

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF PROFESSIONAL ENGINEERS



APPLICATION INSTRUCTIONS AND FORMS FOR A PROFESSIONAL ENGINEER AND LAND SURVEYOR LICENSE IN THE DISTRICT OF COLUMBIA

Your interest in becoming a Professional Engineer or Land Surveyor 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 a Professional Engineer or Land Surveyor license 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 issued a license to practice in the District of Columbia or be authorized to sit for the written examination, if applying by examination or re-examination. All Land Surveyors are required to pass the D.C. specific exam.

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 II, Suite 400
8201 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

There is reciprocity with other jurisdictions. 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 90 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.

GENERAL REQUIREMENTS FOR ALL APPLICANTS FOR LICENSURE BY EXAMINATION

Applicants for professional engineer or land surveyor licensure 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
6. Official transcripts must be submitted in **SEALED ENVELOPES** mailed directly from the college or university. **If an applicant has earned an undergraduate degree from a foreign institution**, his/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 § 1505.4, 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 and 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.

7. Applicants must have at least 4 years of practical experience verified on the character reference forms; and
8. **CHARACTER REFERENCES** are needed from five (5) individuals who have known you for more than 1 year, who are not relatives. Three (3) or more of these references must be from currently licensed Professional Engineers/ Land Surveyors, with the reference having personal knowledge of your engineer in training/ land surveyor intern experience. Reference letters from the currently licensed PE and LS must have their seal embossed on the letter. In addition, for each employment period, persons familiar with the applicant's experience for that period must be given as references. 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; and
9. **Professional Engineer applicants** shall have successfully completed an educational program in Engineering of at least four (4) academic years at a college, university or an accredited institution **plus** have four or more years of progressive experience on engineering projects.

Land Surveyor applicants shall have successfully completed an educational program in Land Surveying of at least four (4) academic years at a college or accredited institution plus have four or more years of progressive experience under the supervision of a professional land surveyor and

10. Official verification of successful completion of the Engineer in Training (EIT) examination, also known as the Fundamentals of Engineering (FE) and/or the Land Surveyor's Intern (LSI), also known as the Fundamentals of Land Surveying (FLS) examination. This verification must come directly from the state in which you sat for the examination. If you took this examination in D.C., please provide a copy of your certificate.
11. Land Surveyors must have successfully completed the national land surveyor's examination prior to sitting for the D.C. land surveyor's examination.
12. Supplemental Information Form (List of References and detailed statement of experience).

REQUIREMENTS FOR PROFESSIONAL ENGINEER OR LAND SURVEYOR LICENSURE BY RE-EXAMINATION:

1. A new notarized application form.
2. The fee indicated on the examination scheduling form.
3. One photograph.
4. A new completed examination-scheduling form.

REQUIREMENTS FOR PROFESSIONAL ENGINEER OR LAND SURVEYOR LICENSURE BY RECIPROCITY

1. All of the requirements noted above in general requirements, except the Examination Scheduling form for the Professional Engineers applicants; and
2. Official verification of successful completion of the PE/PLS exam. This verification must come directly from the State in which you sat for the examination and sent to Pearson VUE on behalf of the board; and
3. Current State Verification of Licensure.

If applying through the National Council of Examiners for Engineering and Surveying (NCEES),

1. The applicant must direct the **NCEES Record file** be sent directly to Board; and
2. A complete and notarized application as noted in Item #3 under General Requirements; and
3. 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.

There are no filing deadlines for application for licensure by reciprocity. However, in order to expedite the processing of the application, all required documents must be submitted with the application OR been requested to be sent to Pearson VUE.

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. Three methods for becoming licensed 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 Professional Engineer or Land Surveyor Written Examination on the first attempt and meet other requirements.
- Re-examination (R) Successful completion of the DC Professional Engineer or Land Surveyor Written Examination on the second or a later attempt and meet other requirements.
- Reciprocity (C) Holds a license in good standing in another state or jurisdiction with standards comparable to DC’s requirements.

- b. Write the abbreviation for the license type or certificate type for which you are applying on the “Prefix” 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
PE	Professional Engineer
LS	Land Surveyor

- 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. **(Engineers Only)** 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.

Specialty Description	Code	Specialty Description	Code
Aeronautical/Aerospace	Aero	Industrial	Ind
Agricultural	Agr	Manufacturing	Manu
Ceramic	Cer	Marine	Mar
Chemical	Chem	Mechanical	Mech
Civil	Civil	Metallurgical	Metal
Control Systems	ConSys	Mining/Mineral	Min
Civil/Structural/Sanitary	C/S/S	Nuclear	Nucl
Electrical	Elec	Petroleum	Petr
Environmental	Env	Sanitary	Sanit
Fire Protection	Fire	Structural	Struc
Architectural	Arch		

License Prefix	License Description	Possible License Origins (Methods)	DC Exam Fee	National Exam Fee	Application Fee	License Fee	Total Due
PE	Professional Engineer	E – Examination	N/A	\$120	\$65	\$120	\$305
PE	Professional Engineer	R – Re-examination	N/A	\$120	\$65	\$0	\$185
PE	Professional Engineer	C – Reciprocity	N/A	\$0	\$65	\$120	\$185
LS	Land Surveyor	E – Examination	\$65	\$130	\$65	\$120	\$380
LS	Land Surveyor	R – Re-examination	N/A	\$130	\$65	\$0	\$195
LS	Land Surveyor	C – Reciprocity	\$65	\$0	\$65	\$120	\$250
LS	Land Surveyor	C – Reciprocity (Re-exam)	\$65	\$0	\$65	\$0	\$130

e. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license 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 license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

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

TERM OF LICENSES

A DC Professional Engineer or Land Surveyor license expires at 12:00 midnight of August 31st of each even numbered year. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license. Upon completion of the renewal questionnaire and payment of the renewal fee, your license will be renewed for a two-year period. 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 your renewal notice.

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 your renewal notice.

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

Please list the State(s) where you passed the examination(s).

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. Licensee Affidavit

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

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit Pearson VUE's Website at 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:

- 6609-60 Professional Engineer/Land Surveyor, Regulations
- 6809-36 Professional Engineer/Land Surveyor, New License Application
- 6809-35 Professional Engineer/Land Surveyor, New License Instructions
- 6809-38 Professional Engineer/Land Surveyor, Examination Scheduling Form
- 6809-40 Professional Engineer/Land Surveyor, Character Reference Form
- 6809-37 Verification of Licensure or Examination Form
- 6609-25 Professional Engineer/Land Survey or Supplemental Information Form

Section 8. Sponsor's Affidavit

This section is not applicable for Professional Engineer or Land Surveyor licensing.

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 and Land Surveyors.

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.

SUMMARY OF LICENSURE REQUIREMENTS

On the next page is a chart showing the application submission requirements for all application methods: The law governing Professional Engineer or Land Surveyor Licensure, *D.C. Law 12-261*. The regulations governing Professional Engineer licensure are included in *DC Municipal Regulations Title 17, Chapter 3*. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take 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 PROFESSIONAL ENGINEER LICENSES

License Type	Application Method	Notarized License Application Form	Two 2" x 2" Photos	Copy of a Current Government Issued I.D.	Transcript from Accredited Degreed Program	Supplemental Information Form	Examination Scheduling Form	Character References (5) ²	Verification of EIT (FE)	Verification of PE Exam	Verification of FLS Exam	Verification of LS Exam	NCEES Record (if applying via NCEES)	Verification of Licensure ³	Check or Money Order ⁴
PE	Examination	X	X	X	X	X	X	X	X	O	O	O	O	O	\$305
PE	Re-Examination	X	X	X	O	O	X	O	O	O	O	O	O	O	\$185
PE	Reciprocity ¹	X	X	X	X	X/O	O	X	X	X	O	O	X	X	\$185
LS	Examination	X	X	X	X	X	X	X	O	O	X	O	O	O	\$380
LS	Re-Examination National	X	X	X	O	O	X	O	O	O	O	O	O	O	\$195
LS	Reciprocity ¹	X	X	X	X	X/O	X	X	O	O	X	X	X	X	\$250
LS	Reciprocity Re-Examination DC	X	X	X	O	X	X	O	O	O	O	O	O	O	\$130

X = Required
O = Not required

¹ If applying by reciprocity for a Professional Engineer or Land Surveyor license, the applicant should have the NCEES record sent directly. The only other requirement the applicant needs to provide is two photographs, a completed application and the appropriate fee.

² Three (3) of the five (5) references must be obtained from currently licensed Professional Engineer or Land Surveyor, based upon the type of license desired.

³ Applicant must submit a Verification of current Licensure letter from the Secretary of State Board of the state you are currently licensed.

⁴ 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.