

PROFESSIONAL ENGINEERING APPLICATION INSTRUCTIONS

**Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors
PE 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 \$164 for exam applications or \$164 for **COMITY** applicants made payable to "Professional Credential Services / MAENG."

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

- ☐ 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)

- ☐ NCEES Candidate ID Number: (*if available at time of application*)

In order to schedule as a first-time or repeat candidate, you must create an account and register with NCEES at www.ncees.org.

Candidates who have not done this by the NCEES registration deadline cannot be scheduled for the examination. (*For more information please visit www.pcshq.com*)

Comity applicants must also have the following item transmitted directly to the Board under separate cover:

- ☐ A current NCEES record sent directly to the Board from NCEES, who will forward it to Professional Credential Services (PCS) to complete the **COMITY** application

Non-Comity Applicants must also have the following items transmitted directly to PCS under separate cover:

- ☐ Transcripts mailed to Professional Credential Services (PCS) in a sealed envelope directly from each college or university that the applicant has attended.
- ☐ Six reference questionnaires mailed directly from the reference to Professional Credential Services (PCS), three must be from a Registered Professional Engineers. (*See application instructions*)
- ☐ 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*)

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

PROFESSIONAL ENGINEERING APPLICATION INSTRUCTIONS

Credit Card Authorization

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

☐ Visa ☐ MC	Card #:		
Amount:	Expiration Date:		3 Digit Sec. Code:
Print name appearing on card:			
Address:			
Email address:			
Authorized Signature:			

PROFESSIONAL ENGINEERING APPLICATION INSTRUCTIONS

APPLICATION INFORMATION

AUTHORITY: You are required to provide all the information requested in this form 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 five separate sections, the instruction sheets, the application itself, Attachment A, the Narrative Cover sheet, and the Reference Questionnaire. 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 accompanying documentation must be completed prior to the scheduling of any written or oral examination. Applications will not be processed until all documentation has been received as set forth herein. The normal processing time for applications is six months. 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.

WRITTEN EXAMINATIONS: All applicants are required to take and to pass the eight-hour NCEES Fundamentals of Engineering (FE) exam and the NCEES Principles and Practices of Engineering (PE) exam except twenty year applicants applying under classification (e), who are not required to take the FE exam.

ORAL INTERVIEW: All classification (e) applicants are required to submit to an oral interview and to submit experience documentation. For all other applicants, the oral interview is optional, depending on circumstances. The oral interview may address a number of issues, including: quality of experience, responsible charge time, knowledge of engineering principles, familiarity with common practices, etc. The applicant should bring to the interview, copies of research notes, field notes, calculations, work sheets, plans, etc. covering several jobs that demonstrate knowledge and skills associated with a variety of engineering projects as indicated in Section 27. There is no fee for oral interview. The Board, at its discretion, may waive the oral interview.

STUDY GUIDES: Study guides for the Fundamentals of Engineering examination and the Principles & Practices of Engineering examination may be purchased from NCEES by calling 1-800-250-3196 or by accessing the NCEES web site at <http://www.ncees.org/>.

RULES & REGULATIONS: All applicants are required to have obtained and to understand the provisions of 250 CMR (code of Massachusetts Regulations) prior to completing this application. Copies are available by calling (617) 727-9957 or by accessing the Commonwealth's web page at www.mass.gov/dpl/boards/en

NON-RESIDENTS: Applicants that do not reside in Massachusetts or whose primary place of practice is in

another state are subject to the same requirements as Massachusetts applicants and licensees. Each is required to have a thorough knowledge of the laws, rules and regulations affecting the practice of engineering in the Commonwealth of Massachusetts.

WHEN TO FILE: When you have obtained and are able to document the necessary experience required for the experience classification appropriate to your level of formal education Anticipated experience after the date of the application will not be counted.

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. Application 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.***

Comity applicants must contact NCEES to have their records sent to the Board's designated processing agency. If the NCEES record is current, the Board will rely upon the NCEES record for references, school transcripts and verification of registration and or examinations.

Comity applicants must also fill out the Board's application form. For Sections 23 thru 27 exclusive, if the information requested on the application form can be found in the NCEES record, make a note on that Section of the application form to see your NCEES record.

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 Section 16)

Section 3: Provide your current residential address and post office box if applicable.

Section 4: Provide the company name and address of your current employer. Please include your email address.

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 18: 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 as needed.

PROFESSIONAL ENGINEERING APPLICATION INSTRUCTIONS

In the event that you answered yes to either question (**COMITY** applicants excluded) 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 the Board.

Section 19: Specify the jurisdiction (state), the date, exam branch and whether you passed or failed or were disqualified for each NCEES Fundamentals of Engineering examination you have taken.

For all non-comity applicants, the enclosed "Request for Verification" form **must** be forwarded to the state/jurisdiction in which you have taken the FE examination and returned by the jurisdiction directly to the Board's designated processing agency.

Note: An EIT Certification is not necessary for registration.

Section 20: Specify the jurisdiction (state), the most recent date the exam was taken, the number of times the exam was taken (indicate n/a if passed), the hours of the exam, the discipline or branch of the exam and if you passed, failed or were disqualified for each NCEES PE examination taken. For all non-comity applicants, the enclosed "Request for Verification" form **must** be forwarded to the state/jurisdiction in which you have taken the PE examination and returned by the jurisdiction directly to the Board's designated processing agency.

Section 21: Provide the Classification that fits your specific background.

Comity applicants selecting classification (a) must also indicate which of the additional classifications (b) through (e) they are in compliance with and must submit a current National Council of Examiners for Engineering and Surveying (NCEES) record.

Section 22: Select the engineering Branch that best matches your qualifications based upon your education, experience and exams.

Comity applicants must select the engineering Branch that best matches the NCEES exam appearing in their NCEES record.

Section 23: Indicate the professional organizations of which you are currently a member. List only those organizations that are related to the profession of engineering.

Section 24: 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 insure that the Board's designated processing agency receives the transcript from each school listed.

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.

Section 25: Use this section to list non-academic or other non-degree academic courses of studies completed after most recent degree. This list should include any course, workshop, seminar, etc. which would demonstrate some additional competency in the disciplines of engineering. Applicant should provide the Board's designated processing agency with certificates of completion or other evidence that such courses of study were successfully completed.

Section 26: Provide the Board's designated processing agency with the names of six references. Do not name members of the Board. The Board's designated processing agency must receive at least five replies from references, at least three of which must be registered/licensed Professional Engineers, who are not relatives and who are intimately acquainted with your work. One of the references must be your current supervisor, even if it is a family member. In this instance, you will be required to provide the Board with one additional reference.

Comity applicants should simply note on this section of the application form to: "SEE NCEES RECORD".

The three Engineering references must be registered/licensed Professional Engineers. References should be selected that can address the character and diversity of the applicant's experience, and must be personally acquainted with the applicant's professional reputation and technical ability.

The Application Package contains six (6) Reference Questionnaires. The top section of the first page and the second page must be complete by you and the remaining sections of the first page must be completed by the respondent.

The information you supply on the second page of this form must duplicate information appearing on your application form's experience table. List only those engagements that the respondent is most familiar with. You must then forward this form to the corresponding respondent named thereon. The respondent must complete the remainder of the form and return it directly to the Board's designated processing agency.

Any alteration of the Reference Questionnaire sheet will invalidate that reference's response.

It is your responsibility to check with your references to make sure that their replies are forwarded to the Board's designated processing agency. If the processing agency does not receive the Reference Questionnaires in a timely manner, the application will lapse and the application fee will be forfeited.

Section 27: Use the experience table to list, in

PROFESSIONAL ENGINEERING APPLICATION INSTRUCTIONS

chronological order your employment history, including unemployment, employment as an engineer and other types of employment. If additional entries are necessary, they must be supplied as an addendum in the same format.

Engagement number one should reflect your most 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.

Comity applicants should indicate on the experience table: "SEE NCEES RECORD".

Comity applicants are not required to submit examples of recent work along with the supplied experience table coversheet for each corresponding engagement covered by their NCEES record, except when their NCEES record indicates that they are **not** a **Model Law Engineer (MLE)** or if the applicant is requesting registration in a branch of engineering (Section 22) that is not consistent with their education, experience and NCEES exam. The Board may request this additional information for any application.

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. Except for those **MLE COMITY** applicants noted above, everyone must supply one copy of the attached addendum entitled "Experience Engagement Coversheet" for each engagement in the experience table and attach it to the reference materials being submitted for that engagement period. Provide a brief narrative for each section of the cover sheet addressing the referenced matters pertinent for that employment period. Additional copies may be made as required

Typical duties refer to your specific job functions in the company or firm and the approximate time commitment that accrued to each function you regularly performed. Scope of experience refers to the types of engineering projects with which you were typically involved and the approximate percentage of time that accrued to each. Your level of responsibility should detail to what extent you were entrusted to work independently or conversely the amount of supervision you typically received for specific engagements. Include under scope of

experience, the type of responsible charge experience that was involved.

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.

For each engagement period which covers engineering experience, supplemental information **MUST BE FURNISHED** and attached to the appropriate cover sheet for that engagement number. Supplemental information should reflect work actually performed by you or under your direction of engineering projects. It should include copies of research notes, field notes, calculations, work sheets, final plans, reports made by you or under your direction. All supplemental materials should be provided on letter size (8 1/2" by 11") sheets. For copies of bound notebooks, or other fixed size documents, photographic enlargement/reduction to letter size is acceptable. Larger documents that would be unreadable if reduced, should be folded to letter size. The supplemental information package total weight should not exceed one pound. Select representative materials within this limit. Supplemental information becomes the property of the Board and will not be returned.

Select supplemental materials that present a representative picture of the progression of your responsibilities and experience over the breadth of your employment for each engagement. Supply examples of work performed exclusively by you or under your direction. If you were the co-author of a document that is important to your experience record, then circle the part which you personally prepared or add a hand written explanation thereon describing your contribution, for example: "I supervised the experimental program for this project", or "I performed the technical/investigative research for this work", etc. Do not include bound sets of specifications or contract drawings, for which you were only marginally involved. Focus on quality, not quantity.

Column (a): 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.

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,

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

PROFESSIONAL ENGINEERING APPLICATION INSTRUCTIONS

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 next 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. Use the same format for elapsed time for columns (f) thorough (j) as well.

Column (f): For each engagement number, determine what portion of (e) is attributable to engineering experience obtained while training for a position or prior

Column (j): Enter the time in this column associated with academic engagements as noted in Section 24 or any employment experience that that does not comply with the definition of land surveying as defined by the registration law, MGL c. 112, § 81D.

Column (k): 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.

to being put in a responsible charge at that position. This column should include time for each change of position for an employer, even if it follows a period when you were in responsible charge for a previous 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. Responsible charge experience should be limited to only those activities considered "professional level" in nature. Specifically, this would include those periods when you were acting in a supervisory/managerial capacity of engineering personnel/projects responsible for the quality, review and evaluation of the information gathered or for the presentation/representation of engineering matters to clients, their agents, municipal Boards, and state agencies.

Column (h): For each engagement number, determine what portion of (e) is attributable to experience while holding a valid registration to practice engineering in another state or jurisdiction and enter that amount in this column. This column is for use by **COMITY** applicants applying under classification (a) in Section 21.

Column (i): For each engagement number, determine what portion of (e) is attributable to engineering experience. This number should equal the total of columns (f) thorough (h). Experience that does not comply with the definition of engineering as defined by the registration law, MGL c. 112, § 81D, should be listed column (j). Entries in column (i) must be exclusive of any other time claimed for the same period for any other professional disciplines reflected on any other application for registration/licensure. Therefore, if an engagement period claims experience while working for a multidisciplinary firm, (i.e. engineering for instance) the total claimed experience for both cannot exceed the total elapsed time in column (e).

Column (l): 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.

APPLICATION 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

PROFESSIONAL ENGINEERING APPLICATION INSTRUCTIONS

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 10 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 thorough 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

PROFESSIONAL ENGINEERING APPLICATION INSTRUCTIONS

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

Application for Professional Engineer

1. Applicant Name: _____
(last) (first) (middle)

2. Other Name: _____
(last) (first) (middle)

3. Residential Address: _____
(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)

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

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: _____

Professional Engineer Application

10. Do you currently or have you ever held a licenses/registrations 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 and any relevant disciplinary information. Except for **COMITY** applicants, the Board must receive a "Request for Verification" from each state or jurisdiction where licensed as described in the instructions. ☐ Yes ☐ No
11. Has a licensing/registration Board located in the United States or any country or foreign jurisdiction taken any disciplinary action against you? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A." 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 or foreign jurisdiction? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A" ☐ 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." 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") ☐ 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" ☐ 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" ☐ Yes ☐ No
17. Did you obtain any of your engineering experience under the direct supervision (*See definitions*) 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" ☐ Yes ☐ No
18. Are you currently employed in a profession other than Engineering or in a position that does not involve the practice of engineering? If yes, then provide the specifics in the correspondingly numbered table entry entitled "Attachment A" ☐ Yes ☐ No

19. Have you previously taken an NCEES sanctioned Fundamentals of Engineering examination? ☐ Yes ☐ No

Jurisdiction	Date of exam	Branch / Discipline	Exam Score: ☐ Pass ☐ Fail ☐ Disqualified
Jurisdiction	Date of exam	Branch / Discipline	Exam Score: ☐ Pass ☐ Fail ☐ Disqualified
Jurisdiction	Date of exam	Branch / Discipline	Exam Score: ☐ Pass ☐ Fail ☐ Disqualified
Jurisdiction	Date of exam	Branch / Discipline	Exam Score: ☐ Pass ☐ Fail ☐ Disqualified

Professional Engineer Application

20. Have you previously taken an NCEES sanctioned Principles & Practices of Engineering examination? ☐ Yes ☐ No

Jurisdiction	Most recent date:	Times taken	Exam Hours:	Discipline/Branch	Exam Score: ☐ Pass ☐ Fail ☐ Disqualified
Jurisdiction	Most recent date:	Times taken	Exam Hours:	Discipline/Branch	Exam Score: ☐ Pass ☐ Fail ☐ Disqualified
Jurisdiction	Most recent date:	Times taken	Exam Hours:	Discipline/Branch	Exam Score: ☐ Pass ☐ Fail ☐ Disqualified

21. Indicate which one of the following classifications best describes your qualifications to become registered as a Professional Engineer in the Commonwealth of Massachusetts. **COMITY** applicants filing under classification (a) must declare which of the state's four primary requirements for registration they best comply with in the space provided, i.e. classification (b) through (e).

- ☐ (a) Registered in another state/jurisdiction and in compliance with the requirements of classification____(select one)
- ☐ (b) (1) An ABET accredited Bachelor of Science degree in engineering or one approved by the Massachusetts Legislature together with a Master's Degree in Engineering by a school in the US whose basic engineering program is ABET accredited and having three years of acceptable experience.
- ☐ ... (2) An ABET accredited Bachelor of Science Degree in engineering and having four years of acceptable engineering experience.
- ☐ ... (3) A Bachelor of Science degree from an institution authorized to grant such degree by the Massachusetts Legislature and having four years of acceptable engineering experience.
- ☐ ... (4) A non-accredited curriculum with a Bachelor of Science degree in engineering or a related engineering science such as a technology degree, foreign degree, physics degree, chemistry degree, etc. together with an ABET accredited advanced engineering degree and having four years of acceptable engineering experience.
- ☐ ... (5) A foreign degree in engineering of four years or more that has been determined to be equivalent to an ABET accredited degree and having four years of acceptable engineering experience.
(all (b) classification applicants must also have passed the Fundamentals of Engineering examination.)
- ☐ (c) a Bachelor of Science Technology degree or non-accredited degree in engineering or a related engineering science such as foreign degree, physics, chemistry, etc. and having eight years of acceptable engineering practice and having passed the Fundamentals of Engineering examination. (foreign degree holders are required to submit an equivalency evaluation)
- ☐ (d) Twelve years of acceptable engineering practice with a minimum of six years responsible charge of significant engineering projects and having passed the Fundamentals of Engineering examination. Undergraduate study in an approved engineering curriculum may be considered as engineering experience on an equivalent full-time basis up to a maximum of 3 years.
- ☐ (e) Twenty years of acceptable engineering practice with a minimum of ten years in responsible charge of significant engineering projects. Undergraduate study in an approved engineering curriculum may be considered as engineering experience on an equivalent full-time basis up to a maximum of 3 years.

22. Indicate which one of the following branches/disciplines best matches your qualifications based upon your education, experience and exams.

☐ Aeronautical	Category 2	☐ Environmental	Category 1	☐ Nuclear	Category 1
☐ Agricultural & Biological	Category 1	☐ Fire Protection	Category 1	☐ Naval Architecture & Marine	Category 1
☐ Architectural	Category 1	☐ H.V.A.C.	Category 2	☐ Petroleum	Category 1
☐ Chemical	Category 1	☐ Industrial	Category 1	☐ Safety	Category 2
☐		☐ Mechanical (3 variations)	Category 1	☐ Sanitary	Category 2
☐ Civil (5 variations)	Category 1	☐ Metallurgical & Materials	Category 1	☐ Structural	Category 1
☐ Control Systems	Category 1	☐ Mining & Mineral Processing	Category 1		
☐ Electrical & Computer	Category 1				

Category 1. NCEES sanctioned examination – see <http://ncees.org/exams/pe-exam/> for format, content and dates.
Category 2. NCEES exam not available, a suitable substitute NCEES examination will be determined by the Board.

Professional Engineer Application

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

NAME	GRADE OF MEMBERSHIP	MEMBER SINCE	OFFICES HELD

24. List schools & colleges attended (*See instructions*)

INSTITUTION	CITY, STATE	YEARS ATTENDED	CURRICULUM	DEGREE/CREDITS
High School				N/A
Preparatory School				N/A
College/University				
College/University				
College/University				

(list only accredited academic courses of study)

25. List your most recent non-degree non-academic courses of study (*workshops, seminars, etc.*):

COURSE TITLE	OFFERED BY	DATES	CEU's/PDH's

Professional Engineer Application

26. List at least six references, one of which must be your present supervisor, three of which must be Professional Engineers. (See *instructions for Reference Questionnaire forms*)

NAME	ADDRESS & TELEPHONE #	P.E.	MASSACHUSETTS REGISTRANT
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No

Professional Engineer Application

27. Experience Table (read instruction carefully before completing this section)

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

Professional Engineer Application

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."

"I further certify that I have read and understand the applicable laws, rules and regulations of the Commonwealth of Massachusetts (MGL c. 112, § 81D – 81T and 250 CMR) and the instructions that accompany this application."

(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____

(Signature Notary Public)

(my commission expires)

Notarial Seal

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, § 9 [hereinafter, "Division of Professional Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJS"). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the Dens. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me. If subsequent CORI checks are necessary, the Division of Professional Licensure will provide me with written notice of the subsequent CORI checks.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature

Date

Please provide the license type for which you are applying or currently hold:

Board of Registration of Professional
Engineers and Professional Land
Surveyors

License Type

NOTE: THIS TWO-PAGE CORI ACKNOWLEDGMENT FORM WILL NOT BE ACCEPTED UNLESS IT HAS BEEN SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS COMPLETED THE "VERIFICATION BY NOTARY SECTION" ON PAGE TWO, DOCUMENTING THAT SAID NOTARY HAS VERIFIED THE IDENTITY OF THE SIGNER THROUGH SATISFACTORY EVIDENCE OF IDENTIFICATION.

PROFESSIONAL ENGINEERING 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	BRANCH	DATE ISSUED	NUMBER	STATUS*	DISCIPLINARY ACTION
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

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

If your answer was yes for any of the questions in Sections 11 thorough 18 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 Response
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)

PROFESSIONAL ENGINEERING APPLICATION

EXPERIENCE ENGAGEMENT COVERSHEET

(FILL OUT ONE COPY OF THIS SHEET FOR EACH OF SECTION 27^s ENGAGEMENTS AND ATTACH IT TO THE ASSOCIATED REFERENCE MATERIALS)

ENGAGEMENT NUMBER:	ENGAGEMENT CATEGORY: <i>(3 letter acronym)</i>
TYPICAL DUTIES ASSOCIATED WITH THIS ENGAGEMENT:	
SCOPE OF EXPERIENCE ASSOCIATED WITH THIS ENGAGEMENT:	
LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS ENGAGEMENT:	
TYPES OF ATTACHED DOCUMENTATION:	
PROFILE OF MULTIDISCIPLINARY FIRM'S SERVICES (IF APPLICABLE):	
PROFILE OF FIRM'S TYPICAL ENGINEERING SERVICES:	

PROFESSIONAL ENGINEER APPLICATION REFERENCE QUESTIONNAIRE

Information appearing on the second page of this form and on the top section hereof, is the same information as appears on the application form submitted to the Board's designated processing agency and the Commonwealth of Massachusetts Board of Registration (the Board) by the applicant named below. The applicant has identified the respondent appearing hereon as someone qualified and willing to comment on the applicant's qualifications for registration as a Professional Engineer. The applicant, by requesting that the respondent supply the Board with this information, agrees to release and discharge the respondent from all claims arising out of the provisions for giving such information.

The Board requests that the respondent answer a number of questions that will assist the Board in its evaluation of the applicant's qualifications and experience as a candidate for registration as a Professional Engineer. The respondent is then asked to state, to the best of his or her knowledge, if the representations being made by the applicant on this form are all accurate and reasonable.

Once complete, the respondent must return this form directly to the Board's designated processing agency.

SECTION TO BE COMPLETED BY APPLICANT:

APPLICANT'S NAME:	APPLICATION NUMBER: (FOR BOARD USE ONLY)
APPLICANT'S RESIDENTIAL ADDRESS:	Miscellaneous:
APPLICANT'S CURRENT EMPLOYER:	APPLICANT'S RELATIONSHIP TO RESPONDENT:
RESPONDENT'S NAME:	APPLICANT AND RESPONDENT HAVE BEEN ACQUAINTED: From: _____ To: _____
RESPONDENT'S ADDRESS:	

SECTION TO BE COMPLETED BY RESPONDENT:

RESPONDENT'S LICENSE/REGISTRATION IN JURISDICTION WHERE EMPLOYED: (IF APPLICABLE) Date: _____ Number: _____ State: _____	RESPONDENT'S MASS. LICENSE/REGISTRATION: (IF APPLICABLE) Date: _____ Number: _____
RESPONDENT'S CURRENT EMPLOYER:	RESPONDENT'S POSITION/TITLE:
EMPLOYER'S ADDRESS:	EMPLOYER'S TELEPHONE #: _____
HOW WOULD YOU RATE THE APPLICANT'S UNDERSTANDING OF BASIC ENGINEERING PRINCIPLES? Very Good... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Poor Don't Know ☐	
HOW WOULD YOU RATE THE APPLICANT'S ANALYTICAL SKILLS? Very Good... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Poor Don't Know ☐	
HOW WOULD YOU RATE THE APPLICANT'S ABILITY TO WRITE CONCISE REPORTS? Very Good... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Poor Don't Know ☐	
HOW WOULD YOU RATE THE APPLICANT'S ABILITY TO WORK WITH OTHER PROFESSIONALS? Very Good... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Poor Don't Know ☐	
HOW WOULD YOU RATE APPLICANT'S ABILITIES TO UNDERSTAND THE ELECTRONIC (DIGITAL) TECHNOLOGIES BEING EMPLOYED? Very Good... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Poor Don't Know ☐	
HOW WOULD YOU RATE THE APPLICANT'S ABILITY TO MANAGE PROJECTS? Very Good... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Poor Don't Know ☐	
HOW WOULD YOU RATE THE APPLICANT'S CHARACTER AND PERSONAL REPUTATION? Very Good... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Poor Don't Know ☐	
HOW WOULD YOU RATE THE APPLICANT'S REPUTATION AS AN ENGINEER? Very Good... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Poor Don't Know ☐	
HAS THE APPLICANT'S EXPERIENCE BEEN OF A SATISFACTORY GRADE AND CHARACTER FOR REGISTRATION AS A PROFESSIONAL ENGINEER? Yes Definitely... 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ...Not Sure Can't Comment ☐	
TO THE BEST OF YOUR KNOWLEDGE, IS THE INFORMATION APPEARING ON BOTH SIDES OF THIS FORM AN ACCURATE REPRESENTATION OF THE APPLICANT'S QUALIFICATIONS FOR REGISTRATION AS A PROFESSIONAL ENGINEER? ☐ Yes ☐ No Respondent's Signature: _____ Date: _____	
ADDITIONAL COMMENTS	

**PROFESSIONAL ENGINEER APPLICATION
REFERENCE QUESTIONNAIRE**

Section to be completed by applicant: *(duplicate selected engagements from your application's experience table that are applicable to the reference)*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
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)</i>						SUPERVISING ENGINEER <i>(include license # & 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>	Professional <i>(Engineering Experience)</i>	TOTAL (COLUMNS F, G, H) <i>(Engineering Experience)</i>	OTHER <i>(non-engineering & academic)</i>		

TYPICAL DUTIES FOR THESE ENGAGEMENTS:

SCOPE OF EXPERIENCE:

LEVEL OF RESPONSIBILITY:

PROFILE OF MULTIDISCIPLINARY FIRM'S SERVICES (IF APPLICABLE):

PROFILE OF FIRM'S ENGINEERING SERVICES:

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				☐ Yes ☐ No
Professional Engineer PE				☐ Yes ☐ No
Surveyor in Training SIT				☐ Yes ☐ No
Professional Land Surveyor PLS				☐ Yes ☐ No
Other: _____				☐ Yes ☐ No

Disciplinary Actions: _____

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

Exam	Hours	Result	Date	NCEES Exam	Branch
FE		☐ Pass ☐ Fail		☐ Yes ☐ No	
P&PE		☐ Pass ☐ Fail		☐ Yes ☐ No	
FLS		☐ Pass ☐ Fail		☐ Yes ☐ No	n/a
P&PLS		☐ Pass ☐ Fail		☐ Yes ☐ No	n/a
Oral		☐ Pass ☐ Fail		By Board	
Other: _____		☐ Pass ☐ Fail		☐ Yes ☐ No	

Remarks: _____

Processing agency's Instructions:

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