



# North Carolina Board of Examiners for Engineers and Surveyors

## Application for Certification as an "ENGINEER INTERN"

(Application is not to be used to apply for FE Exam)

### For Office Use Only

Application Number \_\_\_\_\_

Application Date \_\_\_\_\_

\$100 Fee Rec'd

### CERTIFICATION INFORMATION

Exam Results \_\_\_\_\_

Exam Date & Results were  
Verified by NCEES - Yes

Certificate # \_\_\_\_\_

Date Issued \_\_\_\_\_

Date Certified \_\_\_\_\_  
by Transcripts

Certificate was Mailed  
\_\_\_\_\_

### Eligibility for Certification Must meet North Carolina's Education/Experience Requirements

- \* Graduates from an ABET-accredited engineering curriculum or engineering program may use this form to become certified as an Engineering Intern.
- \* **Official transcripts from your college or university showing graduation date and degree awarded must accompany this form.**

### Experience Required Before Submitting This Form

(Experience must be of a progressive nature)

- \* BS in Engineering Technology or Science related - four (4) years
- \* AAS degree in Engineering Technology - six (6) years
- \* High School diploma or equivalents - eight (8) years

Upon obtaining the required experience, applicants may submit this form with the "Evidence of Experience" section "D" completed to show they have met the requirement.

**ENTIRE APPLICATION MUST BE TYPED EXCEPT FOR SIGNATURES**

### For This Space

A Recent Picture of Durable Quality  
**HEAD & SHOULDERS ONLY**  
(Must fit inside this space)

Staple picture  
Inside this box

### Applicant must complete this section

Exam Date

State of Examination

Transcripts Ordered  Yes

Transcripts Included  Yes  
with application in  
sealed envelope

### A. Personal Information

Last Name  First  Middle  Suffix (Jr., Sr.)  Maiden Name

Date of Birth  SSN  I-20 No.

Are you a U.S. Citizen?  YES  
 NO

If NO, provide detailed information on  
legal status to include U.S. Visa No.  
Use additional sheet if needed.

Address to Send Certificate To  Apt. No/Letter

City  State  Zip Code

Cell Number  Alternate Phone Number

Permanent Email

I hereby apply for Certification as an Engineering Intern in North Carolina. I have read and do subscribe to the RULES OF PROFESSIONAL CONDUCT and believe that a violation of any of these principles is just cause for revocation of Certification.

\_\_\_\_\_  
Applicant Signature

**B. Education Information:** TRANSCRIPTS REQUIRED SHOWING DEGREE AND GRAD DATE

Page must be typed  
except for signatures

University Name \_\_\_\_\_

Degree Conferred - (Civil, Mec, Elec, etc.) Please specify if Technology Degree \_\_\_\_\_

Date of Graduation \_\_\_\_\_

BS or Science Related     MS     PhD     AAS     HS or Equiv.

**C. References:** Three Professional individuals who are familiar with the applicant's work, character & reputation.

Applicant must submit individual reference forms from each of the references named below, one of which must be a licensed PE.

One reference form is included with this application.

**References Signatures**

Name/Address \_\_\_\_\_

Name/Address \_\_\_\_\_

Name/Address \_\_\_\_\_

**D. Evidence of Experience:** (Required for Technology and Science related degrees, also Associate degrees and High School diplomas or Equivalent)

After completing and printing this form, to obtain an experience form go to:

<http://www.ncbels.org/forms/Supplement.pdf>

Submit completed form with application.

**E. AFFIDAVIT - To be attested before a Notary Public or other officer authorized to administer oaths.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before the undersigned, a notary public, in and for the County and State

above, came, \_\_\_\_\_ a resident of \_\_\_\_\_ County and State of

(Print Applicant's Name)

\_\_\_\_\_, known to me as the person herein described, whose photograph appears on this Application

for EI certification, and subscribing hereto, as having signed the Form of Application attached hereto, and on oath deposes and says

that the statements made herein are true.

Signature of Applicant \_\_\_\_\_

Subscribed and sworn to before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal or Stamp)

Signature of Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**Instructions**

Please include a \$100 check or money order made payable to  
NC Board of Examiners for the certification fee.  
All returned checks will incur a \$25 processing charge.

OFFICIAL transcripts have been ordered from your college/university showing date of graduation and degree awarded or are submitted in a sealed envelope and are included with this application.

(G/Laverne's web updates)

Applications should be mailed to:

North Carolina Board of Examiners for Engineers and Surveyors  
4601 Six forks Road, Suite 310  
Raleigh, NC 27609  
(919) 791-2000



NORTH CAROLINA BOARD OF EXAMINERS  
FOR ENGINEERS AND SURVEYORS  
4601 Six forks Rd Suite 310  
Raleigh, North Carolina 27609  
Tel: (919) 791-2000

Reference Information

Name of Reference \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Applicant Information

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

The above named applicant has applied to this Board for certification as an "Engineer Intern" under the provisions of Chapter 89C of the General Statutes of North Carolina.

The Board requires that the applicant submit evidence of education and/or experience in engineering work, of a progressive nature and level acceptable to the Board, in addition to successfully completing the required written examinations. The Board also requires that the applicant submit the names of individuals who are thoroughly familiar with the applicant, and who are willing to give conscientious and accurate testimony concerning education, experience, competency and character.

The applicant has informed this Board that you are familiar with his/her character, reputation and general ability and are in a position to validate the extent of the applicant's responsibility in engineering work with which the applicant has been connected if applicable.

In light of the above, the Board of Examiners solicits your assistance in determining the applicant's fitness for licensure by answering frankly, carefully and fairly, and to the degree commensurate with your thorough knowledge of the applicant's demonstrated ability, the questions on the following page.

This form is being supplied to you directly by the applicant, and you should mail the completed form directly to the Board office. (Note: Reference forms are not acceptable via fax or email).

## “ENGINEER INTERN” Certification Reference Form

Applicant's Name \_\_\_\_\_

(Applicant will type name in this space)

1. What is your personal and/or business relationship to the applicant? \_\_\_\_\_
2. As a reference for this applicant, state your profession. \_\_\_\_\_
3. In what states are you licensed to practice engineering? \_\_\_\_\_
4. I have known the applicant personally and have knowledge of the applicant's engineering work.  
Month \_\_\_\_\_ Year \_\_\_\_\_ TO Month \_\_\_\_\_ Year \_\_\_\_\_

5. In your opinion, has the applicant had sufficient responsibility in:     Design     Production  
 Supervision     Or other areas to justify certification as an “Engineer Intern”?

6. Indicate your opinion as to the applicant's potential to practice engineering by placing and “X” in the appropriate spaces below. If an “Inadequate” box is checked, please attach a note of explanation to this form.

| Phase of Activity      | Excellent                | Good                     | Satisfactory             | Inadequate               | Unknown                  |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Technical Competence   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Professional Integrity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Do you know of any instance where the applicant was guilty of unethical or illegal conduct? \_\_\_\_\_
8. Would you entrust the applicant with responsibility for an important engineering project involving the welfare and safety of the public? \_\_\_\_\_
9. Would you recommend the licensure of the applicant when experience and examination requirements have been satisfactorily completed? \_\_\_\_\_
10. Please state other pertinent information regarding the applicant. \_\_\_\_\_  
\_\_\_\_\_
11. Did you authorize the applicant to use your name as a reference?     Yes     No

Additional information in letter form, which would amplify or clarify to assist the Board in evaluating the applicant's education and experience record is solicited. If you object to the applicant being licensed, you should be willing to give testimony to support denial of licensure by the Board.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Seal

Date \_\_\_\_\_

If Professional Engineer, State of Licensure \_\_\_\_\_ License No. \_\_\_\_\_