

**Oklahoma State Board of Licensure for
Professional Engineers and Land Surveyors
220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105**

Application for Certification as an Engineer Intern

(Must be typewritten or computer generated or application will be returned)

1. Go to <https://account.ncees.org/login> to verify your **FE examination**. Either create a new account OR log-in to your existing account. Follow the directions to request verification of your exam results.
2. Request universities send **OFFICIAL transcripts** of all course work **directly to NCEES**. TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.
3.
 - A. Fill out the top portion of the **Engineer Intern Reference Form (Appendix A)** and then make three (3) copies to send to your references. The references must be individuals who are familiar with your work, character and reputation, but cannot be relatives or members of this Board.
 - B. Your reference must place the completed Engineer Intern Reference Form into a business size envelope, seal the envelope and **sign across the sealed portion of the back flap of the envelope**.
 - C. **Your reference must return the sealed and signed envelope to you**. It is helpful to provide the reference with a self-addressed, stamped, envelope that is larger than a business size envelope, as well as a business size envelope, in which to insert the sealed and signed envelope for returning it directly to you.
 - D. You will send the sealed and signed envelopes to the Board office along with your application form for the Board's review.
4. **GRADUATES OF NON-U.S. EDUCATION PROGRAMS REQUIRING DEGREE EVALUATIONS.**
 - A. If your qualifying education is a non-U.S. B.S. degree in engineering that is not accredited by EAC/ABET or CEAB, and is not accredited by a signatory of the Washington Accord, you will be required to obtain a degree evaluation prior to certification as an Engineer Intern or licensure as a Professional Engineer.
 - B. If your degree is a part of the Washington Accord and you do not have a M.S. or Ph.D. from an institution that offers EAC/ABET-accredited programs you will be required to obtain a degree evaluation for your application to be considered. Please contact:

NCEES Credentials Evaluation at <https://account.ncees.org/login>. Either create a new account or log-in to your existing MyNCEES account. Follow the directions to request a credentials evaluation.
5. Mail the following to the Board office. The Board address is listed above.
 - A. Completed application form (make sure you have signed the last page). **Print the application single-sided**. Handwritten applications will **NOT** be accepted.
 - B. Reference Letters (signed across the sealed portion of the back flap of the envelope)



**OKLAHOMA STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105 (405) 521-2874

Application for Engineer Intern Certification

MUST BE TYPEWRITTEN OR COMPUTER GENERATED - HANDWRITTEN APPLICATIONS WILL BE RETURNED

1. Full **Legal** Name (do not abbreviate) _____

Maiden Name or other last name previously used (if applicable) _____

2. Name: _____
(As you wish it to appear on your certificate)

3. NCEES ID Number _____

4. Date of Birth: _____ 5. Social Security #: _____

6. Residence Physical Address: _____
(number, street and apartment number) (city, state and zip code)

() _____ () _____
(telephone) (fax) (e-mail)

7. Business Physical Address: _____
(number and street) (city, state and zip code)

_____ (place of employment) _____ (your title)

() _____ () _____
(telephone) (fax) (e-mail)

8. Preferred e-mail address: (Residence or Business) _____

9. Preferred mailing address: (Residence or Business) _____

10. A. Date of successful completion of FE exam _____

B. State in which you took the FE exam _____

11. List in the following space, all institutions of higher education which you attended, including names, locations, degrees earned or major pursued and dates. **Request universities send OFFICIAL transcripts of all course work directly to NCEES.** TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.

SCHOOL	LOCATION	DEGREE	DATE

12. List in the following space three (3) persons for reference, **none of whom are relatives or members of this Board.** Include names, occupations and professional relationship of each with applicant. *The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.*

REFERENCES		
Name	Occupation	Professional Relationship

13. AFFIDAVIT AND RELEASE STATEMENT

I, _____, hereby make application for certification as an engineer intern under the provisions of 59 O.S. § 475.1-475.22a, and the rules and regulations of your Board. My application is based on the provisions of 475.12(A)(2) and Oklahoma Administrative Code 245:15-3-4. I declare under penalty of perjury under the laws of Oklahoma that I am the person described in this application, that I have full knowledge of the subject matter thereof, and that the statements and representations contained therein are true in every respect. I also hereby authorize any individual, company or institution with whom I have been associated to furnish the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualifications for professional certification in Oklahoma which they have on record or otherwise and do hereby release the individual, company or institution all individuals connected therewith from any liability for any damage whatsoever incurred by me as a result of their furnishing such information.

 (Date of Signature)

 (Original Written Signature)

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Engineer Intern Reference Form

To Whom It May Concern:

_____ is applying for certification as an Engineer Intern with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.

Please provide the information requested below and make any comments that may be of value to the Board in assessing his/her qualifications. Information secured from references is for the confidential use by the Board and the source of this information will not be divulged, except in special cases when requested by legally constituted State Boards of Licensure.

Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.

1. Has applicant worked or studied under your supervision? _____

If so, please explain _____

2. Number of years you have known applicant _____

3. Has applicant engaged in active engineering work under your supervision? _____

4. Assessment of applicant's professional ethics _____

Additional Remarks:

Name _____

Place of Employment and Title: _____

Are you a licensed Professional Engineer? _____

Signature _____ Date _____