

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
ENGINEER-IN-TRAINING 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, verifications, and fees. All forms must be legible. After applicants pass the Fundamentals of Engineering exam, they may apply to the Board for the Engineer-in-Training designation.

Completed application packages must include all required documentation and fees and can be faxed to (877) 340-9616 or mailed to:

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233

For credit card payments use the [Credit Card Payment Form](#).

REQUIREMENTS FOR DESIGNATION

Examination Applicants (applicants who have passed the FE exam)

- Engineer-in-Training Designation Application and fee;
- Degree Verification Form or official school transcripts;

EDUCATION

All applications are evaluated based on the undergraduate degree held by the applicant (*unless the applicant holds a graduate degree which is ABET accredited at the graduate level*). Applicants should forward the Degree Verification Form to the college or university from which any degree(s) were obtained (unless official school transcripts are required). In order to receive the EIT Designation, candidates applying must submit a completed Degree Verification Form or an official transcript.

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. However, if the applicant also holds an equivalent or higher-level engineering degree from a United States institution where the program has been accredited by ABET, no evaluation is required; however, the degree must be verified using the **Degree Verification Form** or official transcript. The Board reserves the right to reject an evaluation submitted by an applicant. AN EVALUATION DOES NOT CONSTITUTE ABET ACCREDITATION.

EXAMINATION

Additional information concerning the examination is available from:

National Council of Examiners for Engineering and Surveying

200 Verdae Boulevard
Greenville, South Carolina 29607
Telephone: (800) 250-3196
Website: www.ncees.org

10. NCEES Candidate ID Number _____

11. Education

	Institution	Degree (BS, BA...)	Major	MM/YY Completed
Bachelors				
Masters				
Ph.D.				

12. A. Are you a student applicant currently enrolled in an institution offering an ABET-accredited engineering or engineering technology curriculum?

No

Yes

B. If you answered 'yes' above, designate which of the following **education** and **experience** requirements have you met in order to qualify for the EIT designation. Select only **ONE**. Then skip to question 13.

Enrolled in an ABET-accredited undergraduate EAC or ETAC curriculum, with 12 months or less remaining before completion of the degree.

REQUIRED DOCUMENTATION: Provide a *Degree Verification Form*

Enrolled in an ABET-accredited graduate or doctorate EAC or ETAC curriculum, with six months or less remaining before completion of the degree.

REQUIRED DOCUMENTATION: Provide a *Degree Verification Form*

Enrolled in a graduate curriculum that is ABET-accredited EAC or ETAC at the undergraduate level at the institution where the graduate degree is being sought, with six months or less remaining before completion of the degree.

REQUIRED DOCUMENTATION: Provide a *Degree Verification Form*

Required documentation for all options: Provide *Certificate of Good Standing* from the dean of the engineering school or the dean's designee. Also, forward a completed *Degree Verification Form* upon receiving your degree.

C. If you answered 'no' above, designate which of the following **education** and **experience** requirements have you met in order to qualify for the EIT designation. Select only **ONE**.

Graduated from an approved engineering or an approved engineering technology curriculum.

REQUIRED DOCUMENTATION: Provide official college/university transcripts and a *Degree Verification Form*

Dual-degree holder who has:

a. Graduated from a non-ABET-accredited undergraduate engineering curriculum of four years or more **and**

b. Graduated from a graduate or doctorate engineering curriculum that is ABET-accredited at the undergraduate level.

REQUIRED DOCUMENTATION: Provide official college/university transcripts and a *Degree Verification Form*

Graduated from a non-approved engineering curriculum or from a related science curriculum of four years or more **and** possesses a minimum of two years of qualifying engineering experience.

REQUIRED DOCUMENTATION: Provide official college/university transcripts, *Degree Verification Form*, and *Experience Verification Form*.

Obtained, by documented academic coursework, the equivalent of education that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula, as determined by the Board **and** possesses a minimum of six years of qualifying engineering experience.

REQUIRED DOCUMENTATION: Provide official college/university transcripts, *Degree Verification Form*, and *Experience Verification Form*.

ALL EXPERIENCE MUST BE VERIFIED ON EXPERIENCE VERIFICATION FORMS AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.

13. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
No
Yes If yes, complete the [Disciplinary Action Reporting Form](#).
14. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?
No
Yes If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any non-marijuana **misdemeanor**?
No
Yes If yes, complete the [Criminal Conviction Reporting Form](#).
15. By signing this application, I certify the following statements:
- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
 - I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
 - I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
 - I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
 - I have read, understand and complied with all the laws of Virginia related to this profession 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 _____

ENGINEER-IN-TRAINING REVIEW SUMMARY SHEET

Applicant's Name _____

SS No./DMV No. _____

BOARD REVIEW - For Office Use Only

Review Date	Board Member Initials	Comments

APPROVED	Reviewer Initials & Date		
Fundamentals of Engineering			
	Date	Grade	
FE Exam Pass Score			