

**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, references, 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.

**REQUIREMENTS FOR DESIGNATION**

**Examination Applicants** (applicants who have passed the FE exam)

- Engineer-in-Training Designation Application and fee;
- Engineer-in-Training Reference Form (less than one year old) completed by a licensed professional engineer, the dean of the engineering school, a department professor in the school attended by the applicant or an immediate supervisor (all references must have known the applicant for at least one year) and been associated with the applicant within the last 5 years;
- 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.

**TOEFL iBT**

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 TOEFL iBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be more than two years old at the time of application.

In lieu of the TOEFL, other evidence such as significant academic or work experience in English may be acceptable as determined by the board.

**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: (800) 250-3196  
Website: [www.ncees.org](http://www.ncees.org)

**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 ENGINEER-IN-TRAINING DESIGNATION APPLICATION  
 Fee \$60.00**

**A check or money order payable to the TREASURER OF VIRGINIA,  
 or a completed credit card insert 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: <https://www.dpor.virginia.gov/Boards/APELS> prior to applying for licensure.

1. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

\_\_\_\_\_  
 Last (required) First (required) Middle Generation

2. Provide **one** of the following identification numbers :

\*

☐ **Social Security Number** and/or

			-			-				
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☐ **Virginia** DMV Control Number

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➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

\* 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.

3. Date of Birth

\_\_\_\_\_  
 MM/DD/YYYY

4. Maiden or Former Name(s)

5. Mailing Address (PO Box accepted)

The mailing address will be  
 printed on the license.

\_\_\_\_\_  
 City State Zip Code

6. Street Address (PO Box not accepted)

**PHYSICAL ADDRESS REQUIRED**

☐ Check here if Street Address is the same as the Mailing Address listed above.

\_\_\_\_\_  
 City State Zip Code

7. Contact Numbers

\_\_\_\_\_  
 Primary Telephone

\_\_\_\_\_  
 Alternate Telephone

\_\_\_\_\_  
 Fax

8. Email Address

\_\_\_\_\_  
 Email address is considered a public record and will be disclosed upon request from a third party.

9. Have you ever taken the Fundamentals of Engineering (FE) examination?

No ☐

Yes ☐ If yes, list the state/jurisdiction, date and year the exam was completed:

\_\_\_\_\_

10. NCEES Candidate ID Number

\_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1025		0420	

## 11. Education

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

12. Which of the following **education** requirements have you met in order to qualify for the EIT designation? Select only one.
- A. ☐ Graduate from an engineering program of four years or more accredited by the Engineering Accreditation Commission of ABET (EAC/ABET);  
**REQUIRED DOCUMENTATION:** Provide a [Degree Verification Form](#) and provide one [EIT Reference Form](#).
- B. ☐ Graduate from an engineering master's program accredited by EAC/ABET; or  
**REQUIRED DOCUMENTATION:** Provide a [Degree Verification Form](#) and provide one [EIT Reference Form](#).
- C. ☐ Have met the requirements of the NCEES Engineering Education Standards  
**REQUIRED DOCUMENTATION:** Provide a [Degree Verification Form](#) and provide one [EIT Reference Form](#).
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 _____	Social Security No. _____
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BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

APPROVED	Board Member Initials & Date		
Fundamentals of Engineering			

	Date	Grade
FE Exam Pass Score		