



State of Tennessee
Department of Commerce and Insurance
Board of Architectural and Engineering Examiners
500 James Robertson Parkway Nashville, TN 37243-1142
800-256-5758 615-741-3221 615-532-9410 (Fax)

Engineer Intern

(For individuals who are graduates of an EAC/ABET accredited undergraduate engineering curriculum of four (4) years or more or one that has been determined to be substantially equivalent and who have passed the FE exam)

Effective January 2016, applicants for the Fundamentals of Engineering (FE) exam will no longer apply to the Tennessee Board for authorization to sit for the FE exam. Applicants may apply directly with NCEES and then apply to the Tennessee Board for Engineer Intern certification after passing the exam.

You may fill out the application for certification online. The application must then be printed because it must be signed by the applicant and the applicant's sponsor/reference.

Certification Process

There are two steps in the Engineer Intern certification process:

STEP 1 — Register for the FE Examination with NCEES

You may register for the FE exam at www.ncees.org. Exam fees are paid to NCEES when registering on the NCEES website. Information regarding exam scheduling, exam materials and calculators, and exam results is available on the NCEES website.

Do not register unless you meet one of the following requirements:

- Senior standing in a 4-year (minimum) undergraduate engineering curriculum that has been accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET).
- Graduate of a curriculum of four (4) years or more that has been accredited by the EAC/ABET leading to a baccalaureate degree in engineering.
- Graduate of a program accredited by the Canadian Engineering Accreditation Board (CEAB), if the degree was awarded in or after 1980.
- Degrees from non-accredited engineering programs must be evaluated as described below (see "Applicants with Non-Accredited Foreign Degrees" and "Applicants with Non-Accredited Domestic Degrees").

An engineering technology program, whether four (4) or two (2) years in length, is not considered by the Board to be an acceptable curriculum.

If you have questions about your particular circumstances, please e-mail Cindy Toombs at cynthia.toombs@tn.gov before registering for the exam with NCEES.

Passage of the FE exam alone does not ensure:

- Certification as an Engineer Intern (EI);
- Future approval to take the Principles & Practice of Engineering exam; or
- Licensure as a Professional Engineer (PE).

STEP 2 — Apply to the Tennessee Board for Engineer Intern (EI) certification after passing the FE examination.

Fees

Application fee -- \$15

Make checks payable to the **Tennessee Department of Commerce and Insurance**. Payment must be made at the time of application and the fee is not refundable. Submit the completed application and fee to the address on the application form.

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.

Eligibility Verification for Entitlements

If you are a natural person applying for a license, registration, certification or other benefit you must “Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee’s Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States...” **Specific instructions are on the three (3) pages following the application.**

Submit the appropriately signed form and documents, if required, with the application.

Application Form

- ◆ Type or write your name on the application as you want it to appear on your certificate and in your permanent record.
- ◆ Fill out the application completely online or after downloading it.
 - Sign the application and obtain the required signature from a sponsor/reference.
 - An employer, company official, or former professor must sign your application as a sponsor or reference.
 - Relatives or Board members are prohibited from serving as references.
- ◆ Submit the application and fee (payable to the **Tennessee Department of Commerce and Insurance**) to the Tennessee Board. Any major modification of state approved forms may cause the Board to reject your application.

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 transmit** the transcript **directly to the Board office**.

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.

Board Contact

- ◆ Correspondence will be mailed to your designated address. Include your zip code and apartment number if applicable.
- ◆ Notify the Board office immediately of any change of address.
- ◆ If you have questions about any of this information call Cindy Toombs at 615-741-3221, 800-256-5758, or send an e-mail: cynthia.toombs@tn.gov

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

FOR OFFICE USE ONLY
LICENSE TYPE 1208
TRANSACTION TYPE 1010
FILE NUMBER _____
ENTITY NUMBER _____
APPLICATION NUMBER _____
AMOUNT PAID _____

ENGINEER INTERN 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: _____



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Board of Architectural and Engineering Examiners
Department of Commerce and Insurance
500 James Robertson Parkway
Nashville, TN 37243-1142
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APPLICATION FOR CERTIFICATION AS AN ENGINEER INTERN

THIS APPLICATION IS FOR INDIVIDUALS WHO HAVE ENGINEERING DEGREES

Answer ALL questions completely as applicable. Type or print legibly.

PERSONAL INFORMATION

Full Legal Name: _____ Mr. Ms.
Last First Middle (Maiden)

Social Security No.: _____ Date of Birth: _____

Residence Address: _____ Telephone Number _____
Street, City, State, Zip

Business Affiliation: _____ Telephone Number _____

Business Address: _____
Street, City, State, Zip

E-mail Address: _____ Most of the correspondence pertaining to your application will be sent by e-mail.

Address for Correspondence: Business Residence

UNDERGRADUATE ENGINEERING DEGREE

College/University _____

Address _____

Engineering degree awarded _____ Date awarded _____

Major _____

VIOLATIONS

Have you ever been convicted of a felony/felonies? Yes No

If yes, submit a letter of explanation and a certified copy(ies) of the judgment(s) with this application.

TO BE COMPLETED BY THE APPLICANT

- I hereby apply for certification as an engineer intern by the Tennessee Board of Architectural and Engineering Examiners. The information provided on this application is accurate.
- An engineer intern certificate, if granted, **will not** authorize me to practice engineering or make public use of the title “engineer” in the State of Tennessee; however, as an engineer intern certificate holder, I may use the title “engineer intern.”

Applicant's signature _____ Date _____

TO BE COMPLETED BY THE APPLICANT'S SPONSOR/REFERENCE

I believe that _____ is of good character and repute, and I hereby recommend the applicant to the Tennessee Board of Architectural and Engineering Examiners as worthy of consideration for certification as an engineer intern.

Sponsor/Reference's name (please print) _____

Signature of Sponsor/Reference _____

Title _____ Date _____



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243**

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation**Part A. Eligibility Verification for Entitlements Act Attestation**

I hereby attest under penalty of perjury that I am (select one):

_____ A United States citizen;

_____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;¹

_____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

¹ Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.