Middle Generation

3. Social Security Number or Virginia DMV Control Number \*    -   -

4. Date of Birth \_\_\_\_\_

5. Address (PO Box not accepted) \_\_\_\_\_

➔ If you are using your business address, please include business name, full street address and any floor or suite numbers. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ City State Zip Code

6. E-mail Address \_\_\_\_\_

7. Contact Numbers \_\_\_\_\_  
 \_\_\_\_\_ Primary Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ Facsimile

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

No ☐

Yes ☐ If yes, please provide the month and year of the exam. \_\_\_\_\_

| FOR OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | APPLICATION # | FILE# / LICENSE # | ISSUE DATE |
|---------------------|------|-----|------------|----------|---------------|-------------------|------------|
|                     |      |     |            |          |               | 0402              |            |

## 9. Education

|           | Institution | Degree<br>BS, BA etc | Major | MM/YY<br>Completed |
|-----------|-------------|----------------------|-------|--------------------|
| Bachelors |             |                      |       |                    |
| Masters   |             |                      |       |                    |
| Ph.D.     |             |                      |       |                    |

## 10. Are you applying through comity?

No ☐Yes ☐

If yes, are you applying with a NCEES Council Record?

Yes ☐ If yes, skip to question #14.

No ☐ If no, enter all your current Professional Engineer Licenses, Certifications and Registrations in the following table. You are required to submit an original *Verification of Examination and Licensure Form* from each state in which you passed the engineering examination. If you hold more than 4 licenses, attach a separate piece of paper listing the following information.

| State/Jurisdiction | Did you pass a written exam?                             | License, Certification or Registration No. | Expiration Date |
|--------------------|----------------------------------------------------------|--------------------------------------------|-----------------|
|                    | PE <input type="checkbox"/> EIT <input type="checkbox"/> |                                            |                 |
|                    | PE <input type="checkbox"/> EIT <input type="checkbox"/> |                                            |                 |
|                    | PE <input type="checkbox"/> EIT <input type="checkbox"/> |                                            |                 |
|                    | PE <input type="checkbox"/> EIT <input type="checkbox"/> |                                            |                 |

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

No ☐

If no, skip to question #13.

Yes ☐

State \_\_\_\_\_ If yes, answer question #12 and skip question #13.

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

12. Which of the following education/experience requirements have you met in order to qualify for the Virginia Professional Engineer license/examination? Check only **one**.

- A. ☐ Graduation from an approved engineering curriculum **and** at least 4 years of qualifying engineering experience  
ENG
- B. ☐ Graduation from a non-approved engineering curriculum of four years or more, a related science curriculum or an approved engineering technology curriculum **and** at least 6 years of qualifying engineering experience  
NON
- C. ☐ Graduation from a non-approved engineering technology curriculum of 4 years or more **and** at least 10 years of qualifying engineering experience  
ET
- D. ☐ No graduation from an engineering or related science curriculum, but requesting board consideration of your credentials obtained through documented course work that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula **and** at least 10 years of qualifying engineering experience  
SELF

➔ **ALL EXPERIENCE MUST BE VERIFIED ON *Experience Verification Forms* AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.**

13. Since you are not an Engineer-in-Training, which of the following education/experience requirements have you met in order to qualify for the Virginia Professional Engineer license examination? Check only **one**.

- A. ☐ Graduation from an ABET-accredited undergraduate engineering curriculum **and** awarded a doctorate degree in engineering from an engineering curriculum which is ABET-accredited at the undergraduate level **and** at least 4 years of qualifying engineering experience  
PHD
- B. ☐ Graduation from an engineering, engineering technology or related science curriculum of four or more years **and** at least 20 years of qualifying engineering experience  
EXP

➔ **ALL EXPERIENCE MUST BE VERIFIED ON *Experience Verification Forms* AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.**

14. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐

If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

15. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐

If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

16. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Professional Engineer license. I certify that I understand and have complied with all the laws of Virginia related to professional engineers under the provisions of Title 54.1, Chapter 4 of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

