

## **21 NCAC 56 .0502 APPLICATION PROCEDURE: INDIVIDUAL**

(a) General. A person desiring to become certified as an Engineer Intern or licensed as a Professional Engineer shall apply to the Board.

(b) Application. The appropriate application may be accessed on the Board's website. Applicants may access the Engineer Intern certification forms at <https://www.ncbels.org/application/engineer-intern-certification/>. Applicants may access the Professional Engineer licensure forms at <https://www.ncbels.org/applications/professional-engineers/>.

(c) Applicable Forms:

- (1) Engineer Intern Certification Form. After passing the Fundamentals of Engineering examination, an applicant may apply to the Board to become certified as an "Engineer Intern." This form requires the applicant to set forth their personal history, educational background, engineering experience, and character references. The applicant shall submit a 2-inch by 2-inch passport style photograph adequate for current identification purposes.
- (2) Professional Engineer Form. All persons, including comity applicants and certified Engineer Interns, shall apply for licensure using the Professional Engineer Form. This form requires the applicant to set forth their personal and educational background, engineering experience, and character references. The applicant shall submit a 2-inch by 2-inch passport style photograph adequate for current identification purposes.
- (3) Supplemental Form. All persons applying for licensure as a Professional Engineer shall submit the Supplemental Form, which requires the applicant to list all engineering experience.
- (4) Reference Forms:
  - (A) Persons applying for certification as an Engineer Intern shall submit to the Board the names of three individuals, one of whom is a professional engineer, who are familiar with the applicant's work, character, and reputation. Persons applying for licensure as a Professional Engineer shall submit to the Board the names of five individuals, three of whom are professional engineers, who are familiar with the applicant's work, character, and reputation.
  - (B) Applicants may access Engineer Intern certification reference forms and Professional Engineer licensure reference forms at the websites listed above in Paragraph (b) of this Rule. The applicant shall distribute the reference forms to the persons listed on the application as references. To be considered, completed reference forms shall be received by the Board from the person providing the reference within one year of application.
  - (C) The reference form provides the individual evaluating the applicant the opportunity to state the evaluating individual's profession, knowledge of the applicant, and information concerning the applicant's engineering experience, character, and reputation.

(d) Fees:

- (1) Engineer Intern Certification Form. No application fee is required to become certified as an "Engineer Intern."
- (2) Professional Engineer Form. The application fee of one hundred dollars (\$100.00) is payable with the filing of the application.
- (3) Comity. The licensure fee of one hundred dollars (\$100.00) is payable with the filing of the application.
- (4) Examination. The examination fee for any applicant is payable to the National Council of Examiners for Engineering and Surveying (NCEES) at the time of registering to take the exam in accordance with G.S. 89C-14.

(e) The Board shall accept the records maintained by the National Council of Examiners for Engineering and Surveying (NCEES) as evidence of licensure in another jurisdiction. For comity licensure, the Board shall accept the NCEES record in lieu of the applicant completing the experience, education, and references sections of the application. A comity application, with or without a NCEES record, shall be administratively approved by the Executive Director without waiting for the next regular meeting of the Board. The Executive Director's approval shall be based upon evidence of current licensure in another jurisdiction with comparable qualifications, the required references, and the comity applicant's disciplinary record in other jurisdictions. Each administrative approval shall be reported to the Board at its next regular meeting for final approval.

(f) Model Law Engineer. The term "Model Law Engineer" refers to a person who meets the requirements of this Section by meeting the requirements of NCEES, has a current NCEES record on file, and is designated as a "Model Law Engineer." A "Model Law Engineer" application shall be administratively approved by the Executive Director

based upon the designation, without waiting for the next regular meeting of the Board, at which time the action shall be reported to the Board for final approval.

(g) Personal interview. During the application process, Board members shall interview the applicant if the members have questions regarding the applicant's education, experience, or character.

*History Note: Authority G.S. 89C-10; 89C-13; 89C-14; 89C-15;  
Eff. February 1, 1976;  
Readopted Eff. September 29, 1977;  
Amended Eff. May 1, 1994; November 2, 1992; April 1, 1989; December 1, 1984;  
RRC Objection due to lack of Statutory Authority Eff. November 17, 1994;  
Amended Eff. August 1, 2014; May 1, 2009; August 1, 2002; August 1, 2000; August 1, 1998;  
January 1, 1995;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27,  
2019;  
Amended Eff. April 1, 2025; May 1, 2024.*