



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

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 must register with NCEES at www.ncees.org to pay the exam fee and reserve a seat for the exam. This step must be completed by the NCEES registration deadline.

Exam Dates and Application Deadlines

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

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 Retake Form
October 24, 2014	June 15, 2014	August 15, 2014
April 17, 2015	December 1, 2014	February 1, 2015
October 30, 2015	June 15, 2015	August 15, 2015
April 15, 2016	December 1, 2015	February 1, 2016
October 28, 2016	June 15, 2016	August 15, 2016
April 21, 2017	December 1, 2016	February 1, 2017
October 27, 2017	June 15, 2017	August 15, 2017
April 13, 2018	December 1, 2017	February 1, 2018
October 26, 2018	June 15, 2018	August 15, 2018
April 5, 2019	December 1, 2018	February 1, 2019
October 25, 2019	June 15, 2019	August 15, 2019

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.

Exams given in April and October

Electrical & Computer: Computer

Electrical & Computer: Electrical & Electronics

Electrical & Computer: Power

Chemical

Mechanical

Civil

Environmental

Structural (Lateral and/or Vertical Forces)

Exams given only in April

Architectural Engineering

Naval Architecture/Marine Engineering

Industrial

Software

Exams given only in October

Agricultural

Control Systems

Fire Protection

Metallurgical & Materials

Mining and Mineral Processing

Nuclear

Petroleum

Candidates for the Civil, Mechanical, and Structural 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.

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.

Exam Preparation Information

For information about exam preparation resources, visit the [NCEES](http://www.ncees.org) website.

Exam Materials and Calculator Information

For information regarding materials permitted and not permitted in the examination room, including acceptable calculators, visit the [NCEES](http://www.ncees.org) website.

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, 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.

This Application Packet Contains the Following Items

(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.
 - 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.
 - References from relatives are not acceptable.
- **You must send a copy of the experience page of the application with the reference form to each reference for verification purposes. The references will then submit them to the Board office.**

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

- **Electronic Verifications**
You may now request [electronic verifications](#). From the site, select the board you are making application to and follow the prompts.
- **Use this form** if the board to which you are applying is not currently utilizing the electronic verification system.
 - i. Verifications are required if your Fundamentals of Engineering (FE) and/or Principles and Practice of Engineering (PE) exams were taken in a state other than Tennessee.
 - ii. Comity applicants with less than twelve (12) years of post-graduate engineering experience must also request FE verification.
- **Do not use the form** if you are submitting an NCEES Council Record.

After completing the appropriate fields, send this form to the state licensing board(s) where you passed the FE and/or PE exams. Contact information for state licensing boards is available [at this web site](#). Check with that state board regarding whether a fee is required to process the request.

This document must be returned to the Tennessee Board of Architectural and Engineering Examiners by the state completing the Verification of Licensure Document.

Transcripts

Official transcripts are required for all educational credit claimed. Request an *Official Transcript* from the college/university registrar's office. The college/university must mail the transcript directly to the Board office.

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 wanda.phillips@tn.gov if you need further information or have questions about this information.

Updated April 2014



500 James Robertson Parkway
Nashville, TN 37243
Tel: 615-741-2241
<http://www.tn.gov/commerce/>

FOR OFFICE USE ONLY
LICENSE TYPE 1202
TRANSACTION TYPE 1010
FILE NUMBER _____
ENTITY NUMBER _____
APPLICATION NUMBER _____
AMOUNT PAID _____

ENGINEER EXAM APPLICATION

Only applicants with complete applications are eligible for consideration. You may attach additional pages as necessary. Please type or print clearly in ink. Checks should be made payable to the Department of Commerce & Insurance.

Send the completed application to:
Attn: Board of Architectural and Engineering Examiners
The Department of Commerce & Insurance
500 James Robertson Parkway
Nashville, TN 37243

Section One: Applicant Identification and eligibility verification

Name of Applicant: _____
Last First Middle

Are you currently licensed? Yes/No _____ If Yes, License Number _____

Social Security Number OR Federal EIN _____

Mailing Address _____

City State Zip Code

Contact Phone Number: _____

Email Address: _____



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 to pay the exam fee and 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 NCEES Council Record (optional). Council Record holders are still required to complete the entire application.

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. 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 Theory¹ 2. Engineering Management² 3. Communication Skills³ 4. Social Implications of Engineering⁴ <i>For each engagement, mark (X) which of the above work areas and skills were obtained and developed.</i>				Name, Title, and Address of Supervisor
		(1)	(2)	(3)	(4)	

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

1 Includes analysis, design, testing, implementation, systems application, and code/regulatory understanding.

2 Includes planning, scheduling, budgeting, contracting, supervision, project control, and risk assessment.

3 Includes accumulation of project knowledge through interpersonal communication and transmission of project knowledge to others.

4 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.

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. 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 Theory⁵ 2. Engineering Management⁶ 3. Communication Skills⁷ 4. Social Implications of Engineering⁸ <i>For each engagement, mark (X) which of the above work areas and skills were obtained and developed.</i>				Name, Title, and Address of Supervisor
		(1)	(2)	(3)	(4)	

(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.

Applicant's Full Name _____

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		(1)	(2)	(3)	(4)	

(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.

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
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 second page directly to the Board office. I have attached a copy of the experience page(s) from my application for verification purposes. Please return the experience page(s) to the Board office with the completed reference form. *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)



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Nashville, TN 37243-1142

615-532-9410 (Fax)

www.tn.gov/regboards/ae

wanda.phillips@tn.gov

REQUEST FOR VERIFICATION OF REGISTRATION OR EXAMINATION

From: TN Board of Architectural and Engineering Examiners

To: (Board Making Certification)

_____	(Name)
_____	(Street Address)
_____	(City, State, Zip)
_____	(SS# Last Four Digits) (DOB)

I. The above named person was registered as:

	Certificate Number	Date Issued	Valid Until
Professional Engineer	_____	_____	_____
Engineer Intern	_____	_____	_____

II. Minimum requirements were:

Written examination prepared by:	Exam	Final Score*	Date of Exam
NCEES Board	_____ Hrs. PE	_____	_____
	_____ Hrs. FE	_____	_____

Examination option or discipline _____

FE accepted from _____

Comity or Reciprocity with _____

Other: (Please explain) _____

III. Has the above named person been subject to any disciplinary action? Yes No

IV. Remarks: *(If any NCEES grades were adjusted, please explain.) _____

By: _____

(Board Seal) Title: _____

Date: _____