

Procedures for Applications of Engineering Technology Graduates
under Section 40-22-222

1. All applicants must file an application and pay a nonrefundable application fee.
2. Applications must be complete when submitted (with the exception of transcripts and possibly references)
3. All **currently licensed** Category B Associate Professional Engineers may file an abbreviated “short form” application. These short form apps were mailed to each Category B engineer on file with the Board as of August 2007. Individuals who were licensed as Category B but let the license lapse must file a “long form” application.
4. Only work experience gained after receipt of the accredited technology degree will qualify.
5. Upon notice from the Board office that the application meets the education, length of experience, and moral character requirements set forth in Section 40-22-222, the applicant will be invited to assemble documents for a portfolio of work accomplished while working as an engineer. Board forms must be completed and attached to the documentation submitted. Applicants must submit three projects. The portfolio is limited to documents in a 3-inch binder plus any plans they believe necessary to complete the portfolio.
6. Board staff will assign the portfolio to a committee for review; the same committee members will also interview the applicant if possible.
7. Committee members may ask for additional information on the set of projects submitted as many times as they deem necessary for their complete and thorough review. The additional information is not deemed a “second review.” If the applicant has not demonstrated engineering skills in the first set of projects, he may be invited to submit other projects for review. The second set of projects will be considered his “second review” allowed by statute. Again, the committee may request additional information on the second set of projects until they are satisfied that they have sufficient information and documentation on which to make a recommendation.
8. Projects submitted must be real projects but the project does not have to have been built. “Fabricated” projects, created for the portfolio process only, are not acceptable.
9. The committee may recommend licensure of the applicant to the Board if it determines that, based upon the portfolio and the interview, the applicant has demonstrated sufficient rigor in the scope and depth of his qualifying experience and that he/she meets established standards of engineering practice.
10. The Board will review the committee’s recommendation and may approve licensure of the applicant.
11. If the Committee recommends that the application be denied, and the Board votes accordingly, the applicant may appeal the decision through a formal Application Hearing.