## Requirements:

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<th>APPLICATION TYPE</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
<th>DOCUMENT(S)</th>
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<tr>
<td>✓ Undergraduate Engineering Degree from an Engineering Accreditation Commission of the Accreditation Board for Engineering Technology (EAC/ABET)</td>
<td>✓ 4 years of progressive experience in the engineering field</td>
<td>✓ Formal copy of college/university transcripts OR a formal copy of an academic evaluation must be sent from the school/evaluation service to the Board. Transcripts can be sent electronically or via mail to the following address: <a href="mailto:avis.pearson@dc.gov">avis.pearson@dc.gov</a></td>
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<td>✓ If the Applicant has a foreign degree or a degree from a non EAC/ABET college/university an evaluation is needed.</td>
<td>✓ Experience must have been gained under the supervision of a licensed professional engineer, if the experience was not gained under a licensed engineer an explanation must be provided.</td>
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<td>Department of Consumer and Regulatory Affairs 1100 4th Street SW; Suite 500 Washington, DC 20024 Attn: Avis Pearson</td>
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</tbody>
</table>
| ✓ Board Approved Services:  
  - NCEES ([http://www.nceew.org](http://www.nceew.org))  
  - Educational Perspectives ([http://edperspective.org](http://edperspective.org)) | ✓ Teaching experience must be engineering or engineering related at the collegiate level. Course description is required. | ✓ Unofficial transcripts will not be accepted | |
|                              | ✓ Master’s Degree in engineering followed by a Baccalaureate Degree in engineering may be used as (1) one year’s experience. If Ph.D in engineering is completed under the same conditions 2 (two) years ‘total experience may be credited. | ✓ Verification of the Fundamentals Examination (FE). This is a requirement for examination and will not be waived in lieu of work experience. | |
|                              | ✓ The Board does not accept Technology Degrees | | |

Examination

- **NCEES** ([http://www.nceew.org](http://www.nceew.org))
- **Educational Perspectives** ([http://edperspective.org](http://edperspective.org))

Applicants must request a Subject Analysis Evaluation report for Professional Engineers.

- **Spantran** ([http://www.spantran.com](http://www.spantran.com))

Applicants should request a General Evaluation plus Comprehensive Course Analysis for Engineers.
What You Need Before You Apply:
- A 2” x 2” passport-style photo
- A un-expired government-issued identification card (e.g., driver’s license)
- A debit or credit card to pay associated fees

Ready to apply? Visit the Board’s website at: https://www.dcra.dc.gov/engineers

NEW APPLICANT - To begin your online application
1. Under Licensing Services, click on the link to the online portal.
2. Register as a New Individual Applicant.
3. Complete the registration process and follow the prompts to create a new account.
4. Scroll down to the license type, Professional Engineer, to begin.

EXISTING LICENSEES - To access your online application
1. Under Licensing Services, click on the link to the online portal.
2. Under Login, click Forgot Your Password?
3. Enter your license number as your User ID (include letters and numbers with no spaces).
4. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
5. Follow the prompts to Create a New Password.
6. Log In to the system using your license number and new password.
7. Scroll down to the license type, Professional Engineer, to begin.

If you encounter any issues or have questions, please contact a customer service representative at 1-866-270-9817.

Examination
For additional information about the exam, please contact the Board Administrator at (202) 442-4343.