

## **Engineer-In-Training Long Form Application Instructions**

### **Who should use this?**

- If you have a non-approved engineering degree, you must apply by a combination of education and experience.
- If you have a non-engineering degree, you must apply by a combination of education and experience.
- If you applying by experience only.

### **How do I get enrolled as an EIT?**

1. Send the fee and pages 2 and 3 to the Board's address. Make checks or money orders payable to the Washington State Treasurer (WST).
2. Complete the Experience Description/Verification forms, and send it to the person verifying the experience. The person verifying will send the forms directly to our office.
3. Request an official transcript be sent to our office if you want any education credited towards the requirements. Photocopies are not acceptable.
4. Once you have been approved for the exam, you will receive a letter containing information to schedule your exam with Engineering and Land Surveying Examination Services (ELSESES). Do not schedule with ELSESES until you receive this letter!
5. Take and pass the fundamentals of engineering (EIT) exam.







Board of Registration for Professional Engineers and Land Surveyors  
PO Box 9025  
Olympia WA 98507-9025  
(360) 664-1575

# Engineer-In-Training Experience and Verification

Forms may be photocopied for additional events

### Instructions for applicant

After completing the work experience descriptions on the following pages, send the work experience descriptions and this form to the person verifying your engineering experience for that period of time. Additional sheets may be attached, if needed, but please identify the categories (A-H) you are describing.

### Work experience information – to be completed by applicant

Applicant's name \_\_\_\_\_

Verification no. (From page 3) \_\_\_\_\_

Employed by \_\_\_\_\_

Job title \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Average hours per week \_\_\_\_\_

Supervisor's name and title \_\_\_\_\_

Supervisor's business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone no. (\_\_\_\_) \_\_\_\_\_

### Who is required to verify an applicant's experience?

- In most cases, experience is to be gained under the direct supervision of a professional engineer.
- An exemption is in law for those applicants working in the manufacturing industry. Experience is not required to be gained under the supervision of a professional engineer, but there does need to be a PE employed by the firm. If this is the case, please indicate the name and license number of the PE at the time of your employment. Your direct supervisor would do the actual verifying.

Name and license no. of the PE \_\_\_\_\_

- If employed by the Federal Government, it is not required that an applicant be gaining experience under a professional engineer. The experience does need to be verified by the direct supervisor.

### Instructions for applicant's experience verifier

Once completed, return this form and the attached work experience descriptions directly to the Board at :  
Washington State Board of Registration for Professional Engineers and Land Surveyors  
P.O. Box 9025  
Olympia, WA 98507-9025

**Once filed, this application is a public record and is subject to public disclosure. RCW 42.56**

**Work experience information – to be completed by experience verifier**



Your name \_\_\_\_\_ Applicant's name \_\_\_\_\_

If you are not the applicant's supervisor for this event, please explain your working relationship to the applicant, and the basis upon how you are able to provide this verification

If you are not a licensed professional engineer, under what authority are you verifying experience?

(Federal agency, exempt corporation, etc.) \_\_\_\_\_

Number of years of engineering experience you have \_\_\_\_\_

Do you feel qualified and prepared to verify the experience in the categories A through H listed below?  Yes  No

Do you agree with the applicant's employment time and hours worked?  Yes  No

Do you agree with the applicant's description of work/duties?  Yes  No

If "No", please explain:

**Work experience descriptions – to be completed by applicant**

**Instructions** – WAC 196-20 requires four years of broad based, progressive experience in the fundamental knowledge of engineering theory and practice, of a character acceptable to the board, under the direct supervision of a person authorized by Chapter 18.43 RCW, or other applicable statute to practice engineering. This experience is broken down into eight categories (A-H) for each event. When describing your experience for each event and applicable category, be specific about your contribution to engineering projects. Avoid terms like "participated in", "involved with", or similar generalities. State your exact duties. One detailed example for each applicable category will be adequate.

**General job descriptions**

Describe your experience in:

A. Preparation of technical reports and specifications, including graphics.

B. Application of mathematical techniques to problem solving.



**Work experience information – continued – to be completed by the experience verifier** 

During this employment time, how long has the applicant been in a position of making engineering judgments and decisions? \_\_\_\_\_ years/months

Please check the categories listed below in which you believe the applicant is competent and prepared to be examined for admission to the profession.

- A. Preparation of technical reports and specifications, including graphics
- B. Application of mathematical techniques to problem solving
- C. Application of the basic physical sciences (chemistry, dynamics, statics, physics, etc.) in tasks
- D. Performing assignments, experiments and tests to general specifications
- E. Compilation and interpretation of data
- F. Executing complex engineering tasks according to instructions
- G. Effective communication with associates and presenting recommendations and conclusions to supervisor
- H. Knowledge of the impacts of the products of technology on society

RCW 18.43.040 states that no person shall be eligible for registration as an engineer-in-training, who is not of good character and reputation. If you have any belief that this applicant does not satisfy this requirement, please explain:

Would you recommend this applicant for licensure if requirements are met?  Yes  No

**X** \_\_\_\_\_  
Signature Date License no. State