

# Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)  
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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS

### ENGINEER-IN-TRAINING CERTIFICATION APPLICATION INFORMATION

This is not the application to register for the Fundamentals of Engineering (FE) examination. To register for the examination, contact NCEES directly at [www.ncees.org](http://www.ncees.org) or (800) 250-3196.

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

1. **Application for Engineer-in-Training Certification:** Apply online via LicensE, <https://license.wi.gov/>.
2. **Initial Credentialing Fee** - Pay the \$55.00 application fee online via LicensE.
3. **Official Transcripts** - Transcripts must be forwarded directly by the college to you. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.**
4. **Verification of Examination or Registration (Form 475)** - Completed by each state in which you have been issued a license. If the exam was passed in Wisconsin, this form is not required. Please indicate the month and year the exam was passed on Page 1.
5. **Experience Record (Form 463)** - Only required if you do not have an accredited ABET degree. Evaluated by the Board to determine whether the experience you document meets the qualifying engineering experience as defined in Wis. Admin. Code § [A-E 4.03](#). Provide a complete chronological listing of your experience. The beginning and ending month and year of employment must be shown for each engagement.
6. **Engineer-in-Training Applicant Appraisal Form (Form 471)** - Only required if you do not have an accredited ABET degree. Provide replies from (3) three registered Professional Engineers.

**Review Dates** Your application for registration will be presented to the Board for review when all required documents have been received. You are encouraged to submit your application as soon as possible to allow processing and review of application before the Board meets. You will find a schedule of tentative Board meetings on the Department's website at <http://dsps.wi.gov>.