

Instructions for completing the Application for Certification as an Engineer Intern

- Read all of the instructions before you begin.
- You may be required to complete additional forms. If so, these forms can be found at this link: <http://www.lapels.com/Applications/Applications.aspx>
- Applications must be typewritten and received by the LAPELS office by the application deadline.
- Complete all required sections of the application; incomplete applications cannot be processed.
- This application is used for four (4) different applicant categories relative to the Fundamentals of Engineering. Determine which category applies to you.
 1. Undergraduate engineering student (no application fee)
 2. Graduate engineering student (no application fee)
 3. Non-Student, with an Engineering degree (\$20 application fee)
 4. Certified Engineer Intern in another jurisdiction/comity (\$20 application fee)

You must complete the **category** and **exam date** at the top of the application.

Section 1 - Personal Information – all applicants must complete this section

- Open the application and complete all fields; entering your full legal name and social security number.
- 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 – all applicants must complete this section

- Complete this section listing all colleges and universities you have attended.
- **Undergraduate or graduate students** cannot be certified until after graduation. After graduation, you will be required to request a transcript indicating your graduation date and degree conferred be forwarded to LAPELS upon graduation.
- **Applicants with a foreign degree** must obtain a credential evaluation and submit the evaluation and application at the same time. Approved credential evaluation services can be found at this link: <http://www.lapels.com/Examinations.htm>
- **Current graduate students** must submit a transcript which indicates courses you have taken and those in which you are currently enrolled.
- **Engineering graduate students** applying to take the Fundamentals of Engineering exam, must request transcripts be submitted to the LAPELS office directly from your college/university. You can complete the Transcript Request form at this link: http://www.lapels.com/docs/Applications/transcript_request_AdobeReaderEnabled.pdf
- If you have an **Engineering Intern certification in another jurisdiction** and are requesting to have this certification transferred to Louisiana, you must request that your transcripts be submitted to the LAPELS office. If you have a foreign degree, you must have your transcripts evaluated by an approved credential evaluation service. You can complete the Transcript

Request form at this link:

http://www.lapels.com/docs/Applications/transcript_request_AdobeReaderEnabled.pdf

Section 3 – Violations – all applicants must complete this section

- If you answer yes to any of the questions in this section, you will need to submit a detailed description for each violation

Section 4 –Examination/ Certification in another jurisdiction

- You must request a verification of certification/examination from the jurisdiction where you are certified. You can use this form:
http://www.lapels.com/docs/Applications/pe/verification_form.pdf
- If you have taken this exam in another jurisdiction, complete the information requested

Section 5 – Recommendation-

- If you are an Non Student applicant or certified Engineer Intern in another jurisdiction, you must be recommended for examination or certification by a licensed Professional Engineer (category 3 or 4)

Section 6 – Acknowledgment – read this section and follow the directions

Section 7 – Experience

- If you are a certified Engineer Intern in another jurisdiction or have a Non-ABET engineering degree, complete the experience section