

Engineer Intern Online Application Instructions

Instructions for completing the online application

CONTACT INFORMATION – Enter the required contact information. Your full name (no initials) is required by state law. The City, State, and Zip Code fields must be completed. If your mailing address is in a non-U.S. country, complete the State field with the appropriate state, province, region, subdivision, etc. for your country, and complete the Zip Code field with the appropriate zip code, post code, postal pin code, etc. for your country.

BIRTH INFORMATION – Enter the required birth information. A valid social security number is required by state law. If your name has changed since birth, you must provide copies of the following documents that apply: court orders, marriage licenses, divorce decrees. The City and State fields must be completed. If your birthplace was in a non-U.S. country, complete the State field with the appropriate state, province, region, subdivision, etc. for the country.

QUESTIONS - Answer the questions about previous applications, previous convictions or guilty pleas, disciplinary actions, and license application denials. Submit copies of any court orders or documents related to convictions or pleas and copies of any disciplinary actions from other states.

EDUCATION - Supply the required information on all degrees you already have OR the engineering degrees you anticipate receiving if you are currently enrolled at Jackson State University, Mississippi State University, or the University of Mississippi.

TRANSCRIPTS:

- If you are currently enrolled in an ABET-accredited engineering curriculum, at either the undergraduate or graduate level, at Jackson State University, Mississippi State University or the University of Mississippi, you are eligible to take this exam prior to graduation upon approval from your Dean or your Dean's representative. The Board's office will communicate with the Dean regarding this approval. You are not required to submit a transcript to our office. **(Before submitting this application, you should have already verified that your Dean will approve your eligibility to take the exam.)**
- If you have already graduated with an ABET-accredited engineering degree, at either the undergraduate or graduate level, **you are responsible for arranging to have your official transcript sent DIRECTLY from the college or university to the Board office;** you may use the Transcript Request Form supplied in this document. Some universities will take transcript requests by phone with credit card payment.

NOTE: The Board does not require a transcript of an Associate degree.)

- If you are applying based on the **combination of** an unaccredited engineering degree, an engineering technology degree, or a related science degree **PLUS** a graduate degree in an engineering curriculum that is ABET accredited at the undergraduate level, **you are responsible for arranging to have the official transcript of the graduate degree sent DIRECTLY from the college or university to the Board office;** you may use the Transcript Request Form supplied in

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this document. Some universities will take transcript requests by phone with credit card payment.

GRADUATES OF Non-ABET UNIVERSITIES:

Be advised that if your BS degree is not an ABET- accredited BS degree in engineering and you do not have a graduate degree from an ABET university, your BS degree **MUST** be evaluated by N.C.E.E.S. Credentials Evaluations (www.ncees.org). NCEES is the only transcript evaluation service acceptable under Mississippi Board regulations. There is no waiver of this requirement. Do not submit an application until you have received the result of NCEES's evaluation.

If the evaluation finds that your degree does not meet the NCEES Engineering Education Standard, you will not be eligible to apply at this time. You may, however, have the opportunity to "remediate any deficiencies" by taking additional coursework, as directed by the Board. If the evaluation finds that your degree does meet the NCEES Engineering Education Standard, then arrange with NCEES to have an official copy of their evaluation sent directly to our office, and you may proceed with submitting your EI application.

On the **REQUIRED DOCUMENTS** page, download the Supporting Documentation for Engineer Interns information, and check "Yes" to confirm that you understand this supporting documentation is required to complete your application.

Complete the **AFFIDAVIT** page; enter your name as your signature or insert your electronic signature.

Review the **SUMMARY SCREEN** for accuracy; make any necessary changes by going back to the appropriate earlier

screen(s).

Answer the **STATEMENT OF COMPLIANCE** question.

Create a copy of your application by clicking "Create pdf" and save it to your computer or print it *for your own records*, then click on SUBMIT APPLICATION. You will then be taken to the payment screens where you will pay the application fee by credit card or electronic check.

The Board and its staff are not responsible for delays or non-delivery by the mail service. Checking on the receipt of any required supporting documentation by contacting the Board's office as directed above will be to your benefit.

The Board reviews completed applications approximately every two months; they do not review incomplete applications. Once the Board has approved your application and officially cited you to the exam, you will be advised by letter or email, directing you on the exam registration process with the exam proctor, NCEES (www.ncees.org). It is very important that you notify us immediately of any mailing address change or email address change.

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Be aware that there is an *additional* fee, separate from the Board's application fee, to take the exam, payable to NCEES. The application fee covers all the Board expenses incurred in processing and approving your application. The exam fee is for purchasing, proctoring, and grading your exam. You can find the current exam fee for your exam by logging onto the NCEES website and then going to the Mississippi link.

For each Engineer Intern application, the Board's official approval to take the exam expires after two years. The applicant is allowed up to three citations (opportunities) during each year to take and pass the exam. So it is possible for an applicant to take the exam up to six times over a two-year period. We do not grant "postponements", regardless of the reason. The Board's official approval to take the exam expires after two years, whether the applicant has utilized six citations or not. If the applicant is not successful by the end of the second year, the application is closed and a new application is required.