



West Virginia State Board of Registration for Professional Engineers
300 Capitol Street, Suite 910, Charleston, WV 25301

ENGINEERING INTERN CERTIFICATION APPLICATION

PD \$ _____ CK/Mo # _____

FOR OFFICE USE ONLY

INSTRUCTIONS

Engineering Intern application packages must be typed and cannot be submitted until AFTER the applicant has passed the NCEES Fundamentals of Engineering Exam, graduated from a Board-approved curricula and met all other requirements.

Date of Application: ____ / ____ / 20____

PERSONAL INFORMATION

Applicant ☐ Mr.
Name ☐ Ms.

First Middle Last (Sr., Jr., III)

Permanent Home
Address

Address City County State Zip

Employer Information
(if applicable)

Name Address City State Zip

Preferred mailing address for official Board correspondence * ☐ Permanent Home ☐ Business

*** Please recognize your preferred address will be used for official correspondence, public rosters, website verifications, etc. If a P.O. Box is used, the Board must obtain a valid street address for secondary purposes. The Board also uses email as a primary means of communication. It is the responsibility of all applicants & registrants to notify the Board of any future email or address changes.**

Social Security Number _____ - _____ - _____

Birth Date ____ / ____ / ____

Citizenship: ☐ U.S. ☐ Other, please list: _____

If not a citizen of the U.S., have you declared your intention of becoming a citizen? ☐ No ☐ Yes

Home Phone (____) ____ - ____ Cell Phone (____) ____ - ____ Business Phone (____) ____ - ____ Fax (____) ____ - ____

Primary Email _____ Secondary Email _____

EDUCATION – LIST ALL INSTITUTIONS OF HIGHER EDUCATION ATTENDED AND INCLUDE ALL TRANSCRIPTS

INSTITUTION	MAJOR (Discipline)	DATES ATTENDED	DEGREE (B.S., M.S., etc)	DATE OF GRADUATION
		/ - /		/ /
		/ - /		/ /
		/ - /		/ /

Check appropriate box. An ABET-accredited BS degree or accepted equivalent is required by WV Law:

Graduate of: ☐ Baccalaureate ABET Engineering Program (EAC) ☐ Baccalaureate ABET Engineering Technology Program (TAC) ***see below** ☐ Foreign Baccalaureate Engineering Program Only ****see below** ☐ Foreign Baccalaureate or Related Science Program + MS or PhD from Engineering ABET program in the US

* Candidates possessing an ABET (TAC) Engineering Technology degree must enclose official documentation detailing a minimum of two years of engineering work experience under a Professional Engineer and earned AFTER the date of graduation on transcripts. The information should be presented in letter format and signed and sealed by the PE.

** Candidates possessing only a foreign degree must have credentials evaluated by the National Council of Examiners for Engineering and Surveying (NCEES), prior to submitting an application for exam. Visit www.ncees.org for complete details.

Date of Successful NCEES FE Exam: ____ / ____ / ____ Location of FE Exam Test Center: _____

Have you enclosed the following REQUIRED information in this application packet? ☐ No ☐ Yes

- One passport-like photo (headshot of applicant's head and face) taken within six months of the date of application. Printed digital photos or polaroids are acceptable.
- Engineer Intern Application Fee - Check should be made for \$23.
- Three (3) completed reference forms in original, unopened, signed, sealed envelopes. Cannot be relatives or Board members.
- A copy of your successful NCEES FE Exam Score Notification printed from NCEES exam registration portal.
- Official transcripts in a sealed envelope from college/university showing date of graduation + degree earned*

* *If ABET-TAC Engineering Technology degree, letter signed and sealed by PE documenting minimum of 2-year experience.*

** *If a foreign degree, with no MS or PhD (ABET) in Engineering, must include acceptable NCEES foreign degree evaluation.*

DISCLOSURE

- | | | |
|-----------------------------|------------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Have you ever been convicted in any jurisdiction of any felony? A guilty plea must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system. |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Have you ever been subject to any disciplinary action or any investigation by any local, state or national regulatory body (including WV)? |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Have you ever been convicted in any jurisdiction of any misdemeanor? A guilty plea must be disclosed on this application. Do not disclose violations adjudicated as a minor in the juvenile court system. |

If you answered "Yes" to one or more of the above questions, attach additional pages providing an explanation of the events, a description of the investigation, disciplinary proceedings, type of sanctions imposed, or any other documentation relating to this matter, including applicable criminal conviction records, state police or court records. You also have the right to include any additional information you wish to have considered with this application (i.e., reference letters, documentation of rehabilitation, etc.).

CHILD SUPPORT OBLIGATION STATEMENT

Pursuant to WV Code each applicant must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct. If you make a false statement concerning any question on this form, you may be subject to disciplinary action. Failure to complete this section will result in your application being returned.

- | | | |
|---|-----------------------------|------------------------------|
| Do you have a child support obligation? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| If yes, is it equal to or more than six months in arrears? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Are you the subject of a child support related subpoena or warrant? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

AFFIDAVIT

State of _____ County of _____

_____, **(Applicant name)** being first duly sworn, deposes and says: I hereby authorize any individual, company or institution with whom I have been associated to furnish the West Virginia State Board of Registration for Professional Engineers with any information concerning my qualifications for certification in West Virginia which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I hereby certify that the foregoing statement together with accompanying sheets and all enclosed materials, are true and correct to the best of my knowledge and belief. I also acknowledge that I have read and understood the Privacy Notice that is posted on the WV PE Board's website. In addition, I agree herein to comply with and upon certification will abide by Chapter 30, Article 13 of the West Virginia Code, as amended, and the Rules and Regulations promulgated by the West Virginia State Board of Registration for Professional Engineers.

_____, **(Applicant name)** being first duly sworn, deposes and says that the foregoing statements are true and correct to the best of my knowledge and belief.

Signature of Applicant

Acknowledged before me this _____ day of _____, 20_____.

My Commission Expires _____
(SEAL)

Notary Public