



**FBPE**

**FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS**

2639 North Monroe Street, Suite B-112  
Tallahassee, Florida 32303

**Application for Engineer Intern  
by Endorsement**

**CHECK LIST (for Applicant's Use)**

**Illegible applications WILL BE RETURNED. This will delay processing and may result in your missing the desired testing date.**

- Complete the **ENGINEER INTERN ENDORSEMENT APPLICATION** (pages 1 - 2). Submit it to FBPE with the **\$100 FEE**. Only check or money orders are acceptable. See page ii for more information.
  
- Depending on your educational credentials, determine if case **1** or **2**, as described on pages ii-iii, applies to you. Then do one of the following:
  - 1)** Provide transcripts from all institution(s) that you attended. You may use the **VERIFICATION OF EDUCATION RELEASE** form (page 3) to make transcript requests from your institution(s), or you may skip this form and use another method to request that transcripts be sent directly to FBPE, or
  - 2)** Obtain an **EVALUATION** of your degree(s) from one of the evaluators listed on 61G15-20.007(5), Florida Administrative Code.
  
- After your application has been received, FBPE will email you a link to the online **LAWS AND RULES STUDY GUIDE**. Follow the link and complete the Study Guide. See page iii for more information.

**READ AND FOLLOW ALL OF THESE INSTRUCTIONS.**

**These instructions are not intended to remove, modify or amend the requirements. ALL INFORMATION MUST BE TYPED. Handwritten applications WILL BE RETURNED along with your payment. This will delay processing and may result in your missing the desired testing date.**

**GENERAL INFORMATION**

The Board office will process your application pursuant to the requirements in Section 471.013, Florida Statutes (F.S.), and Section 61G15-20.0010 and 61G15-20.007, Florida Administrative Code (F.A.C.). When your application is deemed administratively complete, it will be reviewed by the Board's *Application Review Committee*. If your application is approved, you will receive a *Notice of Approval*. If your application is denied, you will receive a *Notice of Denial*.

**Correspondence by email will speed up application processing and may assist with meeting deadlines.**

If you wish to receive correspondence by email, a valid email address must be provided. Please note that the Laws and Rules Study Guide is available in an online format only accessible via hyperlink. Even if you do not wish to receive correspondence by email, you will still need to provide a valid email address in order to receive the secure hyperlink to the Study Guide.

**All email addresses are public records pursuant to F.S. Chapter 119.011(12).**

The following Board notices are **typically sent via email**:

- *Notice that your application has been received*
- *Notice of application status within 30 days from date received*
- *Notice when the application is deemed administratively complete and is ready for Board review*
- *Notice of Approval or Notice of Denial*

## **ENGINEER INTERN ENDORSEMENT APPLICATION**

Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317.

If you answer **YES** to the question, “Have you ever **changed your name** through marriage or action of a court, or have you ever been known by **any other name?**,” then please **attach a copy of the marriage certificate or legal court order** to your application.

**YOUR NAME ON YOUR ENGINEER INTERN CERTIFICATE WILL BE EXACTLY AS IT APPEARS ON YOUR APPLICATION, unless you notify the Board of legal name changes.**

### **FEE**

The application fee is **\$100.00** and must be submitted with the application. FBPE accepts personal and business checks (but no starter checks), cashier’s checks, or money orders. **FBPE DOES NOT ACCEPT CREDIT CARDS OR CASH. Checks must be made payable to FBPE.** Also, **type** your full name and address on your check.

### **EDUCATION**

**TO QUALIFY FOR CERTIFICATION, YOU MUST BE ABLE TO DEMONSTRATE A BOARD-APPROVED ENGINEERING DEGREE.**

#### **1) IF YOU HAVE AN EAC/ABET UNDERGRADUATE ENGINEERING DEGREE:**

- Request transcripts from all institution(s) you attended and from all institution(s) from which you received your engineering and/or non-engineering degree(s). You may use the VERIFICATION OF EDUCATION RELEASE form to make this request, or you may use other means such as online at your institution(s) website(s).
- The institution(s) should forward certified transcripts directly to the Board office. Alternatively, you may submit your transcripts with your application if they are in an unopened sealed envelope from your institution.

#### **2) IF YOU HAVE A NON-EAC/ABET UNDERGRADUATE ENGINEERING DEGREE (which applies to most foreign institutions and some in the U.S.):**

- Do *not* complete the VERIFICATION OF EDUCATION RELEASE form. Work directly with one of the two evaluators in 61G15-20.007(5), Florida Administrative Code. The evaluator will send the evaluation report directly to the Board.
- You are required to obtain an evaluation of your degree pursuant to Section 471.013(1), Florida Statutes, and 61G15-20.007, Florida Administrative Code. The Board will determine if your degree is Board-approved, based on the evaluation.

For more information, please contact the FE Exam Desk at (850) 521-0500.


**LAWS AND RULES STUDY GUIDE**

Read Chapter 471, Florida Statutes, and Title 61G15, Florida Administrative Code, to become knowledgeable about the laws and rules that regulate the practice of engineering in the State of Florida. Retain a copy of these laws and rules for future reference.

After your application has been received, FBPE will email you a link to the online LAWS AND RULES STUDY GUIDE. **Follow the link and complete the Study Guide.** Successful completion is required for licensure. With each attempt to complete the Study Guide, your results will be sent directly to FBPE for inclusion with your file. You will receive a *Certificate of Completion* once you have successfully completed the Study Guide.

**If you have any questions concerning the Engineer Intern Endorsement Application, please contact our office.**

**ATTENTION: FE Desk**  
**Florida Board of Professional Engineers**  
**2639 N. Monroe Street, Suite B-112**  
**Tallahassee, Florida 32303**  
**(850) 521-0500**  
[www.fbpe.org](http://www.fbpe.org)

		<b>FUNDAMENTALS OF ENGINEERING ENDORSEMENT APPLICATION</b> Fee: \$100 (Made Payable to FBPE)			
<b>NAME</b>	Last:	First:	Middle:		
Have you ever <b>changed your name</b> through marriage or action of a court, or have you ever been known by <b>any other name</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a copy of the marriage certificate or legal court order.			Other Full Name(s) I am/have been known as:		
<b>MAILING ADDRESS</b>	Number and Street:		Apt/Lot No.:		
	City:	State:	Zip Code:	County:	
<b>HOME TELEPHONE NUMBER:</b>		<b>BUSINESS TELEPHONE NUMBER:</b>		<b>DATE OF BIRTH (MM/DD/YYYY):</b>	
<b>EMAIL ADDRESS:</b> Do you wish to receive correspondence via email? Yes No Even if you do not wish to receive correspondence via email, you must provide a valid email address in order to attempt the Laws and Rules Study Guide. All email addresses are public records pursuant to F.S. Chapter 119.011(12).			<b>SOCIAL SECURITY NO.:</b> Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, F.S.		
<b>IMPORTANT INFORMATION</b>					
<b>Applicants <u>MUST</u> read and follow <u>ALL</u> instructions on pages i through iii.</b> <b>All information must be typed; handwritten forms will not be accepted.</b>					
<b>EDUCATION HISTORY</b>					
Names of Colleges & Universities Attended and City/State/Country	Degree Received <small>(e.g., BS, MS, PhD)</small>	Did you graduate?		Graduation Date <small>(MM/YYYY)</small>	Engineering discipline <small>(degree major)</small>
		YES	NO		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

(Continued on Page 2)

**EXAMINATION HISTORY**

Have you previously filed an FE Exam application with FBPE?  YES  NO

If yes, when?

Examination (e.g., FE, PE, SE)	Exam Location (City, State)	Date Taken (MM/YYYY)	Did you pass?		Exam Discipline
			YES	NO	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**APPLICANT HISTORY**

Have you ever been convicted, found guilty, or entered a plea of guilty or *nolo contendere*, regardless of adjudication, of a crime (not including any pending charges or non-criminal traffic offenses) in any jurisdiction, or have you ever been found guilty by a military court-martial? YES  NO

If you answered YES to the question above, attach a separate page that lists the following information: date; jurisdiction (state and county); offense; disposition; and all other relevant information.

**SIGNATURE**

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare and state that my answers and all statements made by me herein are true and correct.

Should I furnish any false information in this application, I hereby agree that such act may constitute cause for the denial, suspension, or revocation of any license to practice in the State of Florida for the profession for which I am applying.

**Applicant**

Sign Here  \_\_\_\_\_

Date \_\_\_\_\_



**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**  
 2639 N. MONROE STREET, SUITE B-112  
 TALLAHASSEE, FLORIDA 32303

**VERIFICATION OF EDUCATION RELEASE**  
 (Transcript Request)

**If Case 2 on page iv of the application instructions applies to you, you may use this form to request transcripts. If you can request a transcript online, you can skip this form and have the school submit the transcript directly to the FBPE.**

**If you cannot request a transcript online, you may send this completed form to the school to request that they send your transcript directly to the FBPE.**

**NAME AND ADDRESS OF INSTITUTION:**

**APPLICANT'S NAME AND ADDRESS:**

**TELEPHONE #:**

**DEGREE AWARDED:**

**MAJOR:**

**DATES OF ATTENDANCE:**

**DATE DEGREE AWARDED:**

**SOCIAL SECURITY NO.:**

Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598,

Please forward this form, along with an official copy of my transcript, to the Florida Board of Professional Engineers, 2639 N. Monroe Street, Suite B-112, Tallahassee, Florida 32303. If there is a fee to release the requested transcript, please contact me (the applicant) immediately.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**INSTRUCTIONS FOR VERIFYING INSTITUTION**

**RETURN THIS FORM AND TRANSCRIPT, FOR THE APPLICANT LISTED ABOVE,**

**TO:**

Florida Board of Professional Engineers  
 Attn: FE Desk  
 2639 N. Monroe Street, Suite B-112  
 Tallahassee, FL 32303  
 (850) 521-0500