

**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. It is the applicant's responsibility to ensure the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

**EXAMINATION APPLICANTS APPLYING UNDER THE PROVISIONS OF 18VAC10-20-190.1**

Board regulation 18VAC10-20-190.1 states that applicants who are enrolled in an ABET accredited undergraduate curriculum and are within 12 months of completing 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 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 6 months of 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:

- ➔ 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; and
- ➔ simultaneously, submit the *Examination Scheduling Form* with the examination fee directly to the examination vendor.

**ALL OTHER EXAMINATION APPLICANTS**

Individuals applying under the provisions of 18VAC10-20-190.2, .3, .4, or .5 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);
- ➔ a completed *Degree Verification Form* if applying under 10.A or 10.B on the *Engineer-in-Training Designation Application*;
- ➔ a completed *Degree Verification Form* and official school transcripts if applying under 10.C on the *Engineer-in-Training Designation Application*;
- ➔ official school transcripts if applying under 10.D on the *Engineer-in-Training Designation Application*;
- ➔ completed *Experience Verification Form(s)* if you are applying under 10.C. or 10.D. on the *Engineer-in-Training Designation Application*;
- ➔ If you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

**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 18VAC10-20-190.1 must submit a completed *Verification of Degree Form* within 12 months of receiving their degree.

**NOTE:** Degrees awarded in fields other than engineering or a related science will be considered under 18VAC10-20-190.5 and must be accompanied by official school transcripts. When no degree is held, the applicant must meet the requirements of 18VAC10-20-190.5. Applicants applying with a degree in fields other than engineering or a related science, or with no degree must complete the *Course Requirements for Engineering Technology Program* form, and submit it with their application.

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, verification but no evaluation is required. The Board reserves the

right to reject an evaluation submitted by an applicant. AN EVALUATION DOES NOT CONSTITUTE ABET ACCREDITATION.

### **EXPERIENCE**

Applicants applying under 10.C or 10.D on the *EIT Designation Application* 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 (professional) and non-qualifying (sub-professional) experience. No credit is allowed for non-verified experience.

### **TOEFLiBT** (formerly known as TOEFL & TSE)

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 over 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: (864) 654-6824

Web Site: [www.ncees.org](http://www.ncees.org)

Applicants planning to enroll in refresher courses should submit an application in sufficient time to be approved to sit for the examination prior to enrolling in the course. Individuals electing to enroll in the courses prior to having obtained Board approval to sit for the scheduled examination risk the loss of time and money.



10. 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.  GRAD Graduated from an approved engineering or engineering technology curriculum of 4 or more years or an approved graduate engineering curriculum  
**REQUIRED DOCUMENTATION:** *Degree Verification Form and Engineer-in-Training Reference Form*
- B.  ENG Obtained an undergraduate engineering degree of at least four years from an institution in a curriculum without ABET accreditation and obtained a master's 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.  EXP Graduated from a non-approved engineering curriculum or a related science curriculum of 4 or more years **and** at least 2 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.  SELF No engineering or related science degree, but requesting Board consideration of your credentials obtained through documented course work that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula **and** at least 6 years of progressive engineering experience  
**REQUIRED DOCUMENTATION:** *Official college/university transcripts, Course Requirements for Engineering Technology Program, and 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.**

11. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes  If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Engineer-in-Training designation. I certify that I understand and have complied with all the laws of Virginia related to engineers-in-training 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 \_\_\_\_\_

\* 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.

