

Louisiana Professional Engineering and Land Surveying Board



Application for Certification as a Land Surveying 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.
- 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 Land Surveying Intern certification. You must indicate one of these categories:
 - A. Land Surveying Intern Certification after passing FS exam and obtaining BS degree
 - B. Certified Land Surveying Intern from another jurisdiction (Comity)

In addition to the application, please also submit the following:

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

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, or where survey courses were completed.

The Board requires that all applicants with a foreign (non-US) non-ABET degree must obtain a credential evaluation by an approved evaluation service. Your application will not be processed until we receive the evaluation.

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.

Section 4 – Examination/ Certification in Louisiana or other jurisdictions

- Complete LSI Certification information (if you were previously certified as a Land Surveying Intern).
- Complete FS exam information.

Verification of Certification/Examination – from state licensing boards where you took the FS exam and where you were previously certified (if applicable).

Click on the Verification of Licensure link then select the board you are making application to, i.e. LAPELS, next select the state board that you are currently certified in, (or where you took the exam), i.e. Alabama. If the state is not listed, please contact that state's licensing board to request verification. If the state is listed select it and enter your personal information. Click on continue, then confirm your information and click finished. Your verification request form will be submitted electronically to the state licensing board(s). Some states require a fee for providing verifications. It is your responsibility to contact the licensing board(s) to determine whether fees are required. If you took the FS exam in Louisiana, do not send this form. Indicate this information on your application and it will be verified by LAPELS.

Section 5 – Recommendation-

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

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

Surveyor Course Evaluation form – complete the form - 30 semester credit hours must include a minimum of 15 semester credit hours in **Surveying** courses of which 3 semester credit hours must be

a **Boundary Surveying** course, a minimum of 3 semester credit hours in **Mapping** courses and 3 semester credit hours in **Real Property** courses.

*** If the courses you have taken are not on our approved list (see website) you must submit syllabi for those courses with your application***

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.