

Louisiana Professional Engineering and Land Surveying Board

Application for Licensure as a Professional Engineer - Part I

Applicant Check List

Applicant Name:			
Last four digits of SSN:		<i>Included</i>	<i>Requested</i>
Required Documents	Applicant Notes	check one	
Current Application <i>(please check option 1 or 2)</i>			
\$50 Check payable to LAPELS			
Laws & Rules Quiz <i>(To be included with the application. Do not email or send separately)</i>			
Professionalism & Ethics Quiz <i>(To be included with the application. Do not email or send separately)</i>			
Comments:			

What to expect once you submit your application

1. You will receive an email from LAPELS notifying you that your application has been received.

2. In the event that any documentation is missing or incomplete, you will be notified by email & letter. Due to the high volume of applications received, please give the staff at least 2 weeks to send you this information.

3. Do not register with NCEES until you have received authorization from LAPELS to do so.

For LAPELS office use only - do not write in this area

	Staff Notes



Louisiana Professional Engineering and Land Surveying Board

Part I Application for Licensure as a Professional Engineer by Examination

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 (see www.LAPELS.com).

- **Read all of the instructions before you begin.**
- Applications must be typed (hand written applications are not acceptable)
- Exam applications & all supporting documents must be received by the LAPELS application deadline.
- Complete all required sections of the application; incomplete applications will not be processed.
- 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.

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 – indicate **ALL** colleges/universities attended where a degree was conferred or is in progress.

Section 3 – Examination and Licensure/Certification in Louisiana and Other Jurisdictions - Provide certification information for the FE exam, and indicate whether you have made attempts at the PE exam in Louisiana or another jurisdiction.

Section 4 - Violations – if you answer yes to any of these questions, you must submit a detailed description for each violation. Use extra pages if necessary.

Section 5- Acknowledgement – sign and date

Laws and Rules Quiz and Professionalism & Ethics Quiz – Complete the Laws and Rules and the Professionalism & Ethics quizzes and return **ONLY** the answer sheets with your application. You must score at least 90% & will be notified if you do not achieve a passing score. **To be included with the application. Do not email or send separately.**

It is your responsibility to submit a complete and accurate application, which includes the required/non-refundable application fee of \$50 (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. 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.



Louisiana Professional Engineering and Land Surveying Board

Application - Part I for Licensure as a Professional Engineer by Examination

Date of application:

I wish to take

Engineering PE

Exam Date: April

Year:

MY 7-digit NCEES #

You must select option (1) or (2) below to indicate the rules that apply to your application

(1) I am applying to take the Principles and Practice of Engineering examination. Based on rules §903 and §1507, I believe I may have met the requisite experience requirements.

§903. Professional Engineer Licensure

A. The requirements for licensure as a professional engineer under the alternatives provided in the licensure law are as follows:

1. the applicant for licensure as a professional engineer shall be an engineer intern, or an individual who meets the qualifications to be an engineer intern, who has a verifiable record of four years or more of progressive experience obtained subsequent to meeting the educational and applicable experience qualifications to be an engineer intern on engineering projects of a level and scope satisfactory to the board, who is of good character and reputation, who has passed the examination required by the board in the principles and practice of engineering in the discipline of engineering in which licensure is sought, who was recommended for licensure by five personal references, three of whom are professional engineers who have personal knowledge of the

applicant's engineering experience and character and ability, and who has submitted an application for licensure in accordance with the requirements of R.S. 37:694, and who was duly licensed as a professional engineer by the board;

§1507. Experience Subsequent to Degree

A. Only experience obtained subsequent to completion of a degree specified in the requirements for qualifying as an engineer intern will be considered as engineering experience.

B. Up to one year of an engineering nature may be creditable prior to graduation, if obtained through a college or university-sponsored co-op program as part of a four-year engineering program approved by the board, and only after completion of the first half of the program. If the co-op work is full-time work, the amount of credit given is equal to the time worked.

(2) I am applying to take the Principles and Practice of Engineering examination prior to obtaining the requisite progressive engineering experience, based on Rule 1305(B).

Rule 1305. Approval to Take the Examination in the Principles and Practice of Engineering

A. An applicant who meets all of the other requirements for licensure as a professional engineer may be permitted to take the examination in the

principles and practice of engineering in the discipline in which he/she seeks licensure.

B. An applicant who has already been duly certified as an engineer intern by the board, but has not yet met the experience requirement for licensure as a professional engineer, may be permitted to take

I understand that passing the Principles and Practice of Engineering examination does not necessarily mean that I will receive a professional engineer license. I must obtain the requisite progressive engineering experience prior to applying for licensure.

Once I pass this examination and obtain the requisite progressive engineering experience, I must complete Part II of this Application and submit it to LAPELS.

If you are applying to take the Principles and Practice of Engineering examination prior to obtaining the requisite progressive engineering experience, please be aware of the following:

You must already be duly certified as an engineer intern with LAPELS. Here is a link to the Application for Certification as an Engineer Intern: http://www.lapels.com/docs/Applications/EI/EI_App_with_checklist_AR.pdf

Once you have passed the Principles and Practice of Engineering examination and obtained the requisite progressive engineering experience, you will be required to complete Part II of this Application and submit it to LAPELS.

If you ever apply for professional engineer licensure in another jurisdiction, you MAY be required to take the Principles and Practice of Engineering examination again. Some jurisdictions may not honor the "early taking" of the Principles and Practice of Engineering. "Early taking" is defined as an examination taken prior to obtaining the requisite progressive engineering experience.

Application - Part I for Licensure as a Professional Engineer by Examination

1. PERSONAL INFORMATION					
SSN:	Name:				
	Last Name	First Name	Middle/Maiden Name	Suffix	
Address:					
City:		State:	Zip:	Country:	
Work Phone:		Home/Cell Phone:		E-Mail:	
Date of Birth:		City of Birth:		State of Birth:	Country of Birth:
Gender:	US Citizen? Yes No If no, what country?				Visa/Green Card #:

2. EDUCATION					
List in chronological order, the name and location of each college or university where a degree was conferred or is in progress, the time spent at each institution, and if graduated, the date of graduation, the degree received and the major as shown on your transcript. See the instructions concerning submitting transcripts and if applicable, a credential evaluation. Transcripts must be submitted by your college/university directly to LAPELS					
Institution Information			Years Attended	Graduation Date	Degree Received and Major
Type	Name	State	From - To		

3. EXAMINATION IN LOUISIANA			
The Fundamentals Exam (FE)	The state or jurisdiction you took the FE exam	Date you took the FE Exam <i>(mm/yyyy)</i>	Your Louisiana EI certification number <i>(last 5 digits only)</i>
	Outside U.S. <i>(verified by NCEES)</i>		
Have you taken the PE exam prior to this application? Yes No			
If Yes , list your number of attempts and the state (s):			
State:	Number of attempts:		
State:	Number of attempts:		

4. VIOLATIONS

Have you ever been convicted of a felony or of a crime of moral turpitude or entered a plea of guilty or *nolo contendere* to a felony charge or to a crime of moral turpitude under the laws of the United States or any state, territory or district of the United States? Mark one: Yes No

Have you ever been convicted of any crime or entered a plea of guilty or *nolo contendere* to any criminal charge an element of which is fraud or which arises out of your practice of engineering or land surveying? Mark one: Yes No

Have you ever been convicted of any civil or criminal violation of, or entered a plea of guilty or *nolo contendere* to any criminal charge under, the Louisiana Campaign Finance Disclosure Act or any other campaign finance and/or practices laws of the State of Louisiana, the United States, or any state, territory or district of the United States? Mark one: Yes No

If you have a license, permit or certificate to practice engineering or land surveying, has it ever been the subject of a disciplinary action by any state, territory or district of the United States? Mark one: Yes No
N/A

Are you an owner, partner, officer, director, managing member or supervising professional of a firm whose license, permit or certificate to practice engineering or land surveying has ever been the subject of a disciplinary action by any state, territory or district of the United States? Mark one: Yes No

If the answer to any of these questions is "Yes", provide the date and the pertinent facts of the case or proceeding including its final disposition. Attach additional pages as necessary.

DISCLOSURE

As part of the application process, the Louisiana Professional Engineering and Land Surveying Board (LAPELS) will obtain a consumer report, which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

AUTHORIZATION

During the application process and at any time during the tenure of my licensure with LAPELS, I hereby authorize LexisNexis WorkPlace Solutions Inc., on behalf of LAPELS, to procure a consumer report which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification and a written summary of consumer rights; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

Applicant Signature

Date

Print Name

Date of Birth *

Social Security Number *

* For Identification Purposes Only

5. ACKNOWLEDGMENT

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge, information and belief the statements and information in this application are true and correct in substance and effect and are made in good faith. I have not omitted any information requested in this application. I am aware that such an omission or untrue response may constitute fraud or deceit, material misstatement, perjury or the giving of false or forged evidence under Louisiana Revised Statutes 37:698 and 37:700. I understand and agree that any responses verifying my education, personal references, and experience shall be considered privileged and confidential and that this information was not reviewed by me nor will it be available for my inspection or review in the future.

I have read the Rules for Professional Engineers and Land Surveyors (LAC Title 46, Part LXI), and I agree to conduct my professional affairs in accordance with these rules.

Signature of Applicant:

For LAPELS office use only - do not write in this area

Check No.	Application
	CAVU
Check Amt.	NCEES
	Background
Comments:	NCEES E3