

# Louisiana Professional Engineering and Land Surveying Board



## Application for Certification as an Engineer 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 typewritten and received by the LAPELS office by the application deadline.
- Complete all required sections of the application; incomplete applications will not be processed.
- This application is used for four (4) different applicant categories relative to the Fundamentals of Engineering. Determine which category applies to you.
  1. Undergraduate engineering student (no application fee)
  2. Graduate engineering student (no application fee)
  3. Non-Student, with an Engineering degree (\$20 application fee)
  4. Certified Engineer Intern in another jurisdiction/comity (\$20 application fee)
- **After you have completed the application, please forward to LAPELS by one of the two options listed below: (please do not send an application by both)**
  - Electronically uploading your application to LAPELS – see UPLOAD instructions next to the link for this application
  - Mail to LAPELS – 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809

You must complete the **category** and **exam date** at the top of the application.

#### **Section 1 - Personal Information** – all applicants must complete this section

- Open the application and complete all fields; entering your full legal name and social security number.
- 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** – all applicants must complete this section

- Complete this section listing all colleges and universities you have attended.
- **Undergraduate or graduate students** cannot be certified until after graduation. After graduation, you will be required to request a transcript indicating your graduation date and degree conferred be forwarded to LAPELS upon graduation.
- **Applicants with a foreign degree** must obtain a credential evaluation and submit the evaluation and application at the same time.

**Beginning July 2009, the board requires that 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.**

APPROVED CREDENTIAL SERVICE CENTERS
NCEES Center for Evaluation
FCSA
Josef Silny
ECEI

- **Current graduate students** must submit a transcript which indicates courses you have taken and those in which you are currently enrolled.
- **Engineering graduate students** applying to take the Fundamentals of Engineering exam, must request transcripts be submitted to the LAPELS office directly from your college/university.
- If you are a NON student, with an engineering degree, or an **Engineering Intern certified in another jurisdiction** you must request that your transcripts be submitted directly to the LAPELS office from your college or university. If you have a foreign degree, do not send foreign transcripts to LAPELS. Contact an approved provider listed above.

**Section 3 – Violations** – all applicants must complete this section

- 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 another jurisdiction**

- You must request a verification of certification/examination from the jurisdiction where you are certified. If you have taken this exam in another jurisdiction, complete the information requested
- **Verification of Certification/ Examination Form** – after completing the appropriate fields, send this form to the state licensing board(s) where you were FIRST certified. 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 the 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.

**Section 5 – Recommendation-**

- If you are an **Non Student applicant or certified Engineer Intern in another jurisdiction**, you must be recommended for examination or certification by a licensed Professional Engineer (category 3 or 4)

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

## **Section 7 – Experience**

- If you are a certified Engineer Intern in another jurisdiction, have graduated with an ABET degree or have a Non-ABET engineering degree, complete the experience section

# EI Application Check List Cover Sheet

	Included	Requested to be sent to LAPELS
Applicant Name		
Social Security #		
Required Documents:	Applicant Notes	please check one
<b>Check (if applicable)</b>		
<b>Current Application</b> <small>Must be most current application on the website</small>		
<b>Transcripts</b> <small>per Rule 1701 C - All universities attended, sent directly from the university to LAPELS</small>		
<b>Verf. Of Certification</b> (if certified in another jurisdiction)		
<b>Credential Evaluation with ABET equivalent</b>		
<b>Comments:</b>		

*Please refer to the instructions if you have any questions*

# Louisiana Professional Engineering and Land Surveying Board

9643 Brookline Avenue Suite 121 • Baton Rouge, Louisiana 70809-1433 • (225) 925-6291 • Fax (225) 925-6292 • [www.lapels.com/](http://www.lapels.com/)



## Application for Certification as an Engineer Intern

This application is used for four (4) different applicant categories relative to the Fundamentals of Engineering:

- (1) Undergraduate engineering student (no application fee)
- (2) Graduate engineering student (no application fee)
- (3) Non-Student, with an Engineering Degree (\$20 application fee)
- (4) Certified Engineer Intern in another jurisdiction (\$20 application fee)

I am applying as a category \_\_\_\_\_ applicant for the \_\_\_\_\_ April \_\_\_\_\_ October, 20\_\_\_\_(yr) exam administration

Date of application:

1. PERSONAL INFORMATION – all applicants must complete this section					
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:	Citizenship:			Visa No.:	

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

### 3. VIOLATIONS – all applicants must complete this section

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

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.

### 4. EXAMINATION/ CERTIFICATION IN OTHER JURISDICTIONS – If you have taken the exam in Louisiana or another jurisdiction, you must complete this section

	Jurisdiction	Date	Basis of License	
First EI Certification			NCEES Exam <input type="checkbox"/>	Other: (explain):
Fundamentals (FE/EI) Exam			No. of hours	Certificate No.

Are you certified in the jurisdiction in which you reside? \_\_\_\_ yes \_\_\_\_no

What state did you reside in one (1) year before taking the FE?

If you made multiple attempts at the Fundamentals of Engineering exam, list the number of attempts and jurisdictions where you took the exams:

Number of Attempts \_\_\_\_\_ Jurisdiction

Number of Attempts \_\_\_\_\_ Jurisdiction

Number of Attempts \_\_\_\_\_ Jurisdiction

**5. RECOMMENDATION: If you are a Non Student or a Comity Engineer Intern, you must be recommended for certification by a Professional Engineer with a current license.**

This is to certify that this applicant named \_\_\_\_\_ is a person who I believe is of good character and repute, and I hereby recommend this applicant to the Louisiana Professional Engineering and Land Surveying Board as entirely worthy of consideration for certification as an Engineer Intern in the State of Louisiana.

Signature of Professional Engineer:	PE No.
Print name of Professional Engineer:	Jurisdiction Licensed:
Area Code – Phone:	Date:

**6. 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: \_\_\_\_\_  
 Submitted online: \_\_\_\_\_  
 Digital Signature

**For LAPELS office use only – do not write in this area**

Check No.	Application
	CAVU
Check Amt.	NCEES
	Background

**7. EXPERIENCE RECORD (Please list your experience in chronological order beginning with your first engagement.): Please complete the columns on the right indicating your total experience.**

Name (Last, First):

No.	Dates: MM/YYYY – MM/YYYY	<p>Use the TAB key to move between shaded fields.</p> <p>Enter your total experience first, and then list engagements in chronological order, earliest engagement as <b>Number 1</b>.</p> <p><b>Assignment or Engagement</b></p> <p>a. Title of position b. Name of employer c. Description of each engagement – Indicating character of work and degree of responsibility. Make statements concise and explicit; include the magnitude and complexity of your work in each engagement, your duties and your degree of responsibility. Please utilize extra pages provided if needed. d. Name, title, and present address of person most familiar with each engagement, preferably supervisor. If the person was not a licensed P.E., explain why the experience should be considered acceptable.</p> <p><b>Please note when indicating dates, the use of the terms ‘current’ and/or ‘present’ are not acceptable timeframes. Dates must be reflected in the “mm/yyyy” format.</b></p> <p>All time since graduation with BS degree must be accounted for. You must include time spent completing an additional college degree (bachelors, masters or doctorate), military, illness, unemployment, etc. Please include all dates for accuracy, <b>time gaps will result in an incomplete application.</b></p>	Times of each employment category (years and months)				
			(1)	(2)	(3)	(4)	(5)
			Non-engineering employment	Engineering experience prior to FE Examination	Engineering experience subsequent to FE Exam and prior to PE licensure	Engineering experience subsequent to PE licensure	Academic Engagement
		<b>YOUR APPLICATION CANNOT BE PROCESSED IF THESE COLUMNS ARE INCOMPLETE:</b>	y m	y m	y m	y m	y m

*continued on next page*

NAME \_\_\_\_\_

**EXPERIENCE RECORD (continued)**

			y m	y m	y m	y m	y m
	-	a.					
		b.					
		c.					
		d.					

*continued on next page*

NAME \_\_\_\_\_

**EXPERIENCE RECORD (continued)**

			y m	y m	y m	y m	y m
	-	a.					
		b.					
		c.					
		d.					

*continued on next page*

NAME \_\_\_\_\_

**EXPERIENCE RECORD (continued)**

	-	a.	y m	y m	y m	y m	y m
		b.					
		c.					
		d.					

*continued on next page*

NAME \_\_\_\_\_

**EXPERIENCE RECORD (continued)**

			y m	y m	y m	y m	y m
	-	a.					
		b.					
		c.					
		d.					