

# Louisiana Professional Engineering and Land Surveying Board



## Application for Certification as an Engineer Intern

### INSTRUCTIONS

**NOTE:** Applications are subject to revision and modification at any time. In order to ensure timely processing, please verify that you are submitting the most current version of our application form.

- Read all of the instructions before you begin.
- Much of this information may be included in your MY NCEES account.
- If you do not have a MY NCEES account, you must provide all required documents.
- Applications must be typed. Hand written applications are not acceptable.
- Complete all required sections of the application; incomplete applications will not be processed.
- This application is used for two (2) different categories relative to Engineer Intern certification. You must indicate one of these categories:
  - A. Engineer Intern Certification after passing FE exam & obtaining BS degree
  - B. Certified Engineer Intern from another jurisdiction (Comity)

In addition to the application, please also submit the following (if it is not included in your MY NCEES account), which you will find under "Supporting Document Forms for Applications":

- Transcript Request Form (*send to university, OR request EScripts addressed to [transcripts@lapels.com](mailto:transcripts@lapels.com)*) **TRANSCRIPT MUST BE ISSUED DIRECTLY TO LAPELS FROM THE UNIVERSITY. TRANSCRIPTS INCLUDED WITH APPLICATION ARE NOT ACCEPTABLE.**
- Verification of Certification/ Examination

**IMPORTANT:** *If your only degree is an Engineering Technology degree, you are **NOT** eligible for PE licensure in Louisiana, and you should not submit an application. This is a **state law** which neither the Board staff nor Board members may waive. **We do not issue refunds for application fees.***

## **Section 1 - Personal Information**

- Open the application and complete all fields; entering your full legal name and social security number.

*Louisiana Revised Statute 37:23 requires that every application by an individual for a professional license, permit or certificate shall require the applicant's social security number. Disclosure of your social security number is mandatory for this purpose and for purposes of establishing, modifying or enforcing family and child support obligations and locating an individual who is under an obligation to pay family or child support under La. R.S.*

*46:236.1.1, et seq. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure, permit or certificate 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. Such disclosure is for identification purposes only. Your social security number will not be released for any other purpose not provided by law.*

- Enter dates using this format: MM/DD/YYYY.
- Do not leave any section blank. State 'N/A' where applicable.
- Provide a phone number and email address where you can be reached during the day.

## **Section 2 – Education**

- Complete this section listing all colleges and universities attended where a degree was conferred.

**The Board requires that all applicants with a foreign (non-US) non-ABET degree must obtain a credential evaluation by the approved evaluation service. Below is a link to the only approved credential evaluation service provider:**

APPROVED CREDENTIAL SERVICE CENTERS

[NCEES Center for Evaluation](#)

## **Section 3 – Violations**

- If you answer yes to any of the questions in this section, you will need to submit a detailed description for each violation and you may be required to provide court documents.

## **Section 4 –Examination/ Certification in Louisiana or other jurisdictions**

- If you took the FE exam in Louisiana – we can access your score on the LAPELS database;
- If you have a MY NCEES Account, this information may be included;
- If you took the FE exam in another jurisdiction, and you do not have a MY NCEES account, you'll need to contact that jurisdiction and ask that a verification of examination/certification be sent to the LAPELS office. Most jurisdictions send this information to us electronically.
- Here is the link to request a verification from another jurisdiction:

<http://ncees.org/supplemental/launch-login/>

### **Section 5 – Recommendation-**

- You must be recommended for certification by a licensed Professional Engineer.

### **Section 6 – Acknowledgment** – – sign and date (digital signature is acceptable)

#### EXPERIENCE RECORD FORMS

**Required ONLY for foreign/Non-ABET applicants, per Rule 901 (A) (3)**

***See Instructions for Completing Experience Record Forms***

### **Section 7 – Experience Record Summary**

Grand totals must be completed and correspond with all time on your Experience Record Forms

#### **VERIFICATION OF EXPERIENCE FORMS** *(required ONLY for applicants submitting Experience Records)*

[http://www.lapels.com/docs/Applications/Verification\\_Experience\\_with\\_Instructions\\_AR.pdf](http://www.lapels.com/docs/Applications/Verification_Experience_with_Instructions_AR.pdf)

- After completing the appropriate fields, ensure that the “From” and “To” dates, name, title and present address of person most familiar with each engagement match the information on the Experience Record forms. Send a Verification of Experience form and copy of Experience Record which that person will verify, to each supervisor listed on the Experience Record forms. Verification of Experience Forms should be returned to you in a signed/sealed envelope and included with your application for submittal to LAPELS. These forms are confidential and should not be opened by the applicant.

**After you have completed the application, please mail it to** LAPELS, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809. Make check or money order payable to LAPELS.

**It is your responsibility to submit a complete and accurate application, which includes the required/nonrefundable application fee of \$20 (check or money order only).** Upon receipt of your application, the Board applications staff will process your paperwork and communicate with you concerning any missing or incomplete documentation. Once your application is **complete**, it will be forwarded to a Board reviewing committee. Processing time for a complete application is 6-8 weeks.

A letter will be mailed to you from LAPELS informing you of approval or disapproval.