

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF PROFESSIONAL ENGINEERS



## APPLICATION INSTRUCTIONS AND FORMS FOR AN ENGINEER INTERN AND LAND SURVEYOR INTERN CERTIFICATION IN THE DISTRICT OF COLUMBIA

Your interest in becoming an Engineer Intern (EI) or Land Surveyor Intern (LSI) in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for an Engineer Intern or a Land Surveyor Intern Certificate in the District of Columbia. Follow the instructions provided below and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

### THE APPLICATION PROCESS

Upon submission of the required application documents and final approval, you will be authorized to sit for the written examination. Upon passing your exam, you will be issued a certificate to practice in the District of Columbia.

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies. If the Board has questions or concerns, you will also be notified.

### WHERE TO FILE

All documents should be sent to the following address:

**PEARSON VUE**  
**Dept. DC- EN**  
**Metro-Plex I, Suite 250**  
**8401 Corporate Drive**  
**Landover, MD 20785**

If you have any questions, call Pearson VUE's **toll-free** Customer Service line at 1-877-374-1156 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

### EXAMINATIONS AND FILING DEADLINES

Complete applications for first time examinees must be received no less than ninety (90) days before the scheduled examination date. The Board must receive applications for re-examination no less than sixty (60) days prior to exam date. It is your responsibility to file correctly, completely, and on time. Applications submitted with incorrect fees or without notarization will be returned to the applicant.

## Pending License Applications

Pending license applications will become invalid after 60 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, she/he must submit and pay the required fee once again.

**Engineer Intern:** The term “Engineer Intern” shall mean a person who has qualified for, and taken, and passed an examination in the fundamental engineering subjects.

**Land Surveyor Intern:** The term “Land Surveyor Intern” shall mean a person who has qualified for, taken, and has passed an examination in the fundamental land survey or intern subjects.

## **GENERAL REQUIREMENTS FOR ALL APPLICANTS FOR CERTIFICATION BY EXAMINATION**

Applicants for Engineer Intern or Land Survey Intern Certification by examination in the District of Columbia shall meet the following requirements. It is your responsibility to mail these required documents to Pearson VUE for processing. All supporting documents must accompany the application or have been requested from the proper source:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and
3. A complete and notarized application, including required supporting documents and total fee; and
4. Two passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's signature on the back. Home snapshots and computer photographs are not acceptable; and
5. The “Examination Scheduling” form with one photo must be included with the other licensing application documents; and
  1. Official transcripts must be submitted in **SEALED ENVELOPES** and mailed directly from a college or university. **If an applicant has earned an undergraduate degree from a foreign institution**, his or her undergraduate transcripts must be evaluated by an evaluation service to establish that the educational requirements of the Board have been met. Pursuant to 17 DCMR § 1504.4, the National Council of Examiners for Engineering and Surveying (NCEES) standards and recommendations on foreign engineering curricula shall serve as the Board's guide for evaluation. Accordingly, the Board requires applicants to submit an evaluation that uses NCEES criteria to determine whether an applicant's foreign undergraduate degree program is substantially equivalent to programs accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering Technology (EAC/ABET) at the time the applicant earned his or her degree.

At this time, the Board accepts academic credential evaluations from the following evaluation services:

Center for Professional Engineering Education Services (CPEES), an NCEES affiliate; and Educational Perspectives.

Please note, the board will accept undergraduate transcript evaluations from other evaluation service organizations but only if the service provides an evaluation of the engineering program's substantial equivalence to EAC/ABET standards.

**Currently, the Board does not accept undergraduate transcripts evaluated by World Education Services (WES), as the service does not currently evaluate transcripts for substantial equivalence to EAC/ABET standards.**

2. **CHARACTER REFERENCES** are needed from three (3) individuals who have known you for more than 1 year, who are not relatives. Three (3) of these references must be from currently licensed Professional Engineers if applying for Engineer Intern or Land Surveyors if applying for Land Surveyors Intern, with the reference having personal knowledge of your Engineer Intern/ land surveyor intern experience. Reference letters from the currently licensed PE and LS must have their seal embossed on the letter. You must distribute forms to individuals for completion. The completed character reference forms may be mailed directly to Pearson VUE or may be submitted by the applicant in a sealed envelope with the application.

**ADDITIONAL INFORMATION**

**For Engineer Intern:** The written examination will consist of an eight-hour -test period on the Fundamentals of Engineering.

**For Land Surveyor Interns:** The examination will consist of an eight-hour test period on the basic disciplines of land surveying (Fundamentals of Land Surveyors).

**COMPLETING THE LICENSE APPLICATION**

**Section 1. Requested License Type / Fees**

If you have received a license application specific to the license type for which you are applying, this section has already been completed for you.

- a. Two methods for becoming EIT/LSI certificate holder in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is indicated below in parenthesis. Write the correct origin code/method on the “**Method (Origin) of Application**” line in Section 1 of your new license application.

Examination (E) Successful completion of the DC Engineer Intern or Land Surveyor Intern Written Examination on the first attempt and meet other requirements.

Re-examination (R) Successful completion of the DC Engineer Intern or Land Surveyor Intern Written Examination on the second or a later attempt and meet other requirements.

- b. Write the abbreviation for the license type or certificate type for which you are applying on the “Code” line provided on the application. Write the corresponding license or certificate description on the “License Description” line. Select from the following:

| License Abbreviation | License Description  |
|----------------------|----------------------|
| EI                   | Engineer Intern      |
| LSI                  | Land Surveyor Intern |

- c. You may pay the application and license fee by check or money order. It is recommended that you pay by check so that you have a written proof of payment. Checks or money orders should be made payable to **Pearson VUE** and submitted with your application packet. Do **NOT** send cash. If it is not pre-printed, please print your name on your check. The **application fee is NOT REFUNDABLE**. The **license fee is REFUNDABLE**, in the event of final denial of a license request or a request from an applicant to close the application. **To request a refund of the license fee**, write a letter addressed to Pearson VUE and mail it to the address shown on page one of these application instructions. Along with the letter, **send a front and back copy of the license fee check**. It will take approximately six (6) weeks after denial or withdrawal to receive a refund. After a request to close the application, if you subsequently decide to apply for licensure again you will have to complete a new application and re-submit all application documents. The application and license fee portions of each application method are listed below.

- d. Please select the appropriate discipline(s) that should apply with your license, noting this information under required specialty on the first page of the application.

| License Prefix | License Description  | Possible License Origins<br>(Methods) | National Exam Fee | Application Fee | License Fee | Total Due |
|----------------|----------------------|---------------------------------------|-------------------|-----------------|-------------|-----------|
| EI             | Engineer Intern      | E – Examination                       | \$70              | \$65            | \$120       | \$255     |
| EI             | Engineer Intern      | R – Re-examination                    | \$70              | \$65            | \$0         | \$135     |
| LSI            | Land Surveyor Intern | E – Examination                       | \$85              | \$65            | \$120       | \$270     |
| LSI            | Land Surveyor Intern | R – Re-Examination                    | \$85              | \$65            | \$0         | \$150     |

- e. Should you need to obtain additional copies of your certificate to comply with laws and regulations pertaining to displaying your certificate at each office where you conduct business, you may order duplicate license for a \$30 fee. Mark the “duplicate licenses” box and indicate the number of duplicates needed on the line provided. Indicate the total amount due for duplicates on the line to the right.

The **Total Due** amount is the fee that must be paid for your DC certificate to be processed. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

Please submit your DC examination scheduling form with your application and payment to Pearson VUE.

**Term of Certificates**

EI and LSI have indefinite expiration dates. You should know that you are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Pearson VUE will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to Pearson VUE at the address in the middle of page 1 of this instruction packet. Without an updated address, you may not receive pertinent information regarding your certificate.

**Section 2. Applicant Name / Demographic Information**

Enter your name exactly as it should appear on the license. Due to an amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files. All applicants must be at least 18 years of age.

**Section 3. Previous Names**

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

**Sections 4A. & B. Home Address / Business Address**

Include both your home and business addresses in the sections provided. PO box addresses are not acceptable. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Should you fail to advise Pearson VUE of your current addresses, you may not receive any pertinent information regarding your certificate.

**Section 4C. Preferred Mailing Address**

Place an "X" in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed.

**Section 5A. Professional/ Schools Attended**

List all college, university, or accredited institutions in reverse chronological order, beginning with the most recent at the top.

**Section 5B. Work Experience**

List all experience since graduation from college or university, or accredited institution, in reverse chronological order, beginning with the most recent.

**Section 5C. Professional Licenses in Other States/Jurisdictions**

List all states and jurisdictions in which you have ever held a similar professional license.

**Section 6. Screening Questions**

If you answer "no" to question A or "yes" to questions B through J, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

**Section 7. Applicant Affidavit**

The application must be signed by the applicant and notarized. However, it does not need to be notarized in the District of Columbia.

**Section 8. Sponsor's Affidavit**

This section is not applicable for Engineer Intern or Land Surveyor Intern Certification.

**Section 9. Supporting Documents Required**

The required supporting documents are listed in this section. Place an "X" in the "YES" box for each item you have included with your application package or requested to be sent under separate cover to Pearson VUE on behalf of the Board of Professional Engineers.

Place an "X" in the "NO" box for each item that does not apply for the license type for which you are applying. Keep a photocopy of all documents that you are required to complete for your records.

**ADDITIONAL APPLICATION FORMS**

If you need additional copies of this application package you may visit Pearson VUE's Website at [www.pearsonvue.com](http://www.pearsonvue.com) or call Pearson VUE's Customer Service at 877-374-1156 to order. The form numbers that make up this package are:

- 6609-18 Engineer Intern/ Land Surveyor Intern, New License Application
- 6609-21 Engineer Intern/ Land Surveyor Intern, New License Instructions
- 6609-24 Engineer Intern/ Land Surveyor Intern, Examination Scheduling Form
- 6609-22 Engineer Intern/ Land Surveyor Intern, Character Reference Form

## SUMMARY OF LICENSURE REQUIREMENTS

Below is a chart showing the application submission requirements for all application methods (the law governing Engineer Intern or Land Surveyor Intern Certification, *D.C. Law 12-261*). Any conflict between these instructions and the law and regulations is inadvertent. The law takes precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Professional Engineers at (202) 442-4320 if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

### SUMMARY OF SUBMISSION REQUIREMENTS FOR DC ENGINEER INTERN AND LAND SURVEYOR INTERN CERTIFICATION

| License Type | Application Method        | Notarized License Application Form | Two 2" x 2" Photos | Transcript from accredited degreed program | Examination Scheduling Form | Character References (3) <sup>1</sup> | Check or Money Order <sup>2</sup> |
|--------------|---------------------------|------------------------------------|--------------------|--|-----------------------------|---------------------------------------|-----------------------------------|
| <b>EI</b>    | Examination               | X                                  | X                  | X  | X                           | X                                     | \$255                             |
| <b>EI</b>    | Re-Examination            | X                                  | X                  | O  | X                           | O                                     | \$135                             |
| <b>LSI</b>   | Examination (National)    | X                                  | X                  | X  | X                           | X                                     | \$270                             |
| <b>LSI</b>   | Re-Examination (National) | X                                  | X                  | O  | X                           | O                                     | \$150                             |

**X = Required**  
**O = Not required**

<sup>1</sup> Three (3) references must be obtained from currently licensed Professional Engineers if applying for Engineer Intern or Professional Land Surveyors if applying for Land Surveyor Intern.

<sup>2</sup> Check or money order MUST be made payable to Pearson VUE.

Candidates can obtain a copy of the candidate information brochure through the following web site address: <http://www.ncees.org>. If you do not have access to the Internet, please contact the NCEES at (800) 250-3196 or (864) 654-6824 for any questions you may have regarding the examination and/or to obtain a copy of the candidate brochure.