

Oregon State Board of Examiners  
 for Engineering and Land Surveying  
 670 Hawthorne Ave. S.E., Suite 220  
 Salem, Oregon 97301

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## FUNDAMENTALS OF ENGINEERING AND LAND SURVEYING APPLICATION

**Exam Date:** Please indicate exam date. "

**ORIGINAL AND COMPLETED APPLICATION MUST  
 BE POSTMARKED BY THE POSTMARK DEADLINE.  
 THERE ARE NO EXCEPTIONS.**

**SPRING EXAM**     **FALL EXAM**

<p><b>Exam:</b> Please check the appropriate box for exam type.</p> <p><input type="checkbox"/> \$35 Fundamentals of <i>Engineering</i> Examination</p> <p><input type="checkbox"/> \$35 Fundamentals of <i>Land Surveying</i> Examination</p>	<p>Please indicate how you are applying for the FE/FLS exam:</p> <p><input type="checkbox"/> <b>EDUCATION</b>      <input type="checkbox"/> <b>EXPERIENCE</b></p> <p><input type="checkbox"/> <b>EDUCATION / EXPERIENCE</b></p>
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**Payment Type:**

**NOTE: The applicant is responsible for reviewing the requirements for admittance to an exam. Please carefully read the Oregon laws and rules as application fees are non-refundable (OAR 820-010-0300).**

CREDIT CARD NO. \_\_\_\_\_ EXP. DATE \_\_\_\_\_  CHECK / MONEY ORDER  
 (Make checks & money orders payable to OSBEELS)

CASH

*Accepted Cards: Visa, Mastercard, Discover, & American Express*

NOTE: ALL fees must be paid in full prior to the review process. You will not be scheduled for any exam until your application is complete (all verifications, transcripts, etc.) and approved by the Board office. Application fees are non-refundable (OAR 820-010-0300).

**GENERAL INFORMATION**

Please mail all correspondence to:  Residential     Business

1. Full Legal Name Last Name (Jr., II, etc.)		First Name		Middle Name or Initial, as it should appear on your certificate.	
2. Birth Date	3. Social Security Number _____ - _____ - _____		<i>If you are a foreign citizen unable to obtain a United States Social Security Number, please read the last page of the application or contact the Board office for further information.</i>		
4. Residential Mailing Address				Home Phone	
Apartment No.	City	State	Zip Code		
5. Business Name/Mailing Address				Business Phone	
Suite No.	City	State	Zip Code		

**IF YOU ARE USING ANY EXPERIENCE FOR ENTRANCE TO THE FUNDAMENTALS EXAM, PLEASE SKIP AHEAD TO QUESTION 8.**

**IF YOU ARE USING EDUCATION FOR ENTRANCE TO THE FUNDAMENTALS EXAM, PLEASE CONTINUE.**

**TECHNICAL EDUCATION**

<i>6. University or Technical Institution</i>	<i>Years Attended: Mo./Yr. to Mo./Yr.</i>	<i>Date of Graduation</i>	<i>Degree Received</i>
<i>University or Technical Institution</i>	<i>Years Attended: Mo./Yr. to Mo./Yr.</i>	<i>Date of Graduation</i>	<i>Degree Received</i>
<i>University or Technical Institution</i>	<i>Years Attended: Mo./Yr. to Mo./Yr.</i>	<i>Date of Graduation</i>	<i>Degree Received</i>

Official transcripts are required per OAR 820-010-0230(1)(a) and must be sent directly to the Board office from the university or technical institution you attended. If your degree is not from an ABET program in the United States, the Board will require official documentation of a course-by-course evaluation showing equivalency of an ABET engineering degree through the following companies: Educational Credential Evaluators, Inc. (ECE) or Engineering Credentials Evaluation International (ECEI).

PLEASE NOTE: Graduates from a two-year program must complete a minimum of two years of active practice in engineering or land surveying work satisfactory to the Board or must complete additional course work (OAR 820-010-0225(3)(d) and (4)).

**CONFIRMATION OF EDUCATIONAL REQUIREMENTS**

7. To be eligible to sit for the Fundamentals examination prior to graduation, the applicant must be enrolled in a Board approved engineering or land surveying program and will meet the educational requirement for admission to such examination by satisfactory completion of the courses for which the applicant is enrolled. The educational requirement must be met not later than four calendar months from the first day of the month following the month in which the examination is given (ORS 670.010).

If an applicant is admitted to the Fundamentals examination by ORS 670.010 and has failed to complete the educational requirements within the said period, the examination results for that examinee will become null and void.

**University or Technical Institution must complete the section below for applicants who have not yet met the educational requirements set forth in OAR 820-010-0225.**

*The affidavit of the registrar or administrative of the school, college, or university shall be deemed satisfactory evidence (ORS 670.020). By signing this document, you attest that ( \_\_\_\_\_ ) will meet the requirement as previously stated.*

**PRINT NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PLACE OFFICIAL  
UNIVERSITY  
SEAL OR  
STAMP HERE**

**WHEN THIS SECTION IS COMPLETE, PLEASE SKIP AHEAD TO QUESTION 10.**

**REFERENCE SUMMARY**

<i>8. Name</i>	<i>Address</i>	<i>Daytime Telephone</i>	<i>Occupation</i>	<i>Registration No./State</i>
<i>Name</i>	<i>Address</i>	<i>Daytime Telephone</i>	<i>Occupation</i>	<i>Registration No./State</i>
<i>Name</i>	<i>Address</i>	<i>Daytime Telephone</i>	<i>Occupation</i>	<i>Registration No./State</i>
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<i>Name</i>	<i>Address</i>	<i>Daytime Telephone</i>	<i>Occupation</i>	<i>Registration No./State</i>

Complete the information above for the references you have included in your application packet. References shall have knowledge of your engineering or land surveying work for a period of at least one year. Provide a minimum of three names; at least one must be a registered professional. For information regarding References, please refer to OAR 820-010-0255.

**EXPERIENCE SUMMARY**

<i>9. Date</i>		<i>Employer / Company Name List in Chronological Order</i>	<i>Position Held</i>	<i>Time in Months / Years</i>	
<i>From Mo./Yr.</i>	<i>To Mo./Yr.</i>			<i>technician, non-eng. or non-land surveying work</i>	<i>engineering or land surveying work</i>
			<b>Total</b>		

Complete all columns. List in date order with the most recent experience first (attach supplemental sheets if necessary). The Experience Summary corresponds with the Experience Record Sheets. Time is calculated in years and months up until the examination date.

**GENERAL INFORMATION QUESTIONS**

- 10. Have you ever had any criminal convictions relating to the profession for which you are applying?.....  Yes  No
- 11. Has your professional license ever been denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any restriction or disciplinary action in any jurisdiction?.....  Yes  No
- 12. Have you ever been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in the practice of Engineering and/or Land Surveying?.....  Yes  No

If the answer is "yes" to any of the above stated questions, please submit a written explanation with your application.

*All information provided with your response will be considered public information unless required to be kept confidential by state or federal law.*

- 13. Are you a citizen of the United States? .....  Yes  No

**SOCIAL SECURITY INFORMATION**

As part of your application for an initial or renewed occupational, professional or recreational license, certification, or registration issued by OSBEELS, you are required to provide your Social Security Number to OSBEELS. This is mandatory. The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC § 405 (c) (2) (C) (I), and 42 ISC § 666 (a) (13). Failure to provide your Social Security Number will be a basis to refuse to issue or renew the license, certification, or registration you seek. This record of your Social Security Number will be used for child support enforcement and tax administration purposes (including identification) only, unless you authorize other uses of the number. Although a number other than your Social Security Number appears on the face of the licenses, certificates, or registrations issued by OSBEELS, your Social Security Number will remain on file with OSBEELS.

If, the United States Social Security Administration has not issued you a social security number, you must follow these guidelines:

- a. This form must be signed by you;
- b. You are attesting to the fact that no social security number has been issued to you by the United States Social Security Administration; and
- c. You are acknowledging that knowingly supplying false information under this section is a Class A misdemeanor, punishable by imprisonment of up to one year and a fine of up to \$6,250.

Please be advised that if you provide your signature below, you are agreeing to comply with the guidelines listed above.

I hereby certify under penalty of perjury that the information provided on this application and all appended sheets is true and correct. I am the applicant named in this application, I have read the contents thereof and, to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.



\_\_\_\_\_  
Signature of Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

# OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING

Applicant:      Name:  
                      Social Security Number:

## EXPERIENCE RECORD

(Additional sheets may be photocopied)

Record must be continuous regardless of nature of employment. Time should be calculated in years and months. List in reverse chronological order starting with the most recent assignment.

### DESCRIBE IN DETAIL

Current Employment	Employer: Reference Name:	Non-Eng. or Non-Land Surveying		Engineering Land Surveying			
	Please list character of work (below) including specific engineering / land surveying duties and extent of responsibilities:	From Mo/date/Yr / /	To Mo/date/Yr / /	Yrs	Mos	Yrs	Mos

Employment 2	Employer: Reference Name:	Non-Eng. or Non-Land Surveying		Engineering Land Surveying			
	Please list character of work (below) including specific engineering / land surveying duties and extent of responsibilities:	From Mo/date/Yr / /	To Mo/date/Yr / /	Yrs	Mos	Yrs	Mos

<b>Employment 3</b>	Employer:			Non-Eng. or Non-Land Surveying		Engineering Land Surveying		
	Reference Name:							
Please list character of work (below) including specific engineering / land surveying duties and extent of responsibilities:			From Mo/date/Yr / /	To Mo/date/Yr / /	Yrs	Mos	Yrs	Mos

<b>Employment 4</b>	Employer:			Non-Eng. or Non-Land Surveying		Engineering Land Surveying		
	Reference Name:							
Please list character of work (below) including specific engineering / land surveying duties and extent of responsibilities:			From Mo/date/Yr / /	To Mo/date/Yr / /	Yrs	Mos	Yrs	Mos

## REFERENCE INSTRUCTIONS:

Your name appears as a reference that can attest to the applicant's ability and professional experience as a professional engineer/land surveyor or an engineering intern/land surveying intern (as indicated in applicant section). In addition to the written record submitted by the applicant, the Board of Examiners for Engineering and Land Surveying needs the testimony of those who can, from personal knowledge, attest to the competency of the applicant in the discipline for which he/she has applied. Thus, the Board respectfully requests your assistance in fulfilling its responsibility to the extent of asking you to answer all the questions on this form.

**Please complete the following items and return this form to the applicant in a sealed envelope. If you have a professional seal (stamp), please place your stamp on the return envelope along the sealed edge. If you do not have a professional stamp, sign your name across the sealed edge.** This will ensure the information contained is kept confidential until received by the Board. The applicant will return the reference form, unopened to the Board of Examiners for Engineering and Land Surveying in one compiled application packet.

**ORS 672.005 Additional definitions. As used in ORS 672.002 to 672.325, unless the context requires otherwise:**

(1)(a) "Practice of engineering" or "practice of professional engineering" means:

(A) Any professional service or creative work requiring engineering education, training and experience; and  
 (B) The application of special knowledge of the mathematical, physical and engineering sciences to such professional services or creative work as consultation, investigation, testimony, evaluation, planning, design and services during construction, manufacture or fabrication for the purpose of ensuring compliance with specifications and design, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works or projects.

(b) "Practice of engineering" or "practice of professional engineering" may include:

(A) Surveying to determine area or topography;  
 (B) Surveying to establish lines, grades or elevations, or to determine or estimate quantities of materials required, removed or in place; or  
 (C) Surveying required for design and construction layout of engineering and architectural infrastructure.

(2) "Practice of land surveying" means that branch of the practice of engineering in which:

(a) Surveys are made to determine area or topography, to establish or reestablish land boundaries, corners or monuments or to subdivide or plat land;  
 (b) Surveys are made to establish lines, grades or elevations, or to determine or estimate quantities of materials required, removed or in place;  
 (c) Surveys are made for horizontal or vertical mapping control or geodetic control; or  
 (d) Consultation, investigation, evaluation or planning relating to land surveying matters is required.

**ORS 672.025 Practice of engineering without registration prohibited; seal requirement.**

(3) Notwithstanding the provisions of ORS 672.005 (1), a registered professional engineer not also registered as a professional land surveyor shall not establish, reestablish or restore land boundaries, corners or monuments between lands not held in common ownership or intended for conveyance.

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Standard Reference Form - Please type or print both sides of the application.

**APPLICANT SECTION:** Complete items **1 through 3** and forward to Reference for verification of work and/or educational experience.

Last/Family, First, Middle

1. Applicant's Name:				
Street Address:				
City, State, Zip Code:				
Telephone:				
Application basis as:	<input type="checkbox"/> Examination	<input type="checkbox"/> Comity	<input type="checkbox"/> Engineering Intern	<input type="checkbox"/> Land Surveying Intern
	<input type="checkbox"/> Professional Engineer	<input type="checkbox"/> Professional Land Surveyor		
Discipline of Engineering (i.e., civil, mechanical, electrical, etc...):				

2. My contacts with the reference have been in the following capacities.

From: / (mo/yr) To: / (mo/yr)

**Applicant's duties and responsibilities:**

3. If you have been employed by this reference, or have been a member of the same firm or agency - please supply the following information:

Inclusive dates of employment:  Full Time  Part Time From: / (mo/yr) To: / (mo/yr)

Name and address of firm/agency:

Applicant's position:

Reference's position:

Firm/agency telephone:

**REFERENCE SECTION:** To be completed by **reference**. Please complete the following items and return to the applicant as described in REFERENCE INSTRUCTIONS. (Please print or type

4. (If this item is not filled out completely, this form will not be considered.)

Reference Name:

Phone:

State of your first registration:

PE/PLS No. :

Branch:

Year:

State(s) of current registration(s):

Name of current firm/agency:

Position in firm/agency:

Firm Address:

Firm/agency phone:

Describe your business or profession:

5. Is the information stated by the applicant correct as stated?  Yes  No

I do not have adequate knowledge to reply.

If NO, please explain: (In particular, note stated time periods, duties, responsibilities, and relationship of the applicant to you.)

6. I have knowledge of the applicant's engineering/land surveying work from: / (mo/yr) to: / (mo/yr)

Comments:

7. Did/Do you supervise the applicant's work?  Yes  No

Comments:

8. From your personal knowledge indicate your appraisal of the applicant's potential to practice engineering or land surveying by placing an 'X' in the appropriate boxes below. If "unsatisfactory" box is checked, please attach a note of explanation.

	SATISFACTORY	UNSATISFACTORY	UNKNOWN
Technical Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Does the applicant's work meet the definitions as shown on the instruction page?  Yes  No

10. If registered as an engineer/land surveyor, would you employ the applicant in a position of trust?  Yes  No

(a) What is his/her reputation as a professional/intern?

(b) Do you have any reservations concerning this individual?

(c) Do you recommend that we check further?

11. **REMARKS.** The Board request that you comment on information regarding the applicant's engineering or land surveying experience and abilities, and estimate of potential in the practice of engineering or land surveying. Please direct your remarks to the discipline/branch of practice applied for in the APPLICANT SECTION. You are also reminded that you are responsible for the information you provide as a professional.

**Remarks:**

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