

April 10, 2015

## **TO ENGINEER INTERN APPLICANTS - PLEASE READ CAREFULLY**

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The Fundamentals of Engineering exam, also known as the Engineer Intern exam, converted from a pencil-and-paper exam to a computer-based exam in 2014. Upon that conversion, applications for this exam are no longer subject to a deadline, and will be accepted, processed, and presented for Board approval on a continuous basis. Following notice that the application appears to be complete, FE/EI applicants **should allow up to 90 days** to receive notification of Board decisions on their applications.  
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*Please restrict phone calls about your application status to between 2:00 & 4:00 PM; you may call 601-359-6165. (This allows us sufficient time to file all the mid-day mail received that day, so that we can give you the most current information.) You can also email your questions about the status of your application to:*  
**tthompson@pepls.state.ms.us**

*(Please do not submit questions about the status of your application to the Board's main email address, because it is for general information questions only and not for application status inquiries.)*

**For privacy reasons, the staff will discuss the status of your application with you only, or with your assistant whom you have designated in a letter or email to us.**

### **The current requirements for Engineer Intern enrollment are:**

- an ABET accredited BS engineering degree (or an acceptable equivalent\*\*) (or a BS degree in engineering, engineering technology, or a related science\* that is not ABET accredited *plus* a graduate degree in a curriculum that is ABET accredited at the undergraduate level)
- successfully passing the FE exam
- Mississippi residency is required for applicants who have graduated and meet the education requirement above. Mississippi residency is not required for students *currently enrolled* in an ABET-accredited engineering curriculum (undergraduate or graduate level) at Jackson State University, Mississippi State University, or the University of Mississippi. Students at other universities are not eligible to apply for this exam with the Mississippi Board.

### ***Instructions for completing the online application.....***

**CONTACT INFORMATION** – Type in the required contact information. Your full name (no initials) is required by state law. The City, State, and Zip Code fields must be completed. If your mailing address is in a

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non-U.S. country, complete the State field with the appropriate state, province, region, subdivision, etc. for your country, and complete the Zip Code field with the appropriate zip code, post code, postal pincode, etc. for your country.

**BIRTH INFORMATION** – Type in the required birth information. The social security number is required by state law. If your name has changed since birth, you must provide copies of the following documents that apply: court orders, marriage licenses, divorce decrees. The City and State fields must be completed. If your birthplace was in a non-U.S. country, complete the State field with the appropriate state, province, region, subdivision, etc. for the country.

**QUESTIONS** - Answer the questions about previous applications, previous convictions or guilty pleas, disciplinary actions and license application denials. Submit copies of any court orders or documents related to convictions or pleas and copies of any disciplinary actions from other states.

**EDUCATION** - Supply the required information on all degrees you already have OR the engineering degrees you *anticipate receiving if you are currently enrolled at Jackson State University, Mississippi State University, or the University of Mississippi.*

**TRANSCRIPTS:**

- If you are currently enrolled in an ABET-accredited engineering curriculum, at either the undergraduate or graduate level, at Jackson State University, Mississippi State University or the University of Mississippi, you are eligible to take this exam prior to graduation upon approval from your Dean or your Dean's representative. Our office will communicate with the Dean regarding this approval. You are not required to submit a transcript to our office. **(Before submitting this application, you should have already verified that your Dean will approve your eligibility to take the exam.)**
- If you have already graduated with an ABET-accredited engineering degree, at either the undergraduate or graduate level, **you are responsible for arranging to have your official transcript sent DIRECTLY from the college or university to the Board office;** you may use the Transcript Request Form supplied in this document. Some universities will take transcript requests by phone with credit card payment. (We do not require a transcript of an Associate degree.)
- If you are applying based on the *combination of* an unaccredited engineering degree, an engineering technology degree, or a related science degree **PLUS** a graduate degree in an engineering curriculum that is ABET accredited at the undergraduate level, **you are responsible for arranging to have the official transcript of the graduate degree sent DIRECTLY from the college or university to the Board office;** you may use the Transcript Request Form supplied in this document. Some universities will take transcript requests by phone with credit card payment.

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**GRADUATES OF Non-ABET UNIVERSITIES:**

Be advised that if your BS degree is not an ABET- accredited BS degree in engineering and you do not have a graduate degree from an ABET university, your BS degree **MUST** be evaluated by N.C.E.E.S. Credentials Evaluations ([www.ncees.org](http://www.ncees.org)). NCEES is the only transcript evaluation service acceptable under Mississippi Board regulations. **There is no waiver of this requirement. Do not submit an application until you have received the result of NCEES's evaluation.**

If the evaluation finds that your degree does not meet the NCEES Engineering Education Standard, you will not be eligible to apply at this time. You may, however, have the opportunity to “remediate any deficiencies” by taking additional coursework, as directed by the Board. If the evaluation finds that your degree *does* meet the NCEES Engineering Education Standard, then arrange with NCEES to have an official copy of their evaluation sent directly to our office, and you may proceed with submitting your EI application.

On the **REQUIRED DOCUMENTS** page, download the Supporting Documentation for Engineer Interns information, and check “Yes” to confirm that you understand this supporting documentation is required to complete your application.

Complete the **AFFIDAVIT** page; type in your name as your signature or insert your electronic signature.

Review the SUMMARY SCREEN for accuracy; make any necessary changes by going back to an earlier screen.

Answer the STATEMENT OF COMPLIANCE question.

Create a copy of your application by clicking “Create pdf” and save it to your computer or print it *for your own records*, then click on SUBMIT APPLICATION. You will then be taken to the payment screens where you will pay the application fee by credit card or electronic check.

**We are not responsible for delays or non-delivery by the mail service. It is to your benefit to check on the receipt of any required supporting documentation by contacting our office as directed above.**

The Board reviews completed applications approximately every three months; they do not review incomplete applications. Once the Board has approved your application and officially cited you to the exam, you will be advised by letter or email, directing you on the exam registration process with the exam proctor, NCEES ([www.ncees.org](http://www.ncees.org)). It is *very important* that you notify us immediately of any mailing address change or email address change.

Be aware that there is an additional fee to take the exam, payable to NCEES. The application fee is to cover all the Board expenses incurred in processing and approving your application. The exam fee is to pay for purchasing, proctoring, and grading your exam. You can find the current exam fee for your exam by logging onto the NCEES web site and going to the Mississippi link.

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- For each Engineer Intern application, the Board's official approval to take the exam expires after two years. The applicant is allowed up to three citations (opportunities) during each year to take and pass the exam. So it is possible for an applicant to take the exam up to six times over a two year period. We do not grant "postponements", regardless of the reason. The Board's official approval to take the exam expires after two years, whether the applicant has utilized six citations or not. If the applicant is not successful by the end of the second year, the application is closed and a new application is required.

\*See Board Rule 8.3-a for the definition of a Related Science degree. You can find it on the Board's website ([www.pepls.state.ms.us](http://www.pepls.state.ms.us)) under Rules and Regulations.

\*\*A degree that is an acceptable equivalent meets the requirements of Board Rule 8.1-2 or Board Rule 8.1-4.

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THE REGISTRAR

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Dear Sir or Madam:

I am applying for enrollment/registration as a/an \_\_\_\_Engineer Intern \_\_\_\_Professional Engineer  
\_\_\_\_Surveyor Intern \_\_\_\_Professional Surveyor. The Mississippi Board of Licensure for  
Professional Engineers and Surveyors requires an official transcript of my record. I attended

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and  
(College/University) (date) (date)

graduated on \_\_\_\_\_ with \_\_\_\_\_ degree in \_\_\_\_\_.  
(date) (type of degree) (major)

My social security number is \_\_\_\_\_.

I will appreciate your forwarding an official transcript of my record to:

**Mississippi Board of Licensure for Professional Engineer & Surveyors**  
**660 North Street, Suite 400**  
**Jackson, MS 39202**

in the enclosed stamped addressed envelope, as soon as possible, since my application will not be  
considered by the Board until the transcript is received in the Board office.

If there is a charge for this service, please forward a statement to me at the above address.

Sincerely,