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**INSTRUCTIONS AND GUIDELINES FOR COMPLETING  
THE SUPPLEMENTAL EXPERIENCE RECORD  
FOR CERTIFICATION AS AN ENGINEER INTERN IN ALABAMA**

Alabama Board of Licensure for Professional Engineers and Land Surveyors

PO Box 304451  
Montgomery, AL 36130-4451

(334) 242-5568

Web Address: [www.bels.alabama.gov](http://www.bels.alabama.gov)

The RSA Union (**FedEx or UPS mail only**)  
100 North Union Street, Suite 382  
Montgomery, AL 36104-3702

**Point of Contact**

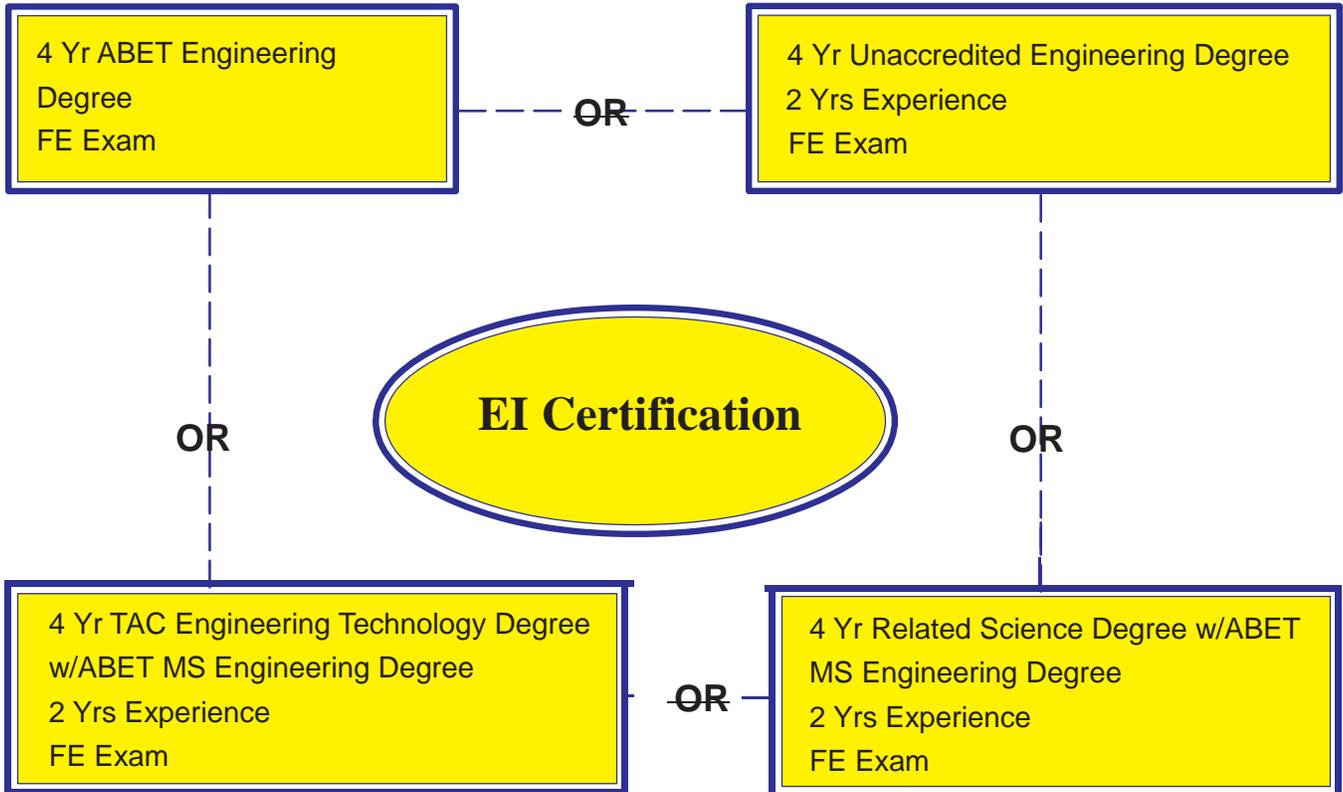
If you have any questions concerning the application or requirements, go to our website under Contact Us and find the contact information for the staff member who handles the Engineer Intern Certifications.

**Important:**

**If you have this application for 6 months or longer before filing, check with the Board office or on-line to make sure there are no changes to the form, requirements or deadlines before using.**

# 4 Paths to EI Certification

If you are uncertain if you meet the requirements prior to filing an application, go to our website under Contact Us and find the contact information for the staff member who handles the LS applications.



# EI Certification Requirements

If you are uncertain if you meet the requirements, go to our website under Contact US and find the contact information for the staff member who handles the Engineer Intern applications.

## Education and Experience Requirements

[See Chart on Previous page](#)

**Applicants** submit the following items in order to be certified:

- Application with all questions answered
- Application fee
- Transcript directly from the college/university showing degree and date received
- Supplemental experience record (if experience is required)
- Experience verification (if experience is required)

All information for certification must be received in the Board office by the agenda deadlines of the next board meeting.

## Graduates of Foreign Universities

If your BS degree is from a foreign university, you must have an evaluation performed by NCEES. Contact NCEES at [www.ncees.org](http://www.ncees.org) to start the evaluation process. This is the only provider we accept.

**There is no waiver for this requirement. – If you have an AACRAO or Josef Silney evaluation performed prior to July 1, 2009, we would accept those evaluations.**

## Graduates with non-engineering BS degree from a regionally accredited school + an ABET MS in engineering

If your BS degree is not in engineering and is from a regionally accredited school, you must submit a Request for Board Evaluation of Related Science form along with your application.

## Experience Requirement for those who do not have an ABET BS engineering degree

All experience must be verified by PE Supervisors or Associates who were licensed prior to the time being verified. If no PE supervisors or associates were inside or outside the company that you worked with that has personal knowledge of your experience, if there was a graduate engineer in the company, that individual can file an experience verification form and background information form for the board's review. If the board determines they are substantially equivalent to a PE at the time you worked with them, you will get credit for the experience. If not, no credit will be given.

The Board's policy on experience prior to graduation is that you must have been in a formal co-op program through the school or it took you 6 years or longer to receive your degree and you were working gaining engineering experience under a PE. The maximum credit the Board will consider is 6 months. Experience must be verified by a PE in order for the Board to review.

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## APPLICATION PACKAGE

If you are uncertain if you meet the requirements prior to filing an application, go to our website under Contact Us and find the contact information for the staff member who handles the EI certifications. If after filing the application you do not meet the licensing requirements of this State, your application will not be returned and your fees are non-refundable.

Substitute forms, such as resumes, personal work samples or copies of application forms filed with other state boards are not acceptable and, if received, will be returned.

**To apply for EI certification with an unapproved BS engineering degree, you must complete and submit the following items:**

- application for Certification as an Engineer Intern and application fee
- Supplemental Experience Record
- transcripts directly from the college/university to the Board office
- experience verification (you will need 1 for each engagement)
- Board evaluation of transcript form (if BS degree is related science and you also have an MS in engineering)

**To apply for EI certification with a BS engineering degree from a foreign country, you must complete and submit the following items:**

- application for Certification as an Engineer Intern and application fee
- Supplemental Experience Record
- transcripts directly from the college/university to the Board office
- experience verification (you will need 1 for each engagement)
- transcript evaluation (if BS degree is from foreign university)

## COMPLETING THE APPLICATION

The application form is to be typed and all questions must be answered. The application, instructions and associated forms can be typed in the PDF file and then printed. The application must have an original signature and notary seal. **E-mail nor faxed applications will be accepted.**

**Questions 1 through 5 should be self explanatory**

**Section 2** Transcripts are required of all applicants. **We do not accept faxed nor emailed transcripts.** You must contact the university and have the transcript sent directly to the Board office.

If you only have an engineering technology or related science BS degree, we **CANNOT** accept an application for EI Certification. You must have an ABET MS in engineering in addition to your BS degree.

To qualify as a related science graduate, a minimum of 32 semester hours or 48 quarter hours of an appropriate combination of mathematics and basic science courses are required. It will be necessary that you submit a Request for Board Evaluation Related Science form along with your application.

**Section 3** The experience record should begin after graduation from a university whether or not it was engineering experience. **All time must be accounted for, including military time, illness, unemployment, etc.** Each company you worked for is considered an engagement. If you were promoted within a company, do not indicate a change in engagements. If an engagement was part time work, indicate part time and the number of hours you worked per week. Experience must be started on the application form first. If you need to use additional pages, please number accordingly. Experience cannot be anticipated. **You must have the required experience when the application is submitted.**

The only experience prior to graduation the Board is currently accepting is if you were in a formal co-op program through your school or if it took you 6 years or longer to get your BS degree and you were working gaining engineering experience under a PE. Normally the maximum credit the Board will consider is 6 months. This experience **must** be verified by a PE.

You will receive one years credit for a MS or PhD in engineering in a program whose undergraduate or graduate degree is accredited by ABET or 2 years for a MS and PhD in engineering. If you were working and going to school at the same time, you cannot receive credit for your degree and the experience. You will receive credit for one but not both.

#### **Section 4**

You must send an experience verification form to your PE supervisor or associate for each engineering engagement listed under Section 3 that can be verified. If an engagement cannot be verified, list why the experience cannot be verified. Any experience not verified does not count.

All experience must be verified by PE Supervisors or Associates who were licensed **prior to the time being verified**. If no PE supervisors or associates were inside or outside the company that you worked with that has personal knowledge of your experience, if there was a graduate engineer in the company, that individual can file an experience verification form and background information form for the board's review. If the board determines they are substantially equivalent to a PE at the time you worked with them, you will get credit for the experience. If not, no credit will be given.

You are to send the experience verification form along with an envelope for them to return the forms to you to those individuals you list under Section 4. The individuals are to seal the envelope shut and sign across the back flap of the envelope. **DO NOT** open the envelope when it is returned to you. You are to collect the sealed envelopes and submit them along with your application.

#### **Section 5 should be self explanatory**

### **GRADUATES OF FOREIGN UNIVERSITIES**

**All applicants** who attended and graduated with a four year Bachelor of Science engineering degree from a foreign institution regardless of additional degrees received, must contact NCEES at [www.ncees.org](http://www.ncees.org) to request an education evaluation packet to have your transcript evaluated. NCEES will provide you with the information and instructions necessary for the evaluation of your education. **There is no waiver to this requirement.** If you had an evaluation performed by AACRAO, ECEI or Josef Silny prior to July 1, 2009, we would accept those evaluations.

### **FILING DEADLINES AND BOARD MEETING DATES**

In order to provide sufficient time for receiving, processing and presenting an application to the Board for review, certain deadlines must be met. It is the responsibility of the applicant to assure that the required information is received prior to the deadlines. This office cannot be responsible for the delays in the receipt of applications, in any information pertaining to the application caused by the mail service, or by your respondents.

The Board meets approximately every two months. The Board Meeting dates and filing deadlines are tentatively set and subject to change. The dates and filing deadlines can be found on the website under Other Info and then under Dates & Deadlines.

Applications are added to the agenda for Board review as the processing is completed; i.e. all references, experience verification forms, transcripts and verifications of the Fundamentals of Engineering have been received. The agenda is closed on the agenda deadline and applications received and completed after that date are added to the next Board Meeting agenda, no exceptions.