



## LICENSING REQUIREMENTS AND APPLICATION CHECKLIST

### Engineer Intern Certificate Applicants

Below are the minimum eligibility requirements for licensure as Engineer Intern (EI) in the state of Montana. An Engineer Intern certificate does not authorize the holder to practice as a professional engineer.

- Engineering education: This can be a Board-approved Bachelor's or Master's degree in engineering or engineering technology or a Bachelor's degree in a science curriculum that is not Board-approved. – [MCA 37-67-324](#), [ARM 24.183.303](#), [ARM 24.183.501](#)
- Passage of NCEES Fundamentals of Engineering (FE) exam. – [MCA 37-67-324](#), [MCA 37-67-327](#)
- For applicants with a degree that is not Board-approved, 4 years of engineering experience under the supervision of a U.S.-licensed Professional Engineer. – [MCA 37-67-324](#), [ARM 24.183.303](#), [ARM 24.183.702](#)

NOTE: Experience is not required for applicants with a Board-approved degree.

- 3-character references. – [MCA 37-67-324](#), [ARM 24.183.503](#)

#### Additional materials required

Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type

Education transcripts

References

If you answer "Yes" to any discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.)

\$25 application fee (make checks payable to the Board of Professional Engineers & Land Surveyors)

**Fees assessed by NCEES are not collected by the Board.**

**Include a valid e-mail address with your application. E-mail is the Board's primary form of communication.**



## **GENERAL INFORMATION**

### **ENGINEER INTERN CERTIFICATE APPLICANTS**

- Except for third party character references, hand-written documents will not be accepted.
- Applications determined to be complete are reviewed by the Board's executive staff and may require full Board review during a public meeting.
- Engineer Intern certificates are valid for two years and may be renewed for additional two-year periods. The deadline for renewal is June 30 on even-numbered years.
- 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. Completed evaluations are submitted directly to the board office by NCEES. For more information, visit [ncees.org](http://ncees.org)
- Review Montana laws & rules regarding the practice of engineering in Montana.
- Experience Sheets: If your application pathway requires experience, please use the Experience Resume and Experience Detail sheets contained in this application. Do not submit your own resume or CV.

### **APPLICATION PROCEDURES**

- Following initial review, additional information may be necessary for processing. If so, further information on deficient or missing items will be requested via email.
- A complete application including all required information must be received by the Board at least four weeks prior to the next regularly scheduled Board meeting. Visit the Board's website to check for the next scheduled meeting date.
- Inform the Board office of any address or name changes. Timely processing and subsequent licensure rely on accurate contact information.
- Contact NCEES at <http://ncees.org/> for dates of NCEES examinations.





11. List all professional licenses & certificates you hold or have ever held. Verification must be sent directly to the Board.

| State | License # | License Type | Issue Date | Expiration Date | License Method Exam or Comity | Have you requested the issuing authority to verify the license? |    |
|-------|-----------|--------------|------------|-----------------|-------------------------------|---|----|
|       |           |              |            |                 |                               | Yes   | No |
|       |           |              |            |                 |                               | Yes   | No |
|       |           |              |            |                 |                               | Yes   | No |
|       |           |              |            |                 |                               | Yes   | No |
|       |           |              |            |                 |                               | Yes   | No |

**Personal History Questions**

Notice & Instructions

- Read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, 37-1-105, MCA.
- You have a continuing duty to update the information you provide in your application and supplemental responses including while your application is pending and after you are granted a license.
- Upon submittal of your application form, for every “yes” answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all requested information.

Yes      No

1. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority?
2. Have you ever surrendered a credential like those listed in number 1, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority?
3. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position?
4. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position?
5. Have you ever withdrawn an application for any professional license?
6. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold?
7. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?)
8. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?



Yes No

9. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?

*Note: "Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.*

10. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or "juvenile convicted as an adult" in anystate, federal, tribal, or foreign jurisdiction?

*Note: A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.*

11. Are you now subject to criminal prosecution or pending criminal charges?

12. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization?

13. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession?

14. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons?

### Professional Education

List all degrees obtained in engineering or related science.

| Name of University or College | City and State/Province/Territory | Dates of Attendance | Degree Earned |
|-------------------------------|-----------------------------------|---------------------|---------------|
|                               |                                   |                     |               |
|                               |                                   |                     |               |
|                               |                                   |                     |               |

### Examination Verification

List the state in which you sat and passed the fundamentals of engineering exam.

| State | Exam | Exam Date | State Verification Requested? |
|-------|------|-----------|-------------------------------|
|       | FE   |           | Yes No                        |



## EXPERIENCE SHEETS

### Engineer Intern Applicants

The following resume of experience and experience detail sheet are required of applicants who apply through the pathway in [37-67-324](#) (1)(b), shown below. Applicants applying through pathway (1)(a) may skip these pages.

**37-67-324. Qualifications of applicant for certification as engineer intern.** (1) An applicant who meets any of the following sets of requirements must be granted a certificate as an engineer intern:

(a) a baccalaureate or master's degree in engineering or engineering technology in a curriculum approved by the board, passage of the fundamentals of engineering examination, and references as required by the board; or

(b) a baccalaureate degree in a science curriculum other than a board-approved engineering or engineering technology curriculum, passage of the fundamentals of engineering examination, a specific record of at least 4 years of progressive experience under the supervision of a licensed professional engineer, and references as required by the board. An applicant approved for certification pursuant to this subsection is eligible for licensure as a professional engineer only under **37-67-323(1)(c)**.

(2) Certification as an engineer intern does not authorize the holder to practice as a professional engineer.

The language below is taken from two Board of Professional Engineers & Professional Land Surveyors rules that, together, define engineering experience. Use these rules to guide you as you complete the following pages. To see full, official versions of these rules, visit the Montana Secretary of State's rules website: [www.mtrules.org](http://www.mtrules.org)

#### 24.183.303 DEFINITIONS

(8) "Preprofessional experience" means engineering experience obtained after completion of a baccalaureate degree, which must be obtained under the supervision of a licensed professional engineer or professional land surveyor or be approved by the board and may include one or more of the following:

(a) experience on engineering projects which indicates progressive quality and increasing responsibilities over time;

(b) experience teaching advanced undergraduate or post-graduate courses offered as part of a board-approved curriculum; or

(c) experience obtained in engineering research or design projects by faculty teaching a board-approved curriculum.

(10) "Professional experience" means experience obtained after initial licensure by a state, territory, or possession of the United States, the U.S. District of Columbia, or any foreign country.

(14) "Subprofessional experience" means supervised engineering or construction experience obtained prior to completion of a baccalaureate degree, and which must occur after an applicant has commenced a college-level education.

#### 24.183.702 CLASSIFICATION OF ENGINEERING EXPERIENCE

(1) Engineering experience for the purpose of application for licensure or certification shall be classified as:

(a) subprofessional experience;

(b) preprofessional experience; or

(c) professional experience.

(2) Engineering experience shall be quantified as follows:

(a) Subprofessional experience shall be credited at one-half the time value of preprofessional experience.

(b) No more than one year of subprofessional experience may be credited as preprofessional experience.

(c) A master's degree in engineering from an institution which offers a board-approved curriculum at the baccalaureate level will be credited as one year of preprofessional experience.

(d) A Ph.D. in engineering from an institution which offers a board-approved curriculum at the baccalaureate level will be credited as two years of preprofessional experience, which shall include a one year credit for any master's degree earned in the course of completing the Ph.D.



**RESUME OF EXPERIENCE**

This page is a summary of your engineering experience. Complete all portions of this form, including as many of the "Experience" columns as are appropriate for your application. For each engagement listed, you must identify a Professional Engineer who supervised your work during the engagement. The PE does not necessarily have to be an immediate supervisor.

| Engagement #  | DATES<br>For each work engagement, note the month/year you began work and the month and year you ended work. |                                | TITLE OF POSITION & NAME OF EMPLOYER<br><br>Enter your job title and the name of your employer in this column.<br><br>Use extra sheets if your experience includes more than 4 engagements.<br><br>Use the "Experience Detail Sheets" provided to explain your experience in detail.<br><br>The Board will determine from the information presented whether or not you meet Montana's experience requirements regarding experience. | EXPERIENCE<br>Enter years and months in each column applicable to you.<br><br>Add the total years and months of experience at the bottom of the page. |    |  |    |  |                                   | PE SUPERVISOR<br><br>PE-supervised engineering experience is a requirement for licensure. (Amounts vary with pathway chosen.)<br><br>Enter the name and license number of the licensed PE who supervised your work. (If the individual is deceased, please note that in the field.) |
|---|--|--------------------------------|---|---|----|--|----|--|-----------------------------------|---|
|   | From   | To                             |   | (1)<br>Sub-prof. experience (prior to receiving a B.A./B.S Degree)  |    | (2)<br>Pre-prof. experience (between degree and first license) |    | (3)<br>Professional experience (following first license) |                                   |   |
|   | Enter the date you began work.   | Enter the date you ended work. |   | Yr  | Mo | Yr   | Mo | Yr   | Mo                                |   |
| Explain your experience in detail on the subsequent Experience Detail sheets. Additional detail may be requested. |  |                                |   |   |    |  |    |  |                                   |   |
| 1   |  |                                | Title:<br><br>Name of Employer:   |   |    |  |    |  | Name:<br><br>Lic. #<br><br>State: |   |
| 2   |  |                                | Title:<br><br>Name of Employer:   |   |    |  |    |  | Name:<br><br>Lic. #<br><br>State: |   |
| 3   |  |                                | Title:<br><br>Name of Employer:   |   |    |  |    |  | Name:<br><br>Lic. #<br><br>State: |   |
| 4   |  |                                | Title:<br><br>Name of Employer:   |   |    |  |    |  | Name:<br><br>Lic. #<br><br>State: |   |
| Line 5: Total of sub-professional work  |  |                                |   |   |    |  |    |  |                                   |   |
| Line 6: multiply sub.-prof. by .5<br>One of year sub-professional maximum   |  |                                |   |   |    |  |    |  |                                   |   |
| Line 7: Total of Experience   |  |                                |   |   |    |  |    |  |                                   |   |

Note: You may duplicate this sheet in you have more than four (4) engagements



### **EXPERIENCE DETAIL SHEET**

Complete this sheet for each working engagement

For each engagement listed, identify a licensed Professional Engineer who supervised your work. The PE does not have to be an immediate supervisor but must have supervised your work. *Duplicate as necessary*

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

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

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

Dates of Employment. From: \_\_\_\_\_ To: \_\_\_\_\_

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

Supervisor License #: \_\_\_\_\_ State: \_\_\_\_\_

### **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 you meet Montana's current requirements. **Incomplete or inadequate descriptions will require further clarification may delay the Board's consideration of your application.**





## 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 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:

PO Box 200513 | 301 S Park, 4th Floor | Helena, MT 59620-0513  
Phone: 406-444-6880 | Email: [dlibsdlhelp@mt.gov](mailto:dlibsdlhelp@mt.gov) | Website: [www.engineer.mt.gov](http://www.engineer.mt.gov)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Please Print) (Signature)

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

License Number: \_\_\_\_\_

### **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 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: \_\_\_\_\_



## PROFESSIONAL & CHARACTER REFERENCE FORM

**Applicant:** provide this form to references.

**References:** send the completed form directly to the board office.

\_\_\_\_\_ of \_\_\_\_\_ has applied to this Board for licensure in the State of Montana as  
 (Name of applicant) (Company)  
 a/an: **Engineer Intern** **Professional Engineer** **Land Surveyor Intern** **Land Surveyor**  
 (check one) and has given your name either as a reference or has stated that he/she has worked for or with you.  
 Information provided is confidential.

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.





## PROFESSIONAL & CHARACTER REFERENCE LIST

### Professional Engineers & Professional Land Surveyor Applicants

Type or print names and addresses of 5 references; 3 of the references must be professional engineers or professional land surveyors having personal knowledge of your experience. The evaluation of a land surveyor applicant's qualifications involves a consideration of the applicant's education, technical and land surveying experience, exhibits of land surveying projects that the applicant has overseen, recommendations by references, and a review of these categories. The board may require an interview as necessary.

|                   |
|-------------------|
| <b>Name:</b>      |
| <b>Address:</b>   |
| <b>Email:</b>     |
| <b>Telephone:</b> |

|                   |
|-------------------|
| <b>Name:</b>      |
| <b>Address:</b>   |
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| <b>Name:</b>      |
| <b>Address:</b>   |
| <b>Email:</b>     |
| <b>Telephone:</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, the administrative rules of the Board of Professional Engineers and Professional Land Surveyors and the instructions to applicants for licensure. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

License Seal if Applicable