



Commonwealth of the Northern Mariana Islands  
**BOARD OF PROFESSIONAL LICENSING**  
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### **APPLICATION REQUIREMENTS FOR LICENSURE**

The Board of Professional Licensing (BPL) requires that all applicants seeking licensure as an Architect, Engineer, Land surveyor, Landscape Architect, Engineer-Intern or Land Surveyor-Intern must meet the education and/or experience and examination, in accordance with the law and the regulations, must be of good moral and ethical character and reputation and must submit a notarized application along with supporting documents to the BPL. All applicants must be able to speak, read and write in the English language as a requirement for licensure.

#### **A. FILING OF APPLICATION**

1. Applicants are asked to read the application carefully and take time to fill it out properly. All applications filed with the Board shall be complete, filed on the form provided by the Board and prepared by in accordance with and contain all the information called for on the form.
2. Information on the application must be typed or neatly lettered in ink. When space available on a form is not adequate to contain all the information required, supplementary sheets of 8 ½ x 11 or 8 ½ x 14 may be used if additional space is needed.
3. To allow time for the Board to process the application for examination, receive verification of required information and order examinations booklets, application must be filed with the Board at least ninety (90) days prior to the examination date established by NCEES or CBREPLS.
4. Information on the application must account for all time that has elapsed since the date of the applicant's firm employment. If the applicant was employed in another type of work for a period of time, that must be indicated in the applicant's experience record.
5. Council record submitted to the Board by NCEES or NCARB shall be accepted in lieu to the information required on the application furnished by the Board. Application must still be signed and notarized under oath and a photograph attached, as required under Section 19 of the application.
6. All applications shall be accompanied by one endorsed passport-size photograph of the applicant. The photograph may be either black and white or color, not profiled or retouched, full-face taken within 30 days of the date of the application.
7. Applications submitted to the Board shall be signed and attested before a notary public.
8. The withholding of information, misrepresentation of fact or attesting to untrue statements shall be grounds for denial or revocation of an application or license.
9. It is the responsibility of the applicant for all documents, references, certificates, transcripts and/or diplomas as required, to be submitted on time to the Board.

#### **B. SUPPORTING DOCUMENTS**

1. Photocopies of diplomas or certified transcripts of all college courses and degrees must accompany the application along with your EIT Certificate, Professional Licensure and current wallet size registration card from the state where license was acquired.
2. Applications for licensure by examination shall include a certified transcript forwarded to the Board by the college or university from which the applicant graduated.

3. All foreign language documents submitted for review by the Board shall be accompanied by a certified translation in English by a competent authority.
4. Applicants who are graduates of a foreign college or university may have their college/university certified documents evaluated by an educational evaluation services approved by the Board equating the degree toward a comparable U.S. degree. The Board has discretion to approve the transcript evaluation or not. Any cost of evaluation shall be the responsibility of the applicant.

### **C. REFERENCES**

1. References shall be individuals who are personally acquainted with the applicant and are able to issue judgments on the applicant's character and reputation, ability and experience.
2. Applicants for licensure shall submit the names and current addresses of five (5) references, three of the references must be licensed practitioners in the discipline or branch in which licensure are requested. References must be able to provide information based upon firsthand knowledge of the applicant's character, experience and professional qualifications.
3. Relatives of the applicant may not be used as a reference.
4. No current member of the Board may be used as a reference.
5. Each applicant should inform the persons being used as references.
6. It is the responsibility of the applicant to assure the return of a completed reference form to the Board by the persons giving the reference within a reasonable time. This includes educational transcripts and verification of a license in other jurisdictions. All reference materials must be complete before any Board action may be taken on an application.
7. In the event verification of an applicant's work experience by a knowledgeable reference is not available due to death of the reference, relocation to an unknown address, defunct organization, or inability of the postal service to make delivery of the verification form, the applicant shall submit evidence of his or her employment satisfactory to the Board.
8. Slow response or failure of a reference or a college university to respond promptly may delay the Board's processing of an application. A delay may cause the applicant to fail to meet the requirements to sit for a scheduled examination until the necessary documents are provided. If a reference fails to respond the applicant may provide the Board with another reference.

### **D. STATE BOARD VERIFICATIONS**

1. For a state board's verification, the Board shall accept only an official verification of licensure forwarded by the state board when sealed with the Board's seal and signed by a board director/administrator, which issued the applicant's license attesting that it is current, valid, in good standing and was issued following the attainment of a passing score on a written examination of a nature and scope equal to examinations as set forth in Section 5.7 of this regulations.
2. The Board shall accept completed reference verification forms only when:
  - (a) Received from the U.S. Postal Service or other delivery services from the reference source directly;
  - (b) hand-delivered to the Board office by the reference him/her and the form is signed and sealed by the reference himself/herself.
3. Verification submitted by or passing through the hands of the applicant shall not be accepted. Facsimile transmittal of verification or references shall not be accepted unless followed by the original copy delivered to the Board as set forth above.