

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

Instructions for the Application for Registration as Engineer or Land Surveyor Intern

- ✓ **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.
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Instructions for Application

Carefully review the instructions, there are different requirements for ABET, Non ABET and Foreign Degrees Applications. If you are not sure whether your degree is ABET or Non ABET you can go to www.abet.org to verify your degree. If you have an ABET degree complete instructions 1-4. If you have a Non-ABET or foreign degree you will need to complete 1-4 and the additional requirements.

1. General Information

- a. Date the application.
- b. Provide first, middle and last name; if you do not have a middle name, please indicate so.
- c. Provide your social security number for required background check.
- d. Provide the address and telephone number you want the Board to use to correspond with you and an email address.
- e. Provide your place and date of birth.
- f. Answer yes or no. Have you ever applied for or been granted licensure in North Dakota?
- g. Provide your Fundamentals of Engineering or Land Surveying Examination date and NCEES Examinee ID.

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, address, and telephone number of three individuals who will provide reference letters in support of your application.
- b. Refer to the instructions for completing the Reference Letter.

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.

5. Affidavit

- a. Answer yes or no. If you have been convicted of a criminal offense, including DUI, in any jurisdiction, please attach a statement giving full details. Also include non-felony convictions such as Minor in Consumption, open container, petty theft, possession, etc.
- b. 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.
- c. All signatures must be original and in blue or black ink.

Instructions for Reference Letter

- a. On the first blank line on the form, type your name. The remainder of form is to be completed by your references.
- b. Make three (3) copies of the completed Reference Letter to send to your references. As a convenience to your references you should include a self-addressed stamped envelope addressed to the board office.
- c. Send the forms directly to the references listed on the application, Section 2. Your references should return the completed Reference Letter **directly to the Board office**.

Non-ABET or foreign degree additional requirements

If you have an ABET accredited BS degree, you do not need to complete an experience record. Additional information is required for Non-ABET or foreign degrees; these applications are required by law to have additional experience information and be reviewed by the Board. Applicants are required to provide a detailed work experience record and experience worksheet.

1. Experience Record

- a. Show the title of position, name of employer, and character of each engagement. This should 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 registration, and registration number of the supervisor for each engagement.
- c. When calculating time in columns 1 – 5, follow the instructions 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.

2. Experience Worksheet

- a) The Experience Worksheet in your field is available in Word or Excel format on our web site at www.ndpelsboard.org, in the applications/forms.
- b) Print your name on the line at the top left corner above the column labeled “Activity”.
- c) The “Activity” column on the left of the worksheet is a listing of the most common activities. Blank lines are left for you to list any other activities that are not contained on the list. The Board does not expect you to have experience in all areas. The Board uses this worksheet as a tool to determine the scope and variety of the experience you have listed in the Experience Record.
- d) In the Time/Engagement columns, list the amount of time (by engagement) that you have obtained for each of the activity descriptions. The engagement identifiers such as Engmt A must refer back to engagement A as listed in the experience portion of your application. When adding up all of the “activity” totals in a column, the total time cannot exceed the total time as listed for that engagement in the experience portion of your application. If you have five engagements listed on your application, you should be completing the columns for Engmt A – Engmt E on the Experience Worksheet. When you list the time spent in an activity for a particular engagement, be sure you list the time in tenths of a year. For example a ½ year would be listed as .5 yr. The total amount of experience recapped on this form cannot exceed the total amount of experience listed in your application.
- e) Add the time in each activity and place the total in the shaded boxes on the far right. Also, add the time listed in each engagement and place the total in the shaded boxes in the bottom row. The total of the far right column and the total of the bottom row must be the same.
- f) **Sign and date the Experience Worksheet.** If the Experience Worksheet is not signed and dated, it will not be accepted by the Board and may result in deferral of your application.

3. Foreign Degree Evaluation

- a) Foreign degrees need to be evaluated by NCEES Engineering Evaluation Education Services, www.ncees.org or American Association of Collegiate Registrars & Admissions Officers www.aacrao.org.

Other Information

- a. **Effective December 1, 2011, there is no longer a processing fee for new applications.**
 - b. If the Board accepts the education, experience, and examination information in your application, you will be approved to take the North Dakota Intern Examination. The Intern examination is a two- hour, on-line, open book, multiple choice examinations. You do not need to complete an additional application form to take this examination. The examination covers the standards of practice, rules, and laws specific to North Dakota; there are no math calculations on this exam.
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Checklist

1. In order for your application to be completed, the Board office must receive the following documentation:
 - a. Completed application, signed and notarized.
 - b. Official college transcripts sent directly from the university or in a sealed envelope bearing the university registrar's seal or signature for all degrees.
 - c. Three completed reference letters; signed and dated. Reference letters should be sent directly to the Board office by the reference.
 2. In the case of individuals with Non ABET or Foreign Degrees you must also include:
 - a. Experience record
 - b. Experience worksheet
 - c. Foreign degree evaluation
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Board Contact Information

NDPELS

3255 Greensboro Dr, Ste 203

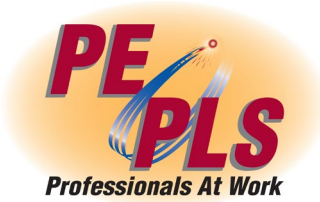
Bismarck, ND 58503

Telephone: 701-258-0786

Fax: 701.258.7471

Email: contact@ndpelsboard.org

**THE RESPONSIBILITY FOR COMPLYING WITH ALL REQUIREMENTS FOR
REGISTRATION RESTS WITH THE APPLICANT**



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

Application for Registration – Engineer or Land Surveyor Intern

1. GENERAL INFORMATION

Date []

I am applying for registration as:

Engineer Intern

-or-

Land Surveyor Intern

Name in full []

SSN: []

Mailing Address []

City []

State []

Zip []

Tel []

Birthplace []

Date []

Email []

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

If yes, please give details: []

I passed the Fundamentals of Engineering/Land Surveying examination on: [] NCEES Examinee ID: []

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 the name and address of three (3) or more references, not relatives, not members of the Board, having personal knowledge of your character and reputation, and from whom you have requested Reference Letters.

| | Name | Address | Telephone # |
|----|------|---------|-------------|
| 1) | [] | | |
| 2) | | | |
| 3) | | | |

4. EDUCATION

List 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.

| Name and Location of Institution | Years From-To | Date Graduated | Degree Received |
|----------------------------------|---------------|----------------|-----------------|
| [] | | | |

5. AFFIDAVIT

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

Yes No

STATE OF

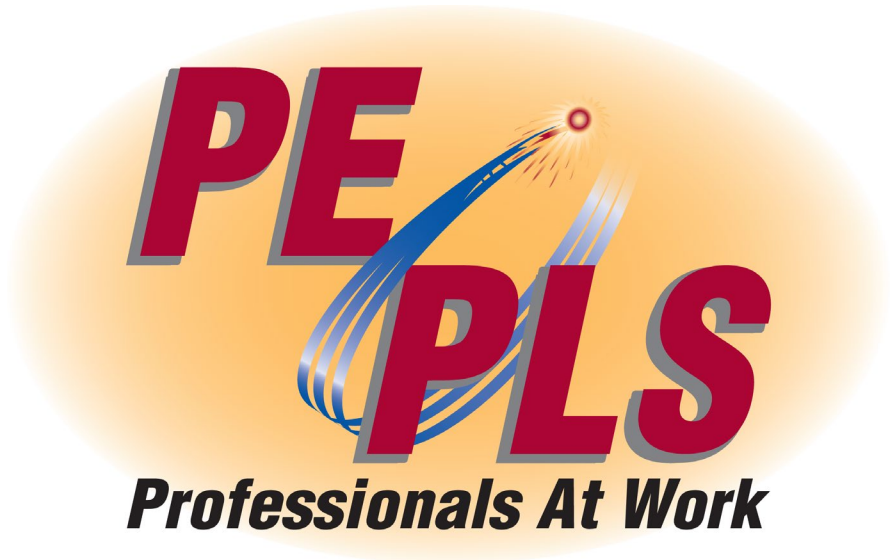
COUNTY OF

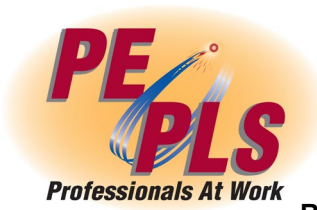
ss.

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. Signed before me on the _____ day of __, 20____.

(Signature of Applicant)

(Signature of Notary Public)





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

3255 Greensboro Dr, Ste 203, Bismarck, ND 58503

Reference Letter for Registration as an Engineer or Land Surveyor Intern

_____ has applied to become registered as an ___Engineer or ___Land Surveyor Intern in the State of North Dakota.

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. All information secured from references is for use by the Board. Please 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? _____

- 2. A. Have you ever been associated with the applicant as ___ employer ___ partner ___ professional associate or ___ client? If so, during what period of time? _____

- 3. A. Would you recommend the applicant be registered as an ___Engineer or ___Land Surveyor Intern? ___ Yes ___ No

Comments _____

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

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 TO | Name, Title, Address, Telephone, Email & Registration Number <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | | | | | |
| Detailed description of Engagement: | | | | | | | |
| | | | | | | | |

| | | | | | | |
|------|--|--|--|--|--|--|
| 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 | <p style="text-align: center;">TIME (Years in Decimals to Tenths)</p> <p>(1) Sub-professional Work (2) Professional Work (3) Total Time (1)+(2) (4) Responsible Charge (5) Design</p> <p style="text-align: center;">(1) (2) (3) (4) (5)</p> | | | | |
|------|--|--|--|--|--|--|

| | | | | | | |
|----------------|---|--|--|--|--|--|
| FROM TO | Name, Title, Address, Telephone, Email & Registration Number <div style="border: 1px solid black; height: 60px; width: 100%;"></div> | | | | | |
|----------------|---|--|--|--|--|--|

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 | <p style="text-align: center;">TIME (Years in Decimals to Tenths)</p> <p>(1) Sub-professional Work (2) Professional Work (3) Total Time (1)+(2) (4) Responsible Charge (5) Design</p> <p style="text-align: center;">(1) (2) (3) (4) (5)</p> | | | | |
|--|--|--|--|--|--|--|

| | | | | | | |
|----------------|---|--|--|--|--|--|
| FROM TO | Name, Title, Address, Telephone, Email & Registration Number <div style="border: 1px solid black; height: 60px; width: 100%;"></div> | | | | | |
|----------------|---|--|--|--|--|--|

Detailed description of Engagement: