



Structural Engineering Certification Application

This packet contains the information and forms that have to be submitted to apply for certification in the practice of structural engineering. Specifically, it contains:

- A description of the requirements to be certified
- Code of Conduct
- The Declaration and Release
- Application Agreement (pages 6-8)
- Certification and Recertification fees
- Application Forms (Exhibit A)
- Reference Form (Exhibit C)
- The Certification Calendar (Exhibit D)

To apply for certification:

- Read the description of requirements to be certified through and confirm that you are eligible.
- Read the Code of Conduct and be sure that you have and intend to abide by its principles.
- Read the Declaration and Release and be sure that you agree to the statements therein.
- Complete the Application Form (Exhibit A).
- Read and sign the Application Agreement (pages 6-8).
- Provide a detailed list of engagements describing 4 years of qualifying structural engineering experience (Exhibit B).
- Enclose at least three completed reference forms, signed by qualified references (Exhibit C).
- Include an original or a copy of your transcript with your packet of information.
- Return the executed Application Form and the executed Application Agreement, Reference Forms, Transcript, & a check payable to SECB in the specified amount.
- **Only SECB forms completed in full will be accepted. Attached materials are not considered unless all fields are complete on application.**

Requirements for Certification

Qualification through Education, Experience and Examination

1. Examination. Applicant must have successfully passed 16 hours, or in the case of option f below, 15.5 hours of Professional Engineering Exams. Permitted examination combinations are:
 - a. the NCEES Structural examination (16 hours).
 - b. the NCEES SE I (8 hours) examination and the NCEES SE II (8 hours) examination.
 - c. the NCEES Civil Engineering examination or the NCEES Architectural Engineering examination (8 hours) and the NCEES SE II (8 hours) examinations.
 - d. the Western States Structural Engineering examination (16 hours).
 - e. the NCEES SE II (8 hours) examination and the California SE III (8 hours) examination or the Washington SE III (8 hours) examination.
 - f. the NCEES SE I (8 hours) examination or the NCEES Civil Engineering (8 hour) examination or the NCEES Architectural Engineering examination and the IStructE Structural Engineering (7.5 hours) examination.

The examination requirement described above need not be met for applicants holding an active license or registration (as applicable) in any U.S. jurisdiction to act in responsible charge of structural engineering projects. The license and/or registration must have been awarded on or before July 1, 2005 and must remain valid continuously through the time of application.

The Board may, in individual cases, waive a portion of the examination requirements after consideration of the quality of an applicant's engineering education and experience, including whether the applicant has graduated from an approved engineering curriculum, has achieved special honors or awards, has had numerous articles published in professional journals, has participated in the writing of textbooks relating to structural engineering, and any other attribute which the Board accepts as evidence that such applicant has outstanding and proven ability in the practice of structural engineering.

2. Education. Applicant shall hold at least a B.S. in an engineering discipline and shall have successfully completed a total of at least 36 semester hours covering at least 6 of the 9 subject areas indicated below:
 - a. Structural Analysis, including mechanics of materials

- b. Advanced Structural Analysis (for example: Matrix Methods of Analysis)
- c. Structural Steel Behavior and Design
- d. Structural Concrete Behavior and Design
- e. Timber Behavior and Design
- f. Masonry
- g. Structural Dynamics
- h. Soil Mechanics/ Foundation Design
- i. Technical Writing.

The Board may, in individual cases, waive a portion of the education requirements after consideration of the quality of an applicant's engineering experience, including whether the applicant has graduated from an approved engineering curriculum, has achieved special honors or awards, has had numerous articles published in professional journals, has participated in the writing of textbooks relating to structural engineering, and any other attribute which the Board accepts as evidence that such applicant has outstanding and proven ability in the practice of structural engineering.

Application Process

1. Applicants shall submit a properly completed application form, approved by the Structural Engineering Certification Board, which provides evidence of the applicant's education, examination, experience (qualifications) and employment history (Exhibit A). The application must be signed, attesting to the accuracy of the information provided on the form.
2. Applicants shall read and sign the Application Agreement (pages 8-10).
3. Applicants shall provide a list of engagements, including description and nature of each engagement, to demonstrate a minimum of four years qualifying experience in the practice of structural engineering (Exhibit B).
4. Applicants shall provide at least three (3) completed reference forms, signed by engineers that hold a Certification in Structural Engineering, or engineers licensed/registered in any U.S. jurisdiction, that substantiate the applicant's competency and work experience in the field of structural engineering (Exhibit C). Each reference must include a discussion of the level and breadth of experience presented in the applicant's portfolio.

5. Applicants shall include an original or a copy of her/his transcript.

Review of Qualifications

1. All applications received shall be subject to review by the Credentialing Committee of the Structural Engineering Certification Board, including verification that the information presented is correct and that the applicant meets the criteria for Certification in Structural Engineering.
2. On a random basis, the Credentialing Committee may request submittal of supporting documentation that may include:
 - a. Copies of certificates indicating successful completion of the qualifying exams.
 - b. Evidence of education, including certified copies of transcripts and/or diplomas.
3. If the Certification Credentialing Committee determines that the information, as submitted by the applicant, does not adequately demonstrate the appropriate competency level, the applicant may be requested to submit additional supporting data or submit to an interview.
4. Following the Credentialing Committee meeting, the Board of Directors will meet to accept, request additional information, or reject application submittals, based on the Credentialing Committee's recommendations.

CODE OF CONDUCT

The SECB is dedicated to ensuring that the structural engineering profession maintains the highest standards of professional conduct and integrity. In order to fulfill this obligation, the SECB requires all certificants to abide by the following minimum standards of conduct:

1. Certificants shall accept compensation for the performance of engineering services on the same project from only one client, unless all parties providing compensation are aware of all of the engineer's contractual and fiduciary responsibilities associated with the project and are in agreement therewith.
2. Certificants shall practice engineering within the scope permitted by law and in the area(s) of their competence.
3. Certificants shall only delegate structural engineering responsibilities to people that are qualified by education, training, and experience to perform those duties. When work that is the responsibility of the Certificant is performed by others who do not have such qualifications, Certificant shall provide

adequate supervision and training of those performing the work to provide assurance that it is properly performed.

4. Certificants shall be objective and accurate in all correspondence, reports, statements, testimony, and advertisements.
5. Certificants shall not practice structural engineering on projects known to be unlawful, fraudulent, or dishonest.
6. Certificants shall report to the owner, or to the owner's designated agent, any unauthorized or improperly authorized disregard by any contractor of plans or specifications for construction or fabrication, if the Certificant becomes aware of such disregard.
7. Certificants shall only affix his/her signature and seal to documents that conform to applicable engineering standards and for which he/she, or a person under his/her direct supervision, has performed professional services or thoroughly reviewed.
8. Certificants shall notify the client or employer of any financial interest the applicant has in any product, or in bids or earnings of any contractor, manufacturer or supplier on work for which the applicant has responsibility.
9. Certificants shall not take unlawful actions to affect the pricing of fees for services.
10. Certificants shall not reveal client's confidential information or data without prior consent of the client, except as authorized or required by law.

DECLARATION AND RELEASE

Please read the following information. You are required to acknowledge that you agree to the following statements by signing your Application Agreement.

- I understand that the information gathered in the certification process may be used by the Structural Engineering Certification Board (SECB) for statistical purposes, for the evaluation of the certification program or for other research or study.
- I understand that SECB will use reasonable efforts to keep the information in their possession confidential.
- I further understand that I must immediately inform SECB of any change in circumstances that may affect this application and the information that has been provided by me, or that may affect my continuing eligibility.
- I understand that I am required to identify any action by a State Board where there is a finding of technical incompetence, or technical malpractice, and that such a finding shall be cause for denial of renewal of certification.
- I authorize SECB to include my name and contact information in any publicly available lists or directories in which the names of persons certified in the practice of structural engineering are published; and I hereby waive any right to object to such listings.
- I understand and agree that SECB owns all right, title, and interest in and to all names, trademarks, logos, copyrights, applications, and other materials related to certification in the practice of structural engineering; and I agree that I shall only use such intellectual property in accordance with policies promulgated by SECB. I further agree to cease using such intellectual property upon the expiration, suspension, or termination of my certification.
- I understand and agree that SECB makes no claims, warranties, guarantees, or promises regarding the content or performance of any certificant, and I agree not to misrepresent my certification status or its meaning.
- I do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of this application and all materials and information used by me in support of the application, and all use thereof by third parties.
- In consideration of my application to, and participation in, the certification in structural engineering program, I do hereby: (1) release, discharge, and hold harmless, individually and collectively, SECB, and its officers, directors, employees, committee members, members, subsidiaries, agents, successors,

and assigns, from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of, or in connection with, any decision, action, or omission relating to this application, the failure to grant certification or re-certification, the revocation of certification, or the certification standards; and (2) indemnify, save, and hold harmless, individually and collectively, SECB and its officers, directors, employees, committee members, members, subsidiaries, agents, successors, and assigns, from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any acts or omissions of mine. The foregoing release and waiver of liability, and the foregoing indemnification, shall be binding on me and my heirs, executors, administrators, successors, and assigns.

- I also understand and agree that in considering this application, SECB may make inquiry of such persons or entities, inspect such records, and make and retain copies of such materials as they deem appropriate.
- Without limiting the generality of the foregoing, I hereby authorize SECB to make such inquiries regarding my fitness for certification and authorize any persons or entities contacted to respond to such inquiries and provide copies of any relevant and non-confidential information to the requesting organization.
- I further authorize SECB to provide a copy of this Declaration and Release to those entities contacted in connection with this application.

APPLICATION AGREEMENT (EDUCATION, EXPERIENCE & EXAMINATION)

I am applying for certification in the practice of structural engineering and affirm that I have met the minimum requirements of four or more years' experience in structural engineering or held a full time professional academic engagement teaching structural engineering at the university level. I affirm that my experience includes design, analysis, construction, and/or rehabilitation of structures.

If awarded the designation, I understand that I will be required to earn a minimum of 15 Professional Development Hours (PDH) per renewal cycle.

I agree to the Code of Conduct (pages 3-4) and the Declaration and Release (pages 4-6).

I attest that the information in this application is correct and accurate.

I understand that I am required to identify any action by a State Board where there is a finding of technical incompetence or technical malpractice and that such a finding shall be cause for denial or renewal of the designation.

I agree in my practice to conduct myself in ways that are in keeping with the Code of Conduct and agree to a set of rules related to accurately representing the credential to employers and customers.

I understand that obtaining certification in the practice of structural engineering is an indication that I have met the SECB standards as evidenced by my past work; but it is neither an endorsement of me for future work nor a guarantee of future performance.

I understand that the SEBC may request supporting documentation, such as:

- Copies of certificates indicating the completion of the qualifying exams.
- A complete work history including, for each professional engagement, the employer's name and address, work location, dates of engagement, and a summary of principal responsibilities and projects.
- Evidence of education, including certified copies of transcripts and/or diplomas.

I understand that if the Certification Credentialing Committee determines that the information submitted does not adequately demonstrate the appropriate competency level, I may be required to participate in an interview.

I further understand that:

- The requirements for Certification and process for achieving and maintaining the designation may be revised from time to time.
- An incomplete application will not be accepted for review.
- The SECB will conduct an audit on a random basis of a certain percentage of its certificants, to verify that they are in good standing. Failure to cooperate in such an audit, should I be selected, will be considered grounds for suspension and may result in the revocation of my certification.
- Applications that contain erroneous or misleading information may result in denial of the application, revocation of certification, and forfeiture of the application fee.
- SECB shall not be responsible for lost or damaged application materials.
- This application and all accompanying and subsequently submitted materials become the property of SECB upon submission.
- Certification may be revoked for the following reasons (among others):
 - Any misrepresentation in the application, whether intentional or unintentional;
 - An individual no longer meets one or more of the standards for certification; or
 - Non-payment of applicable fees.

If my application is not accepted, I understand that I will be notified as to which requirements have not been met. The application fee is not refundable. I will have an opportunity to meet those specific requirements within the next 24 months, without additional charge beyond the balance of the original submission fee. After the original submission and one resubmit, I may be charged a re-review fee of up to \$200.

I also understand that, if I am not selected for certification in the practice of structural engineering, I will be advised as to the standards that I have not met. I have the right to appeal this decision to the Credentialing Committee and SECB within 30 days of notification of each denial and file a written request for reconsideration. The request shall contain information that may not have been considered by the Credentialing Committee.

Should I appeal, another impartial reviewer will evaluate my application. The Credentialing Committee will submit a recommendation to the SECB, whose decision is final.

I hereby authorize SECB to contact the individuals or institutions that will attest to my experience and education.

Printed Name of Candidate	Signature	Date
----------------------------------	------------------	-------------

Affix Professional Seal

Fees:

- a. Application fee shall be \$350 per applicant. (\$200 for SEI members and \$200 for NCSEA/SEA members)
- SEI Member NCSEA Member Non Member
- b. Annual recertification fee is \$100.

A check for the required amount must be submitted with the Application Form and the Application Agreement.

If an application is rejected, the \$50 processing fee will be retained and the remainder will be refunded.

There will be a \$50 charge for shipping of plaques outside the United States. Once approved for certification, applicants will be contacted to mail in this fee.

Directions for Submitting the Application

The application documents and check must be submitted by mail to the following address:

SECB

555 8th Avenue, Suite 1902

New York, NY 10018

office@secb.org



Exhibit A
Structural Engineering Certification Board
 555 8th Avenue, Suite 1902, New York, NY 10018 - www.secb.org
Application Form for Professional Structural Engineering Certification

Name	Last				
	First				
	Middle				
Title	Mr	Mrs	Ms	Preferred name for plaque:	
Company Name					
Title					
Address		Business	Home		
	Street Address				
	Suite Number				
	City				
	State & Zip Code				
	Phone Number				
	Email Address				
Education – (provide supplemental statement if required)					
State License	Issuing State:		License Number:		
	Issuing State:		License Number:		
License earned prior to July 1, 2005			License Number:	Issuing State:	
Degree Level (BS, MS, PhD)	Discipline	Year	Institution		
Education Cont. (Must document 36 hours in 6 of the 9 areas listed below.) Eligible course work includes:					
http://www.ncsea.com/downloads/files%5CCommittees%5CBasic%20Education%5CNCSEA%20Recommended%20Structural%20Engineering%20Curriculum.pdf					
Coursework		Hours Completed	Coursework		Hours Completed
Technical Writing			Timber Behavior & Design		
Structural Analysis			Masonry		
Advanced Structural Analysis			Structural Dynamics		
Structural Steel Behavior & Design			Soil Mechanics/Found. Design		
Structural Concrete Behavior & Design					
			Other		

Examinations Completed: 16 hrs of PE exams required, of which 8 hrs must be the NCEES SE II exam.	Yes/No:	Date Taken:
NCEES SE-II	YES <input type="checkbox"/> NO <input type="checkbox"/>	
NCEES SE-II & California SE III	YES <input type="checkbox"/> NO <input type="checkbox"/>	
NCEES SE-II and WA SE III	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Other: (please list)		

Experience Record (Complete Engagement Records covering 4 years of SE experience & if necessary, include resume)

Employer	Dates of Engagement	Areas of Practice (description of work performed)

Have you ever been denied professional engineering registration or had a registration suspended or revoked? (if yes, provide summary statement of circumstance)	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	---

Have you ever been convicted of a felony? (if yes, provide summary statement of circumstance)	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	---

How did you hear about us?

SECB Certificatant Conference (Please circle): SEI / NCSEA / AIA
 Internet Search Publication: _____ Other: _____

The undersigned certifies that to the applicant's best knowledge, the information furnished above is true and accurate.

Signature: _____ **Date:** _____

Structural Engineering Certification Board

Reference Form

Exhibit C

Attached materials are not considered unless all fields are complete.

Have you and the respondent been employed by or been members of the same firm?

Yes No If yes, please supply the following information:

Applicant's Name: _____ Business Address: _____

	FIRST ENGAGEMENT	OTHER ENGAGEMENTS
From-To		
Name of Firm		
City		
Applicant's Position		
Respondent's Position		

To Be Completed by Respondent

1. Is the above information correct as stated? Yes No If no, give dates and explain:

2. How long have you known the applicant?

3. What is/was your relationship to the applicant?

4. Would you recommend this applicant as qualified to serve in responsible charge of structural engineering projects? Yes No

Comments:

5. How would you rate the applicant's:	Excellent	Satisfactory	Poor
Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Other comments:

Date: _____ Name of Respondent: _____

Respondent's Engineering Licensure: Jurisdiction _____ License # _____ Year _____ Discipline _____

Name of Respondent's Firm _____

Address: _____

Signature: _____ Position in Firm: _____

Certification Calendar

Exhibit D

The SECB reviews and bestows certification in the practice of structural engineering three times a year, in March, July, and November. A certification calendar follows, indicating when applications must be received, in order to be considered for the given enrollment period.

Announce enrollment – Week 1: Weeks beginning March 1, July 1 and November 1.

Enrollment period – Weeks 1-10: March 1 to Mid-May
July 1 to Mid-September
November 1 to Mid-January

Staff process for Credentialing Committee – Weeks 11-12: Last two weeks of May,
September, and January

Credentialing Committee Review – Week 13: First week of June, October and February.

Staff submissions to Board – Weeks 14-15: Second and third weeks of June, October and February.

Board approval process – Week 16: Last week of June, October and February.

Staff notifies applicants – Weeks 17-18: First two weeks of July, November and March.

Appeals – Weeks 19-20: Last two weeks of July, November and March.