

Engineer-in-Training (EIT) or Land Surveyor-in-Training (LSIT) Application Checklist

Click here to see the qualifications flow chart for [EIT](#) and [LSIT](#).

Please use this checklist to ensure you have all the required documents ready to submit with your EIT or LSIT application. Items below are hyperlinked to the correct form on the BPELSG website.

- For more information, please read the [EIT/LSIT application page](#).

Each applicant should have previously passed either the Fundamentals of Engineering (FE) or the Fundamentals of Land Surveying (FS) Examination through NCEES to qualify for certification in the State of California. Examinees who pass the examination then apply for certification with the Board to be issued a certificate as either an Engineer-in-Training or a Land Surveyor-in-Training, whichever is appropriate.

- Qualifications to be issued an EIT certificate:** A minimum of 3 or more years of postsecondary (college level) engineering education or 3 or more years of engineering-related work experience or a combination engineering education/work experience that totals 3 or more years.
- Qualifications to be issued an LSIT certificate:** A minimum of 2 more years of postsecondary (college level) land surveying education or 2 or more years of land surveying-related work experience or a combination of land surveying education/work experience that totals 2 or more years.
- I have taken and passed the FE or FS examination.
- All applicants are required to submit fingerprints prior to certification/licensure. For more information regarding fingerprinting and to download the Live Scan form (in California) or to request hard copy fingerprint cards, please visit the Board's Frequently Asked Questions ([FAQs](#)). There is a separate \$49 fee for submitting fingerprint cards.
- Certified court documentation** is required for all convictions (including entering a plea of nolo contendere) other than a minor traffic offense. Non-certified copies are not accepted. You must contact the court to obtain.
- An application fee** must be included with the application: \$50. The application cannot be processed without this fee.
- Fingerprint card fee \$49** (if applicable).

Mail the application form, fingerprints (live scan form or fingerprint cards), application, and fingerprint card fee (if applicable) to:

Board for Professional Engineers,
Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300
Sacramento, CA 95833-2944

Tracking or delivery confirmation is recommended so you know the Board has received your application. Due to the volume of applications received, the Board cannot confirm receipt of individual applications.



BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

Telephone: (916) 263-2222 – Toll Free: 1-866-780-5370

Facsimile: (916) 263-2246

www.bpelsg.ca.gov



**APPLICATION FOR CERTIFICATION AS
AN ENGINEER-IN-TRAINING OR
LAND SURVEYOR-IN-TRAINING**

APPLICATION FEE: \$50 (Non-refundable)

MAKE ONE CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF CONSUMER AFFAIRS (DCA)

Applications submitted without the appropriate fee will be returned.

Live Scan form included (no fee) **OR** Fingerprint cards included (\$49)

CHECK ONE: E.I.T. L.S.I.T.

For Office Use Only	
ATS ID #	_____
Date Rcd.	_____
Amount	_____
Receipt #	_____
FP Card Rcvd. <input type="checkbox"/>	Fee Rcvd. <input type="checkbox"/> N/A <input type="checkbox"/>
Mil. <input type="checkbox"/>	Yes <input type="checkbox"/>
Total Due to Board \$ _____	

**Section 1
General Information**

Type your legal name exactly as you want it to appear on your wall certificate. Please Note: The names and addresses of Board licensees and certificate holders are public records and are published in both electronic and print media, as well as disclosed to the public upon request. You may use a home address, a post office box, a business address, or an alternate address where you can receive mail.

SOCIAL SECURITY NUMBER (SSN) or INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)		<i>Applications without a SSN or ITIN will not be processed, and will be returned to sender.</i>	
LAST	FIRST	MIDDLE	
ADDRESS OF RECORD	CITY	STATE	ZIP CODE
BIRTH DATE (MM/DD/YYYY)	E-MAIL ADDRESS		
DAYTIME PHONE NUMBER	ALTERNATE PHONE NUMBER		
HAVE YOU COMPLETED THE MINIMUM E.I.T. QUALIFICATIONS? (For E.I.T. applicants only) Three or more years of postsecondary (college level) engineering education, OR Three or more years engineering-related work experience, OR A combination of the two that total three or more years.		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU COMPLETED THE MINIMUM L.S.I.T. QUALIFICATIONS? (For L.S.I.T. applicants only) Two or more years of postsecondary (college level) land surveying education, OR Two or more years land surveying-related work experience, OR A combination of the two that total two or more years.		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
I have passed the NCESS Fundamentals of Engineering or Fundamentals of Surveying exam as specified below:			
NCEES ID#	EXAM DATE	JURISDICTION (state)	
Are you licensed or certified as an EIT or LSIT in another state? If Yes, what state? _____ License Number: _____ Date Issued: _____		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

_____ Handwritten Signature (Required) _____ Date

Board Use Only:

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*** USE TYPEWRITER OR FILL OUT FORM ONLINE, PRINT, SIGN AND MAIL THIS APPLICATION TO ADDRESS ABOVE. HANDWRITTEN FORMS WILL NOT BE ACCEPTED.**

APPLICANT'S NAME (Last)

(First)

(M.I.)

Section 2 Education/Experience

List the education and/or work experience below that qualifies you for E.I.T./L.S.I.T. certification:

EDUCATION QUALIFICATIONS (if applicable):

Important: **E.I.T. applicants** that have completed their **third** year of an engineering education program are considered to be qualified. **L.S.I.T. applicants** that have completed their **second** year of a land surveying education program are considered to be qualified.

UNIVERSITY OR COLLEGE	MAJOR FIELD OF STUDY	UNITS COMPLETED		WHICH DIPLOMA, DEGREE OR CERTIFICATE OBTAINED OR IN PROGRESS	DATE COMPLETED OR EXPECTED

QUALIFYING WORK EXPERIENCE STARTING FROM THE MOST RECENT (Attach additional pages if necessary)

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (YEARS/MONTHS)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER

DUTIES PERFORMED (MUST include specific tasks and projects):

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (YEARS/MONTHS)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER

DUTIES PERFORMED (MUST include specific tasks and projects):

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (YEARS/MONTHS)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER

DUTIES PERFORMED (MUST include specific tasks and projects):

Handwritten Signature (Required)

Date

Section 3 Military Service

Are you currently or have you previously served in the military? Yes No

Are you relocating to California as a result of your spouse's/domestic partner's active duty military orders?

Yes No

(If you answered "No" to the question above, please proceed to Section 4)

Pursuant to Business and Professions Code Section 115.5, the Board shall expedite the licensure process for an applicant who is married to or in a domestic partnership or other legal union with an active duty member of the U.S. Armed Forces who is assigned to a duty station in California under official active duty military orders and who holds a current license in another state, district or territory of the U.S. in the profession for which he or she is seeking licensure. If you would like to be considered for the expedited review process, provide the following documentation:

- 1) A copy of the marriage certificate or certified declaration/registration of domestic partnership
- 2) A copy of military orders establishing duty station in California
- 3) A copy of the current license held in another state, district, or territory of the U.S.
- 4) Write "MILITARY SPOUSE" on bottom left corner of the envelope to be expedited

Section 4 Background/Discipline

Pursuant to [Title 16, Division 5 of the California Code of Regulations Section 420.1](#), all applicants are required to furnish to the Department of Justice a full set of fingerprints for the purpose of conducting a criminal history record check and to undergo a state and federal level criminal offender record information search. For more information on fingerprinting, go to our Questions & Answers page at [FAQs](#).

<p>Have you ever been convicted of or plead guilty or nolo contendere ["no contest"] to ANY offense in the United States or a foreign country? This includes every citation, infraction, misdemeanor, and/or felony that resulted in a conviction or a plea of guilty or nolo contendere. NOTE: Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) two years or older should NOT be reported. Convictions that were later expunged from the records of the court or set aside pursuant to Sections 1203.4, 1203.4a, or 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Exclusive of juvenile court adjudications and criminal charges dismissed under Section 1000.3 of the California Penal Code or equivalent non-California laws, or convictions two years or older under California Health and Safety Code Sections 11357(b), (c), (d), (e), or Section 11360(b), have you had a conviction that was set aside or later expunged from the records of the court?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Is any criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Have you ever had an engineering or land surveying related license denied, disciplined, suspended, surrendered, or revoked in any state (other than for lack of minimum qualification or failure of examination)?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "Yes" to any of the above questions, you must submit the appropriate certified court documentation and a statement of explanation for each criminal conviction on an additional sheet of paper.

NOTICE: Under the laws of the State of California, the State Board of Equalization and the Franchise Tax Board are allowed to share taxpayer information with the Board for Professional Engineers, Land Surveyors, and Geologists. The laws require a licensee to pay his or her state tax obligation, and his or her license may be suspended if the state tax obligation is not paid.

Handwritten Signature (Required)

Date