



**Secretary of State
Office of Professional Regulation**

**ENGINEERS
Application Instructions for Interns**

1. Complete Application:
2. Non-Refundable Application Fee
3. Certificate of Education. To qualify based on education candidates must have graduated or have completed a minimum of six semesters. Transfer students shall send this form to **all** applicable schools/universities. **(Must be an original document, faxes or e-mails not acceptable)**
4. Experience – Documentation of six years of qualified work experience, **verified** by your employer/supervisor (Only if applying this route).

Important Information regarding approval to sit for the FE Exam with the NCEES.

- The Board no longer requires that engineering students in ABET-accredited bachelor's programs complete an online application for specific Board approval prior to registering with the NCEES to take the FE exam. Please review the Board policy which can be found on the Statutes and Rules page regarding this change.
- The Board must receive an online application for applicants applying via the 6-years of experience route and applicants with a Non-ABET accredited bachelor's degree program. You will be sent an email confirming your ability to sit for the exam, after the Board reviews your application.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.