



Kansas State Board of Technical Professions

12.8.25
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www.ksbtp.ks.gov
ksbtpadmin@ks.gov
785-296-3053

Landon State Office Building
900 SW Jackson St., Ste. 507
Topeka, KS 66612-1

INSTRUCTIONS FOR INTERN ENGINEER CERTIFICATE & PROFESSIONAL ENGINEER EXAMINATION

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

- ◇ The application is to determine your eligibility to take the Professional Engineering Exam and/or receive an Intern Engineer Certificate.
- ◇ Examination results, as reported by NCEES, are issued on a pass/fail basis.
- ◇ Review FAQs (Frequently Asked Questions) from the Engineers page on the KSBTP website.

A COMPLETE APPLICATION WILL INCLUDE THE FOLLOWING:

1. **COMPLETED APPLICATION FORM** — Print completed form, sign and date, then send all information to KSBTP. Pending applications are kept on file for one year. Applications for a computer based exam are considered at all times. **Handwritten or incomplete forms will NOT be accepted.**
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 (ETAC/ABET) degrees are not accepted by the Board. Official transcripts are required for all educational credit claimed. Send an "official," sealed transcript from a third party site or have the school send a transcript directly to KSBTP. Do not send photocopies or unsealed transcripts. International baccalaureate engineering degrees must be evaluated by NCEES. (See Special Instructions listed below.)
3. **VERIFICATION OF EXAM** — If you passed the FE exam outside Kansas, that result is already on file in your NCEES record. But if it doesn't appear there, you must submit a verification form issued by the jurisdiction where you took the exam.

SPECIAL INSTRUCTIONS FOR APPLICANTS WITH INTERNATIONAL ENGINEERING DEGREES

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. Please contact NCEES directly to obtain an evaluation. All questions regarding the evaluation should be directed to NCEES.

NCEES CREDENTIALS EVALUATIONS

www.ncees.org

Request the report be sent to KSBTP

- 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.

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.



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**APPLICATION FOR
INTERN ENGINEER CERTIFICATE &
PROFESSIONAL ENGINEER EXAMINATION**

Please select one of the following application types:

Intern Engineer Certificate

Professional Engineer Exam

Both

1. GENERAL INFORMATION:

Name: _____ Maiden Name: _____
(First/Middle/Last)

Social Security #: _____ Date of Birth: _____

Home Address: _____
(Street Address) (City, State) (Zip)

Cell: _____ Work: _____ Email: _____

Business Name: _____ Business Address: _____
(Street Address) (City, State) (Zip)

2. CITIZENSHIP: Are you a U.S. Citizen? Yes No

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: Already sent School will send Degree Eval Submitted

*We will NOT accept unofficial transcripts, unsealed transcripts or photocopies/faxed copies. Please notify Board of degree eval submission.

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

4. EXAM HISTORY: List all Engineering exams previously taken. Per K.A.R. 66-8-6, "any applicant for a license...who fails an examination on the first attempt may take the examination two additional times..."

In what jurisdiction did you take the FE exam? _____ Date taken : _____

Have you taken the PE exam in another jurisdiction? Yes No

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 and supporting documentation.

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

Signature

Date