

**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.

**APPLICANTS APPLYING UNDER THE PROVISIONS OF 18VAC10-20-190.A**

Board regulation 18VAC10-20-190.A states that applicants who are enrolled in an ABET accredited undergraduate curriculum and have 12 months or less before completion of their degree are eligible to take the Fundamentals of Engineering Examination. Applicants that are enrolled in an ABET accredited master's or doctorate curriculum, or are enrolled in a graduate curriculum that is ABET accredited at the undergraduate level at the institution at which the graduate degree is being sought and have six months or less remaining before completion of graduate degree requirements, are also eligible to take the Fundamentals of Engineering Exam. Individuals applying under this provision must submit the following documentation after taking the exam, prior to graduation:

- a completed *Engineer-in-Training Designation Application* and fee;
- a *Certificate of Good Standing* from the dean of the engineering school in which the applicant is enrolled

**ALL OTHER APPLICANTS**

Individuals applying under the provisions of 18VAC10-20-190.B, .C, .D, or .E must submit the following documentation:

- a completed *Engineer-in-Training Designation Application* and fee;
- a completed *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;
- a completed *Degree Verification Form* or official school transcripts;
- official school transcripts if applying under 18VAC10-20-190.E and a *Course Requirements for Engineering Technology Program Form*.
- completed *Experience Verification Form(s)* if you are applying under 18VAC10-20-190.D or 18VAC10-20-190.E.

**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 under 18VAC10-20-190.A must submit a completed *Degree Verification Form* or an official transcript.

Individuals holding a master's degree from a college or university that is ABET accredited at the undergraduate or graduate level should also submit a *Degree Verification Form*. 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.

## EXPERIENCE

Applicants applying under 18VAC10-20-190.D and 18VAC10-20-190.E must verify all experience on *Experience Verification Form(s)*. 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 and nonqualifying experience. No credit is allowed for non-verified experience.

## TOEFLiBT (formerly known as TOEFL)

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 more than 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: (800) 250-3196

Website: [www.ncees.org](http://www.ncees.org)



**PRELIMINARY - PENDING APPROVAL**

**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 ENGINEER-IN-TRAINING DESIGNATION APPLICATION  
 Fee \$30.00**

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: [www.dpor.virginia.gov](http://www.dpor.virginia.gov) 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 at least **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 \_\_\_\_\_

**PRELIMINARY - PENDING APPROVAL**

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. Do you meet **one** of the following educational requirements?

⇒ Are you enrolled in an ABET-accredited undergraduate curriculum and less than 12 months from completing your degree requirements?

⇒ Are you enrolled in an ABET-accredited undergraduate curriculum or enrolled in a graduate curriculum that is ABET-accredited at the undergraduate level at the institution at which the graduate degree is being sought and within six months of completing the graduate degree requirements?

No

Yes  If yes, you must attach a *Certificate of Good Standing* from the dean of the engineering school in which SCA you are enrolled and forward a completed *Degree Verification Form* upon receiving your degree. Skip to question #14.

13. Which of the following education/experience requirements have you met in order to qualify for the Fundamentals of Engineering (FE) Exam and the Virginia Engineer-in-Training Designation? Check only **one**.

A.  Graduated from an approved engineering technology curriculum of four or more years or an approved GRAD graduate engineering curriculum

REQUIRED DOCUMENTATION: *Degree Verification Form* and *Engineer-in-Training Reference Form*

B.  Obtained an undergraduate engineering degree of at least four years from an institution in a curriculum without ABET accreditation and obtained a master's degree or doctorate engineering degree from an institution in a curriculum that is ABET accredited at the undergraduate level

REQUIRED DOCUMENTATION: *Degree Verification Form* and *Engineer-in-Training Reference Form*

C.  Graduation from a non-approved engineering curriculum or a related science curriculum of four or more years and at least two years of progressive engineering experience

REQUIRED DOCUMENTATION: *Degree Verification Form*, *Engineer-in-Training Reference Form*, *official college/university transcripts* and *Experience Verification Form(s)*

D.  No engineering or related science degree, but requesting Board consideration of your credentials obtained through documented coursework that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula and at least six years of progressive engineering experience

REQUIRED DOCUMENTATION: *Official college/university transcripts*, *Course Requirements for Engineering Technology Program*, *Engineer-in-Training Reference Form* and *Experience Verification Form(s)*

⇒ **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 taken by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, complete the [Disciplinary Action Reporting Form](#).

15. 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 a **misdemeanor** in the last 10 years? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

16. 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. \_\_\_\_\_

BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

APPROVED  
Fundamentals of Engineering

Board Member Initials & Date		

FE Exam Pass Score

Date	Grade