

## MONTANA BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

301 South Park, 4<sup>TH</sup> Floor (Delivery)  
P. O. Box 200513  
Helena MT 59620-0513  
(406) 444-5711 FAX (406) 841-2305  
E-mail: [dlibsdpels@mt.gov](mailto:dlibsdpels@mt.gov)

Website address: [www.engineer.mt.gov](http://www.engineer.mt.gov)

### ENGINEER INTERN CERTIFICATE APPLICATION INSTRUCTIONS

#### GENERAL INFORMATION

- By order of the Board, no hand-written documents sent by the applicant will be accepted. (Character references sent by third parties are exempt from this requirement.) This application now has “fillable fields” that allow you use your computer keyboard to input information.

Only those applications that include all the information required by the Board will be considered “complete” and may be processed.

- Please review the Montana laws and rules regarding the practice of a Professional Engineer in Montana.
- **SPECIAL NOTE #1:** As of February 19, 2015, the qualifications required to be an Engineer Intern in Montana have changed through the provisions of HB 63. this application reflects those changes. Please visit the Board’s website or contact the Board office for more information.
- **SPECIAL NOTE #2:** As of November 21, 2014, the Engineer Intern certificate is valid for 2 years. The certificate may be renewed for additional two-year periods for a fee of \$25 per renewal. The expiration date for EI certificates is June 30. A renewal application will be added to the License Application Forms on the Board’s website.

#### CERTIFICATION REQUIREMENTS

Applicants for an Engineer Intern Certificate must meet one of the following set of requirements:

- A Baccalaureate (B.S.) or Master’s (M.S.) degree in a Board-approved engineering or engineering technology program, passage of the NCEES Fundamentals of Engineering examination and 3 character references. (Board-approved programs include those accredited by ABET. The Board also will accept degrees that have received a NCEES Education Credential Evaluation that states the degree program meets NCEES standards. The applicant is responsible for requesting that evaluation and arranging for its delivery to the Board.)
- A Baccalaureate degree in a science curriculum other than a Board-approved engineering or engineering technology program, passage of the NCEES Fundamentals of Engineering examination, 3 character references, and a specific record of at least 4 years of progressive engineering experience under the supervision of a licensed Professional Engineer. (At present, only engineers licensed within the United States are considered Professional Engineers by the Board.)

**IMPORTANT NOTE:** Applicants using this pathway must obtain 20 years of experience prior to applying to be a Professional Engineer in Montana. (HB 63, Montana Legislature 2015)

#### FEES

- Engineer Intern Certification (following passage of the FE exam): \$25.00

Make check or money order payable to the Montana Board of PELS.

## REQUIRED DOCUMENTS

- **College/University Transcripts:** Official transcripts of college credits must be sent directly to the Board office from the school, college, or university. Transcripts marked "ISSUED TO STUDENT" will not be accepted.

**NOTE:** Any applicant who holds a degree that is not Board-approved (including a foreign degree) is required to have an evaluation completed by NCEES Credentials Evaluation Services. The completed evaluation will be submitted directly to the board office by NCEES. For more information please go to <http://ncees.org/>

- **Experience Sheets:** If your application requires experience, please use the Experience Resume and Experience Detail sheets contained in this application. Do not submit your own resume or CV.
- **Reference Form Letters:** Make three copies of the reference form and send it to the references you list in your application. Those providing references must complete the form and mail it directly to the board office.
- **Verification of FE Exam Results:** Applicants must have passed the FE exam administered by NCEES.

## APPLICATION PROCEDURES

When the application file is complete, it will be reviewed for completeness. The applicant may be notified if additional information is required or if applicant is required to appear before the Board for an interview.

If you have answered "yes" to any of the disciplinary questions you may be requested to provide additional information, or make a personal appearance before the Board during a regularly scheduled board meeting.

All verifications of licensure and examination must be sent directly from each state board in which the applicant is currently or has ever been licensed. **Some states may charge a fee for verifications. Contact each state board prior to sending the request.**

Keep the board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.

The applicant will be notified in writing of any deficient or missing items from the application file. Please be sure the individual references you listed on your application complete the reference questionnaire form and return the form directly to the board office as soon as possible in order to complete your application.

If your application is deemed to be "routine" and does not require a review by the Board, the Engineer Intern certificate will be issued once the application is complete. The certificate is valid for two years and may be renewed. Engineer Intern certificates expire on June 30 of the expiration year.

**DEADLINE DATES** Only Completed Applications will be reviewed at a full board meeting. To be considered by the Board, all elements of an application must be received by the Board office no later than four weeks prior to the next regularly-scheduled Board meeting. (The Board usually meets the first week of February, May, August and November, although exact dates are subject to change.) Please visit the Board's website to check for the next scheduled meeting date.

**Please be aware that your application will not be considered by the Board unless all required documentation has been received by the deadline. Postmarks will not be considered.**

If you are unsure about any instructions or procedures, please contact the Board office at: (406) 444-5711 or email questions to: <mailto:dlibsdpels@mt.gov>

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**APPLICATION FOR ENGINEER INTERN CERTIFICATE**

By order of the Board, all applications must be typed in at least 10 pt. font. This application now features "fillable fields" that will allow you to use your computer keyboard to input information.

ENGINEER INTERN CERTIFICATE - \$25.00

**Complete routine applications will be processed within 14 days**

1. FULL NAME: \_\_\_\_\_  
Last First Middle
2. OTHER NAME(S) KNOWN BY \_\_\_\_\_
3. BUSINESS NAME \_\_\_\_\_
4. BUSINESS ADDRESS \_\_\_\_\_  
Street or PO Box # City and State Zip
5. HOME ADDRESS \_\_\_\_\_  
Street or PO Box # City and State Zip
6. PREFERRED MAILING ADDRESS Business Home
7. E-MAIL \_\_\_\_\_
8. TELEPHONE ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Business Home Fax
9. SOCIAL SECURITY NUMBER \_\_\_\_\_
10. DATE OF BIRTH \_\_\_\_\_

**11. PROFESSIONAL LICENSES**

List all professional licenses you hold or ever have held. License verification must be sent directly to Montana from each state/province/territory. See page 16 of the application

State	License #	License Type	Issue Date	Expiration Date	License Method	Requested State Verification	
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

**DISCIPLINARY QUESTIONS**

Please read carefully & answer questions completely and truthfully, it may affect your licensure.

12. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
13. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
14. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
15. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
16. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
17. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. Yes No
18. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
19. Is there a pending complaint against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

20. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source. Yes No

21. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. Yes No

22. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purpose of this question includes a deferred imposition of sentence and/or deferred prosecution. Yes No

If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years and that resulted in fines of less than \$200; and (2) convictions prior to your 18th birthday unless you were tried as an adult.

23. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source. Yes No

24. Have you been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes please provide a detailed explanation. Yes No

25. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation from the source. Yes No

**PROFESSIONAL EDUCATION:**

List all colleges, universities, and institutions where you have obtained an engineering, engineering technology or other degree. Official transcripts must be sent directly to the Board Office from the college or university.

Name of University or College	City and State/Province/Territory	Dates Attended	Degree Earned

**EXAMINATION VERIFICATION:**

Identify the state for which you sat and passed the NCEES Fundamentals of Engineering exam. If not Montana, verification must be sent directly to Montana from the state, province or territory that holds the record of exam passage.

State	Type of exam	Date of Exam	Requested State Verification	
	FE		Yes	No

**PROFESSIONAL & CHARACTER REFERENCES:**

Please provide the names and addresses of three references who have known you or have been associated with you for a minimum of one year.

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>

**AFFIDAVIT**

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Professional Engineers and Professional Land Surveyors.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**VERIFICATION OF LICENSURE**

THIS IS NOT AN ENDORSEMENT CERTIFICATION

PLEASE COMPLETE THIS SECTION OF THE FORM AND MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS A : \_\_\_\_\_. YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD:

I am applying for a license to practice as an engineer intern in the State of Montana. The Board of Professional Engineers & Professional Land Surveyors requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS. PO BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513.** Your early response is appreciated.

\_\_\_\_\_  
(Signature) Name: \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_

My License Number is: \_\_\_\_\_

DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OF PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS:

Full Name of Licensee: \_\_\_\_\_

License No. \_\_\_\_\_ Issue Date: \_\_\_\_\_

Exams taken in your state? YES NO If YES, please provide the following information:

FE/FS – Exam Date: \_\_\_\_\_ NCEES Exam? YES  NO  Results: PASS FAIL  
PE/PS – Exam Date: \_\_\_\_\_ NCEES Exam? YES  NO  Results: PASS FAIL

License is current? YES NO If NO, explain \_\_\_\_\_

Has license been suspended, revoked, placed on probation or otherwise disciplined? YES NO

If YES, explain and attach documentation \_\_\_\_\_

Has licensee ever been requested to appear before your Board? YES NO If YES, explain

Derogatory information, if any:

Comments, if any:

**BOARD SEAL**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

State Board: \_\_\_\_\_ Date: \_\_\_\_\_



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Applicant is to give this form to References.  
References are to mail completed form **directly** to the Board Office at the above address.

\_\_\_\_\_ of \_\_\_\_\_ has applied to this Board for licensure  
(Name of applicant) (Company, Town, & State)

in the State of Montana as a/an **Engineer Intern, Professional Engineer, Land Surveyor Intern, Land Surveyor** (circle one), and has given your name either as a reference or has stated that he/she has worked for or with you. We appreciate you providing us the information requested on the reverse of this form and assure you that such information will be treated in the strictest confidence.

The practice of professional engineering and land surveying is regulated by statute in Montana for the protection of the public against incompetent or unscrupulous persons in accordance with Chapter 37, Title 67, Montana Code Annotated.

**"37-67-301. License required to practice or offer to practice.** In order to safeguard life, health, and property and to promote the public welfare, any person in either public or private capacity practicing or offering to practice engineering or land surveying shall hereafter be required to submit evidence that he is qualified so to practice and shall be registered as hereinafter provided. From and after January 1, 1958, it shall be unlawful for any person to practice or to offer to practice in this state engineering or land surveying, as defined in this chapter, or to use in connection with his name or otherwise assume, use, or advertise any title or description tending to convey the impression that he is a professional engineer or a professional land surveyor unless such person has been duly registered under the provisions of this chapter."

**"37-67-101. Definitions.** As used in this chapter, the following definitions apply:..

- (5) (a) "Practice of engineering" means:
- (i) any service or creative work the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to the services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, planning the use of water, teaching of advanced engineering subjects, engineering surveys, and the inspection of construction for the purpose of ensuring compliance with drawings and specifications;
  - (ii) any of the functions described in subsection (5)(a)(i) that embrace the services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of mechanical, electrical, hydraulic, pneumatic, or thermal nature insofar as they involve safeguarding life, health, or property.
- (b) The term includes other professional services necessary to the planning, progress, and completion of any engineering services.
  - (c) The term does not include the work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines."

**"37-67-101. Definitions.** As used in this chapter, the following definitions apply:..

- (6) "Practice of land surveying" means any service or work, the performance of which requires the application of special knowledge of the principles of mathematics, physical sciences, applied sciences, and:
- (a) the principles of property boundary law to the recovery and preservation of evidence pertaining to earlier land surveys;
  - (b) teaching of land surveying subjects;
  - (c) measurement and allocation of lines, angles, elevations, and coordinate systems;
  - (d) location of natural and constructed features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water, including work for the determination of areas and volumes;
  - (e) monumenting of property boundaries;
  - (f) platting and layout of lands and the subdivisions of land, including the alignment and grades of streets and roads in subdivisions; and
  - (g) preparation and perpetuation of maps, plats, field note records, and property descriptions."
- PLEASE NOTE: If the required reference forms are not received within a period of three months after the date of receipt of the application in the office of the board, the application shall be rejected and the application fees forfeited. This is in accordance with ARM 24.183.503(2)**

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WEBSITE: [www.engineer.mt.gov](http://www.engineer.mt.gov) or [www.landsurveyor.mt.gov](http://www.landsurveyor.mt.gov)

**REFERENCE FORM**

The Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as professional engineers or professional land surveyors before licensure.

Applicant is to give this form to References.

References are to mail completed form directly to the Board Office at the above address.

RE: Application of \_\_\_\_\_ for: Engineer Intern  
*(Name of applicant)*

1. My full name \_\_\_\_\_

2. My mailing address is \_\_\_\_\_  
*(Street & number) (City) (State & Zip)*

3. My present business or profession is \_\_\_\_\_

***Please check which apply:***

4. I  am  am not a registered professional \_\_\_\_\_ in \_\_\_\_\_  
*(Engineer or Land Surveyor) (State)*

Branch/Discipline \_\_\_\_\_ License Number \_\_\_\_\_

5. My personal knowledge of the applicant is primarily with regard to his or her:  
character      personal reputation      professional competency

6. From personal knowledge, I know that this individual's professional reputation is (please choose one):  
excellent      above average      average      below average      poor

7. Please indicate your relationship to this applicant : \_\_\_\_\_  
[examples: co-worker, supervisor, etc.]

8. I do have personal knowledge of this applicant's experience.

9. I do not have personal knowledge of this applicant's experience.

License Seal if Applicable

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **24.183.702 CLASSIFICATION OF ENGINEERING EXPERIENCE**

(As amended by the Board. The Notice of Adoption of this rule was published by the Secretary of State on Nov. 20, 2014. The following text is not the official version of the rule. The official version is available on the Secretary of State's website.)

(1) Engineering experience shall be classified as the following:

(a) Subprofessional experience is experience gained before receipt of a baccalaureate degree. Such experience may be gained during periods of college or university enrollment, and shall be credited at one-half the time value of preprofessional experience gained after receipt of a baccalaureate degree. No more than one year of subprofessional experience may be counted as preprofessional experience. Such preprofessional experience may include one or more of the following:

- (i) supervised engineering experience; or
- (ii) supervised construction experience.

(b) Preprofessional experience is experience gained following receipt of a baccalaureate degree. Such preprofessional experience may include:

- (i) no more than one year of subprofessional experience as defined in (a);
- (ii) progressive experience on engineering projects which indicate the experience is of increasing quality and required greater responsibility;
- (iii) experience not obtained in violation of the licensure act;
- (iv) experience gained under the supervision of a licensed professional engineer/land surveyor or, if not, an explanation of why the experience should be considered acceptable;
- (v) credible teaching experience at an advanced level, post graduate or senior graduate, in a college or university offering an engineering curriculum of four years or more that is approved by the board;
- (vi) experience gained in engineering research and design projects by members of an engineering faculty, in an engineering curriculum approved by the board;
- (vii) a master's degree in engineering will be credited as one year of experience.
- (viii) a Ph.D. in engineering will be credited as two years of experience, but the applicant shall not count an additional one year for a master's degree, if earned. All degrees shall have been obtained from colleges or universities with board-approved programs.

(c) Professional experience is gained after initial licensure by a state, territory, or possession of the United States.

(2) All experience must be completed at the time of application.

(3) Experience should be gained under the supervision of a registered professional engineer and, if not, an explanation should be made showing why the experience should be considered acceptable.

(4) Engineer applicants may be asked by the board to provide a more detailed explanation of their knowledge of fundamental principles of engineering design and the practical solution of engineering problems.

**RESUME OF EXPERIENCE:** Please complete all columns and total your experience at the bottom.

NOTE: Only 50% of sub-professional work may be counted, up to a maximum of 12 months' worth.

**IMPORTANT! For each engagement listed, you must identify who supervised your engineering work and whether that supervisor was licensed as a Professional Engineer.**

Engagement #	DATES		TITLE OF POSITION & NAME OF EMPLOYER  Denote your title and name of employer in this column. This page of the application is a summary sheet of your experience.  Use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project.  The Board will determine from the information presented whether or not you meet Montana's current requirements.	EXPERIENCE Years and months  (Please sum the total years and months of experience at the bottom of this page)						Name and present address of the person who supervised your engineering work. Note if the supervisor is/was a licensed PE and, if so, note the license #.  (Please do not put down deceased persons.)
	From	To		(1) Time In sub-prof. work (can claim only 1 year total)		(2) Time In pre-prof. work		(3) Is your supervisor also a character reference?		
				Yr	Mo	Yr	Mo	Yes	No	

**PLEASE USE EXTRA SHEETS TO EXPLAIN IN DETAIL**

Explain your engineering experience in detail on the extra sheets. If you do not explain in sufficient detail, your application will be returned, and you will be requested to provide a more detailed description of your engineering experience.

1.			Title: Name of Employer:							
2.			Title: Name of Employer:							
3.			Title: Name of Employer:							
4.			Title: Name of Employer:							

			<b>Line 5:</b> Total of sub-professional work							
			<b>Line 6: x</b>	0.5	0.5					
			<b>Line 7:</b> Total of experience time A maximum of one year of sub professional experience can be claimed.							

## Experience Detail Sheet

(You may duplicate this sheet on a word processor or a copy machine)

Engagement #: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_

Was this a licensed PE? \_\_\_\_\_

Description of Duties:

You may use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. **The Board strongly suggests that you describe exactly what you did during each engagement in a first-person narrative.** The Board will determine from the information presented whether or not you meet Montana's current requirements. **Descriptions considered incomplete or inadequate may lead to a request for further detail which could delay the Board's consideration of your application.**