



STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**APPLICATION FOR ENROLLMENT AS AN  
ENGINEER INTERN**

MISSOURI BOARD FOR ARCHITECTS,  
PROFESSIONAL ENGINEERS,  
PROFESSIONAL LAND SURVEYORS AND  
PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BOULEVARD, SUITE 380  
JEFFERSON CITY, MISSOURI 65109

**INSTRUCTIONS - PLEASE READ CAREFULLY**

Before beginning to prepare your application, read it through and be sure that you understand each part before typing in the required information.

**To be enrolled as an engineer intern in the state of Missouri, you must have taken the FE Examination as a Missouri examination candidate. If you are an examination candidate of another state, do not complete this application.**

This application **MUST BE TYPEWRITTEN**. An application received in the Board office that is not typewritten will be returned to the applicant without filing.

An application submitted without a social security number will not be processed and will be returned to the applicant.

When filing the application in the Board office, **YOU MUST INCLUDE AN ORIGINAL OFFICIAL TRANSCRIPT OF GRADES EVIDENCING RECEIPT OF THE ENGINEERING DEGREE(S) RECEIVED AND THE DATE IT WAS AWARDED**. The transcript must include an impression of the school's embossing seal. A photocopy of diploma or record of grades is **NOT** acceptable.

If you hold a degree in engineering which is not ABET accredited and the degree has been evaluated by NCEES Credentials Evaluations, the evaluation report must be sent directly from NCEES to the Board office.

Be sure to sign and date the application. An application that is not signed will be returned to the applicant without filing.

We will **NOT** accept an application submitted via fax or e-mail. An application must reflect your original signature.

An incomplete application will not be processed. Applicant must provide requested information and/or documents as indicated.

It is your responsibility to keep a copy of the application for your files.

An application pending review will be retained for a period of one year from the date it was originally filed.

**ATTACH THE \$10 FILING FEE** to this application. Please send either a check or a money order payable to the Missouri Board for Professional Engineers. **DO NOT SEND CASH**. An application received without the required filing fee will be returned to the applicant without filing. The filing fee is non-refundable per Board rule 20 CSR 2030-6.010.

**QUALIFICATIONS FOR ENROLLMENT AS AN ENGINEER INTERN**

1. An applicant must meet one of the following education requirements:

- A graduate of and holds a degree in engineering from an ABET accredited school of engineering: *NOTE: A degree in engineering is required. Technology degrees, including ABET accredited technology degrees, are not accepted.*
- A graduate of a foreign school of engineering; degree has been evaluated by NCEES Credentials Evaluations and found to meet the NCEES Engineering Education Standard.
- A graduate of an engineering education program that is not ABET accredited and not deemed substantially equivalent and has earned a graduate engineering degree from a United States school with an EAC/ABET accredited undergraduate or graduate program in an equivalent discipline.

2. An applicant must have taken and passed the NCEES Fundamentals of Engineering Examination.

**EVALUATION OF NON ACCREDITED ENGINEERING DEGREE**

• **FOREIGN-EDUCATED APPLICANTS**

A foreign educated applicant holding a bachelor of engineering degree not accredited by the Accreditation Board for Engineering and Technology (ABET) is required to submit a **favorable** evaluation report completed by NCEES Credentials Evaluations. An application for evaluation of a bachelor of engineering degree may be obtained by accessing NCEES Credentials Evaluations web site; [www.ncees.org](http://www.ncees.org) or you may call 865-654-6824. Once you have satisfied the requirements, you may complete the standard application form and submit it to the Board office for consideration.

• **U.S. NON-ABET ACCREDITED DEGREE APPLICANTS**

NCEES Credentials Evaluations will evaluate a non accredited U.S. engineering degree only when coupled with a master's degree or doctorate from a program that is EAC/ABET accredited at the undergraduate or graduate level. The application for evaluation of an engineering degree may be obtained by accessing NCEES Credentials Evaluations web site; [www.ncees.org](http://www.ncees.org) or you may call 865-654-6824. Once you have satisfied the requirements, you may complete the standard application form and submit it to the Board office for consideration.

## SOCIAL SECURITY NUMBER DISCLOSURE NOTICE

**You must provide your social security number pursuant to state and federal law.**

**If you fail or refuse to provide your social security number, we will consider your initial application incomplete and return it to you. Continued failure or refusal to provide your social security number is grounds for denial of your application.**

Pursuant to state and federal law, licensing authorities must assemble your social security number with other relevant information (name, address, etc.) and transmit the data to the Division of Child Support Enforcement of the Department of Social Services to be used in a database for the following purposes:

- (1) locating individuals who are under an obligation to pay child support or provide child custody or visitation rights, against whom such an obligation is sought or to whom such an obligation is owed;
- (2) identifying whether an individual who owes overdue child support or who has failed to comply with a subpoena relating to paternity or child support proceedings holds or has applied for a professional or occupational license (under certain circumstances, a person who owes overdue child support or fails to comply with a subpoena relating to the above-stated proceedings may be subject to an order of a court, after notice and opportunity for hearing in that court, suspending, withholding or restricting the person's license).

In addition to these uses, the licensing authorities will continue their practice of using social security numbers for the following purposes:

- (1) for internal identification purposes;
- (2) to conduct criminal record checks (discovery of relevant criminal history may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (3) to verify information provided by you in your application (discovery of false information in your application may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (4) to verify licensure with another state's licensing authority for reciprocity licensure;
- (5) for identification purposes in national disciplinary databases (the discovery of a disciplined license in another state may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (6) for test identification purposes.



**AFFIDAVIT**

Pursuant to Section 324.010 RSMo:

**CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.**

*False statements are subject to criminal penalties and/or license discipline.*

If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200  
or e-mail [income@dor.mo.gov](mailto:income@dor.mo.gov).

**CERTIFICATION AND SIGNATURE**

I, the applicant named in this application have read the contents herein and certify that to the best of my knowledge and belief all statements herein contained are true.

NAME (TYPE OR PRINT)

SIGNATURE

DATE

**FOR BOARD USE ONLY**

RECEIVED DATE

FILED DATE

CHECK DATE

CHECK NUMBER

AMOUNT