

North Dakota State Board of Registration for Professional Engineers and Professional Land Surveyors

Instructions for Completion of the Application for Professional Engineer Registration by Endorsement

- ✓ **Carefully read Title 28 of the North Dakota Administrative Code (NDAC).** Title 28 contains all rules, regulations and requirements pertaining to registration in North Dakota. In addition, all definitions of terms necessary for completion of the application are also contained in Title 28. The complete text of Title 28, NDAC is available on the State Board's webpage at www.ndpelsboard.org.
- ✓ Complete the application form in its entirety, preferably typed. Illegible applications will be returned and the fee will be forfeit.
- ✓ **For applicants using an NCEES Record:** The North Dakota State Board may accept the NCEES record in whole or in part or may refuse to accept any part of it. The State Board office may ask you to supply supplemental information in addition to what is contained in an NCEES record. Failure to provide this information will result in your application being deemed incomplete and will not be considered by the Board. The sole purpose of the NCEES record is to provide the State Board with information. Holding an NCEES record does not mean that you are "nationally registered". **It is the responsibility of the applicant to contact NCEES and ask that your NCEES record be sent to North Dakota.**

Instructions for Application Form A

1. General Information

- a. Date the application.
- b. Comity/Endorsement is only for individuals who already have a valid license in another jurisdiction. Individuals desiring to take one of the Principles & Practices examinations should return to the Board's web site and download the correct application.
- c. Provide your social security number for required background check.
- d. Provide first, middle and last name; if you do not have a middle name, please indicate so.
- e. 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".
- f. Provide the address you want the Board to use to correspond with you and provide an email address.
- g. Provide your place and date of birth.
- h. Provide your email address.
- i. Indicate what discipline you feel qualified to practice in. Your education and experience record must support your answer.
- j. Please print application on single sided paper only.

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.

- a. Provide the full name of the company 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.
- d. If your employer is a sole practitioner who is using a trade name, a Certificate of Commercial Practice is required.

Sole Practitioners

If you are a sole practitioner operating under your own name, put that information in the spaces provided in for company information. Clearly indicate your name that you will be operating under and write the words "Sole Practitioner" next to your name. Anything other than your personal name is considered a Trade Name and requires a Certificate of Commercial Practice.

This section may not be left blank. Failure to provide this information results in an incomplete application and will not be considered by the Board.

3. References

- a. Provide the name, registration number, address, position, and telephone number of five individuals you wish to provide reference letters in support of your application.
- b. At least 3 of the 5 references must be professionals licensed in the profession you are applying for who can verify at least a portion of your experience. The remaining two references may be personal.
- c. **If you will be submitting an NCEES record, you must list the individuals who provided references. Do not leave this section blank or reference the NCEES record.** Reference letters must be dated within the past five years. If, for example, three of your reference letters are more than five years old, you must request updated reference letters from three individuals. In this example, the three outdated reference letters in your NCEES record would not be accepted. **It is your responsibility to contact NCEES and have your council record sent to North Dakota.**
- d. Refer to the instructions for completing the Reference Letter Form B.

4. Education

- a. Provide, in chronological order, the name and location of each school you have attended.
- b. Indicate the duration of time you spent in each school.
- c. If you graduated from the school, provide the date of your graduation.
- d. List any degrees received from each school.
- e. Official transcripts of all courses and grades of colleges, universities, or technical schools attended are required. The transcript must be sent to the Board office directly from the issuing university or arrive in a sealed envelope with the university registrar's seal or signature.
- f. **If you are using an NCEES record**, the transcripts from that record will suffice provided that they show the date of graduation and what degree was conferred. **You must list the schools you attended in this section. Do not leave it blank or reference the NCEES record.**

5. Previous Registrations

- a. Provide the names of any other jurisdictions in which you hold or have held a valid registration. Please list the jurisdiction of your original registration first. **You must list your other registrations in this section. Do not leave it blank or reference the NCEES record.**
- b. Indicate the year of first registration for each jurisdiction.
- c. "How registered" means whether you were registered by taking the Principles & Practice examination, comity, reciprocity, endorsement, etc, or if a grandfather clause was in effect. If an oral examination was conducted by the Board as part of your registration in that jurisdiction, please indicate so.
- d. Indicate whether your license in that jurisdiction is active or lapsed.
- e. If you have taken the Fundamentals examination, please provide the date and the state in which it was taken.

6. Technical and Other Examinations

- a. If you have taken any technical examinations for trade certification, please list.
- b. If you have taken any state specific examinations as part of the registration process in that jurisdiction, please list.

7. Experience Record

If you are applying for both a PE and PLS license or if you already have a license and are applying for a second one, you must use the "Dual Registrant" experience record form located on our web site.

- a. Beginning with the date you received your university degree, list each work engagement you have had. Show the title of position, name of employer, and character of each engagement. This must be a detailed statement as to the duties performed, degree of responsibility, and character of work. If necessary, attach additional sheets. Inadequate experience descriptions are a frequent cause for deferral of applications.
- b. Provide name, title, address, telephone number, state of professional engineering registration, and registration number of the supervisor for each engagement.
- c. When calculating time in columns 1 – 5, follow the instruction on Form A carefully.
- d. **All time must be accounted for and be current to the date of the application!** Make certain that there are no time gaps in your experience record even if that time is a period of non-professional work, unemployment, or even a short time gap during the transition period from one place of employment to another.
- e. If you are using an NCEES record, type, "Refer to NCEES record" in engagement A. **If the experience record contained in your NCEES Record is not current to the date of the application**, you must complete the experience record in the application to bring your record up to date. For example, if the last date entry in your NCEES Experience Record is "June 2007", you must complete the experience record in the application from "June 2007" to present. The annual renewal forms, "Update" forms and the "Engineering and Related Experience" forms used by NCEES to update your experience in the NCEES record **are not acceptable** to the North Dakota Board without a current Experience Record form.

8. Code of Ethics

- a. Your professional practice in North Dakota is bound not only by statutes and rules, but also by the Code of Ethics. The Code of Ethics is located in North Dakota Administrative Code § 28-03.1-01-01. Read the Code of Ethics carefully. When you have read the Code of Ethics, sign your name on the line provided.

9. Affidavit

- a. Answer yes or no. If you have had any form of sanction in any jurisdiction, please attach a statement giving full details and include any correspondence from the jurisdiction that imposed the sanction.
- b. Answer yes or no. If you answer yes, you must include a statement that explains the details of the conviction. Include all criminal convictions including DUI's. Also include non-felony convictions such as Minor in Consumption, open container, petty theft, possession, etc.
- c. 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. Be sure the notary seals the affidavit.
- d. All signatures must be original and in blue or black ink.
- e. If you are using an NCEES record, you must still sign the application and have it notarized.

Additional Information

Fees

1. Registration by Comity/Endorsement
 - a. A registration fee of \$150.00 is required at the time the application is submitted. The check is payable to the "ND Board of Registration".

Renewals. The payment of the registration fee keeps the certificate of registration in force until the end of the biennium in which it is issued. A biennial fee of \$150.00, payable in December of even numbered years, is required to renew the certificate of registration for the following biennium. The biennial period is from January 1 of an odd numbered year until December 31 of an even numbered year. A notice of renewal will be sent to you at the last address you provided to the Board office in late October or early November in the year your license is due to expire. **All licenses expire on December 31st of an even number year** regardless of the point in the biennial period at which you become registered. Although the Board sends out a renewal reminder, **it is your responsibility to know when your license expires.**

Continuing Education: All Engineers and Land Surveyors registered in North Dakota, unless otherwise exempted are required to comply with the State Boards mandatory Continuing Education Program. A full text of the program rules and regulations is available at www.ndpelsboard.org.

Seals. "Professional Engineer" or "Professional Land Surveyor" seals may be obtained through the Board or through a local vendor. Forms for ordering seals are sent to registrants upon notice of registration or may be obtained upon request. You may have your seal made locally but the seal must comply with North Dakota Administrative Code § 28-02.1-08. Sample seals are depicted on the State Boards webpage.

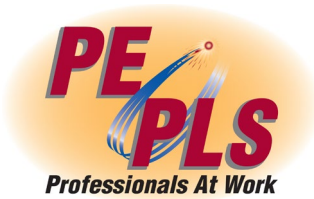
Instructions for Reference Letter Form B

1. On the first blank line on page 1 of Form B, type your name and the profession (Professional Engineer or Professional Land Surveyor) in which you are seeking registration. The remainder of page 1 is to be completed by your references.
2. On the reverse side of the form, enter your name on the top line. Complete the remainder of the form giving a detailed description of each term of employment with the beginning and ending month and year. The experience must include all of the information you furnished on Form A in Section 7 "Experience Record". If the experience record submitted on Form A is of such length that the record cannot be typed on the back of Reference Letter Form B, use additional sheets.
3. Each professional reference must initial that part of your experience record with which the reference has personal knowledge. Failure of the reference to initial that portion of the experience listed with which the reference has personal knowledge will result in voiding the opinion of that reference. Be sure to tell your references to initial the form. **Reference letters that are not initialed is a frequent cause for deferral of applications.**
4. **All time must be accounted for to the date of the application!** Make certain that there are no time gaps in your experience record even if that time is a period of non-professional work, unemployment, or even a short time gap during the transition period from one place of employment to another.
5. Make five (5) copies of the completed Reference Letter Form B.
6. Send the forms directly to the references listed on Form A, Section 3 along with a stamped envelope addressed to the Board. The references are to return the completed Reference Letter Form B directly to the Board office.

Instructions for Verification of Registration Form C

The North Dakota Board requires verification of your successful completion of the NCEES or state licensure examinations. Only the state in which you took the examinations can make this verification. Follow the instructions below to complete the Verification of Registration form, send it to the verifying state, and have the verification form sent to the North Dakota Board. Your application is not complete and will not be sent to the Board for review without the appropriate verification form(s). **If you are submitting an NCEES record**, you do not need to complete Form C; it is contained within your council record. Many states are now participating in an **electronic verification system**. Log in to your "My NCEES" account at ncees.org to initiate an electronic verification request. If you request verification electronically, you do not need to complete form C.

1. In the upper right hand corner, fill in your name, address, and date of birth.



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

Application for Professional Engineer Registration by Endorsement

1. GENERAL INFORMATION

Date []

Social Security No. []

Name in full []

Maiden Name []

Mailing Address []

City [] State [] Zip [] Tel []

Birthplace [] Date [] Email Address []

Are you a member of the U.S. military or the spouse of a military member? Yes No

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

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. REFERENCES

Give name and address of five (5) or more references, not relatives, not members of the Board, having personal knowledge of your character and professional reputation, and from whom you have requested Reference Letters. Reference letters from an NCEES Record must be dated within the past five years. At least three (3) references must be from individuals duly registered as professional engineers.

	Name	Reg. No.	Address	Position	Telephone #
1)					
2)					
3)					
4)					
5)					

4. EDUCATION

State in chronological order the name and location of each high or preparatory school, college, university or technical school attended, the time spent at each, and if graduated, the year of graduation. Also list graduate work, evening school, correspondence school, research work, etc. Request a transcript of courses and grades be sent to the Board office for each college attended.

Name and Location of Institution	Years From-To	Date Graduated	Technical Course	Degree Received

5. PREVIOUS REGISTRATIONS

Name of State	Year Registered	How Registered <small>(written or oral examination, record only, "grandfather clause," comity, etc.)</small>	Discipline	Active or Lapsed

Have you taken the Fundamentals of Engineering (FE) Examination?

Yes

No

If "Yes": Date

State

6. TECHNICAL AND OTHER EXAMINATIONS

(Give information regarding any technical examinations or other state specific examinations.)

Conducted By	Address	Classification	Date	Rating

7. EXPERIENCE RECORD

APPLICANT MUST FILL OUT ALL COLUMNS

Instructions: Each of the five columns under "Time" shall be filled out for each engagement. Use zeros where necessary, but do not leave blank spaces, and do not use the word "yes". The time in "Sub-Professional Work" plus the time in "Professional Work" must equal the time entered under "Total Time". Any of the time entered in column (2) as "Professional Work" which has been in "Responsible Charge" must also be entered in column (4), and any time which has been in "Design" must also be entered in column (5); if appropriate, all or part of the time entered in column (2) must also be entered in both columns (4) and (5). Those individuals using an NCEES Record should indicate "See NCEES Record" in Engagement A and carefully read section 7 of the Instructions.

The Board requires a detailed description of each engagement. List several representative projects on each engagement and describe the magnitude and complexity of the work as well as your duties and degree of responsibility. If you need additional space, you may attach an additional sheet. **Inadequate experience descriptions are a frequent cause for deferral of applications.** Designate each engagement or change in position by separate letter.

All time must be accounted for and be current to the date of application! Make certain that there are no time gaps in your experience record even if that time is a period of non-professional work, unemployment, or even a short time gap during the transition period from one place of employment to another.

E N G A G E M E N T	DATE	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT - INCLUDE NAME, TITLE, REGISTRATION NO., ADDRESS & TELEPHONE NUMBER OF SOME PERSON (NOT DECEASED) FAMILIAR WITH EACH ENGAGEMENT, PREFERABLY THE PERSON TO WHOM YOU REPORTED	TIME (Years in Decimals to Tenths)				
			(1)	(2)	(3)	(4)	(5)
A	FROM	Name, Title, Address, Telephone, Email & Registration Number					
	TO						
Detailed description of Engagement:							

E N G A G E M E N T	DATE	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT - INCLUDE NAME, TITLE, REGISTRATION NO., ADDRESS & TELEPHONE NUMBER OF SOME PERSON (NOT DECEASED) FAMILIAR WITH EACH ENGAGEMENT, PREFERABLY THE PERSON TO WHOM YOU REPORTED	TIME (Years in Decimals to Tenths)				
			(1) Sub-professional Work	(2) Professional Work	(3) Total Time (1)+(2)	(4) Responsible Charge	(5) Design
	FROM	Name, Title, Address, Telephone, Email & Registration Number <input type="text"/>	(1)	(2)	(3)	(4)	(5)
	TO						
Detailed description of Engagement:							
<input type="text"/>							
		Name, Title, Address, Telephone, Email & Registration Number <input type="text"/>					
Detailed description of Engagement:							
<input type="text"/>							

8. CODE OF ETHICS

I certify that I have read the Code of Ethics contained in Title 28 of the North Dakota Administrative Code and that I have knowledge and understanding of the requirements outlined. I have also read the remainder of Title 28 of the North Dakota Administrative Code. I have a general knowledge and understanding of the administrative rules and laws relevant to the practice of professional engineering or professional land surveying in North Dakota. I further certify that I will abide by and subscribe to the Code of Ethics to the best of my ability.

Signature of Applicant

9. AFFIDAVIT

Have there ever been any formal sanctions imposed against you by another licensing board including but not limited to fine, reprimand, probation, censure, admonition, revocation, suspension, surrender, restriction or limitation of practice?

Yes No

If yes, provide a written explanation on a separate sheet of paper.

Have you ever been convicted of a criminal offense? Include criminal traffic such as DUI. Also include non-felony convictions such as Minor in Consumption, open container, petty theft, possession, etc.

Yes No

STATE OF

ss.

COUNTY OF

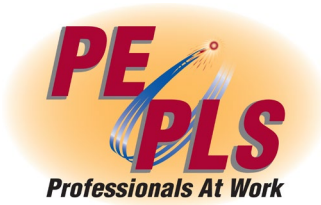
, being first duly sworn, deposes and says: I am the Applicant named in this application and, to the best of my knowledge and belief, the foregoing statements are true and correct in every respect. Dated this _____ day of _____, 20____

-SEAL-

(Signature of Applicant)

(Signature of Notary Public)

My commission expires _____



North Dakota State Board of Registration for Professional Engineers and Land Surveyors PO Box 1357, Bismarck, ND 58502-1357

Reference Letter for Registration by Endorsement

_____ has applied to this Board for licensure as a Professional Engineer in the State of North Dakota under the Act to regulate the practice of professional engineering and land surveying.

The applicant has referred to you as having knowledge of his/her personal and professional qualifications and the Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without the assistance of the applicant. The record of the applicant, as verified here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with facts, as you see them, relative to the applicant's competency to practice the profession for which he/she has applied for licensure. All information secured from references is for use by the Board. Please give the information requested below and make any comments that may be of value to the Board in evaluating this application. Please be sure to initial any engagements on the experience abstract with which you are familiar! Sign and return this form to the above address at your earliest convenience.

- 1. A. How many years have you known the applicant?
B. What is his/her usual occupation?
C. Has the applicant ever rendered you professional services as an engineer or land surveyor?
2. A. Have you ever been associated with the applicant as employer partner professional associate or client?
3. A. Would you recommend the applicant be licensed?
4. A. I have reviewed the attached experience record and have initialed those engagements I can substantiate.
B. I am familiar with the applicant but cannot substantiate any of the engagements on the attached experience sheet.

Reference Information

Signature

Licensed in the Profession of

Date

Licensed and in good standing in the state(s) of

Printed Name

Registration Number

Address

Daytime Telephone Number

City, State, Zip Code

Email address

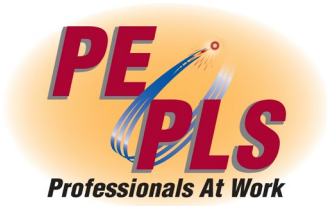
Professional Record of _____

Abstract of applicant's Practical and Professional Experience:

Please initial all statements you can substantiate on this margin.

Name of Reference _____

I am not able to verify any experience _____
Please Initial



North Dakota State Board of Registration for Professional Engineers & Land Surveyors

VERIFICATION OF REGISTRATION

To: North Dakota State Board of Registration for
Professional Engineers and Land Surveyors
PO Box 1357
Bismarck, ND 58502-1357

Name of Applicant

From:

Address

City State Zip

Date of Birth

I. The above person was registered as:

	Cert. Number	Date Issued	Valid Until	Branches of Reg.
___ Engineer Intern	_____	_____	_____	_____
___ Professional Engineer	_____	_____	_____	_____
___ Land Surveyor Intern	_____	_____	_____	_____
___ Professional Land Surveyor	_____	_____	_____	_____

II. Basis of Registration:

1. Written Examination:	Hours	Grade	NCEES (y/n)	Date of Exam
___ FE Examination	_____	_____	_____	_____
___ PE Examination	_____	_____	_____	_____
___ LSIT Examination	_____	_____	_____	_____
___ LS Examination	_____	_____	_____	_____
___ Public Domain	_____	_____	_____	_____

EIT accepted from: _____

2. Reciprocity with: _____

3. Educational Experience: If less than 8 years experience including graduation from CPD engineering curriculum, details are on other side if checked here: _____

III. Questions:

1. Has disciplinary action ever been taken against the applicant? Yes No
2. If so, has this disciplinary case been satisfied to the Board's requirements? Yes No
3. Was the NCEES Cut Score used? Yes No
If "No", please explain: _____

BY: _____

TITLE: _____

(BOARD SEAL)

DATE: _____