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There are two step one (1) procedures for this application, the first for Business Corporations and the second for Limited Liability Partnerships and Limited Partnerships. Only corporations formed prior to June 5, 1969 that were offering engineering during that time may apply for licensure using this application. Any corporation formed after June 5, 1969 must use the Professional Corporation Application and meet the requirements of N.C.G.S. 55B (Professional Corporation Act.) Step 1: Application for licensure as a Business Corporation Note: Check the box labeled Business Corporation in Section III and list the incorporation date and State in Section IV. Complete the Application for Certificate of Authority (Form B-09) in duplicate. Send a copy of this form to the Board. Keep the original to file later with the North Carolina Secretary of State's Office after being approved by the Board. Note: Numbers 5-7 of this form ask for Registered Office information. While the North Carolina Board of Examiners does not require a firm to maintain an office in the State of North Carolina, the North Carolina Secretary of State's Office does require that each firm maintain a North Carolina Registered Agent with a NC physical address where civil correspondence, subpoenas, etc. can be delivered to on behalf of the company. There are many National Companies that offer this service. A list of some commonly used Registered Agents can be searched using Google. Send a copy of the firms existing Articles of Incorporation and any Amendments. Note: In order to qualify as a Business Corporation and be exempt from N.C.G.S. 55B (Professional Corporation Act), the firm needs to provide evidence that they were offering engineering prior to June 5, 1969. If the existing Articles of Incorporation indicate the firm was offering or incorporated to provide engineering services, then that is all. However, if the Articles do not specify engineering then the firm must provide evidence that engineering work was being performed by a licensed engineer of the company prior to June 5, 1969. A work product signed by the engineer would be sufficient. Send a copy of a Certificate of Existence less than 6 months old for the firm from their home Secretary of State's Office or formation agency. Note: The North Carolina Secretary of State requires an original Certificate of Existence no older than 6 months as part of their filing package which you will submit after being approved by the Board. Send a check made out to the North Carolina Board of Examiners for \$100.00 (Application Fee). Put Attention: Mark Mazanek, Director of Business Licensure on the envelope. Step 1: Application for licensure, Limited Liability Partnerships/Limited Partnerships Complete the entire Application for Business Firm Licensure, which is available at . Complete the appropriate Secretary of State Form (Form LLP-01 for a Domestic LLP, Form LLP-02 for a Foreign LLP, Form LP-01 for a Domestic LP, and Form LP-04 for a Foreign LP.) Send a copy of the applicable form to the Board. Keep the original to file later with the North Carolina Secretary of State's Office after being approved by the Board. Note: The Secretary of State Forms LLP-02 and LP-04 ask for Registered Agent/Office information. While the North Carolina Board of Examiners does not require a firm to maintain an office in the State of North Carolina, the North Carolina Secretary of State's Office does require that each firm maintain a North Carolina Registered Agent with an NC physical address where civil correspondence, subpoenas, etc. can be delivered to on behalf of the company. There are many National Companies that offer this service. A list of some commonly used Registered Agents can be searched using Google. Send a copy of the firms existing Licensure Registration in its home state. Send a copy of a Certificate of Existence less than 6 months old for the firm from their home Secretary of State's Office. Note: The North Carolina Secretary of State requires an original Certificate of Existence no older than 6 months as part of their filing package which you will submit after being approved by the Board. Send a check made out to the North Carolina Board of Examiners for \$100.00 (Application Fee). Put Attention: Mark Mazanek, Director of Business Licensure on the envelope. Step 2: Approval of Application - Submission to the Secretary of State If the firm has not already received a Certificate of Authority from the North Carolina Secretary of State, then upon approval of the Business Firm, a Certificate for Filing will be issued to the firm from the Board. The applicant must attach the Certificate for Filing to the original North Carolina Secretary of State form and file with the North Carolina Secretary of State with the appropriate fee. Step 3: Completion of Application Process and Issuance of Business Corporation/Firm Licensure Once the Application for Certificate of Authority and other documents are filed with the North Carolina Secretary of State and the firm receives confirmation of the filing from the North Carolina Secretary of State, the firm is then required to send a copy of the recorded/filed paperwork to the Board office via mail, e-mail () or fax 919-791-2011. Step 4: Annual Renewal of License Certificates of Licensure for business firms licensed under N.C.G.S. §89C-24 expire in accordance with the provisions of 21 NCAC 56 .0804(b). Upon receipt of renewal application of the business firm, accompanied by the appropriate fee, the Board shall renew the Certificate of Licensure of the business firm as required by law and the regulations of the Board, providing that the business firm has complied with all regulations and provisions of N.C.G.S. §89C. If the business firm does not apply for renewal of the Certificate of Licensure within thirty (30) days after the date of expiration of such Certificate, the Certificate of Licensure shall be automatically suspended. The Certificate of Licensure may be reinstated within the one year time period upon receipt of the renewal application and payment of the required renewal fee plus penalty. Failure of a business firm to renew the license for a period of one (1) year shall require the business firm to submit a new application and meet all other requirements then in effect for licensure. Renewal forms will be mailed by the Board to licensees in good standing one month prior to expiration. Upon submitting the appropriate renewal documents to the Board Office, a Certificate of Renewal will be sent to the business firm. If you plan to practice now or in the future in multiple states, it is recommended that you apply to NC through the NCEES (National Council of Examiners for Engineering and Surveying) records program as this application speeds up the process for licensure in multiple states. Option 1 is for applicants that have an NCEES record. If you choose Option 1 do not use Option 2. Option 2: Licensure in NC Only Applicants with an NCEES record use Option 1. If you do not have an NCEES record choose Option 2. Application Cost: \$100 (non-refundable) Apply for licensure in North Carolina only Every licensee shall obtain 15 PDH units during the renewal period. If a licensee exceeds the annual requirement in any renewal period, a maximum of 15 PDH units may be carried forward into the subsequent renewal period. Selection of courses and activities which meet the requirements of Rule .1702 Item (4) of this Section is the responsibility of the licensee. PDH units may be earned as follows: Completion of college courses. Completion of continuing education courses. Completion of correspondence, televised, videotaped, audiotaped, and other short courses/tutorials. Presenting or attending seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions or conferences. Teaching or instructing in Items (1) through (4) of this Rule. Authoring published papers, articles, or books. Active participation in professional or technical societies. Patents. Authoring exam questions accepted for use in the engineering or land surveying exams. 2023 CPC Rule Changes Effective as of the 2024 license renewal (license renewals opened on December 1, 2023), licensees will need at least 1 Professional Development Hour (PDH) in Ethics or Rules of Professional Conduct. The course or activity must contain content areas concerning: the awareness of ethical concerns and conflicts; an enhanced familiarity with codes of conduct; an understanding of standards of practice or care; project management and risk-assessment management; or other similar topics aimed at maintaining, improving, or expanding the skill sets and knowledge relevant to conducting the practice of the profession so as to protect the health, safety, and welfare of the public. In addition, Professional Land Surveyors will need to obtain 1 PDH in the Standards of Practice for Land Surveying. The course or activity must contain content areas related to Standards of Practice for Land Surveying in Section .1600 of the Board Rules. Additionally, a revision to Board Rule .1705(f) now allows for licensees to earn up to 2 PDHs annually for active participation in accrediting organizations in addition to professional or technical societies. This credit is limited to 2 PDHs per society or organization and it requires that a licensee serve as an officer or participate in a committee or accreditation visits. PDH credits are not earned until the end of each year of service is completed. The Rules now also allow for credit to be earned for active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions that involve K-12 or higher education students. Licensees are limited to claiming to 3 PDHs annually for this activity. Compliance with the Continuing Professional Competency requirements is determined through the random CPC audit process. Licensees with questions about the requirements should contact Martha Michalowski at mmichalowski@ncbels.org. Continuing Professional Competency Rules All CPC Rules can be found in the PDF in the sidebar. Please look under sections 21 NCAC 56.1701-1713. CPC Activity Log Helpful Tips for Completing a CPC Log Be specific in the description of the course. For example, "Wastewater seminar" is too general. "Effective Management of Water and the Wastewater Industry" is a more descriptive title. Do not use general time periods i.e. "All of 1996". Be specific about the dates of the courses/activities. Describe each activity/course individually. You can make one entry for a conference or multi-session or multi-day program. When completing Instructor's/Speaker's Name and Title or Specific Subject, state various and see attachment. Keep the program material, agenda, etc. so if audited you can submit it with the CPC log. You are not expected to enter each session with each speaker's name. Indicate whether the specific activity is being claimed to satisfy the Ethics or Rules of Professional Conduct requirement (PE/PLS) or Standards of Practice for Land Surveying (PLS only) requirement [21 NCAC 56.1703]. FAQs Determining Credit What types of activities are acceptable for CPC credit? In order for a continuing education course or activity to meet the Continuing Professional Competency requirements it must have a purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice. To uniformly interpret the requirements and provide guidance to licensees, the following attributes serve as indicators that a course or activity complies with the CPC Rules adopted by the Board: (While not all of these attributes are necessary to show compliance, there is little question that the intent of the Rules are met if all are met.) The licensee can substantiate that the course or activity has maintained, improved or expanded their skills and knowledge relevant to their field of practice. The activity will enhance the licensee's ability to provide engineering/surveying services in a professional and competent manner and better protect the health, safety and welfare of the public. The subject matter of the course or activity is related to the licensee's professional practice. The course or activity is aimed at engineers/surveyors and is of a technical nature. Completing courses, seminars, instruction, in-house programs, or training of engineering/surveying content that relate to the licensee's field of practice. Attending a technical or professional society meeting when an engineering/surveying topic is presented. Except for full-time faculty, teaching a course related to professional practice for the first time or teaching of a course previously taught if substantial time was spent in updating material. Completing advanced computer courses to be used in professional practice. Completing Internet based, correspondence, televised and audiotape engineering/surveying courses where an examination is required at the end of the course. Completing college courses related to the licensee's field of practice. Authoring published papers, articles, or books related to the licensee's field of practice. Active participation in professional or technical societies, when the licensee was an officer or actively participated in a committee of the organization. Patents Authoring exam questions accepted for use on the engineering or surveying examinations. The Board has final authority with respect to approval of courses, PDH value for courses, and methods of earning PDHs. What types of courses or activities are not acceptable for CPC credit? Executive Coaching Estate or financial planning Basic computer/software (e.g. Word, Excel, Access, PowerPoint, Outlook, etc.) Sight-seeing and tours Visiting vendor/exhibitor displays Sales presentations or sales seminars (e.g. increasing sales, maximizing profitability, marketing, etc.) Self-study Personal improvement General business meetings Regular employment activities Research Company procedure and policy workshops Do online courses qualify for CPC credit? Yes, online courses qualify for CPC credit provided an exam is required for completion. No exam is required for attendance at a webinar presentation if attendance is documented. Can I audit a college engineering or surveying course for CPC credit? The Board allows licensees to claim up to 30 PDHs for auditing a college level engineering or surveying course provided the licensee can provide evidence they've done the course work if requested by the Board and provide documentation from the college or university that the course was audited. The number of hours claimed is based upon contact hours, with the limit being 30 for the course. What is the conversion of other units of credit to PDHs? 1 College or unit semester hour 45 PDHs 1 College or unit quarter hour 30 PDHs 1 Continuing Education Unit 10 PDHs 1 Contact hour of professional development in course work, seminars, or professional or technical presentations made at meetings, conventions or conferences. Contact hours equal the actual time of instruction and shall be credited to the nearest one-third of an hour. 1 PDH For teaching in the preceding items, PDH credits are doubled. Teaching credit is valid for teaching a course for the first time only, Teaching credit does not apply to full-time faculty, as defined by the institution where a licensee is teaching. Each published paper, article or book. 10 PDHs Active participation in professional and technical society. (Each organization) 2 PDHs Each patent 10 PDHs Each exam question used 2 PDHs Does publishing a paper in advance of a presentation I'll be making qualify for CPC credit? Yes, licensees can claim PDHs for each published paper, article or book. Board Rule .1705(e) states that Credit determination for published papers, articles and books and obtaining patents is the responsibility of the licensee. As the Board has final authority with respect to determination of PDH value [.1705(a)], the CPC Committee has interpreted Board Rule .1705(e) to mean that licensees can claim up to 10 PDHs for each paper or article. This determination must be based upon the time to prepare the paper or article. For example, if a paper required a five hour effort, the licensee should only claim 5 PDHs. Audit Questions How does the Board determine who to audit? Licensees are chosen randomly. What is the audit procedure? The licensee will receive the initial notice informing them that they are being audited. It will indicate how many PDHs were claimed, and will provide a date for return of the documents needed to complete the audit. This is generally 30 days from the date of the notice. The licensee then replies to the notice via e-mail or mail. Once the requested information is provided, it is reviewed by Board staff and if in compliance, the licensee will be informed of the results by Constant Contact. What happens if a licensee does not respond to the initial audit notice? If a licensee fails to reply to the initial audit notice, a second notice will be sent by Certified Mail-Return Receipt Requested. This notice will include information on the ramifications for not responding to the audit to include the Board authorizing an investigation. If the Board determines that the licensee is in violation it may revoke, suspend or refuse to renew the certificate of licensure; issue a reprimand; and levy a civil penalty of up to \$5000.00 against Professional Engineers/\$2000.00 against Professional Land Surveyors. Record keeping and reporting PDHs Does the Board keep a record of my PDHs? Yes, the Board keeps a record of the PDHs reported when licenses are renewed. However the Board does not maintain a record of specific CPC activities for the licensee. License Status I reviewed as "Inactive," what do I need to do to become "Current"? A licensee wishing to return to active practice must earn Professional Development Hours (PDHs) for each year of "Inactive" status not to exceed the annual requirement for two years (30 PDHs). A licensee that was "Inactive" the prior year or after April 1st of the current year must provide documentation of PDHs to the Board office. A licensee that was "Current" the previous year but "Inactive" between January 1st and March 31st of the current year only needs to report the PDHs to the Board office to change their status to "Current." What is "Retired" license status? A licensee who is no longer practicing engineering or surveying, but would like to use the "Professional Engineer, Retired" or "Professional Land Surveyor, Retired" designation after their name. When a licensee requests "Retired" status, the Board assumes that they will never again practice engineering or surveying in the State of North Carolina. A person granted "Retired" status after review of record, including any disciplinary action, by the Board can use the title "Professional Engineer, Retired" or "Professional Land Surveyor, Retired". A person on "Retired" status is exempt from CPC and license renewal requirements. Exemptions If you need your North Carolina exams or license verified, request verification through MyNCEES at www.ncees.org. If the state requesting verification does not accept the NCEES online verification please submit the requesting board's verification form or download and complete the applicant section of the License Verification Form (See Related Form) and provide an addressed stamped envelope for its return. In addition to passing the Fundamentals of Engineering exam, to be eligible to be certified by the Board as an Engineer Intern, an applicant must first possess one of the following per G. S. 89C-13(a) and 21 NCAC 56.0502: A bachelor's degree in engineering from an EAC/ABET accredited program. A bachelor's degree in engineering from an ETAC/ABET accredited program, or related science curriculum. A master's degree in engineering from an institution that offers EAC/ABET accredited programs. An earned doctoral degree in engineering from an institution that offers EAC/ABET accredited programs. Applicants with a bachelor's degree in engineering from an ETAC/ABET accredited program, or related science curriculum, must also have four years of progressive engineering experience gained after the date of graduation. Process Complete the free online application. Have three references, one of which being a Professional Engineer, submit completed reference forms in sealed envelopes with their signatures across the back flaps, or for faster processing follow these steps: Go to your MyNCEES account. Click Multi State Licensure in the left-hand column. Click Professional References. Click "Add a reference" in the top right corner (you will need a name and email address). Once you have added a reference, click ACTION --> Send to reference. The reference will receive an email with a web form that needs to be completed (this will take the person providing the reference 5 minutes or less). Once they've submitted the form, you will immediately see it update within your account. Applicant orders official transcripts to be submitted to the Board office, unless NCEES has an official verified transcript on file. Educational institutions can send transcripts via e-mail to transcripts@ncbels.org. Applicants with a bachelor's degree in engineering from an ETAC/ABET accredited program, or related science curriculum, upload Evidence of Experience form with online application documenting four years of progressive engineering experience gained after the date of graduation. For questions regarding application status please e-mail abush@ncbels.org. Apply Now License Lookup Renew Online Licensee Portal