



# INSTITUTE OF NOISE CONTROL ENGINEERING

## APPLICATION FOR BOARD CERTIFICATION

→ See Guidelines for Completing this Application on Page 8←

To THE INCE CERTIFICATION BOARD: I, the undersigned, hereby submit my application for Board Certification by the Institute of Noise Control Engineering of the United States of America, Inc. I certify that the statements made in this application are true, complete and correct. I understand that after reviewing the record of my training and professional experience, and referring to the persons named as references below who are personally familiar with my work, a decision will be made on the qualifying examinations I must complete before I can be Board Certified by the Institute. I hereby declare that if certified, I will abide by the by-laws, rules and regulations of the Institute and will advance the aims and objectives of the Institute as far as shall be in my power.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**INSTRUCTIONS TO APPLICANTS:** Mail the completed application to INCE together with a check for \$200 or documentation of online payment of the filing fee. Please make the check payable to the following:

Institute of Noise Control Engineering  
11130 Sunrise Valley Drive  
Suite 350  
Reston, VA 20191  
United States

**1. APPLICANT'S NAME:**

\*TITLE OPTIONAL\* Mr.  Miss.  Mrs.  Dr.  Prof.

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME ADDRESS CONTINUED \_\_\_\_\_   
 Check if preferred for mailing

NAME OF ORGANIZATION: \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

BUSINESS ADDRESS CONTINUED \_\_\_\_\_   
 Check if preferred for mailing

BUSINESS TELEPHONE \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_

EMAIL ADDRESS for correspondence about this application \_\_\_\_\_

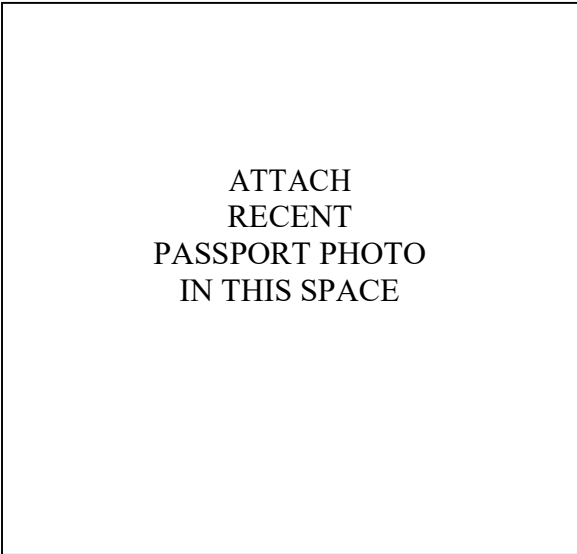
POSITION/TITLE \_\_\_\_\_

**2. REFERENCES**

Minimum of five required. At least three of the references must be INCE Members, and at least two of the five must be INCE Board Certified Individuals. No more than two references from the same firm will be accepted. Individuals for whom the applicant has served as a confidential reference on an INCE Board Certification application are ineligible to serve as references.

Reference Name	INCE Board Certified	INCE Member	INCE Associate	Non-member
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*\*Applicant is responsible for sending reference forms to their references.  
 References should be sent directly to IBO\*\***



3. Registered Professional Engineer?  Yes  No  
 State: \_\_\_\_\_ License No. \_\_\_\_\_  
 Date Initially Licensed: \_\_\_\_\_
4. INCE Fundamentals Exam Passed?  Yes  No  
 Date: \_\_\_\_\_
5. Current Membership in scientific and engineering societies  
 (please check & indicate grade of membership in space  
 below each checked box)
- ASA \_\_\_\_\_  NCAC \_\_\_\_\_  
 IEEE \_\_\_\_\_  ASME \_\_\_\_\_  
 AES \_\_\_\_\_  ASHRAE \_\_\_\_\_  
 SAE \_\_\_\_\_  INCE – USA \_\_\_\_\_
- Other Organizations \_\_\_\_\_

**6. EDUCATION BEYOND PREPARATORY SCHOOL.**

Provide an official transcript from the educational institution for each degree being claimed. Transcripts shall be in English (if needed, translated into English and certified by an independent third-party interpreter) and shall include course grades including the basis for those grades (e.g., 'A' = 4.0, 'B' = 3.0 etc).

a. Attach Official Transcripts\_

College or University	Location	Degree (Specify Major)	Year Received	ABET Accredited?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Continue on no more than one sheet if necessary. Please include your name, a page number, and the section number

b. List in the space below all courses taken relevant to noise control engineering (include identification of school). Required is a minimum of two (2) semester-long courses in which a grade of "B" (or equivalent) or better was achieved. Specifically list all courses taken as part of degree programs mentioned above.

Continue on no more than one sheet if necessary. Please include your name, a page number, and the section number

7. Please indicate if you are requesting to apply an active Oregon Professional Engineer License in Acoustical Engineering, or successful completion of the INCE-USA on-line Noise Control Engineering Course as a substitute for passing the INCE Professional Exam. In addition, please attach a copy of your OR-PE certificate or license, or NCE Course completion certificate or a letter from the instructor confirming successful completion.

Oregon Professional Engineer

Successful Completion of the INCE-USA on-line Noise Control Engineering Course

**8. TECHNICAL PUBLICATIONS AND ISSUED PATENTS.**

List title, publication & date. Include books, book chapters and papers published in recognized engineering or scientific journals with professional stature. Indicate names of co-authors and co-inventors. Do not include company reports, paper and book reviews, speeches, citations and newspaper articles. Mark the three publications considered most important with an (\*); mark the three patents considered most important with an (\*).

LIST IN REVERSE CHRONOLOGICAL ORDER: MOST RECENT DOCUMENT FIRST

Title	Publication	Date

Continue on no more than one sheet if necessary. Please include your name, a page number, and the section number

**9. CHRONOLOGICAL PROFESSIONAL HISTORY.**

Give name of employer (company or institution) and name and address of supervisor for each work experience. Indicate significant technical contributions and scope of responsibilities in each position held. State clearly the nature of personal contributions, not merely the position titles. Provide sufficient detail to indicate the degree of responsibility and the nature of the engineering decisions required. Provide succinct information on the size and program of the organization and number of employees supervised. Sufficient details must be included so that the Institute may judge the relevance of each work experience to noise control engineering. Identify each work experience with a letter of the alphabet in the format below. Also identify the extent of experience claimed that is relevant to noise control engineering for each position. The total experience claimed must equal or exceed the minimum experience requirements detailed in the Requirements and Procedures of INCE/USA Board Certification at official INCE USA website at [https://www.inceusa.org/careers-education/become-board-certified-in-noise-control-engineering/#BC\\_REQUIREMENTS](https://www.inceusa.org/careers-education/become-board-certified-in-noise-control-engineering/#BC_REQUIREMENTS)

LIST IN REVERSE CHRONOLOGICAL ORDER: CURRENT OR MOST RECENT POSITION FIRST

Date From	Date To	Company or Institution	Position or Title	Experience Claimed (years and months)
Detail:				
Detail:				
Detail:				
Detail:				
Detail:				

Continue on no more than two separate sheets if necessary. Please include on any additional sheets: your name, a page number, and the section number

**10. CONTRIBUTION TO NOISE CONTROL ENGINEERING**

Describe in detail any participation in INCE-sponsored activities. Describe all creative contributions to the profession of noise control engineering. Include activities and committee work for other professional societies, including trade associations (listing offices held and dates) as well as for governmental, national and international organizations. Include the establishment or furtherance of courses in noise control engineering in a college or university of recognized standing. The information furnished here should permit a determination of the degree of distinction that the applicant has achieved in the field of noise control engineering.

*(Note: courses taken should be listed in Section 7b of this application)*

Continue on no more than one separate sheet if necessary. Please include your name, a page number, and the section number

**11. EXTENUATING CIRCUMSTANCES**

Describe here in detail any special or extenuating circumstances that you wish to request that the Board Certification Committee consider in reviewing this application.

## GUIDELINES FOR COMPLETING THE APPLICATION FOR INCE BOARD CERTIFICATION

The following is offered as a guideline for completing the application for INCE Board Certification. Included are suggestions that both help expedite the review process and minimize candidates' time in preparing unnecessary documents that do not improve an applicant's chances for acceptance.

Note that the primary purpose for this application form is to help applicants supply their information and background in a uniform and standard format that is familiar to the Board Certification Committee members who review this information. For this reason alone, we recommend that **applicants limit their application submissions to the completed form and only those additional sheets that are absolutely necessary to supplement the form**. This will help us to streamline the review process and minimize the reviewer's time to evaluate superfluous application packages.

This application has been made available in electronic form using MS Word software. We recommend that the submitted form be type written so that legible copies can be made. Illegible applications will not be accepted.

We further recommend that you review the requirements and procedures of INCE/USE Board Certification that is available from the INCE website at:

<https://www.inceusa.org/careers-education/board-certification-requirements>

That document expresses all requirements for candidates seeking Board Certification and will be used as the basis for reviewing completed applications and the candidate's acceptability to sit for the INCE Professional Exam.

**Passport Photo:** A recent photograph (taken within 2 years of submitting an application), suitable for use on a passport is required for positive identification of the candidate during admission to the Professional Exam.

**Confidential References:** The minimum required number of professional references is five. Provisions are included on this application for an optional 6<sup>th</sup> reference. Candidates should consider including a sixth reference should one of the five not respond on a timely basis, or be determined to provide an insufficient, inadequate or an inappropriate reference for some reason. The reference listed as No. 6 will be considered as the optional reference.

Submission of references and application: Please submit your application form and references to [ibo@inceusa.org](mailto:ibo@inceusa.org) or mail with check to:

Institute of Noise Control Engineering – USA  
11130 Sunrise Valley Drive  
Suite 350  
Reston, VA 20191  
United States