

# 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

PE-2025-000000

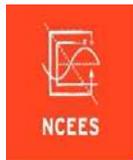
# What is the first step in the process for licensure by exam?

**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.



- Dashboard
- Exams
- Exam Prep
- Multi-State Licensure**
- CPC

## Record Application Prerequisites

Contact information

Personal information

### ⚠ Education information 2 issues

Provide details for each college, university, and technical school attended.

### ⚠ Exam and License Verification 1 issue

Request verification from boards for your existing licenses and exams.

### ⚠ Work Experience 1 issue

List experience in chronological order beginning with graduation from a university or the first employment after high school, whether or not it was engineering/surveying experience. No record should be made for work done before the applicant finished high school or for work performed during college vacations.

### ⚠ Professional References 1 issue

Submit five references that can reflect the character and diversity of your experience and are personally acquainted with your professional reputation. Your references must be currently licensed professional

## Help

### Entering information

#### Instructions for Completing Multi State Licensure

Complete these sections **ONLY** if you meet **ONE** of the following criteria:

- I am currently licensed in at least one jurisdiction and would like to apply for comity licensure in another state. **OR**
- I am applying for initial licensure to one of these **jurisdictions** **AND** I have successfully completed the appropriate exams. **Only the states listed will accept this information for initial licensure.**

If you have not yet successfully completed the exams required for licensure, visit **Exam Registration**.

Select a section to enter or update the required information. All sections must be complete and up-to-date in order to transmit your information to a state licensing board.



When you log into your MyNCEES Record, you will select “Multi-State Licensure”

**NCEES**

# Education Information

Dashboard Exams Exam Prep Multi-State Licensure CPC

## Education Information

+ Add education Done adding education

**Clemson University**  Not Verified  
Degree: Bachelors in Health Science  
Graduation: May 1997  
Attended: August 1992—May 1997  
[Verify](#) [Edit](#)

**Clemson University**  Not Verified  
Degree: Masters in Human Resource Development  
Graduation: May 2002  
Attended: August 2000—May 2002  
[Verify](#) [Edit](#)

**High School** [Edit](#)  
Graduation: June 1992

### Help

#### Entering your education information

It is important to enter accurate information about your education. Some state licensing boards have expedited approval processes for candidates with certain accredited degrees.

After entering your high school graduation date, add education information for each college, university, and technical school attended. Include graduate work, evening school, and other education for which academic credit was given.

#### Exam Registrants

Some states require verification of your education prior to authorizing you to take an exam. Check the requirements of your **state licensing board**. If you do not need to have your education verified, select "Done adding education" to continue.

#### Records Program Applicants

All education information must be verified with official

Under Education Information, select "Add Education," then select the "Verify" button to have your transcript submitted to NCEES.



NCEES

# Work Experience



Dashboard



Exams



Exam Prep



Multi-State Licensure



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Tracking

## Your Work Experience

+ Add work experience

Done

### Engineering

Total experience

None

Experience under licensed engineer

None

How is this calculated?

### Surveying

Total experience

4 years, 5 months

Experience under licensed surveyor

4 years, 5 months

Experience Type	Employer	Start Date	End Date	Contact	Status	
Surveying	Tri-County Technical College	January 2006	June 2010	Nita H Colman	Complete 100%	View
Engineering	NCEES	August 2010	—	David Cox	Edits Needed	View

## Help



Work experience is reviewed by NCEES and then forwarded to the appropriate supervisor for verification. Work experience that isn't verified by a supervisor does not apply when calculating experience for **MLE, MLS, or MLSE** status.

### Work Experience FAQ's

### 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

The screenshot shows the NCEES Work Experience form. On the left is a dark sidebar with icons for Dashboard, Exams, Exam Prep, Multi-State Licensure, and CPC. The main content area is titled "Work Experience" and contains a form for "Your Work Experience » Add". The form is divided into two columns. The left column includes "Experience type" (a dropdown menu), "Start date" (two date pickers), "End date if not current employment" (two date pickers), and a checkbox "I am currently employed here". The right column includes "Employment status" (a dropdown menu), "Employer" (a text input field), "State/Province" (a dropdown menu with a clear button), and "Last title held (If multiple positions, describe below in 'Tasks and Duties' section)" (a text input field). To the right of the form is a "Help" sidebar with a close button (X). The help text reads: "Entering your work experience", "All entries will be reviewed to ensure each one represents creditable engineering experience before it is sent to your contact for verification. Review and follow these instructions when entering your information to avoid delays in the review process.", "Entries should include", a bulleted list: "details of your employment," "contact information for your direct supervisor or department manager for verification purposes," "description of the complexity of the work performed," "duties, and", "degree of personal responsibility.", "Review **Work Experience Examples** to get an idea of how to write your entry.", "Work Experience Verification", and "To meet the requirements of most state licensing boards, provide contact information for a supervisor or department". A yellow arrow points from the text "Review Work Experience Examples" to the text "Work Experience Verification".

Here you will find examples to help you complete the section "Work Experience".



Dashboard



Exams



Exam Prep



Multi-State Licensure

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## Time Gaps

Done

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

Start Date	End Date	Reason	Explanation	
06/1997	07/2000	⊘ Not Set	⊘ Not Set	Explain
06/2002	12/2005	⊘ Not Set	⊘ Not Set	Explain

## Help



Provide an explanation for each time gap listed.

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 account for with no time gaps.

Exam Prep

Multi-State Licensure

CPC Tracking

Request verification from boards for your existing licenses and exams.

### Work Experience

List experience in chronological order beginning with graduation from a university or the first employment after high school, whether or not it was engineering/surveying experience. No record should be made for work done before the applicant finished high school or for work performed during college vacations.

### Professional References

Submit five references that can reflect the character and diversity of your experience and are personally acquainted with your professional reputation. Your references must be currently licensed professional engineers/surveyors, and known as such to you. References can not be your relatives by blood or marriage.

### Questions for the Applicant

Answer these questions in their entirety. Should NCEES, in its normal verification routine, discover that a fraudulent response has been given to any of the questions stated in the application, discovery of such may be the basis for terminating the application process or terminating the Council Record.

### Review

Last reviewed on 04/05/2019

Select Review/Transmit to complete your transmittal request. This option is accessible only when all information is current and ready to transmit to a state licensing board.

Submit for Review/Transmittal

**MORE VIDEOS**  
Play (1)

**License Verification**  
If you have not yet successfully completed the exams required for licensure, visit [Exam Registration](#).

Select a section to enter or update the required information. All sections must be complete and up-to-date in order to transmit your information to a state licensing board.

Green sections are complete.

⚠ Yellow sections serve as a caution to indicate your information may need review and/or updating.

⚠ White sections are incomplete.

Hover over ⚠ to view issues.

### Transmittals

Select Review/Transmit to complete your transmittal request. This option is accessible only when all sections are highlighted in green or yellow, which indicates that all information is current and ready to transmit to a state licensing board.

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>

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:

<https://renewals.lapels.com/Activities/Listing.aspx?ID=10>

# Log in to start the application process for LAPELS.

[Login](#) [Register](#)

[HOME](#) [MY ACCOUNT](#) [ONLINE SERVICES](#) ▾

Login

 Access Your Account

**User ID**

**Password**

[Log In](#)

[Don't have an account? Register](#)  
[Forgot Password? Forgot User ID?](#)

## 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

Previous

Next

Close and Save

# The application to apply for licensure after passing the PE Exam is now titled "PE Application by Exam"

The screenshot shows a web application window titled "Professional Engineer" with a close button in the top right corner. On the left is a vertical sidebar with three menu items: "PE Online Application Site Orientation", "PE Personal Information", and "PE Application Selection". The main content area is titled "PE Application Selection" and contains the following text: "Fields marked with an asterisk \* are required." followed by "7. Select the application category:". Below this is a dropdown menu with a red asterisk to its left and the text "PE Application by Exam" and a downward arrow. At the bottom of the window, there are three buttons: "Previous", "Next", and "Close and Save".

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.

The screenshot shows a web application window titled "Professional Engineer". On the left is a navigation menu with four items: "PE Online Application Site Orientation", "PE Personal Information", "PE Application Selection", and "PE Exam Application Downloads". The main content area is titled "PE Exam Application Downloads" and contains the following text:

Fields marked with an asterisk \* are required.

### 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)*

At the bottom of the page, there are three buttons: "Previous", "Next", and "Close and Save".

Professional Engineer ✕

PE Application Upload

Fields marked with an asterisk \* are required.

## INSTRUCTIONS

1. Click the browser button below and navigate to the folder where you saved your application.
2. Click "Upload Document" to upload the document.
3. When you are finished uploading, click "Next" to go to the Review page.

14. Click "Browse" and navigate to the folder containing your application.

No document(s) uploaded for this question.

Select a document to upload:

\* File types accepted: [pdf](#)

Upload your Application for Licensure by Exam

Professional Engineer

Review Print Review

**Fees**

PE Application By Exam	\$50.00
<b>Total Fees:</b>	<b>\$50.00</b>

**PE Personal Information**

1. **Enter today's date:**  
06/12/2019

2. **Last Name:**  
Cat

3. **First Name:**  
Sylvester

4. **Middle Name/Initial:**  
Question not answered

5. **Suffix:**  
D.Eng

Previous Add to Invoice Close and Save



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.