

Instructions for completing the Application for Certification as a Professional Engineer

There are three (3) Applications for Licensure as a Professional Engineer:

Select the appropriate application and instructions

Before you print the application and additional forms, be aware that all forms are in a PDF consisting of fields. You should open these forms in Adobe Acrobat and enter the appropriate data and information requested by the particular form

1. [The Application as a Professional Engineer by Comity – Model Law/Non Model Law Instructions for the Application as a Professional Engineer by Comity – Model Law/Non Model Law](#)
2. [The Application as a Professional Engineer by Comity Instructions for the Application as a Professional Engineer by Comity](#)
3. [The Application as a Professional Engineer by Examination Instructions for the Application as a Professional Engineer by Examination](#)

In addition to the Application as a Professional Engineer by Comity (non-NCEES) and/or by Examination, you will also need to complete and download these forms:

- **Request for Academic Record (transcript) form**
- **Verification of Licensure/Certification/ Examination Form**
- **Instructions to Personal References and Personal Reference Form**
- **Verification of Experience Form**
- **Laws and Rules Quiz and answer sheet** (required of all applicants)
- **Professional Ethics Quiz and answer sheet** (required of all applicants)

1. Instructions for the Application as a Professional Engineer by Comity – Model Law/Non Model Law

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Section 1 – Personal Information

- Open the appropriate 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 to complement the transcript/educational information included with your NCEES record. If you have a foreign degree and obtained a NCEES record prior to 1998, you will have to obtain a credential evaluation of your foreign transcript. Your application and credential evaluation should be submitted at the same time. <http://www.lapels.com/Examinations.htm>

Section 3 – Residency/Exam Attempts – self explanatory

Section 4 – Violations - if you answer **yes** to any of these questions, you will need to submit a detailed description for each violation

Section 5- Acknowledgement – sign and date. If submitting application online, please use a digital signature.

Laws and Rules Quiz and Professional Ethics Quiz – Complete the Laws and Rules and the Professional Ethics quizzes and return the answer sheets with your application. You must score a 90% or higher. You will be notified if your score is not 90%.

You are responsible for contacting NCEES and paying the applicable fees to have your records transmitted to LAPELS, as well as submitting a complete and accurate application, which includes the required, non refundable application fee of \$180. Upon receipt of your application, the Board staff will process your paperwork and communicate with you concerning any missing documentation. If your application is complete, it will be submitted to the board for review.

2. Instructions for the Application as a Professional Engineer by Comity

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In addition to the Application as a Professional Engineer by Comity, you will also need to complete and download these forms:

- Request for Academic Record (transcript) form
- Verification of Licensure/Certification/ Examination Form
- Instructions to Personal References and Personal Reference Form
- Verification of Experience Form
- Laws and Rules Quiz and answer sheet
- Professional Ethics Quiz and answer sheet

Complete all Sections of the Application

Section 1 – Personal Information

- Open the appropriate application and complete all fields, entering your full legal name and social security number.
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- 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 – indicate all colleges/universities attended

- **Request for Academic Record (transcript) form** – after completing the appropriate fields, print this form and send to your college/university. Transcripts must be submitted to LAPELS by your college/university according to LAPELS rule 1701 (C), “*Applicants who have attended college shall have certified transcripts of all college work forwarded by the registrar of each college directly to the office of the board.*”
- **All applicants with a foreign degree must obtain a credential evaluation prior to applying to LAPELS. Contact LAPELS about approved evaluation services.** <http://www.lapels.com/Examinations.htm>

Section 3 – Examination and Licensure/Certification in Louisiana and Other Jurisdictions, Residency/Exam Attempts - indicate any examinations/certifications/licenses relative to professional engineering licensure in Louisiana or any other jurisdiction; state(s) in which you resided one year prior to taking an exam, and number of attempts made at an exam

- **Verification of Licensure/Certification/ Examination Form** – after completing the appropriate fields, send this form to the state licensing board(s) where you were FIRST certified and licensed. Enter the name and address of the appropriate state licensing boards in the “To” field. Enter the date and your personal information in the fields located on the right side of the form. Some states require a fee for providing verifications. It is your responsibility to contact your first licensing boards to determine whether fees are required. You should also include a stamped/addressed envelope with the LAPELS address – 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809. If you were certified/licensed in Louisiana, you do not need to send this form. Indicate the information on your application and this information can be verified by LAPELS. There is no fee for license verification in Louisiana.

Section 4 – Personal References – list those individuals you have asked to provide personal references

Personal Reference Form – after completing the appropriate fields, print five (5) forms and send a **form and instructions to personal references** to those you have selected to provide a personal reference for you. Personal Reference forms should be returned to you in a signed/sealed envelope and included with your application for submittal to LAPELS. According to LAPELS rules 1701 B: *“Applications for licensure as a professional engineer or professional land surveyor shall be completed on the most current forms developed by the board. The application shall contain statements showing the applicant's qualifications, and the names and addresses of five personal references. Three or more of the five personal references furnished by an applicant for licensure as a professional engineer shall be professional engineers holding valid licenses to engage in the practice of engineering issued to them by proper authority of a state, territory, or possession of the United States, or the District of Columbia....”*

Section 5 - Violations – if you answer yes to any of these questions, you will need to submit a detailed description for each violation

Section 6- Acknowledgement – sign and date. If submitting application online, please use a digital signature.

Section 7 – Current Experience Record – in the left column, number your experience record; in the 2nd column list dates (month and year) for this experience record; in the 3rd column include your title of position, name of employer, a detailed description of the complexity and responsibility for your engagement, name, title and present address of the person most familiar with this engagement; in the columns on the right list the time of each employment category

- **Current Verification of Experience Form** – after completing the appropriate fields, ensure that your dates of experience, name, title, and present address of person most familiar with each engagement match the information on your application. Send a verification of experience form to each experience/supervisor listed on your application. If your supervisor was not a PE, attach a letter explaining why this experience should be considered acceptable.

Laws and Rules Quiz and Professional Ethics Quiz – Complete the Laws and Rules and the Professional Ethics quizzes and return the answer sheets with your application. You must score a 90% or higher. You will be notified if your score is not 90%.

You are responsible to submit a complete and accurate application, which includes the required/non refundable application fee of \$180. Upon receipt of your application, the Board staff will process your paperwork and communicate with you concerning any missing documentation. If your application is complete, it will be submitted to the board for review.

3. Instructions for the Application as a Professional Engineer by Examination:

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- 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.

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- **All applicants with a foreign degree must obtain a credential evaluation prior to applying to LAPELS. Contact LAPELS about approved evaluation services. If you are applying to take an examination, applications and evaluations must be received by the January 1 or July 1 deadline.**
<http://www.lapels.com/Examinations.htm>

Section 3 – Examination and Licensure/Certification in Louisiana and Other Jurisdictions, Residency/Exam Attempts - indicate any examinations/certifications/licenses relative to professional engineering licensure in Louisiana or any other jurisdiction; state (s) in which you resided one year prior to taking an exam and number of attempts made at an exam

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Laws and Rules Quiz and Professional Ethics Quiz – Complete the Laws and Rules and the Professional Ethics quizzes and return the answer sheets with your application. You must score a 90% or higher. You will be notified if your score is not 90%.

You are responsible to submit a complete and accurate application, which includes the required/non refundable application fee of \$50. Upon receipt of your application, the Board staff will process your paperwork and communicate with you concerning any missing documentation. If your application is complete, it will be submitted to the board for review.

A letter will be mailed to you from the Board informing you of your approval/disapproval. If approved, you will need to register with the NCEES Exam Administration Services at <https://www.ncees.org/examadministration/>

Do not register with Exam Services until you have received written approval from the LAPELS board to be scheduled for an examination. Fees remitted will not be refunded. Note that approval by the Board to be scheduled for an examination does not automatically register you for the examination. You must register and pay the examination administration fee directly to Exam Administration Services. Registration and deadline information can be found at: <https://www.ncees.org/examadministration>. **YOU MUST PAY THE EXAMINATION FEE DIRECTLY TO NCEES.**

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