*You must be an undergraduate – taking senior design to take the exam at CSU*  
(Open to Fall 2015, Spring 2016 and Summer 2016 graduating seniors only)*

The exam has been changed to a year-round computer-based test offered during the following months: January-February, April-May, July-August, October-November. Exams are NOT administered during March, June, September and December. You will need to receive approval from the State of Colorado (DORA), before your request is forwarded to NCEES to take the exam. *You MUST register with both NCEES and DORA in order to take the exam at CSU.*

**To Register:**

**Step 1: Colorado Board Exam Registration**
- Find the State of Colorado application by clicking on “EI Student Exam Application” at:  
- Completely fill out the application, format exactly as instructed. See Instructions and Example documents for help. Do not leave anything blank and if any questions are not applicable, state N/A.
- The entire application must be typed, not handwritten.
- Print your completed application, sign on the signature line, and mail along with a $30 check or Money Order (made to “State of Colorado” and with your Full name and SSN on the Memo line) to:

  Colorado Department of Regulatory Agencies (DORA)  
  Division of Registrations  
  Office of Licensing-Professional Engineers/Engineer Interns  
  1560 Broadway, Suite 1350  
  Denver, CO 80202

**Step 2: NCEES Registration (you must complete both DORA and NCEES registration in order to take the exam):**
- Go to the following website ([http://ncees.org/exams/](http://ncees.org/exams/)), read the instructions and watch the video. Then follow all instructions for
EXAM Registration shown in red on the right side of the page. There is a SEPARATE $225 charge for NCEES registration. Read and follow all instructions exactly. You will submit payment to NCEES electronically.

Once you have been approved by DORA, you will receive an email from NCEES with instructions to sign up for a time and date to take the exam through Pearson-VUE (CSU testing center).

Instructions for submitting accommodation requests are found at the bottom of the webpage in the link titled “Test Accommodations Request Form”.

The State of Colorado Board can be reached at: (303) 894-7800. If you have questions, contact the ASA Office: 491-6220.
**Social Security Number Disclosure:** Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

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**INSTRUCTIONS**

1. **YOUR APPLICATION MUST BE TYPED****

   1. Submit your application and $30 application fee made payable to State of Colorado.
   2. This will be sent directly to the State Office:

   Colorado Department of Regulatory Agencies (DORA)
   Division of Registrations
   Office of Licensing-Division of Professions & Occupations
   1560 Broadway, Suite 1350
   Denver, CO 80202

   2. Pay $225 registration fee to NCEES online when you register for the exam

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**PART 1—APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Legal Last Name:</th>
<th>First:</th>
<th>Middle: AS</th>
<th>Suffix: Jr., Sr., III, N/A – NOT Mr., Ms.</th>
</tr>
</thead>
</table>

*Previous Name(s): ANY PREVIOUSLY USED LEGAL NAMES or N/A*

*Social Security Number*:

*Do NOT list Student ID#*

*Date of Birth: 8 digits, with slashes! (mm/dd/yyyy)*

*Gender: □ Male  □ Female*

*Place of Birth (City and state, or foreign country): If outside U.S., include city AND country.*

*Student Address: (PO Box or Street, City, State, Zip)* Make sure you include the apartment number, city, and state.

*Daytime Telephone Number:* enter 10 digits w/ dashes

*E-mail Address:* check your spelling!!

*Legal Residence Address:* (if different from above)

(PO Box or Street, City, State, Zip)

SEND ALL CORRESPONDENCE TO: check one! Student Address: □ Legal Residence Address: □

**PART 2—EDUCATION HISTORY**

List in chronological order the name and location of each high/preparatory school, college, university, or other educational institution attended.

Oldest first. USE SEPARATE “EDUCATION HISTORY PAGE 2” DOCUMENT if all your education history does not fit in the rows provided.

<table>
<thead>
<tr>
<th>Name and Location of Institution</th>
<th>Years (from/to)</th>
<th>Date Graduating (mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Include name, city, and state (or country) of each school.*

*4-digit years, separated by slash* 6 digits with slash. If you didn’t graduate, use N/A. If graduation is in future, use anticipated grad date.

For HS, use Diploma. For college, use B.S., M.S., etc.

**PART 3—SCREENING QUESTIONS**

If your answer is YES to any of the following questions, you must provide a letter of explanation that includes date of offense, type of offense, penalty, and whether all requirements were satisfied. SEE TIP SHEET for letter guidelines if you answer YES to any of these.

1. Have you ever been convicted of a felony under the laws of any jurisdiction in the United States? □ YES  □ NO

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2. Have you **ever been convicted** of a misdemeanor drug or alcohol offense under the laws of any jurisdiction in the United States? □ YES □ NO

3. Have you **ever been convicted** of misdemeanor fraud, misrepresentation or deceit offense under the laws of any jurisdiction in the United States? □ YES □ NO

**ATTESTATION**

In accordance with sections 18-8-503 and 18-8-501 (2) (A) (I), C.R.S., **false statements made herein are punishable by law**. I state under penalty of perjury as defined in section 18-8-503, C.R.S., that the information contained in this application is true and correct to the best of my knowledge. I understand that under the Colorado Engineering and Land Surveying Practice Acts, providing false information to the Board is grounds for denial, suspension or revocation of a Professional Engineer and/or a Professional Land Surveyor license.

Applicant Signature __________________________ Date ____________
**Social Security Number Disclosure:** Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.