

# NORTH DAKOTA STATE BOARD OF REGISTRATION for PROFESSIONAL ENGINEERS AND LAND SURVEYORS

PO Box 1357  
Bismarck, ND 58502

## Information and Instruction for Applicants for Registration as Professional Engineers with Model Law Engineer Designation

These instructions are only for current National Council of Examiners for Engineering and Surveying (NCEES) record holders who have been designated by NCEES as Model Law Engineers (MLE). The MLE application process is an attempt by the Board and NCEES to streamline the application process for obviously qualified applicants. The MLE designation tells the Board that the applicant has an EAC/ABET degree, four years of engineering experience, has passed two eight-hour NCEES examinations, and has no record of disciplinary action. The Board has other methods of obtaining registration in North Dakota for non-NCEES record holders or non-MLE applicants. For information on NCEES records or the MLE designation, you may contact NCEES at [www.ncees.org](http://www.ncees.org).

### 1. General Information

- a. Date the application.
- b. Provide your Social Security Number for mandatory background check.
- c. Provide first, middle and last name; if you do not have a middle name, please indicate so.
- d. Provide your name as you sign drawings, etc. If you do not use a middle initial, please indicate so. If you desire to use your full name, indicate "same".
- e. Provide the address you want the Board to use to correspond with you and an email address if applicable.
- f. Provide your place and date of birth.
- g. Check the box appropriate to your type of practice in North Dakota
- h. Indicate what discipline you feel qualified to practice in. Your education and experience record must support your answer.
- i. Provide the number of your NCEES Council Record

### 2. Company Information

**All** businesses except sole proprietors who are **not** operating under a trade name must have a Certificate of Commercial Practice issued by the Board of Registration prior to practicing or offering to practice engineering in North Dakota. Application forms and instructions for a Certificate of Commercial Practice are on our web site at [www.ndpelsboard.org](http://www.ndpelsboard.org).

- a. Provide the full name of the company and mailing address you work for.
- b. Provide the mailing address for the company.
- c. Provide the Certificate of Commercial Practice number issued to your company by the North Dakota State Board of Registration for Professional Engineers and Land Surveyors. If you are not sure if your company has been issued such a number, please call the Board office at (701) 258-0786. If your company is in the process of applying for a Certificate of Commercial Practice, check the "Pending" box.

### 3. Registration Information

- a. Provide the states in which you took both the FE and the PPE examinations.
- b. List all states in which you have an active license.

### 4. Affidavit

- a. When you are satisfied that all information in your application is true and accurate, sign your name to the application in the presence of a notary public.
- b. All signatures must be original and in blue or black ink.

### 5. Request your NCEES Council Record

- a. Contact NCEES and have your NCEES Council Record transmitted to North Dakota.
- b. The fee for Council Record transmittal is the responsibility of the applicant.

### 6. Submit the MLE Application

- a. Mail your application to: ND Board of Registration, PO Box 1357, Bismarck, ND 58504
- b. Include the registration fee of **\$240.00**. Applications received without the correct fee will not be processed.

### 7. Continuing Professional Competency (CPC) – ND registrants are subject to CPC requirements effective 1/01/05. See [www.ndpelsboard.org](http://www.ndpelsboard.org) for details.

**NORTH DAKOTA STATE BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

**Application for Registration – Model Law Engineer**

**1. GENERAL INFORMATION**

Date

Name in full  SSN:

Name as desired on roster and seal

Mailing Address

City  State  Zip  Tel

Birthplace  Date  Email

Type of Practice in North Dakota:  a sole practitioner  government employee  an employee of a firm

In what discipline(s) of engineering (Civil, Electrical, Mechanical, etc.) do you consider yourself qualified to practice by reason of your training and experience?  **NCEES Council Record Number**

Have you ever applied for or been granted licensure in North Dakota?  Yes  No

If yes, please give details:

**2. COMPANY INFORMATION**

Company Name in full

Mailing Address

City  State  Zip  Tel

North Dakota Certificate of Commercial Practice number for this company is   Pending

**3. REGISTRATION INFORMATION**

|                                                                                           |                               |                                        |                                        |
|-------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------|----------------------------------------|
| I passed the Fundamentals of Engineering examination in:                                  | <input type="text"/><br>State | <input type="text"/><br>Date           | <input type="text"/><br>Registration # |
| I passed the Principles & Practices of Engineering in:                                    | <input type="text"/><br>State | <input type="text"/><br>Date           | <input type="text"/><br>Registration # |
| I am actively licensed in the following states:<br>Attach additional sheets if necessary. | <input type="text"/><br>State | <input type="text"/><br>Registration # | <input type="text"/><br>State          |
|                                                                                           | <input type="text"/><br>State | <input type="text"/><br>Registration # | <input type="text"/><br>State          |

**4. AFFIDAVIT**

STATE OF

COUNTY OF

ss.

being first duly sworn, deposes and says: I am the Applicant named in this application and, to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

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