

General Information for Engineering Technology Degree Applicants Regarding the Portfolio Review and Committee Review Process

Excerpts from Section 40-22-222(B): Applicants "...may present their credentials for evaluation by a committee of Professional Engineers licensed in this State composed of no less than three practicing engineers, a member or former member of the board, and a professor of engineering. Applicants for licensure under this subsection must demonstrate sufficient rigor in their scope or depth of qualifying experience, such that the committee can determine that they can meet established standards of engineering practice...." The key component of this process is an opportunity to present a portfolio of specific professional work after an application has been accepted by the Board (documenting education, exams and a minimum of eight years of experience). After the portfolio is reviewed and approved, an interview will confirm authorship of the work and allow the applicant an opportunity to explain how s/he has learned in non-traditional settings to practice so as to meeting established standards of engineering. The interview will be conducted by a professor of engineering in the applicant's discipline (e.g., civil or electrical or structural, etc.), licensed professional engineers, and a former or current board member."

Once the initial application has been accepted, the Board staff will notify you to send a current resumé and six copies of your portfolio describing in detail three projects on which you have worked. The documentation **must** include hand calculations (even though we understand computer calculations are used in everyday practice). The portfolio must be submitted digitally on six (6) CD's, and all files on the CD must be in Adobe Acrobat format. Please ensure you have provided sufficiently detailed information for each project and that there is verification that you did the work either by initials on the pages or by submittal of a letter from the sealing engineer describing your involvement. The six copies of your portfolio will be reviewed by the committee. We will set a review and interview date and will give you at least 2 weeks notice of the meeting. You will meet with the committee members to discuss the projects you have submitted. The committee will make a recommendation to the Board to license or to not license. At their next regularly scheduled meeting, the Board will review and vote on the committee's recommendation. The Committee members will not be able to tell you their recommendation.

You may attend the Board meeting but it is not required. If your application for licensure is approved, we will issue the license within three days of the Board meeting.

This process is a tiered one that will take some time to accomplish. Due to the task of coordinating the schedules of committee members to identify a mutually agreeable meeting date, we ask for your patience as we set the review and interview dates. Please understand that the Board staff will not be able to give you information other than the information sent to you from the committee and application procedure information.

Questions regarding the Portfolio Process may be directed to the Board by telephone at (803) 896-4422 or by email at engls@llr.sc.gov