



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 students holding senior status in an EAC/ABET accredited undergraduate engineering curriculum)

You may fill out the application online. The application must then be printed because it must be signed by the applicant and the Dean or his/her designee.

Exam Dates and Application Deadlines

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 — Senior Engineering Students (Application and Fee due in Board Office)
October 24, 2009	September 1, 2009
April 17, 2010	February 1, 2010
October 30, 2010	September 1, 2010
April 9, 2011	February 1, 2011
October 29, 2011	September 1, 2011
April 14, 2012	February 1, 2012
October 27, 2012	September 1, 2012
April 13, 2013	February 1, 2013
October 26, 2013	September 1, 2013
April 12, 2014	February 1, 2014
October 25, 2014	September 1, 2014
April 18, 2015	February 1, 2015
October 31, 2015	September 1, 2015
April 16, 2016	February 1, 2016
October 29, 2016	September 1, 2016

Residency Requirements

An applicant for registration by exam must meet Tennessee's residency requirement ([Rule 0120-1-.03](#)).

Fees

Cost of exam – **\$50**

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.

Exam Locations

Exams are currently given in Memphis, Martin, Cookeville, Chattanooga, Knoxville, and the Nashville area; however, this is subject to change.

Afternoon Exam Modules

Beginning with the October 2010 exam administration, all candidates must declare which afternoon module they wish to take at the time of application. The following modules are available: Chemical, Civil, Electrical, Environmental, Industrial, Mechanical, and Other/General Engineering.

Application Form

- ◆ Type or write your name in #1 on the application as you want it to appear on your certificate and in your permanent record.
- ◆ In #11 provide an emergency contact to be called in the event of a medical emergency at the exam site.
- ◆ Fill out the application completely online or after downloading it. Sign the application and obtain the required signature from the Dean or his/her designee. Submit the application and fee (payable to the **Tennessee Department of Commerce and Insurance**) to the Tennessee Board. The application must be received by the stated deadline. Any major modification of state approved forms may cause the Board to reject your application.

Disability and Religious Accommodations

If you require special accommodations in taking this examination, contact [NCEES](#).

Scheduling Information

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The Board has contracted with the National Council of Examiners for Engineering and Surveying, (NCEES), for exam administration services, including the scheduling of candidates. Following approval by the Tennessee Board to sit for the exam, candidates must register with NCEES to 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](#). Senior students may not postpone the scheduled examination.
- ◆ Correspondence, other than reporting of exam scores, will be mailed to your current mailing address (or permanent address, if it is the same as the current address). Include your zip code and apartment number if applicable.
- ◆ Notify the Board office immediately of any change of address.

Exam Preparation Information

For information about exam preparation resources, visit the [NCEES](#) website.

Exam Materials and Calculator Information

For information regarding materials permitted and not permitted in the examination room, including acceptable calculators, visit the [NCEES](#) website.

Score Reporting

Exam scores are received approximately 90 days after the date of the exam; you will be notified, in writing, within 10 days from the day scores are received. Scores will be mailed to your permanent address (#3 on the application) unless otherwise advised. Include your zip code and apartment number if applicable.

Scores are not released over the phone or posted on the website.

Board Contact

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

Updated August 2009



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APPLICATION FOR ENGINEER INTERN CERTIFICATION
SENIOR STUDENTS APPLICATION ONLY

Please fill out completely by typing or writing legibly.

1. Full Name _____ Mr. Ms. Soc. Sec. # _____
Last First Middle (Last 4 digits only)

2. Date of Birth _____ Where _____
City State

3. Permanent Address _____
Street Apt. No. City State, Zip

Phone # _____ E-Mail Address _____

4. Current Mailing Address (including box numbers). *Complete only if current address is different from permanent address.*

 Phone # _____

5. I am a ___ Full-time ___ Part-time Senior Student at _____
College/University

Engineering Degree/Major _____ Expected Graduation Date _____

6. ___ Initial Application or ___ Reapply Date previously sat for exam in Tennessee _____

7. I wish to be examined _____ at _____
Date Exam Location

8. Choose afternoon exam module: ___ Chemical ___ Civil ___ Electrical ___ Environmental
 ___ Industrial ___ Mechanical ___ Other/General Engineering

9. I require special accommodations in taking an exam. ___ Yes ___ No
If the answer is yes, REFER to instructions for additional information.

10. 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.

11. Emergency contact (name and phone number): _____

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. I understand that an engineer intern certificate, if granted, **will not** authorize me to practice engineering or make public use of the title "engineer"; however, I may use the title "Engineer Intern."

Applicant's Signature _____ Date _____

TO BE COMPLETED BY THE COLLEGE/UNIVERSITY ENGINEERING DEPARTMENT HEAD AUTHORIZED TO SIGN
SENIOR ENGINEER INTERN APPLICATIONS

I certify that the applicant is a prospective graduate in good standing in the senior year of the engineering curriculum and is of good character and repute. I hereby recommend the applicant to the Tennessee Board of Architectural and Engineering Examiners as worthy of consideration for certification as an Engineer Intern.

Signed: _____ Date _____
Authorized College/University Department Head

NOTE: Following approval to sit for the exam, candidates must register with NCEES at www.ncees.org to reserve a seat for the exam.