

Wisconsin Department of Safety and Professional Services

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS PROFESSIONAL ENGINEER SECTION

INSTRUCTION PACKET FOR CERTIFICATION AS AN ENGINEER-IN-TRAINING

This is not the application if you want to apply for the fundamentals of engineering (EIT) examination. To obtain the EIT exam application contact Professional Credential Services by calling (877) 364-3826.

FILING AN APPLICATION: All applicants for Certification as an Engineer-In-Training must complete form #1098, Application for a Certificate of Record as an Engineer-In-Training. Please type or print all information. Mail completed applications to the address listed above. Applications hand-delivered or sent by special courier must be addressed to the department's street address: 1400 East Washington Avenue, Madison, WI 53703.

FEE: Please a check or money order made payable to "Department of Safety and Professional Services" in the amount of \$75.00.

EDUCATION: Official transcripts must show courses taken and degrees received, and must be original. We cannot accept unofficial copies of transcripts. Send the transcript in its sealed envelope with your application to the Professional Engineers Section at the address listed above.

If you attended more than one school but transfer credits appear on the transcript from the school where you received your degree, it's not necessary to provide a transcript from the previous schools.

You must have received a B.S. degree in engineering from an approved school or a diploma or degree from an approved technical college in an engineering related course of study of not less than 2 years and a minimum of 2 years of engineering experience to receive a certification as an Engineer-In-Training.

If your degree is not an engineering degree approved by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET), you will have to submit form #463, Experience Record, and form #471, Professional Engineer-In-Training Applicant Appraisal Form (one each from three engineers; see "experience record" below), to document additional experience to satisfy the four-year certification requirement.

Education received outside of the United States must be evaluated. The Professional Engineer Section is currently using the Center for Professional Education Services, an affiliate of the National Council of Examiners for Engineering and Surveying for educational evaluations. Forms are provided in an online format on their website at <http://www.cpees.org> and can be processed and submitted with a credit card. If the application data is not submitted online, there will be an additional fee. We cannot award credit for education submitted without an educational evaluation.

VERIFICATION OF EXAMINATION SCORES: If you completed the fundamentals of engineering examination (FE) in another state, you must contact the registration agency in that state and request that they provide official verification of the scores directly to this office. We suggest that you furnish a pre-addressed stamped envelope for their convenience.

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EXPERIENCE RECORD: If you are applying for the Certificate as an Engineer-In-Training using education and experience, complete form #463, Experience Record. Include as many applicable experience requirements outlined in section A-E 4.03 of Wisconsin Administrative Code as possible. Do not use abbreviations or acronyms. Include duties and degree of responsibilities for each engagement. You may provide a detailed resume, if available. Indicate when employment is full-time vs. part-time and specify the number of hours worked per week. Provide a complete chronological listing of your background, beginning with education. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Information should be typed or printed. You may create your own document as long as it follows our format. Not more than one year of satisfactory credit may be granted for any calendar year.

Experience gained in a cooperative educational program must be listed as a separate engagement and must be indicated as co-op experience. To obtain cooperative work experience credit, the cooperative educational program must be documented on the official transcript.

The beginning and ending month and year of employment must be shown for each engagement. The total amount of experience for each engagement should be listed in a decimal format using the following formula:

| | |
|----------------|--------------------|
| 1 month = .08 | 7 months = .58 |
| 2 months = .16 | 8 months = .67 |
| 3 months = .25 | 9 months = .75 |
| 4 months = .33 | 10 months = .83 |
| 5 months = .42 | 11 months = .92 |
| 6 months = .5 | 12 months = 1 year |

For example: 1 year and 5 months of experience would be listed as 1.42 years of experience.

REFERENCES: If you are applying for the Certificate as an Engineer-In-Training using education and experience, you must provide 3 references having personal knowledge of your experience using form #471, Engineer-In-Training Applicant Appraisal Form. Each reference should complete Form #471 and return it to you so you can submit all 3 references with your application. All three references must be registered in the profession. Family members can act as supplemental references in support of an application, but not as one of the three required responses.

REVIEW DATES: If you are applying for the Certificate as an Engineer-In-Training using education and experience as part of your documentation, your application will be presented to the Professional Engineer Section for evaluation when all required documents are received. To see when the board is meeting, visit the Department's web site at this address:

<http://dsps.wi.gov/Licenses-Permits/Credentialing/Business/Professional-Engineer>

Click on the link labeled "Meeting Schedule." **These are tentative meeting dates and are subject to change.**

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors is available on the web at the above address. Click on the link labeled "Profession Specific Codebook." It is also available in most public libraries. If you wish to purchase a copy, contact Document Sales, Department of Administration by calling (608) 266-3358 or by e-mailing docsales@doa.state.wi.us.