

## Massachusetts Board of Registration of Professional Engineers and Professional Land FE or EIT Application Checklist

### All applicants must submit the following items along with the completed application form to PCS:

- Check, money order or credit card authorization (*next page*) in the amount of \$136 made payable to “Professional Credential Services / MA ENG”

(certification fees will be assessed when all requirements are met)

- If applying for an EIT certification under classification (b), provide documentation of experience, e.g. drawings, calculations, field notes, etc. (See application instructions for specifics on what can and cannot be submitted)

- Social Security Number:

(Pursuant to MGL c. 62C, § 47A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth)

### Applicants must also have the following items transmitted directly to PCS under separate cover:

- Transcripts mailed to Professional Credentialing Services (PCS) in a sealed envelope directly from each college or university that the applicant has attended. Transcripts must indicate the degree conferral date and therefore should not be mailed in until after graduation.
- Applicants who would like credit for attending colleges outside the United States must have their degree evaluated by NCEES Credentials evaluations services or an evaluation deemed to comply with NCEES educational standards. (See application instructions)
- A “Request for Verification” form sent directly to Professional Credential Services (PCS) from each **non-Massachusetts** jurisdiction in which the applicant has taken the NCEES sanctioned Fundamentals Exam, Principles and Practices Exam, or where applicant is licensed/registered. (See application instructions)

### Register with NCEES and schedule an exam

- Following submission of this application, first time and repeat examination takers must also create an account and/or register with NCEES at [www.ncees.org](http://www.ncees.org). Following approval of this application you may schedule your examination via NCEES.

### Please send this page and the completed application form to:

USPS Registered or Express Mail: Professional Credential Services / MA ENG • P.O Box 198728 • Nashville, TN 37219-8689

Overnight Delivery: Professional Credential Services / MA ENG • 25 Century Blvd, Suite 505 • Nashville, TN 37214

## Credit Card Authorization

If paying by credit card, the following information must be supplied:

<input type="checkbox"/> Visa <input type="checkbox"/> MC	Card #:	
Amount:	Expiration Date:	3 Digit Sec. Code:
Print name appearing on card:		
Address:		
Email address:		
Authorized Signature:		

## BOARD APPLICATION INSTRUCTIONS FOR THE FE OR EIT APPLICATION

### **GENERAL INFORMATION**

**AUTHORITY:** You are required to provide all the information requested in the application forms per MGL c. 112, § 81 and 250 CMR. It is the responsibility of the applicant to have read and understood the provisions of these laws, rules, and regulations and the instructions contained herein, before making application.

**FORMS:** The application is comprised of three separate sections, the application form itself, the instruction sheets and Attachment A. Except for the instructions, each must be completed and transmitted to the Board as set forth herein. Provide information only in those spaces indicated on the forms. Do not rearrange or alter this form in any way. Applications will be rejected and application fees forfeited if any portion of this form is altered. If additional space is required, make reference to a numbered addendum and title the top of the addendum "Attachment # \_\_\_\_".

**EXAMINATION ELIGIBILITY:** The processing and approval of the submitted application and supporting documentation must be completed prior to the scheduling of any examination. Applications will not be processed until all documentation has been received as set forth herein. The time required to process an application varies, depending on the time required to substantiate application materials and the backlog of applications. The Board is not responsible for delays in receipt of data such as references, verification of education or registration and supplemental documents requested, nor does the Board guarantee admission to any given examination.

**STUDY GUIDES:** Study guides for the Fundamentals of Engineering examination may be purchased from NCEES by calling 1-800-250-3196 or by accessing the NCEES web site at [www.ncees.org](http://www.ncees.org).

**WHEN TO FILE:** The NCEES fundamentals examination may be taken following the submission and approval of a complete application.

**FALSE STATEMENTS:** Massachusetts Law provides that applications containing false statements must be rejected regardless of the other qualifications of the applicant.

### **APPLICATION INSTRUCTIONS**

All information appearing on this form must be typewritten or printed. Applications materials must be transmitted via postal mail to the processing agency. Applications will not be processed if any part of this form is incomplete. Applications will be rejected and application fees forfeited if any portion

of this form is altered.

**Section 1:** Fill in your name as it appears on your birth certificate and appearing with your social security number. This should be the same name as appears on other registrations/licenses for Massachusetts or in other jurisdictions. IF you are known by an alias, answer yes to section 16 and supply the information requested.

**Section 2:** Provide any other name(s) by which you may have been known such as a maiden name. (See also section 17)

**Section 3:** Provide your current residential address and P.O. Box if applicable.

**Section 4:** Provide the company name and address of your current employer.

**Section 5:** Specify where you would like correspondence regarding your application directed.

**Section 6:** Provide your date of birth.

**Section 7:** Provide your place of birth, City, State, Zip.

**Section 8:** Declare your citizenship. If other than the United States, then specify.

**Section 9:** Provide a daytime and evening telephone number where you can be reached during the processing of the application.

**Section 10: to Section 19:** Check the correct response for each of these background questions. If the answer to any question is YES, then you must provide the Board with a brief narrative describing the specifics. Attachment A has one box for each of these sections if needed.

In the event that you answered yes to either question 10 or question 13, the enclosed "Request for Verification" form must be forwarded to each jurisdiction for which a yes answer was appropriate. This form must be returned by that jurisdiction directly to PCS.

**Section 20:** Specify the jurisdiction (state), date, score, and certificate number (if passed) of each NCEES Fundamentals of Engineering exam taken. Enclosed is a "Request for Verification" form that must be forwarded to the state in which you have taken the fundamentals of engineering examination and returned by the state/jurisdiction directly to the Board's designated processing agency.

**Section 21:** Massachusetts General Laws c. 112, § 81J (a) and (b) describe two different experience requirements for certification as an "Engineer in Training". Choose the classification that best fits your education and experience background or if you do not comply with either of those two classifications, select classification (c). Note: certification is not a requirement of registration as a Professional Engineer.

Section 22: Indicate the professional organizations of which you are currently a member. List only those organizations that are related to the profession of engineering.

Section 23: Use this section to list your academic background. If you have not earned a college, university or technical school degree, then your high school data must be provided. Do not list in this section courses of study that were not accredited by an academic institution. These might include short courses, civil service or armed forces schools or similar training, workshops, seminars, etc.

List, chronologically the name and address of each college, university, or technical school attended, the dates of such attendance and the curriculum. If a graduate, list the degree obtained or otherwise list the number of credit hours earned. Graduate work, evening school, and other education for which academic credit is given must be included in the list.

Applicants who attended schools in the United States should not submit transcripts to the Board's designated processing agency, as these must be received directly from the schools. However, it is the applicant's responsibility to ensure that the Board's designated processing agency receives the transcript from the school.

Applicants who attended schools in other countries must request that an evaluation of their foreign degrees be completed through NCEES Credentials evaluations services. The applicant is required to pay any fees associated with this evaluation. Specific instructions for this procedure are available at [http://www.ncees.org/Credentials\\_evaluations.php](http://www.ncees.org/Credentials_evaluations.php).

~~Section 24: Use this section to list all non-academic or other non-degree academic courses of studies completed. This list should include any course, workshop, seminar, etc. which would demonstrate some additional competency in the disciplines of Engineering. Applicant should provide the Division of Professional Licensure's designated processing agency with certificates of completion or other evidence that such courses of study were successfully completed.~~

Section 25: Use the experience table to list, in chronological order your employment history. If additional entries are necessary, they must be supplied as an addendum in the same format.

Applicants applying for EIT certification under classification (b) must also document their work history in the experience table. (work history is not necessary to sit for the exam) If additional entries will be necessary, they must be supplied as an addendum in the same format. Engagement number one should reflect your current employment experience. Work backwards from engagement number one to your matriculation in a university or your first employment after high school. No record is to be made for work done before the applicant

finished high school or for work performed during college vacations. Part-time engineering work performed during a period of full-time study at an educational institution is considered part of the educational program and is not acceptable professional experience. Table entries should cover periods of employment of a particular nature. If the nature of your position, hence the type of experience, within an employment period changes significantly, use a new key in the table to indicate such experience.

Employment that was not directly related to engineering must also be included in order to leave no gaps in the complete chronological listing. However, if a number of contiguous engagements were unrelated to engineering/land surveying, you may group them together and designate that period as such. Periods of unemployment, or other gaps should be noted rather than leaving a period of time without explanation. If part of the chronological experience record includes time spent in military service, the applicant should furnish a completely legible copy of the "Report of Separation from the Armed Forces of the United States of America" as was issued upon discharge. This may be a DD-214 or a WD-AGO Government Form.

Care must be taken not to claim engineering experience which is actually part of other professional disciplines. For experience keys that claim responsible charge time, provide sufficient details to distinguish that experience as such (See definition for responsible charge). In describing your experience use specific terms, such as: "I designed", "I reviewed", "I recommended", etc. Avoid vague terms, such as: involved with, participated in, etc.

Column (a) Engagement Number: Enter the number of the engagement, beginning with number 1 as the most recent work and increasing by one for each row of the table. Electronic forms may already be numbered. Each engagement should address a particular phase of your experience history. It is not unusual to list more than one engagement for a single employer or academic institution.

Column (b) Experience Categories: Choose one of the following three letter acronyms to represent the most appropriate experience designation for each engagement.

ADM Administrator: Either supervises and plans the administration of engineering services for a project or is assigned to provide the lead services for a project. The latter refers to an individual who is assigned to provide all or most of the contracting, research, reconnaissance, fieldwork, analysis, and documentation for a particular land surveying project.

CAD Computer Assisted Drafting person.

- CEO Chief executive officer.
- COO Chief operating officer.
- DES Designer of entire project (Conceptual) or for an identifiable sub project. (Detail type of project.)
- MNG Manager of business operations.
- MAI Maintenance engineer in charge of the maintenance of an operating facility or facilities, or an overall responsibility within the corporate structure. (Detail specifics.)
- OWN Owner of the business or an officer of the corporation, board member, etc.
- PRO Project engineer for total engineering effort or for an identifiable sub project. (Detail type of project)
- SAL Sales engineer where technical skills are an essential part of specifying and/or identifying product or services required by a customer. (Detail specifics.)
- STF Staff engineer assigned to a specific area within an operating facility, or facilities or within the corporate structure. (Detail specifics.)
- SUP Supervisor of operating facility, of an operating crew on day or rotating shifts. (Detail area of responsibility, number and type of subordinates.
- TEC Laboratory or plant technician generally working under direct supervision and carrying out routine analyses, quality control examinations or equipment tests. (Detail specifics.)
- TRA Training or apprentice type activities.
- OTH Other activities unrelated to Engineering

Column (c) Fill in the beginning date in the format "month/year" for each engagement number. This should not overlap or be the same as any other ending date.

Column (d) Fill in the ending date in the format "month/year" for each engagement number. This should not overlap or be the same as any other beginning date.

Column (e) Using the beginning and ending dates for each engagement number, compute the elapsed time in years (to the nearest tenth of a year) and enter that amount in this column.

Column (f) For each engagement number, determine what portion of (e) is attributable to engineering experience obtained while training for a position or prior to being put in a responsible charge at that position. Do not assume that because you achieved a responsible charge position for one duty, that from that time forward all of your time will be

considered by the Board to be in responsible charge.

Column (g) For each engagement number, determine what portion of (e) is attributable to engineering experience in responsible charge and enter that amount in this column. For an explanation of the term "Responsible Charge" as used in this context, refer to the Glossary.

Column (h) For each engagement number, determine what portion of (e) is attributable to just engineering experience as defined by the registration law, MGL c. 112, § 81D. This number should equal the total of columns (f) and (g). Experience that does not comply with the definition of engineering should be listed in column (i).

Column (i) For each engagement number, determine what portion of (e) is associated with academic engagements as noted in section 24 or any employment experience that does not comply with the definition of engineering as defined by the registration law, MGL c. 112, § 81D.

Column (j) For each engagement number, provide the name of the supervising Engineer who was in "responsible charge" of your engineering work for that time period. Include that supervisor's license number, jurisdiction, current daytime telephone number and employer at the time of that engagement number. Note: "independent contractors" and "employees" are hired on a very different contractual basis and hence have very different "direct charge" and supervisory roles with regard to the employees of the contracting firm that is actually providing the client service. For the Board to properly evaluate experience under MGL c. 112, you must never designate the employer of an "independent contractor" or "sub-contractor" as being the contracting firm. If the supervisor for an engagement period is deceased, so indicate and provide the name of another senior member of the firm (preferably an engineer) who can verify your employment experience.

Column (k) Provide the name, address, and telephone number of the place where you were employed for each engagement. The word "same" can be entered if there was no change from the previous (listed above) employer. If the firm has dissolved or if it is now operating under a different name, such details must be provided. If the firm has dissolved, provide the name of a reference (preferably a professional engineer) that can verify the employment experience for that period. If you were self-employed, you must provide the name of an associate or client, preferably a registered Professional Engineer, to verify your employment status for that period.

## **GLOSSARY**

**ACADEMIC COURSES:** An institution or scholarly establishment of higher learning offering accredited courses or formal education.

**ACADEMIC DEGREE:** title granted by a college or university, usually signifying completion of an established course of study.

**ADDENDUM:** When there is insufficient space provided for required information, an addendum should be attached and a reference to it supplied in the space for the applicant's response. Addendum's should be 8.5 by 11 inch sheets entitled "Attachment # " on the top center of the sheet. Use one sheet for each attachment.

**APPLICANT:** The person making this application and attesting to the truthfulness of the statements and facts contained herein.

**APPROVED COURSES:** Engineering courses approved by the Board or comprising one of the core subjects for an academic curriculum in engineering.

**BOARD:** The Commonwealth of Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors.

**CLIENT:** A person for whom the practitioner is performing services. A client may be a property owner, contractor, developer, etc.

**COMITY:** In the context used by the Board, is the principle by which one jurisdiction may accede or give effect to the laws or judgments of another Board. Massachusetts grants COMITY consideration only if the Board can determine that licensee's primary jurisdiction licensed the applicant in compliance with Massachusetts requirements.

**DIRECT SUPERVISION:** The acts of a duly licensed person for a specified professional discipline who either personally prepares or was in responsible charge over the preparation of work products and has a verifiable record that the individuals preparing such work products were subject to regular and continuing review and supervision during and throughout the development of such products.

**DISCIPLINES:** In the context of professional practice, the Board considers disciplines as those branches of engineering regulated by Massachusetts law which require special training and knowledge.

**EMPLOYER:** To gainfully engage the services of personnel as defined by federal and state tax laws.

**ENGAGEMENT:** Employment periods demonstrating experience or education at a given discipline.

**ENGINEER:** An engineer is a professionally qualified individual, who follows as a calling, any of the several branches of engineering.

**ENGINEERING:** Engineering is the art and science by which the properties of matter and the sources

of power in nature are made useful to man in machines, structures and manufactured products.

**EXPERIENCE CLASSIFICATION:** The amount of a specified type of experience required for registration by the Board. Usually associated with or linked to a specific type of educational background.

**FIRM:** A corporation, sole-proprietorship, proprietor trust, P.A., LLP, LLC, company or co- partnership which offers, or uses, professional Engineering services (as defined by Massachusetts General Laws) by letterhead or professional listing and for whom others may be employed in that service.

**JURISDICTION:** A state, territory or legislative body with the authority to regulate the practice of Engineering as discrete and separate from other professional endeavors.

**INTERVIEW:** Per MGL an interview is part of the examination process. (See Oral Exam)

**LICENSE:** A determination by a governing jurisdiction that a person has completed the required courses of study and acquired the necessary experience through a process of application and examination following which the person is registered to practice professionally in that jurisdiction.

**MGL:** Massachusetts General Laws

**MULTIDISCIPLINARY:** A person, firm or co-partnership, etc. having or employing more than one professional discipline.

**NCEES:** The National Council of Examiners for Engineering and Surveying. The organization that prepares the Fundamentals examinations and the Principles and Practices examinations for registration as an engineer.

**NON-RESIDENT:** Any person who resides outside the Commonwealth of Massachusetts, whether or not their employment is within the Commonwealth.

**ORAL EXAMINATION:** A formal interview of a person, arranged by the Board, to assess the qualifications of an applicant prior to admittance to written examinations or registration as a Professional Engineer.

**ORGANIZATION:** In the context of this form, means any establishment, society, or concern established for the benefit of the engineering profession's practitioners, and concerned with issues such as professional ethics, continuing education, public awareness, practice interchange, etc.

**PRACTICE:** See professional practice.

**PRIMARY JURISDICTION:** The jurisdiction where a professionally licensed person was first licensed/registered to practice Engineering.

**PROFESSIONAL PRACTICE:** Services offered by licensed members of a profession as defined by law, regulation, or the normal practice of other

competent, similarly situated professional engineers of good repute.

RECIPROCITY: The Board interprets reciprocity to mean the mutual or cooperative exchange of favors and privileges, especially the exchange of rights or privileges of licensing between jurisdictions. Massachusetts does not grant licenses based upon this premise. (See COMITY)

REGISTRATION: The process by which the Board first determines that an applicant is qualified to practice and secondly makes a formal record of such determination, by virtue of assigning each practitioner a unique license or registration number, issuing the practitioner a certificate of such and making a record of such determination.

RESPONSIBLE CHARGE: Responsible charge signifies both the control and the obligation in the performance of professional services that meet or exceed professional standards of practice. In the context of the Professional Engineering application, this requirement refers to those activities of the unregistered practitioner that are at the "professional level" in nature, performed under the direct supervision of a Professional Engineer, and that would indicate to the Board that the applicant is capable of providing such services to a consumer or the public

upon becoming registered/licensed. An indicator of responsible charge experience is when an applicant for registration supervises, manages or administers engineering personnel and/or projects. In this context, the applicant is responsible for the quality, review and evaluation of engineering matters or their presentation to clients, their agents, municipal boards and other such agencies or persons. For such experience to meet the statutory requirement for registration, it must be comprised of a varied and diverse mix of these activities.

SUPERVISOR: In this context, refers to someone with direct supervision responsibility for another's work. (See direct supervision)

WORK PRODUCT: Work products are tangible items created or identified by the practitioner that communicate information to the client or members of the public regarding the practitioner's opinion or the services performed.

WRITTEN EXAMINATION: Are comprised of two examinations prepared by NCEES for the individual state Boards. The first is the eight hour Fundamentals of Engineering (FE) exam, the second is the Principles and Practices of Engineering (PE) exam.

# Commonwealth of Massachusetts

## Division of Professional Licensure

### Board of Registration of Professional Engineers and Professional Land Surveyors

#### **BOARD APPLICATION FOR THE FE AND/OR EIT CERTIFICATION**

1. Applicant Name: \_\_\_\_\_  
(last) (first) (middle)

2. Other Name: \_\_\_\_\_  
(last) (first) (middle)

3. Residential Address: \_\_\_\_\_  
(home) (number) (street) (apt. #)

\_\_\_\_\_  
(post office box)

\_\_\_\_\_  
(city/town) (state) (zip code)

\_\_\_\_\_  
(email address)

4. Business Address: \_\_\_\_\_  
(current employer) (company name)

\_\_\_\_\_  
(post office box) (or number, street, suite #)

\_\_\_\_\_  
(city/town) (state) (zip code)

\_\_\_\_\_  
(email address)

5. Address for correspondence:  Residential  P.O. Box  Business

6. Date of Birth: \_\_\_\_\_ 7. Place of Birth: \_\_\_\_\_

8. Citizenship:  United States  Other (specify) \_\_\_\_\_

9. Telephone Numbers (with area code): Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Attach a recent  
passport 2" X 2" type  
photograph of yourself



## BOARD APPLICATION FOR THE FE AND/OR EIT CERTIFICATION

10. Do you currently or have you ever held a license/registration to practice Land Surveying or Engineering in the United States or in a foreign jurisdiction? If yes, then complete the top section of "Attachment A" indicating the status of each license/certification held and any relevant disciplinary information. See instructions regarding the required "Request for Verification" that must be received for each such state or jurisdiction.  Yes  No
11. Has a licensing/registration Board located in the United States or any country of foreign jurisdiction taken any disciplinary action against you? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information." See instructions regarding the required "Request for Verification" that must be received for each such state or jurisdiction.  Yes  No
12. Are you the subject of pending disciplinary actions by a licensing/registration Board located in the United States or any country of foreign jurisdiction? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information"  Yes  No
13. Have you ever voluntarily surrendered or resigned a professional license/registration to a licensing/registration Board in the United States or any country or foreign jurisdiction? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information" See instructions regarding the required "Request for Verification" that must be received for each state or jurisdiction. See instructions regarding the required "Request for Verification" that must be received for each such state or jurisdiction.  Yes  No
14. Have you ever applied for and been denied a professional license/registration in the United States or any country or foreign jurisdiction? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information")  Yes  No
15. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$300.00 was assessed? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information."  Yes  No
- NOTE: The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records and other Federal and professional records may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.
16. Did you obtain any of your education or professional experience under a different name? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information"  Yes  No
17. Did you obtain any of your engineering experience under the direct supervision of a person not licensed to practice as a Professional Engineer? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information"  Yes  No
18. Are you currently employed in a profession other than engineering or a in position that does not involve the practice of engineering? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information"  Yes  No
19. Are you currently certified as an Engineer-in-Training in any other states? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A – General Information"  Yes  No

**BOARD APPLICATION FOR THE FE AND/OR EIT CERTIFICATION**

20. Have you previously taken NCEES sanctioned Fundamentals of Engineering examinations?  Yes  No

Jurisdiction	Date of exam	Exam Score: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Certificate Number
Jurisdiction	Date of exam	Exam Score: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Certificate Number
Jurisdiction	Date of exam	Exam Score: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Certificate Number

21. Upon successful completion of the fundamentals exam, select the classification below that best describes your eligibility for Engineer-in-Training certification:

- (a) Eligible for EIT certification by virtue of holding a Bachelor of Science Degree in an engineering curriculum approved by the board as being of satisfactory standing, per MGL c. 112, § 81J(3)(a).
- (b) Eligible for EIT certification by virtue of holding a Bachelor of Science Degree in an engineering curriculum not approved by the board and having at least four years engineering experience of a grade and character satisfactory to the board, per MGL c. 112, §81J(3)(b).
- (c) Eligibility for EIT certification insufficient due to formal education requirements or experience requirements; no certification will be issued upon successful completion of the fundamentals exam.

22. List your membership/affiliations in engineering organizations or societies:

NAME	GRADE OF MEMBERSHIP	ADMITTED	OFFICE HELD

**BOARD APPLICATION FOR THE FE AND/OR EIT CERTIFICATION**

23. List schools & colleges attended

<b>INSTITUTION</b>	<b>CITY, STATE</b>	<b>Graduation Month–YEAR</b>	<b>CURRICULUM</b>	<b>DEGREE</b>	<b>EARNED CREDITS</b>
High School				N/A	N/A
Preparatory School				N/A	N/A
College/University					
College/University					
College/University					
College/University					
College/University					

*(list only accredited academic courses of study)*

24. List your four most recent non-degree or non-academic courses of study:

<b>COURSE TITLE</b>	<b>OFFERED BY</b>	<b>DATE</b>	<b>CEU's/PDH's</b>

*(for all non-degree courses of study, workshops, seminars, etc.)*

**BOARD APPLICATION FOR THE FE AND/OR EIT CERTIFICATION**

25. Experience Table: *(only required for classification (b) applicants)*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Engagement Number	EXPERIENCE CATEGORY <i>(See instructions for designations)</i>	BEGINNING DATE <i>(month/Year)</i>	ENDING DATE <i>(month/Year)</i>	ELAPSED TIME <i>(decimal years to nearest tenth year)</i>					SUPERVISING ENGINEER <i>(include license # &amp; Jurisdiction, current daytime telephone # and their employer for that period)</i>	YOUR EMPLOYER <i>(company name, address and telephone number)</i>
				ELAPSED TIME <i>(for this engagement)</i>	PRE-RESPONSIBLE CHARGE <i>(Engineering Experience)</i>	RESPONSIBLE CHARGE <i>(Engineering Experience)</i>	TOTAL ENGINEERING EXP. <i>(sum of columns f, g)</i>	OTHER <i>(non-engineering &amp; academic)</i>		
<b>TOTALS:</b> <i>(column e through i)</i>										

**BOARD APPLICATION FOR THE FE AND/OR EIT CERTIFICATION**

**AFFIDAVIT & NOTARIZATION**

"The undersigned applicant acknowledges that the Commonwealth of Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors (Board), by its usual standards and procedures, will examine and compile a record with respect to all aspects of the applicant's engineering career. The applicant agrees to provide any additional information in connection with the inquiry as may be required by the Board."

"The applicant certifies that the information contained herein truthfully and accurately reflects the applicant's employment and educational background and that the supplemental materials provided are examples of work prepared exclusively by the applicant except as specifically noted thereon. The applicant authorizes the Board to make such investigations and inquiries as may be necessary to substantiate the statements supplied herein. This may include contacting the employers, references and supervisors named herein. Applicant understands that any address or telephone number found to be invalid at the time of the application will automatically invalidate that portion of the submission and may result in a rejection of the application."

"I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Board to deny the application or to suspend or revoke a license issued to me, if said license is issued based upon fraudulently supplied information. I further attest that, pursuant to MGL c. 62, § 49A, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required by law.

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

**NOTARY**

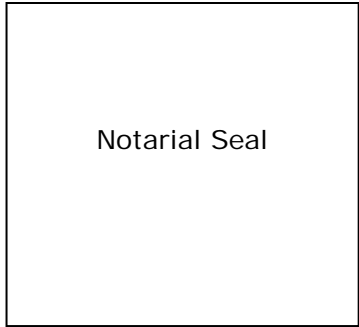
Jurisdiction of: \_\_\_\_\_ County of: \_\_\_\_\_ SS: \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for said county, in the jurisdiction aforesaid, DO  
HEREBY CERTIFY that \_\_\_\_\_ personally known to me to be the same person  
whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged  
that he/she signed, sealed and delivered the said instrument as his/her free and voluntary act, for the uses and  
purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(my commission expires)



# FUNDAMENTALS EXAMINATION APPLICATION

## ATTACHMENT A

Section 10 Response: Provide information for other engineering and land surveying licenses/certifications (See instructions for required "Request for Verification"; provide supplemental sheets if necessary)

JURISDICTION	TYPE	DATE ISSUED	NUMBER	STATUS*	DISCIPLINARY ACTION
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

(\*status: current, inactive, suspended, probation, etc.)

If your answer was yes for any of the questions in sections 11 through 19 then you must provide an explanation in the corresponding box below.

Section 11 Response
Section 12 Response
Section 13 Response
Section 14 Response
Section 15
Section 16 Response
Section 17 Response (refer to engagement number in experience table that this response applies to)
Section 18 Response (refer to engagement number in experience table that this response applies to)
Section 19 Response

# Commonwealth of Massachusetts

## Division of Professional Licensure

### The Board of Registration of Professional Engineers and Professional Land Surveyors

#### Request for Verification

For Non-Comity & Non-Massachusetts License, Registration, Examination, Standing

Applicant requesting status of registration/license/examination: (to be filled out by applicant)

Name:		Type of License/Registration:
Street Address:		License/Registration #:
Other:		Last four digits of SS#:
City:		Date of Birth:
State:	Zip:	

Status of applicant's Certificate/Registration/License: (to be filled out by jurisdiction)

Record	Certif. No.	Date Issued	Valid Until	Disciplinary Actions
Engineer In Training EIT				<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Engineer PE				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surveyor in Training SIT				<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Land Surveyor PLS				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No

Disciplinary Actions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant's examination record: (to be filled out by jurisdiction)

Exam	Hours	Result	Date	NCEES Exam	Branch
FE		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	
P&PE		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	
FLS		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	n/a
P&PLS		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	n/a
Oral		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		By Board	
Other: _____		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks: \_\_\_\_\_

Processing agency's Instructions:

<p><b>Return completed form to:</b></p>  Professional Credential Services/MA ENG P.O. Box 198728 Nashville, TN 37219-8689	Attested by:	Board Seal:
	Signature:	
	Title:	
	Date:	