

# INSTRUCTIONS APPLICATION FOR PROFESSIONAL ENGINEER LICENSURE

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The Application for Licensure as a Professional Engineer contains the following files:

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## PROCEDURE

The Application for Licensure as a Professional Engineer Form is referred to as the "PE Application Form" in these instructions. Six additional forms are included with the PE Application Form:

- (1) Request for Academic Record (Transcript) Form
- (2) Personal Reference Form
- (3) Verification of Experience Form
- (4) Verification of Licensure or Examination Form
- (5) Laws & Rules Quiz with Answer Sheet (PDF)
- (6) Professional Ethics Quiz (PDF)

Each of these forms is a PDF consisting of fields. You should open these forms in Adobe Acrobat and enter the appropriate data and the information requested by the particular form.

Print these six forms and make as many copies as necessary. Retain the originals for additional use if required. Send these forms to the university or person designated (by you) on the form to verify information you provide.

Except for the Verification of Licensure or Examination Form, **the completed forms must be returned directly to you inside a SEALED AND SIGNED ENVELOPE.** "Sealed and Signed" means that the respondent must place his signature across the seal of the envelope as a security measure.

The Laws & Rules Quiz and the Professional Ethics Quiz are designed to insure that you possess adequate knowledge of the Louisiana Revised Statutes (LRS) pertinent to the practice of engineering, LRS 37:681 - 37:703 (Licensure Law for Professional Engineers and Land Surveyors), and the Louisiana Administrative Code (LAC) 46:LXI, Subpart 1, Rules (Rules of the Board). The Laws & Rules Quiz is available for download from our website at: [http://www.lapels.com/docs/Applications/pls/law\\_rules\\_quiz.pdf](http://www.lapels.com/docs/Applications/pls/law_rules_quiz.pdf), and the Ethics Quiz is available at <http://www.lapels.com/pdf/ProfEthicsQuiz.pdf>. **YOU MUST COMPLETE THESE QUIZZES WITH AT LEAST 90% CORRECT AND RETURN THE ANSWER SHEETS FOR THESE QUIZZES WITH YOUR APPLICATION.**

**You are responsible to submit a complete and accurate application.** 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.

**If you are required by the Board to take an examination** (you are applying under the provisions of LRS 37:693.B.2(a)), **you must enter the discipline for the examination.** A letter will be mailed to you from the Board informing you that you are approved. Upon receipt of this letter, you will need to register with the NCEES Exam Administration Services <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.** The examination schedule is posted on our web page at [www.lapels.com/current\\_exam.html](http://www.lapels.com/current_exam.html).

## GENERAL INSTRUCTIONS

You may use abbreviations which are commonly accepted in the profession or by universities, e.g., NCEES, PE, BSME, etc. Enter all dates in the format "MM/DD/YY" or "MM/YY" as requested.

Do not leave any section blank—enter "None" or "N/A" if appropriate.

**Press F-1 for HELP in fields that are not self-explanatory.**

## APPLICATION FOR LICENSURE AS A PROFESSIONAL ENGINEER FORM

**Model Law and Non Model Law comity applicants** must complete the **Application for Licensure as a Professional Engineer by Comity (Model Law/Non Model Law)** and contact the records department at NCEES to request that records be transmitted to the LAPELS office. NCEES will not send these records to you. Contact NCEES at <http://www.ncees.org/records/> or 1-800-250-3196 for more information.

**Comity applicants:** Licensees in another state who are applying under the LRS 37:693 (B)(2)(b) must complete the **Application for Licensure as a Professional Engineer by Comity** and provide all required documentation.

You must indicate the particular engineering discipline for the Principles and Practice of Engineering Examination. You may use the abbreviations listed below.

The engineering discipline will be listed to signify the area of engineering in which you have been examined.

The engineering disciplines currently recognized and their abbreviations which you may use are:

Agricultural (AG)	Fire Protection (FP)	Naval Architecture & Marine (NV)
Chemical (CH)	Industrial (IE)	Nuclear (NU)
Civil (CE)	Manufacturing (MU)	Structural I * (CE)
Control Systems (CS)	Mechanical (ME)	Structural II * (ST)
Electrical (EE)	Metallurgical (MT)	Petroleum (PT)
Environmental (EV)	Mining/Mineral (MI)	

\* Structural I and Structural II are necessary to be listed as a "Structural" Engineer

**Exam Applicants:** applicants applying to take an exam must complete the **Application for Licensure as a Professional Engineer by Examination.**

LRS 37:693.B.(2)(a) – If you are already an Engineer Intern or person who meets the qualifications of an Engineer Intern and you are applying to take the Principles and Practice of Engineering Examination in a particular engineering discipline. You must pay an additional fee for the examination to NCEES.

### 1. **Personal Information:**

Tab between each field and enter the information requested. Enter your Social Security Number (SSN), your full, legal name, and any suffix ("Jr.", "II", etc). The Social Security

Number (SSN) serves as your unique identification number in the Board computer system. **INSURE THAT WHAT YOU ENTER IS THE CORRECT SSN.** Enter your mailing address, date of birth, the area code and phone number where you can be reached during business hours, and "M" or "F" for your gender. Enter the place of your birth and the country of which you are a citizen.

## 2. Education:

**All applicants (including comity applicants) must complete this section.** All applicants with a foreign (non-US) non-ABET degree must obtain a credential evaluation by an approved evaluation service. The evaluation and your application must be received by the application deadline.

Enter the information in chronological order if you attended more than one university. You may use commonly accepted abbreviations for degrees, majors and engineering disciplines, e.g., "BSME", "BSCE", etc. You may abbreviate "University" as "U" or "Univ".

Location means city and state within the United States or city and country for foreign universities.

## 3. Professional Examinations and Licensure in Louisiana or other states:

**All applicants (including comity applicants) must complete this section.** List in chronological order all professional examinations you have passed and all instances of licensure or certification. Simply click on the appropriate box to indicate that you are describing an examination or a license/certification. You may abbreviate examinations and licenses as "FE" for Fundamentals of Engineering examination, "EI" for Engineer Intern certification and "PE" for Principles and Practice of Engineering examination and Professional Engineer licensure. You must list the discipline of the Principles & Practice of Engineering examination. You may combine examination and license/certification on one line by checking both boxes when the state is the same. The date of license/certification is more important than the examination date.

Enter the state that conducted the examination or awarded the license, e.g. "LA" or "LA Board", etc. Enter the date which the examination or license was given. The date of an examination may be "MM/YY". We prefer a date of licensure/certification to be "MM/DD/YY" if possible. Enter the number assigned by the licensing agency. Class means "E" for Professional Engineer or "T" for Engineer Intern. **Attach additional pages as necessary.**

## 4. Personal References:

Enter the information requested for five (5) individuals who have personal knowledge of your character, reputation, and engineering experience. **THREE (3) of these references MUST be licensed Professional Engineers.**

You must send each of these "personal" references a Personal Reference Form to be completed by the reference and returned to you in a sealed and signed envelope.

5. **Law Violations:** Self-explanatory.
6. **Affidavit:** Applications not signed and notarized will be returned.
7. **Experience Record:**

(See Chapter 15 of the Rules of the Board)

Type your last and first name in the space provided at the top of **each** page.

Make as many additional copies of the Experience Record that you need to completely account for your experience. You will need to copy portions of the Experience Record to accompany the Verification of Experience Form as instructed below.

Number and list in chronological order each professional assignment or engagement. Each engagement should be on a separate row in the table. Press the TAB key to move between cells in the table. Press TAB in the right-most cell (column) of a row to create a new row. Do not allow descriptions to run into other columns.

Account for all time since graduation with a Bachelor of Science degree. Count periods of unemployment, military service, etc. as "Non-engineering employment". An "Academic Engagement" is a professional engineering engagement at an educational institution. Enrollment as a student is not an Academic Engagement.

For each numbered engagement enter dates in "MM/YY" format and provide in this order: (a) Title of Position, (b) Name of Employer, (c) A description of each engagement indicating character of work and degree of responsibility, and (d) Name, title, and present address of person most familiar with each engagement. This person must be able to verify the accuracy of your description of the character of work and degree of responsibility of each engagement. You will be required to obtain this verification using the Verification of Experience Form and copied portions of the Experience Record (see "Verification of Engineering Experience" above).

### **REQUEST FOR ACADEMIC RECORD (TRANSCRIPT) FORM**

All applicants with a foreign (non-US) non-ABET degree must obtain a credential evaluation by an approved evaluation service. The evaluation and your application must be received by the application deadline.

Complete the top portion (1) of this form and send it and a self-addressed envelope to each university from which you received a degree.

The university should return a certified copy of your transcript to you in the sealed and signed envelope. **YOU MUST SUBMIT THIS SEALED, UNOPENED ENVELOPE WITH YOUR APPLICATION.**

### **PERSONAL REFERENCE FORM**

Make at least five copies of this form, front and back. For the purpose of these instructions, a "form" consists of the blank "form" AND the instructions on the page adjoining the form.

Send a Personal Reference Form and self-addressed envelope to each of the individuals you designated as a personal reference in the Personal References section of the PE Application Form. **THREE (3) of these references MUST be licensed Professional Engineers.**

The reference is instructed to complete the form, seal the form in an envelope, sign and date the sealed envelope, and return it directly to you. **YOU MUST INCLUDE ALL THESE SEALED, UNOPENED, ENVELOPES WITH YOUR COMPLETED APPLICATION.**

### **VERIFICATION OF ENGINEERING EXPERIENCE FORM**

In Section 7, Experience Record (last page), you designated individuals who could verify the professional experience that you described in numbered engagements. For each engagement during the period **NOT TO EXCEED THE LAST EIGHT YEARS**, your description of the scope and complexity of the work in that engagement must be formally verified using the Verification of Experience Form and the appropriate portion of the Experience Record.

Make one copy of the Verification of Experience Form for each of the numbered engagements that must be verified, and make a copy of the appropriate portion of the Experience Record.

Send the completed Verification of Experience Form and the copy of the appropriate portion of the Experience Record, to each of these designated individuals who can verify that portion of your experience, i.e., that individual listed in the far-right column of the Experience Record for that engagement.

These individuals are instructed to complete the Verification of Experience Form, seal the form in an envelope, sign and date the sealed envelope, and return it directly to you.

**YOU MUST INCLUDE ALL THESE SEALED, UNOPENED, ENVELOPES WITH YOUR COMPLETED APPLICATION.**

## VERIFICATION OF LICENSURE OR EXAMINATION FORM

You must send the Verification of Licensure or Examination Form to the state licensing boards where you were FIRST licensed or certified or where you passed the FIRST engineering examinations. You listed this information in Section 3 (Professional Examinations and Licensure in Louisiana or Other States) of this application. For example, you passed the Fundamentals of Engineering examination in Texas; you were certified as an engineer intern in New Mexico; you were first licensed as a Professional Engineer in Colorado; therefore, you must send the verification form to the licensing boards in Texas, New Mexico, and Colorado.

Enter the name and address of the appropriate state licensing board in the “To:” field. Enter the date and your identification data in the fields located in the top right of the form.

Some states charge a fee for verification. It is your responsibility to include any required fee.

You should include a stamped envelope with this Board’s address as shown in the “From:” block on the verification form.

## FINAL INSTRUCTIONS

Use a large envelope to return the completed Application for Professional Engineer Licensure, completed Experience Record, the answer sheets for the Laws & Rules and the Professional Ethics quizzes, all sealed envelopes, and a check for your fee to this office when you have obtained all required documents for your application.

### **Incomplete applications cannot be processed.**

The Board’s decision regarding your application, i.e., approval to take an examination, the results of an examination, approval for licensure etc., will be mailed to you and will NOT be provided by telephone.

The time required for processing an application depends primarily on your ability to submit a properly completed application by carefully following the instructions. Other important factors include:

- The accuracy of the information submitted by you and your references.
- The responsiveness of references to your requests.
- Your ability to pass the required examinations.

## CALLS TO THE BOARD OFFICE

The Federal Privacy Act prohibits the release of information to anyone other than the applicant and a person calling the Board cannot be readily identified. Specific questions about your application may be answered only by calls **FROM** the Board office staff **TO** you.