APPLICATION PROCEDURE: INDIVIDUAL

(a) General. A person desiring to become licensed as a Professional Engineer must submit an application to the Board on a form prescribed and furnished by the Board.

(b) Request. A request for an appropriate application form may be made to the Board office or obtained from the website. Applicants may obtain Engineer Intern certification forms at https://www.ncbels.org/application/engineer-intern-certification/. Applicants may obtain 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 submit an application 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. A passport-type photographic quality portrait that is adequate for current identification purposes is also required.

(2) Professional Engineer Form:

(A) All persons, including comity applicants and certified Engineer Interns, shall apply for licensure using the Professional Engineer Form. The submission of this form shall signify that the applicant has passed the Fundamentals of Engineering Examination, and seeks licensure as a Professional Engineer, when the applicant has met the requirements as set out in Rule .0501 of this Section. The Professional Engineering Form requires the applicant to set forth their personal and educational background, engineering experience and character references. A passport-type photographic quality portrait that is adequate for current identification purposes is required.

(B) Persons who previously passed the Fundamentals of Engineering Examination by use of the Engineering Intern Certification Form shall submit the Professional Engineer Application Form to request licensure as a Professional Engineer when the applicant has met the requirements as set out in Rule .0501 of this Section.

(3) Supplemental Form. Persons who initially applied for the Fundamentals of Engineering Exam using the Professional Engineer Form shall supplement the initial application with this Form upon applying for the Principles and Practice of Engineering Exam. The Supplemental Form requires that all engineering experience from the date of the initial application until the date of the supplemental application be listed. Five references shall be submitted that are current to within one year of the examination date.

(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 to take the Principles and Practice of Engineering Examination shall submit to the Board the names of five individuals who are familiar with the applicant's work, character and reputation. Three of these individuals shall be Professional Engineers.

(B) In addition to the applicant submitting names to the Board of individuals familiar with the applicant's work, character and reputation, those individuals listed shall submit to the Board their evaluations of the applicant on forms supplied to them by the applicant.

(C) The reference form requires the individual evaluating the applicant to state the evaluating individual's profession, knowledge of the applicant and information concerning the applicant's engineering experience, character and reputation.

(D) The Board shall provide the reference forms to the applicant with the application. The reference forms shall then be distributed by the applicant to the persons listed on the application as references. The applicant shall ensure that the individuals listed as references return the completed reference forms to the Board prior to the filing deadline for the examination.

(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 state. For comity licensure, the NCEES record shall be accepted in lieu of 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, the applicant may be interviewed by the Board members if the members have questions regarding the applicant's education, experience or character, based upon the information submitted in the application.

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. May 1, 2024.