



# KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

900 SW Jackson Street, Suite 507, Topeka, KS 66612  
(785) 296-3053 | www.ksbtp.ks.gov

## APPLICATION FOR INTERN ENGINEER CERTIFICATE

**INSTRUCTIONS:** Applicants should read all statutes, rules and regulations for specific details regarding requirements. All statutes, rules & regulations are available on our website.

### **FOR YOUR INTERN ENGINEER CERTIFICATE, SUBMIT THE FOLLOWING ITEMS:**

1. **COMPLETED APPLICATION FORM** — Print completed form, sign and date, then send all information to KSBTP.
2. **TRANSCRIPTS** — Applicants must be a graduate of a baccalaureate engineering program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), or equivalent as determined by the Board. Technology degrees are not accepted by the Board. Official transcripts are required for all educational credit claimed. Send an "official" transcript sealed by the school or have the school send a transcript directly to KSBTP. Do not send photo copies or unsealed transcripts. Foreign baccalaureate engineering degrees must be evaluated by NCEES. (See Special Instructions listed below.)
3. **FUNDAMENTALS OF ENGINEERING EXAM** — You must indicate on this application the date you passed the NCEES Fundamentals of Engineering exam. Board staff will verify this exam.

**Application is not complete until the application and supporting documentation have been received by the board office. Only complete applications will be submitted to the Board for evaluation. Applicant will be notified in writing of Board action.**

**MAIL COMPLETE APPLICATION FILE TO KSBTP AT ADDRESS LISTED ABOVE.  
Handwritten or incomplete forms will NOT be accepted.**

**SPECIAL INSTRUCTIONS FOR APPLICANTS WITH BACCALAUREATE ENGINEERING DEGREES FROM OUTSIDE THE UNITED STATES:** Any applicant with a baccalaureate engineering degree from outside the United States must have that degree evaluated by NCEES before educational credit may be considered by the Board.

**NCEES CREDENTIALS EVALUATIONS**  
www.ncees.org | Phone: 1-800-250-3196 or (864) 654-6824  
\*Request a report be sent to KSBTP\*

**NOTE:** All questions regarding the evaluation of your degree should be directed to NCEES.

- The Board will make the final determination of the education requirement per K.A.R. 66-9-4.
- Send degree materials as soon as possible as a thorough evaluation of educational credentials may take several months.

**Keep a copy of this application for your records.**



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### 1. GENERAL INFORMATION:

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
(First/Middle/Last)

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender : M | F

Home Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. CITIZENSHIP:

Are you a U.S. Citizen? Yes No  
If YES, Birth Naturalized

If NO, please attach a recent photograph or other documentation that identifies you AND a copy of your alien registration.

3. EDUCATION: Official Transcripts are: Enclosed School will send

\*We will NOT accept unofficial transcripts, unsealed transcripts or photocopies/faxed copies.

Name & Location of Institution	Dates Attended	Date Graduated	Degree Received (i.e. BS Civil Engineering)

Foreign Degree Evaluated by NCEES & Transmitted to KSBTP? Yes No

### 4. FE EXAM HISTORY:

Have you taken the FE Exam? Yes No

In what State did you take the FE Exam? \_\_\_\_\_ Date Taken \_\_\_\_\_

### 5. SIGNATURE:

Have you ever been convicted of a felony, or had any disciplinary or administrative action taken against your license in another jurisdiction? Yes No | Felony Disciplinary Admin Action

If YES, please attach a letter of explanation & supporting documentation.

**I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT.**

Signature \_\_\_\_\_

Date \_\_\_\_\_