

Instructions for Engineer-In-Training (EIT) Applicants

*****NEW*** Do not apply to the Georgia Board for certification as an EIT unless you have already passed the FE exam. To register to sit for the NCEES FE Exam, please go to this website, www.ncees.org. You must either have graduated with a Bachelor's degree in Engineering, Engineering Technology or a related-science OR have at least eight (8) years of acceptable engineering experience under the direct supervision of a licensed PE to qualify for certification as an EIT in Georgia.**

Note: Please read this instructions sheet, the Board Laws, Rules and Policies on the website before calling the Board office.

Either type or print neatly and legibly on this application. Illegible and incomplete applications will be returned to you.

**The Complete Application and all supporting information (score letter, endorsements, references and transcripts) plus the fee must be mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at:
237 Coliseum Drive, Macon, GA 31217-3858.**

The applicant is responsible for gathering the information from his/her endorsers, college(s) and other state boards.

1. Have each agency/institution/person send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering.
2. Gather all sealed envelopes along with your application and send the entire package to the Georgia State Board of Registration for Professional Engineers and Land Surveyors office.
3. If the application is incomplete or one of your items is missing or opened, you will be notified by e-mail.

Section 1: General Information

Address: Preferred *permanent* complete mailing address.

Email Address: This will be the primary form of correspondence for the Board.

Section 2A: Record of Education

Transcripts must be sent from all colleges attended, whether you graduated or not. If your post-secondary education was earned in the US or its territories, transcripts must be sent to you in a sealed envelope for you to include in your application packet to the Board with your application. Some Colleges and Universities will not send the transcript to you. If this is the case, include a note along with your complete application package to inform the Board that the College or Universities will be forwarding the transcript(s) directly to the Board office.

Applicants whose post-secondary education was earned outside the US are required to provide an evaluation of such education to the Board. It must be performed by NCEES (www.ncees.org) who will forward a copy of your completed evaluation and transcript to the Board electronically.

Section 3: Experience

If you are applying under O.C.G.A. 43-15-8(1) or 8(2), then you may skip Section 3. If you are applying under O.C.G.A. 43-15-8(3), not having acquired an engineering degree, related science degree, or ABET accredited technology degree, then please complete Section 3 columns entitled: Company Name, Your Title, Part Time, From, To, and Total Months and you must describe your experience using the Professional Engineer endorsement forms. Forms may be downloaded from our website: www.sos.state.ga.us/plb/pels. The 2-page endorsement form is Section 6 of the PE Exam application.

Account for all post-secondary (post high school) engagements in chronological order beginning with your first held position. Beginning dates should indicate month and year. Identify part time work and indicate number of hours per week.

All gaps (in college, employment, etc.) must be identified on the appropriate form. This includes non-engineering work, unemployment, sabbaticals, incarceration, gaps between high school and college, or between college and first engagement, etc. If you did not go directly into college from high school, then account for time since high school graduation.

Section 4: References

All applications must include at least five references not related by blood or marriage, of whom at least three (3) of the references must be registered professional engineers. It is not required that they be registered in Georgia). The name of each reference must be accompanied by a SIGNATURE, in ink.

Section 5: Affidavit

Application MUST be signed and officially notarized. The notary is verifying the applicant's signature, not the references.

Fee:

See Fee Schedule for appropriate fee and be sure to enclose a check or money order. Checks should be made payable to *Secretary of State*. If fee is not attached, application may be returned.

Deadlines:

There is no set deadline for this application. This application may be submitted at any time AFTER you have been notified that you passed the FE Exam. If the application is complete and approved by the Board, then you will be certified as an EIT when the application is processed. **The certification date will not be the exam date.**

FOR BOARD USE ONLY
 Amount Submitted _____
 Date _____
 Receipt # _____



FOR BOARD USE ONLY
 Certificate Number _____
 Date Issued _____
 Applicant No. _____

Professional Licensing Boards Division

237 Coliseum Drive • Macon, Georgia 31217 • (404)424-9966

APPLICATION FOR CERTIFICATE AS AN ENGINEER IN TRAINING

Application Fee \$20 + \$10 processing fee (non-refundable)

License Type: ENGINEER IN TRAINING

Method Obtained by: Applicant is applying for above referenced license by: Examination

Name as desired on License: _____
 First Middle Last Suffix

Social Security Number _____

*This information is authorized to be obtained and disclosed to state and federal agencies pursuant to O.C.G.A. § 19-11-1 et seq. and O.C.G.A. § 20-3-295 et seq., 42 U.S.C.A. § 551 AND 20 U.S.C.A. § 1001.

Date of Birth _____ **Place of Birth** _____

Physical Address _____
 Number and Street Apt. No City/State Zip
P.O. Box not acceptable

Mailing Address _____
 (if different) Number and Street Apt. No City/State Zip

Telephone Number Day Telephone Number Evening Email Address

Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your email address will not be shared with any third party.

I HAVE PASSED THE FE EXAM YES NO

| | | |
|--|--|---|
| <p>STATE OF GEORGIA</p> <p>BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS</p> | <p>APPLICATION FOR CERTIFICATION ENGINEER-IN-TRAINING</p> <p>(ONLY submit AFTER passing the NCEES Fundamentals of Engineering Exam)</p> |  |
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Section 1: General Information

Have you ever applied to this board prior to this application? YES NO

If yes, what type application? EIT PE LSIT LS

Give date and status of that application _____

Has any professional license granted to you been revoked, suspended or otherwise sanctioned, or have you ever been denied licensure by any board or agency in Georgia or any other state?

YES NO If yes, explain on a separate sheet.

Have you ever been convicted and sentenced, pled guilty to, pled nolo contendere to, or been given first offender status for the commission of a felony, misdemeanor, or an offense other than a minor traffic violation? (DWIs & DUIs are not minor traffic violations) YES NO

*If you answered "yes", you must submit to the Board the following: a) a copy of the conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; and, if applicable, b) a statement (on official letterhead) from your probation/parole officer regarding your current status/completion of any probation/parole.

Section 2A: Record of Education

High School: _____

(Name & Location) (Years Attended) (Year of Graduation)

University, College, Technical Institute or other post-high school education (Enclose certified copy of your transcript from each institution):

(Name & Location) (Years Attended) (Degree) (Year of Graduation)

Section 2B: Record of Employment

Current Employer: _____ Phone: _____

Employer Address: _____ City _____ State _____ Zip _____

Section 2C: Record of Examination

Have you passed the NCEES Fundamentals of Engineering exam?

YES NO (If no, then register with NCEES and take the exam PRIOR to submitting this application)

How many times did you attempt the FE Exam? _____ **Date of FE Exam with Passing Score:** _____

(Attach a copy of your passing score notification from NCEES)

Section 3: Record of Work Experience

NOTE: IF you are applying under O.C.G.A. 43-15-8(1) or 8(2) and hold a bachelor's degree in engineering, related science or ABET accredited technology degree, you may skip this Section.

COMPLETE THIS SECTION ONLY IF you are applying under O.C.G.A. 43-15-8(3), not having acquired an engineering degree, related science degree, or ABET accredited technology degree, you must list your experience in Section 3, and complete the Professional Engineer Endorsement Forms (Section 6 of the PE Exam Application), one form for each engagement listed in Section 3. Endorsement Forms may be downloaded from the Board website at www.sos.ga.gov/plb/pels.

| Eng. # | Company Name | Your Title | Name/Address Of Supervisor | Part Time? | From | To | # Mths |
|--------|--------------|------------|----------------------------|------------|------|----|--------|
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Section 4: References

An application shall contain the names of not less than five persons, not related to the applicant by blood or marriage, of whom at least three shall be professional engineers having personal knowledge of the experience on which the applicant predicates his qualifications. Refer to O.C.G.A. 43-15-15(d).

I certify that I have been personally acquainted with the applicant since the year indicated opposite my name; that I have read the foregoing statements, which so far as known to me are correct; that I believe the applicant to be of good character and repute; and I hereby recommend the applicant to the Georgia State Board of Registration for Professional Engineers and Land Surveyors as entirely worthy of consideration for certification as an Engineer-In-Training in the State of Georgia pursuant to law.

| Name (sign and print name) | Complete Address | PE License # and State (If licensed) | Have Known Applicant Since: |
|----------------------------|------------------|--------------------------------------|-----------------------------|
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |

Section 5: Affidavit

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

- 1) _____ I am a United States citizen. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the Board's website.**
- 2) _____ I am not a United States citizen, but I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Executed in _____ (city), _____ (state). _____
Signature of Applicant
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____
NOTARY PUBLIC
Seal
My Commission Expires:



**OFFICE OF SECRETARY OF STATE
PROFESSIONAL LICENSING BOARDS DIVISION
237 Coliseum Drive
Macon, Georgia 31217
(844) 753-7825**

CONSENT FORM

I hereby authorize the Board of Registration for Professional Engineers and Land Surveyors (“Board”) to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (Print)

Physical Address (P.O. Boxes NOT Accepted)

Sex

Race

Date of Birth

Social Security Number

One of the following must be checked:

This authorization is valid for 90/180/____ (circle one) days from date of signature.

I, _____ give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

Signature of Applicant

Date

Special licensure provisions (check if applicable):

- ____ Working with mentally disabled
____ Working with elder care
____ Working with children

APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

Name _____

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]