



State of Tennessee

Board of Architectural and Engineering Examiners

Department of Commerce and Insurance

500 James Robertson Parkway, Nashville, TN 37243-1142

800-256-5758

615-741-3221 (Nashville Area)

615-532-9410 (FAX)

## Principles and Practice of Engineering Exam Information

(for initial registration as a Professional Engineer)

### NEW EXAM PROCESS

Effective with the October 2010 exam administration, there will be two steps in the exam registration process:

**STEP 1** — Submit the application and applicable fees to the Tennessee Board office by the stated deadline date.

**STEP 2** — Following approval by the Tennessee Board to sit for the exam, candidates must register with NCEES at [www.ncees.org](http://www.ncees.org) to reserve a seat for the exam. No additional fee is required. This step must be completed by the NCEES registration deadline.

**If you do not complete the final step of the exam registration process, you will not be able to sit for the exam even though you have paid the exam fee.**

### Exam Dates and Application Deadlines

**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.**

Test Dates	Application Deadline— New Applicants (Application due in Board Office)	Retake Requests— Applicants with Pending Approved Applications use <a href="#">Retake Form</a>
October 29, 2010	June 15, 2010	September 1, 2010
April 8, 2011	December 1, 2010	February 1, 2011
October 28, 2011	June 15, 2011	September 1, 2011
April 13, 2012	December 1, 2011	February 1, 2012
October 26, 2012	June 15, 2012	September 1, 2012
April 12, 2013	December 1, 2012	February 1, 2013
October 25, 2013	June 15, 2013	September 1, 2013
April 11, 2014	December 1, 2013	February 1, 2014
October 24, 2014	June 15, 2014	September 1, 2014
April 17, 2015	December 1, 2014	February 1, 2015
October 30, 2015	June 15, 2015	September 1, 2015

## Fees

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

You should submit both the application fee and the exam scoring fee with your application. These 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)

Exam Scoring Fee– **\$265**

Postponement Fee– **\$25** (due after exams are ordered)

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

Retake Fee– **\$265** (submit with [Examination Retakes](#) form)

## Exams given in April and October

Electrical & Computer: Computer

Electrical & Computer: Electrical & Electronics

Electrical & Computer: Power

Chemical

Mechanical

Civil

Structural I (through October 2010)

Structural II (through October 2010)

Environmental

Structural (16-hour exam, beginning April 2011)

## April Exams Only

Architectural Engineering

Naval Architecture/Marine Engineering

## October Exams Only

Agricultural

Control Systems

Fire Protection

Industrial

Metallurgical & Materials

Mining and Mineral Processing

Nuclear

Petroleum

Candidates for the Civil and Mechanical exams must declare an afternoon depth module when registering with NCEES.

## Exam Locations

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

## Residency Requirements

An applicant for registration by exam must meet Tennessee's residency requirement ([Rule 0120-01-.03](#)).

## Forms

### (1) Application Form –

- Fill out the application form completely (on line or after downloading it), sign it, and have it notarized.

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, [click here](#). 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) Reference Forms –**

- Submit five (5) references from persons acquainted with your technical ability and character.
  - o Three of the five references must be from registered engineers and
  - o References are required from both a current employer/supervisor and a past employer/supervisor (if applicable). No more than three (3) references can be from your current employer.
- References from relatives are not acceptable.
- You are responsible for sending reference forms to the persons listed on your application who will then submit them directly to the Board office.

## **(3) Request-For-Transcript Form –**

Submit the Registrar's Letter to each post-high school institution attended. Your transcript(s) must be submitted directly to the Board office from each institution attended.

## **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.

## **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:

10305 NW 41<sup>st</sup> Street, Suite 223  
Miami, FL, 33178  
Phone: 800-464-7650  
Website: [www.ncees.org](http://www.ncees.org)

Degrees accredited by the Canadian Engineering Accreditation Board (CEAB) that were awarded in or after 1979 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 \$40

per hour; an invoice for this service will be sent to applicants requiring an evaluation following receipt of the evaluation.

## Verification

The Board will request verification from the state board where you passed the Fundamentals of Engineering examination. If the state board charges a fee to provide verification, a form will be sent to you to submit to the appropriate state board with your fee.

## Disability and Religious Accommodations

If you require special accommodations in taking this examination, contact [NCEES](#).

## 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 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.

## Exam Preparation Information

For information about exam preparation resources, visit the [NCEES](#) website.

## Exam Materials and Calculator Information

For information regarding materials permitted and not permitted in the examination room, including acceptable calculators, visit the [NCEES](#) website.

## Score Reporting

Scores are received approximately 90 days after the date of the exam. You will be notified, in writing, within 10 days from the day scores are received. Scores are not released over the phone nor posted on the web site.

## 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, you must submit the [Application to Add an Exam Discipline](#). Do **not** submit the regular application form for registration since you will **not** be issued another PE license.

## Professional Privilege Tax

All architects, engineers and landscape architects registered in Tennessee with an active registration status as of June 1 in a given year are required by State law to pay to the Department of Revenue an annual professional privilege tax. This tax should not be paid at the time of application. If your application is approved, and your registration status is active on June 1, you will be billed for the tax by the Department of Revenue. [Click here](#) for additional information.

## 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.

## **Board Contact**

Contact Wanda Phillips at 615-741-3221, 800-256-5758, or send e-mail to [wanda.phillips@tn.gov](mailto:wanda.phillips@tn.gov) if you need further information or have questions about this information.

Updated April 2010



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 Name \_\_\_\_\_ Mr. Ms.  
Last First Middle

Social Security Number \_\_\_\_\_

Residence Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Residence Phone No. \_\_\_\_\_

Business Affiliation \_\_\_\_\_

Business Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Business Phone No. \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address for Correspondence: Business Residence

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:

Exam Location:

Do you require special accommodations for the examination? Yes No

### NOTE:

Following approval by the Tennessee Board to sit for the exam, candidates must register with NCEES at [www.ncees.org](http://www.ncees.org) to reserve a seat for the exam.

**Comity** (for applicants registered in another jurisdiction)

**Reapplying** (if previously registered in Tennessee)

Previous registration number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I have a NCESS Council Record (optional). Council Record holders are still required to complete the entire application.

Applicant's Full Name \_\_\_\_\_

If you have ever changed your name through marriage, a court action, or have ever been known by any other name, please list name(s) and date(s) of change. \_\_\_\_\_

Have you passed the Fundamentals of Engineering (EIT) examination? Yes      No  
If so, name state/territory and year \_\_\_\_\_

Have you passed a written professional examination? Yes      No  
If so, name state/territory and year \_\_\_\_\_

In what states are you registered? \_\_\_\_\_  
(please give license or registration number for each)

If you have ever been registered in any states other than those named above, please list them \_\_\_\_\_

Have you ever been denied registration or had your professional license suspended, revoked, or voluntarily surrendered as a result of disciplinary proceedings? If yes, please provide additional documentation to the Board office. Yes      No  
If so, name state and year \_\_\_\_\_

Have you ever been convicted of a felony? If yes please provide additional documentation to the Board office. Yes      No  
If so, name place and year \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Name and Address of Institution	Attendance (From - To)	Date of Graduation	Major Course	Degree Received
_____				
_____				
_____				
_____				

Applicant's Full Name \_\_\_\_\_

**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.

Dates of Employment	Total Time Employment Years  ----- Months	Title of Position, Name of Employer, Location, and Nature of Each Engagement and Degree of Responsibility	Name, Title, and Address Of Supervisor

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

Applicant's Full Name \_\_\_\_\_

**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.

Dates of Employment	Total Time Employment	Title of Position, Name of Employer, Location, and Nature of Each Engagement and Degree of Responsibility	Name, Title, and Address Of Supervisor
	Years  ----- Months		
	Years  ----- Months		
	Years  ----- Months		

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

Applicant's Full Name \_\_\_\_\_

**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.

Dates of Employment	Total Time Employment	Title of Position, Name of Employer, Location, and Nature of Each Engagement and Degree of Responsibility	Name, Title, and Address Of Supervisor
	Years  ----- Months		
	Years  ----- Months		
	Years  ----- Months		

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

Applicant's Full Name \_\_\_\_\_

**REFERENCES**

List names and complete addresses of five persons acquainted with your technical ability. Three references must be from registered engineers. A maximum of three references may be from one employer. References are required from both a current employer/supervisor and a past employer/supervisor (if applicable). References from relatives are not acceptable.

References	State of Registration	Employer, Past Employer, Client, etc.	Complete Address

**APPLICATION AND LAW AND RULES AFFIDAVIT**

I hereby make application for registration as an engineer and agree not to practice in the State of Tennessee until I become registered. The information provided on this application is accurate.

I attest that I have read, reviewed, and am familiar with *Tennessee Code Annotated*, Title 62, Chapter 2 and the *Rules of the State Board of Architectural and Engineering Examiners*.

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
DEPARTMENT OF COMMERCE AND INSURANCE  
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR  
NASHVILLE, TN 37243-1142  
800-256-5758      615-741-3221 (NASHVILLE AREA)      615-532-9410 (FAX)

## 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 Board of Architectural and Engineering Examiners for registration to

practice     architecture  
               engineering  
               landscape architecture

Please send the information requested on the reverse directly to the Board office. *If more space is needed, please do not write on the back; 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 architects, engineers, and landscape architects. 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 architect, engineer, or landscape architect, 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)

Applicant's name \_\_\_\_\_

**To Be Completed By The Reference**

THIS IS CONFIDENTIAL INFORMATION – FOR USE OF BOARD MEMBERS ONLY

1. How long have you known the applicant? From \_\_\_\_\_ to \_\_\_\_\_ inclusive
2. Are you in any way related to the applicant? \_\_\_\_\_ What relationship? \_\_\_\_\_
3. What has been your connection with the applicant? \_\_\_\_\_  
\_\_\_\_\_
4. If the applicant has worked for or with you, **give dates** and information pertaining to the duties performed and the character and quality of his/her work. Was the applicant actually in responsible charge of work and to what extent? *If more space is needed, please do not write on the back; use a separate sheet of paper.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What is your opinion of the applicant's personal integrity and general character? \_\_\_\_\_
6. Please give your estimate of the applicant as an \_\_\_ architect \_\_\_engineer \_\_\_ landscape architect. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. To your knowledge, has the applicant ever been convicted of a felony? \_\_\_\_\_
8. Would you employ the applicant in a position of trust? \_\_\_\_\_
9. Is the applicant qualified to be placed in responsible charge of design or supervision of work, with full authority to change designs or specifications? \_\_\_\_\_
10. If the applicant is in individual practice, please indicate the nature of the practice \_\_\_\_\_  
\_\_\_\_\_
11. Do you recommend the applicant for registration? \_\_\_\_\_
12. Remarks concerning the applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I make the above statements with full knowledge that the person referred to is making application for registration by the State of Tennessee as an architect, engineer or landscape architect and after having carefully read the information given on the reverse side of this form.

- a. My full name is \_\_\_\_\_  
(to be typewritten or printed)
- b. My present employer is \_\_\_\_\_
- c. My title or position is \_\_\_\_\_
- d. I am/am not a registered \_\_\_ architect  
\_\_\_ engineer  
\_\_\_ landscape architect in the State of \_\_\_\_\_ License No. \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

