

NCEES Record Application Instructions

The online application process is the basis for a Council Record. NCEES transmits this Record to designated state licensing boards upon request.

You can begin your application and track its progress at any time at commerce.ncees.org/records/. Please note that if your file is not completed within one year of initial submission of the application, the application, references, and all correspondence will be destroyed.

CREATING AN ACCOUNT

- **To begin a new application**, choose PE or PS under “Apply for a Record.” Click the “Submit” button.
- On the next page, enter the requested personal information. Required fields are marked with a red asterisk (*).
- Review the information you entered, and click the “Submit” button to create your account.
- A confirmation e-mail from noreply@ncees.org will be sent to the address you entered when creating your account. To log in and continue your Record application, you must have access to the instructions in this confirmation e-mail, so make sure that your e-mail server does not block the noreply@ncees.org e-mail address or sort it as junk e-mail.

LOGGING IN

- In the section “Log in to Your Account,” choose your Record type; enter your first name, last name, and last four digits of your Social Security number; and click “Log in.”
- The displayed page will show all information pertinent to your Record or Record application. A brief description of your status will be displayed followed by any relevant information. Possible statuses are as follows.

Active: Your NCEES Renewal form and dues have been received. **Please note that your file will not be transmitted without the appropriate reference and employment verification:**

- One P.E. reference is required each year for renewal.
- If you have changed employment, complete the employment update form.

Contact Records if you have specific questions about your file (1-800-250-3196).

Destroyed: Your NCEES Record Application has been permanently destroyed. All NCEES applications must be completed within one year from the date received. After one year from initial date of application, incomplete applications and any documents received are destroyed. A new fee and application are then required to reapply for a Council Record.

Hold: Your application is on hold pending receipt of payment.

Inactive: Your NCEES Record has lapsed.

Pending: Your application has been started and is being processed. After one year from initial date of application, incomplete applications and any documents received are destroyed. A new fee and application are then required to reapply for a Council Record.

Review: Your NCEES Record is being reviewed.

This page also allows you to print a receipt under Order History and to log out; both options are available at the top of the page.

APPLICATION SECTIONS

Education

- List in chronological order (earliest to most recent):
 - Name and address of every university, college, and technical school attended;
 - Specific time spent at each of these institutions;
 - Curriculum; and
 - If a graduate, the year of graduation.
- **Delays in processing your application will occur if all universities, colleges, and technical schools attended are not listed.** You must include graduate work, evening school, and other education for which academic credit is given.
- Enter the high school from which you graduated so that the Records Program can account for any time gaps. You must enter at least one high school and college/university before being allowed to continue.
- Do not list training for which no academic credit is given, including:
 - Short courses
 - Army, Navy, or Air Force service schools
- **Official transcripts**
 - If you attended school in the United States, you must use the education release form from the NCEES office to request that official transcripts be sent directly to NCEES from the university.
 - Your Council Record cannot be completed until official transcripts are received from the institution itself.
- **Foreign documentation**
 - If you attended school outside the United States, you must request that official, translated documents be sent directly to NCEES from the university.
 - If official, translated documents cannot be provided, a translation from a commercial translation company is required. NCEES must receive the translation directly from the translation company.
 - **Copies of foreign education documents are not acceptable.**
 - Prior filing of such reference documents with a licensure board does not eliminate the need for acquiring these documents directly from the school.
 - A course-by-course evaluation analysis report of foreign education is required. **As of March 1, 2009, this course evaluation must be obtained through the Center for Professional Engineering Education Services.** If the foreign education was evaluated prior to March 1, 2009, the evaluation report must be sent directly to NCEES from the evaluation service. Copies of evaluations will not be accepted.

Examinations

- List the required information regarding the Fundamentals and Principles and Practice examinations that you have taken.
- If you have taken and passed additional examinations, enter them in this section as well.
- If you did not take one or more of these examinations, please contact Records for instructions on moving past this section.

Licensure

- The licensure board(s) in the jurisdiction (state) where you passed a written examination as a part of the requirements for licensure will be requested to certify the type and hours of examination(s).
- The Fundamentals of Engineering (FE) exam is the same as Engineer Intern (EI) and Engineer-in-Training (EIT) exams.
- The jurisdiction where you obtained your first P.E. or P.S. license is known as the jurisdiction of original licensure.
- If your license in the jurisdiction of original licensure is not current, you must provide evidence of continuous licensure in other jurisdictions.
- If you are licensed in your jurisdiction of residence, NCEES will request verification from the licensure board. You must list all jurisdictions in which you are licensed; however, verifications from the other licensure boards are not necessary.
- Please note that the term “jurisdiction” is equivalent to “state.”
- Select “Not Applicable” if you are not required to obtain continuing professional competency credits to maintain your license; otherwise, select the year for which you met those requirements.

References

- Professional references must be currently licensed professional engineers or surveyors and known as such to you.
- **If you are applying for an engineering Record, all five references must be licensed engineers.**
- **If you are applying for a surveying Record, all five references must be licensed surveyors.**
- These five references should be selected to reflect the character and diversity of your experience and must be personally acquainted with your professional reputation. References cannot be your relatives by blood or marriage.

Questions

- If the answer to any of the questions is YES, please explain in the space given. If you took the TOEFL or TSE, please provide a copy of your TOEFL and/or TSE scores. Please provide a letter of explanation if you cannot furnish a copy of your scores.
- If applicable, select the branch (civil, mechanical, etc.) or branches in which you are practicing.
- Please check the appropriate state(s) in this section of your application. If you are establishing a Council Record for the first time and are applying to Kentucky, Puerto Rico, Massachusetts, or Rhode Island, your transmittal fee is waived. After completion of the Council Record, the normal \$60 transmittal fee does apply for these states.
- Should NCEES, in its normal verification routine, discover that a fraudulent response has been given to any questions stated in the application, discovery of such may be the basis for terminating the application process or terminating the Council Record.

EXPERIENCE RECORD

- **All Record applicants must provide a complete outline of their professional experience record, and references must be given for each engagement.** State licensing boards require detailed experience in order to make a licensure decision. Each engagement should describe explicitly, but concisely, the complexity of the work performed, the duties, and the degree of responsibility.
- List experience in chronological order (from the first employment to the present employment).
 - The experience record should begin with the date immediately after graduating from a university or the first employment after high school, whether or not it was engineering experience.
 - **All time after high school must be accounted for with no time gaps unless you attended college immediately after high school graduation.** No record should be made for work done before finishing high school or for work performed during college vacations.
 - Do not list time spent in obtaining a bachelor’s degree as academic engagement. However, cooperative engineering or surveying work may be included.
- Provide complete information on all of your employment experience. Accuracy in supplying dates and describing the type of work performed is very important because each employer will be contacted for confirmation to establish the experience record.
 - Include employment with organizations that are not engineering or surveying firms and employment not directly related to engineering work. This employment must be included in order to leave no gaps in the complete chronological listing.
 - List and explain periods of unemployment or other gaps rather than leaving a period of time without explanation.
 - Differentiate between periods of part-time and full-time employment. For part-time employment, provide the amount of time devoted to work instead of the elapsed calendar time.
 - List the complete current addresses of all employers. If a former employer is deceased, a firm has dissolved, or a firm is now operating under a different name, you must list the current address of a reference source (preferably a licensed engineer or surveyor) who can verify the employment experience. Someone other than a relative must make this additional verification.
- Verification of self-employment must be obtained from an associate or client, preferably a licensed engineer or surveyor. **You cannot verify your own self-employment.**
- If part of the chronological experience record includes time spent in military service, you must furnish a legible copy of the “Report of Separation from the Armed Forces of the United States of America” that was issued upon discharge. This is usually a DD-214 or a WD-AGO Government Form.
- Work submitted must have been performed at the time of application. Work experience may not be anticipated.

Engineering Applicants

- Experience descriptions should include:
 - Title or position
 - Level of responsibility
 - Concise and explicit statements regarding the magnitude and complexity of the engineering work performed
- Duties and practice activities include:
 - Planning
 - Design
 - Construction
 - Consultation
 - Engineering
 - Evaluation
 - Research and development
 - Operations and management
 - Teaching
 - Subprofessional
- NCEES considers the following to be creditable engineering experience:
 - Only work of an engineering nature is creditable, and this work usually follows graduation with a bachelor's degree.
 - Experience must not be obtained in violation of the licensure law.
 - Experience is creditable if gained in the design of engineering research and projects by members of an engineering faculty at the rank of assistant professor or higher and if the licensing board approves the curriculum.
 - Successful completion of graduate study leading to a master's degree in engineering may be used for credit of one year's experience.
 - Experience as a contractor in the execution of design by a professional engineer or in employment considered as that of supervising construction of such work may not be considered creditable experience.
 - The experience record should describe engineering projects on which you personally worked. In describing experience, use specific terms, such as, "I designed," "I reviewed," and "I recommended." Avoid vague terms such as "involved with," "participated in," etc.
 - If the engagement consists of numerous projects:
 - Describe the general nature of your position.
 - List a specific project that is representative of your work.

Time Gaps

- Based on the information entered regarding the institutions you attended and the engagements entered in the experience record, you will be asked to enter an explanation of any time periods unaccounted for. If gaps are detected, you will not be able to proceed until this section is complete.

Review of Application

- Upon receipt of the appropriate fee, NCEES will review the application for accuracy. You will be notified via e-mail when you can log in and view the sources from which corroborating information is required. Clicking the links to these verifications will allow you to view the information you submitted and, if required, display a link to form letters to be forwarded to the designated information sources. It is your responsibility to forward the appropriate form to the verifying sources.
- The system will attempt to fill out as much of each verification form as possible. Most verification forms will need to be sent to an institution or individual to be completed before returning them to NCEES. Provide a stamped, addressed envelope to ensure that they will be returned to the NCEES Records Department in a timely manner.

IMPORTANT REMINDERS

- Complete all form letters in full, on both sides when appropriate, and with no attachments. Incomplete forms will delay the completion of the application.
- A prompt reply from the indicated reference sources is very important to the application process. It is incumbent on the applicant to pursue prompt return of forms to NCEES. Provide a stamped, addressed envelope to ensure that they will be returned to the NCEES Records Department in a timely manner.
- If verification from an information source is impossible, submit a letter of explanation. Include employment dates, business name, brief statement of why the verification is unobtainable, and your signature.
- Applications will be destroyed one year from date of initial submission if the process is not complete. It is the applicant's responsibility to check the status of an application.
- **All fees are nonrefundable.**
- For additional information, contact the NCEES Records Verification Department by calling 1-800-250-3196 or e-mailing slusk@ncees.org.