

State of Tennessee Department of Commerce and Insurance 500 James Robertson Parkway, Nashville, TN 37243-1142 800-256-5758 615-741-3221 (Nashville Area)

Principles and Practice of Engineering Exam Information

(for initial registration as a Professional Engineer)

EXAM PROCESS

There are two steps in the exam registration process:

STEP 1 — Submit the application and the \$30.00 application fee to the Tennessee Board office by the stated deadline date.

STEP 2 — Following approval by the Tennessee Board to sit for the exam, candidates <u>must</u> register with NCEES at <u>www.ncees.org</u> to pay the exam fee and reserve a seat for the exam. This step must be completed by the NCEES registration deadline.

For information about the PE exams, exam preparation, materials, calculators, resources, etc. <u>click</u> here.

Application Deadlines

Some exams have transitioned to computer-based testing (CBT) and are administered year-round.

Some exams are currently offered in pencil-and-paper format and administered once or twice a year depending on the exam. Click here for information about PE exams.

It is recommended that applicants submit their application at least 5-7 business days prior to the application deadline.

Tennessee application deadline for new applicants – Applications due in Board Office June 15th for October exams

December 1st for April exams

No deadline date for Computer-Based Testing (CBT)

NCEES engineering exam registration deadlines can be found here.

Retake request deadline for applicants with pending, approved applications – Use the Retake Form.

August 15th for October exams February 1st for April exams

NOTE: All supporting documents [references, transcript(s), verification, etc.] are due in the Board office within thirty (30) days after the application deadline.

NOTE: If a deadline falls on a Saturday, Sunday, or a state holiday, the deadline will be extended until the close of business on the next business day.

Fees

Make checks payable to the **Tennessee Department of Commerce and Insurance**.

You should submit the application fee with your application. Additional fees are listed below under "Fee Information." Please review the registration requirements on our website before applying since the application fee is nonrefundable. NOTE: An engineering technology program is not considered by the Board to be an acceptable curriculum.

Fee Information

Application Fee – **\$30** (nonrefundable) Biennial Registration Fee – **\$140** (due after exam is passed)

Exam fees are paid to NCEES when registering on the NCEES website.

Exam Locations

Exams are currently given in Knoxville, Memphis, and the Nashville area; however, this is subject to change.

Applicants with Non-Accredited Foreign Degrees

Rule 0120-01-.10 states that engineering degrees that are not accredited by the Accreditation Board for Engineering and Technology (ABET) shall be referred at the applicant's expense to a person or an entity approved by the Board and qualified to evaluate equivalency to an ABET-accredited engineering program for evaluation and recommendation. The Board has approved NCEES Credentials Evaluations to evaluate non-accredited foreign undergraduate engineering degrees. For further information regarding the evaluation process, contact NCEES Credentials Evaluations at the address below:

PO Box 1686 Clemson, SC 29633

Phone: 800-250-3196 or 864-654-6824

Website: www.ncees.org

Degrees accredited by the Canadian Engineering Accreditation Board (CEAB) that were awarded in or after 1980 are considered substantially equivalent and do not require evaluation.

Applicants with Non-Accredited Domestic Degrees

Rule 0120-01-.10 states that engineering degrees from programs that are not accredited by the Accreditation Board for Engineering and Technology (ABET) shall be referred at the applicant's expense to a person or an entity approved by the Board and qualified to evaluate equivalency to an ABET-accredited engineering program for evaluation and recommendation. The Board has approved a former engineering professor to evaluate domestic undergraduate engineering degrees. The cost for such evaluations is \$50 per hour; an invoice for this service will be sent to applicants requiring an evaluation following receipt of the evaluation.

Score Reporting

Scores are released approximately 8-10 weeks after the date of the exam. Examinees will be notified by e- mail when their results are available, and will be given instructions to log into their My NCEES account to view them. You will also receive a written notification of your results from the Board office.

Exam in an Additional Discipline after Initial Registration

If you are already licensed in Tennessee and want to take a PE exam in another discipline, e-mail the <u>Application to Add an Exam Discipline</u> to <u>ce.aeboard@tn.gov</u>. No fee is due. Do **not** submit the regular application form for registration since you will **not** be issued another PE license.

Notice Regarding Disclosure of Social Security Numbers

Federal and state laws, including 42 U.S.C. § 405(c)(2)(C)(i), 42 U.S.C. § 666(a)(13), T.C.A. §§ 36-5-711 and 36-5-1301, require disclosure of the social security number for the purpose of administering the state child support program. The social security number will be redacted prior to making your record available for public inspection.

This Application Packet Contains the Following Items

(1) Application Form –

- Fill out the application form completely (on line or after downloading it) and sign it. Any major modification of state approved forms may cause the Board to reject your application.
- Provide detailed information regarding your progressive engineering design work and
 responsibility on projects, to enable evaluation of experience. For a description of progressive
 engineering experience, <u>click here</u>. All time/experience must be accounted for whether it is
 related to engineering or not. An applicant's experience must be obtained after graduation
 with the qualifying degree and completed by the date of the examination.

For the Board's policy concerning exam choices, click here.

(2) Eligibility Verification for Entitlements –

If you are a natural person applying for a license, registration, certification or other benefit you must "Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States…" Specific instructions are on the three (3) pages following the application. Submit the appropriately signed form (page 2) and documents, if required, with the application.

(3) Reference Forms –

- Submit five (5) references from persons acquainted with your technical ability and character.
 - o Three references must be from registered engineers and
 - References are required from both a current employer/technical supervisor and a past employer/technical supervisor (if applicable).
 - No more than three (3) references can be from one place of employment.
 - o References from relatives are not acceptable.
- You must send a copy of the experience page of the application <u>with</u> the reference form to each reference for verification purposes. The references will then e-mail them to <u>ce.aeboard@tn.gov</u>.

(4) "Request for Verification of Registration or Examination" Form –

 Verification is required if your Fundamentals of Engineering (FE) exam was taken in a state other than Tennessee.

o **Electronic Verifications**

You may now request electronic verifications. If you have passed the FE exam, then some states will allow you to use the NCEES Record for initial licensure. A limited number of boards offer the initial licensing process, so check your MyNCEES account under *Exams* and *Licensure Verification* to find out if this is a path for you.

Paper Verification Form

<u>Use this form</u> if the state in which you passed the FE exam is not currently utilizing the electronic verification system.

After completing the appropriate fields, send this form to the state licensing board where you passed the FE exam. Contact information for state licensing boards is available here.

This document must be returned to the Tennessee Board of Architectural and Engineering

Examiners by the state completing the Verification of Licensure document via mail or ce.aeboard@tn.gov.

Transcripts

Request an *Official Transcript* from the college/university registrar's office. The college/university must mail the transcript directly to the Board office or transmit it, electronically, to <u>ce.aeboard@tn.gov</u>.

Review Procedure

When your application packet is complete, it will be submitted to the engineer members of the Board for review. The review may take up to eight weeks.

Pending Status

An application that lacks required information or reflects a failure to meet any requirement will be held in a "pending" status for five (5) years from the date of the application. The Board considers passing the respective registration examination as one of the requirements for a completed application.

Scheduling Information

Following approval by the Tennessee Board to sit for the exam, candidates must register with NCEES to pay the exam fee and reserve a seat for the exam. NCEES will distribute test admission notices to approved candidates 2-3 weeks before the exam. For further information, visit the NCEES website.

Disability and Religious Accommodations

If you require special accommodations in taking this examination, contact NCEES.

Board Contact

Contact Wanda Phillips at 615-741-3221, 800-256-5758, or send e-mail to ce.aeboard@tn.gov if you need further information or have questions about this information.

Updated May 2019



STATE OF TENNESSEE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1142

APPLICATION FOR REGISTRATION TO PRACTICE AS A PROFESSIONAL ENGINEER

Type or print legibly

Full NameLast	First	Middle	Mr.	Ms.
Social Security Number		_		
Residence Address				
Residence Phone No				
Business Affiliation				
Business Address		City/State/Zip		
Business Phone No.		Fax Number		
E-mail Address				
Address for Correspondence: Busin	ness Resi	dence		
Date of Birth		City/State		
Citizen of (State/Foreign Country)		Can you speak and write English?	Yes	No
I am applying for registration by:				
Examination				
Exam Discipline:				
Exam Date:	<u> </u>	Exam Location:		
Do you require special accommoda	tions for the exami	nation? Yes No		
NOTE: Following approval by the Tennewwww.ncees.org to reserve a seat		for the exam, candidates must register	with NCEE	S at
Comity (for applicants registered in ar	nother jurisdiction)			
Reapplying (if previously registered in	n Tennessee)			
Previous registration number:		Expiration Date:		
I have a NCEES Council Record (option	onal). Council Reco	ord holders are still required to complete the	ne entire app	olication.

IN-0168 (Rev. 5/05) RDA 2228

Applicant's Full Name				
If you have ever changed your name throname, please list name(s) and date(s) of c				
Have you passed the Fundamentals of En	· · · /		Yes No	
Have you passed a written professional ex			res No	
In what states are you registered?	(please give license	or registration number f	or each)	
If you have ever been registered in any sta	ates other than those	named above, pl	ease list them	
Have you ever been denied registration surrendered as a result of disciplinary prooffice.		ase provide addi		
If so, name state and year				
Have you ever been convicted of a felony of the second of			res No	
If so, name place and year				
EDUCATIONAL BACKGROUND	Attendance	Date of	Major	Degree
Name and Address of Institution	(From - To)	Graduation	Course	Received

IN-0168 (Rev. 5/05) RDA 2228

EXPERIENCE List each engagement in chronological order beginning with first engagement. Provide detailed information of progressive experience on engineering design projects to enable evaluation of your experience. A copy of this page must be forwarded to each reference with the reference form for verification purposes.								
Dates of Employment (Mo./Yr.)	Title of Position, Name of Employer, Location, and Nature of Each Engagement and Degree of Responsibility	1. Practical Application of Theory ¹ 2. Engineering Management ² 3. Communication Skills ³ 4. Social Implications of Engineering ⁴ For each engagement, mark (X) which of the above work areas and skills were obtained and developed.			Name, Title, and Address of Supervisor			
		(1)	(2)	(3)	(4)			

Applicant's Full Name _

(Attach additional experience sheet if necessary, using the same format)

Includes analysis, design, testing, implementation, systems application, and code/regulatory understanding.
 Includes planning, scheduling, budgeting, contracting, supervision, project control, and risk assessment.
 Includes accumulation of project knowledge through interpersonal communication and transmission of project knowledge to others.
 Promoting and safeguarding the health, safety, and welfare of the public, demonstrating an awareness of the consequences of work performed, and following a code of ethics.

experience on engineering design projects to enable forwarded to each reference with the reference forwarded to each reference with the reference for Title of Position, Name of Employer, Location, and Nature of Each Engagement and Degree of Responsibility	orm for verification purposes.				
	(1)	(2)	(3)	(4)	

Applicant's Full Name _

(Attach additional experience sheet if necessary, using the same format)

⁵ Includes analysis, design, testing, implementation, systems application, and code/regulatory understanding.
6 Includes planning, scheduling, budgeting, contracting, supervision, project control, and risk assessment.
7 Includes accumulation of project knowledge through interpersonal communication and transmission of project knowledge to others.
8 Promoting and safeguarding the health, safety, and welfare of the public, demonstrating an awareness of the consequences of work performed, and following a code of ethics.

progressive experience	t in chronological order beginning with ce on engineering design projects to ena led to each reference with the reference fo	ble eva	luation	of you	ur expe	rience. A copy of this
	sition, Name of Employer, Location, and Nature of agement and Degree of Responsibility	1. Practical Application of Theory ⁹ 2. Engineering Management ¹⁰ 3. Communication Skills ¹¹ 4. Social Implications of Engineering ¹² For each engagement, mark (X) which of the above work areas and skills were obtained and developed.			Name, Title, and Address of Supervisor	
		(1)	(2)	(3)	(4)	

Applicant's Full Name __

(Attach additional experience sheet if necessary, using the same format)

⁹ Includes analysis, design, testing, implementation, systems application, and code/regulatory understanding.
10 Includes planning, scheduling, budgeting, contracting, supervision, project control, and risk assessment.
11 Includes accumulation of project knowledge through interpersonal communication and transmission of project knowledge to others.
12 Promoting and safeguarding the health, safety, and welfare of the public, demonstrating an awareness of the consequences of work performed, and following a code of ethics.

registered engineers. A maximum	n of three referen	nces may be from one emp	nnical ability. Three references must be from ployer. References are required from both a ferences from relatives are not acceptable.
References	State of Registration	Employer, Past Employer, Client, etc.	Complete Address
APPLICATION AND LAW AND RULES	A FFIDAVIT		
I hereby make application for reg registered. The information provi			ctice in the State of Tennessee until I become
I attest that I have read, reviewed State Board of Architectural and I			ated, Title 62, Chapter 2 and the Rules of the
			Signature

Applicant's Full Name

IN-0168 (Rev 5/05) RDA 10222



STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE REGULATORY BOARDS DIVISION

500 JAMES ROBERTSON PARKWAY DAVY CROCKETT TOWER NASHVILLE, TENNESSEE 37243

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

- 2. If you are claiming United States citizenship, present <u>one (1)</u> of the forms of identification provided for in Part B below. If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.
- 3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
- 4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (J) such document that shall then be verified through the SAVE program.
- 5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

IN-1806 (Rev. 07/14) RDA 10222

Eligibility Verification for Entitlements Act Attestation

<u>Part A</u>. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

A United States citizen;

A qualified alien as defined in Tenn. Code Ann.§ 4-58-102; ¹

A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature	
Printed Name	Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship

may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, et seq.

IN-1806 (Rev. 07/14) RDA 10222

¹ Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

[•] An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101et seq.];

⁻ An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];

⁻ A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];

⁻ An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;

⁻ An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);

[•] An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1 1980:

[•] An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);

A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, et seq.];

⁻ An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(S)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July I, 2010, shall not be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 orN578);
- A United States citizen identification card (1-197, 1-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).

<u>Part C.</u> If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- 1-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- 1-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary 1-551 Stamp (on passport or 1-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part \underline{E} . If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.



TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS 500 JAMES ROBERTSON PARKWAY NASHVILLE, TN 37243-1142 800-256-5758 615-741-3221 (NASHVILLE AREA)

REFERENCE THIS REQUEST LETTER IS TO BE COMPLETED BY THE APPLICANT

(Name and Address of Reference)	
	Re:(Print or Type Name of Applicant)
Dear	
I have made application to the Tennessee Botto practice engineering.	ard of Architectural and Engineering Examiners for registration
copy of the experience page(s) from my application	e second page directly to ce.aeboard@tn.gov . I have attached a on for verification purposes. Please e-mail the experience page(s) nee form. If more space is needed use a separate sheet of paper.
	(Signature of Applicant)

Board Statement to Reference:

This Board is required by law to obtain evidence of the good character and technical ability of applicants for registration as engineers. Statements by responsible individuals with personal knowledge of the applicant's character and qualifications will be considered as evidence. Additional information may be attached.

The Board would like to emphasize that evidence submitted on this form must not be perfunctory nor made for the mere purpose of aiding the applicant to be registered. The execution of this statement will be accepted by the Board as a deliberate act made with full knowledge of the responsibility to protect the public health, safety and welfare. It should be borne in mind that the applicant is not being considered for membership in an organization but for registration as an engineer qualified to practice in Tennessee.

Since the Board cannot process this application until it receives this reference, a prompt reply will expedite our handling of the application.

THE INFORMATION YOU GIVE WILL BE TREATED IN THE STRICTEST CONFIDENCE.

(see page 2)

٠, ,	ge 2 – Reference) plicant's name ₋
1.	How long have
2	Are you in any

TO BE COMPLETED BY THE REFERENCE
THIS IS CONFIDENTIAL INFORMATION — FOR USE OF BOARD MEMBERS ONLY

1.	How long hav	ve you knov	wn the applic	cant? From	to)	inclusive		
		Are you in any way related to the applicant?							
4.	Is the applica	ınt's experi	ence descrip	otion listed on the a	application consistent wi	th your knowledge of h	nis or her		
exp	perience?	Yes	No	Unknown					
Co	mments:								
5.	How would ye	ou rate the	applicant's:						
	•	Abov	ve Average	Average	Below Average	Unsatisfactory	Unknown		
Qu	ality of Work		_	_		·			
	aracter & Rep								
	-				cted of a felony?				
					narge of design or super				
		-	_	-			,		
					the nature of the practic				
			•	/ I	•				
10.	Do you recor	nmend the	applicant fo	r registration?					
		J	-						
I m	ake the above s	statements w	vith full know	vledge that the perso	on referred to is making a	oplication for registrati	on by the State		
			-		the information given on		Ž		
a.	My full name	is		(to be t	typewritten or printed)				
b.	My present e	mployer is		•	sypewitter or printed;				
d.	-				_ landscape architect o				
	the name of t	the state in	which you a	ire registered alonເ	g with the license number	er			
		(S	Signature)			(Date)			
		(0	J			(2010)			
			(Address—p	olease include an e-mail a	ddress or phone number)				

IN-0682 (Rev 5/19) RDA 10222



State of Tennessee

Board of Architectural and Engineering Examiners

500 James Robertson Parkway Nashville, TN 37243-1142 800-256-5758 615-741-3221 (Nashville Area) ce.aeboard@tn.gov

	Name		_
То:	Address		
From:			
	Last Four Digit	s of the Soc. Sec. N	lo
	Date of Birth _		
I. The above named person was re	gistered as:		
	Certificate Number	Date Issued	Valid Until
Professional Engineer			
Engineer Intern			
II. Minimum requirements were:			
Written examination:	Exam	Final Score*	Date of Exam
	Hrs. PE		
	Hrs. El		
Examination option or d	iscipline		
El accepted from			
Comity or Reciprocity with			
Other: (Please explain)			
III. Has the above names person be	en subject to any disc	iplinary action?	Yes No
IV. Remarks: *(If any NCEES grade	s were adjusted, plea	se explain.)	
	By:		
(Board Seal)	Title:		
	Date:		
IN-0166 (Rev. 2/19)			