Applying for Licensure by Exam

Application for licensure after passing the PE exam and obtaining the requisite 4 years of verified progressive engineering experience

Replaces the Part II Application
What is the first step in the process for licensure by exam?

**Step One:** You will need to establish an NCEES record; to do so, log in to your MyNCEES account. You will choose the multi state licensure tab. Here you will have both the FE and the PE exams verified, complete your experience record form(s), request verification of experience record form(s) from your supervisor(s), submit 5 personal references, and request a transcript sent directly from your university to NCEES.

When you begin creating your NCEES record all tabs will appear white. As they are completed the tabs will turn green. If there are any issues, the tabs will appear red with the number of issues.

The tab for the verification of exam/licensure will be yellow. Yellow means caution. This will change after you have been approved for your first PE licensure.

When all items in your record have turned green, except the yellow exam tab, your NCEES record is ready to be transmitted to LAPELS.
When you log into your MyNCEES Record, you will select “Multi-State Licensure”
Under Education Information, select “Add Education,” then select the “Verify” button to have your transcript submitted to NCEES.
Work Experience

**Engineering**

- **Total experience:** None
- **Experience under licensed engineer:** None

**Surveying**

- **Total experience:** 4 years, 5 months
- **Experience under licensed surveyor:** 4 years, 5 months

*How is this calculated?*

**Experience Type** | **Employer** | **Start Date** | **End Date** | **Contact** | **Status**
--- | --- | --- | --- | --- | ---
Surveying | Tri-County Technical College | January 2006 | June 2010 | Nita H Colman | Complete
Surveying | NCEES | August 2010 | — | David Cox | Complete

**Transmittal Requirements**

Current work experience must have been reviewed and verified within six months of a transmittal request. It should be updated and re-verified by a supervisor ONLY when ready to transmit your Record to a state licensing board. Updating your information every six months is not required and will result in unnecessary requests for verification being sent to your supervisor.

**Status Details**
Here you will find examples to help you complete the section “Work Experience.”
<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Reason</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/1997</td>
<td>07/2000</td>
<td>Not Set</td>
<td>Not Set</td>
</tr>
<tr>
<td>06/2002</td>
<td>12/2005</td>
<td>Not Set</td>
<td>Not Set</td>
</tr>
</tbody>
</table>

If you have work experience for any of the time gaps, enter the experience in the work experience section.

State licensing boards require a complete and detailed account of an applicant's work experience, beginning with graduation from a college or university.

If you delayed entering college, you must account for all work experience beginning with graduation from high school, whether or not it's engineering or surveying related. All time after high school must be accounted for with no time gaps.
All sections are **green** except for the exam and License Verification. This section will remain **yellow** because you are not licensed.
What is the second step in the application process for licensure?

**Step Two:** Complete the LAPELS online application. The application can be found under the “Applications and Forms” tab and then selecting the “Individual Applications/Forms” tab. You will need to scroll down until you find “Apply for Licensure as a Professional Engineer by Examination”. This link will take you to the online registration for LAPELS. [https://renewals.lapels.com/Login.aspx?ReturnUrl=/Activities/Listing.aspx&ID=10](https://renewals.lapels.com/Login.aspx?ReturnUrl=/Activities/Listing.aspx&ID=10)

Log in and complete the registration. Before you begin your application, you will need to save the application to your desktop. Upload the completed application using the online document upload tab. When you are ready to submit the application to LAPELS proceed to checkout and pay the $50.00 non-refundable application fee. Your application will then be sent to LAPELS.

You will receive a courtesy email from LAPELS within 2 business days of submitting your application.

The timeframe to process a completed application is 6 to 8 weeks.
The link can be found on the LAPELS website. Under the left menu, select “Applications and Forms,” and then select “Individual Application/Forms.”

What's next after passing the PE Exam?

Once you pass the NCEES PE examination and obtain the requisite verified progressive engineering experience, you will need to do the following:

- Establish a NCEES record. Once the record is complete, you will need to request that NCEES transmit the record to LAPELS.
- Once your NCEES record is complete, you will need to apply to LAPELS for licensure by completing the online Application by Examination (below).

Apply for Licensure as a Professional Engineer by Examination

You may apply once you pass the FE/PE and obtain the required verified progressive engineering experience:

Log in to start the application process for LAPELS.
THE LAPELS ONLINE PE APPLICATION PROCESS WILL ALLOW YOU TO:

1. Complete an entire application
2. Upload any required documentation
3. "Close and Save" at any part of the process, then return later and pick up where you left off
4. Submit application payment and allow staff to start the approval process
5. Allow you to download/print your online application for your records
The application to apply for licensure after passing the PE Exam is now titled “PE Application by Exam”
Below is link to the LAPELS application. You will need to save the application to your desktop in order to complete it and save it for your records. On Question 14 (“PE Application Upload”) you will be asked to upload the application.

**INSTRUCTIONS**

- Download the application below to your computer hard drive.
- Complete the form in its entirety.
- Use the Document Upload function on the next page to upload your completed application.
- Complete the required online quizzes listed below. Once the test is passed, results are automatically submitted to the Application Staff for processing.

**PE APPLICATION BY EXAM**

*Application for Licensure as a Professional Engineer by Examination / Instructions*

(to be completed by applicants who have passed the FE and PE exams, and established a NCEES record with the requisite 4 years of verified progressive engineering experience)
Upload your Application for Licensure by Exam
Here you will review your registration and application. You can print this review page for your records by clicking on “Print Review” in the upper right. Next, you will “Add to Invoice”. When your payment is processed, the application is then transmitted to LAPELS.