



THE COMMONWEALTH OF
MASSACHUSETTS
INFORMATION FOR APPLICANTS FOR
ENGINEERING (FE/PE) AND
SURVEYING (FS/PS/2-HR STATE) EXAMINATIONS

CANDIDATE INFORMATION BULLETIN

MASSACHUSETT BOARD APPLICATION DEADLINES

December 1, for the April examination
June 1, for the October examination

(NOTE: Once approval has been received, you will be eligible for the next available examination. There is NO guarantee to any specific examination cycle).

NCEES registration and PCS scheduling deadlines

April 2013 examination: February 21st
October 2013 examination: September 5th

2013 Examination dates

PE/PS/State:	April 12	October 25
PE Vertical (Friday only)	April 12	October 25
FE/FS:	April 13	October 26
PE Lateral (Saturday only)	April 13	October 26

CALCULATORS

Please visit the NCEES web site, www.ncees.org, for the most up-to-date information regarding calculators. Only the models on the [NCEES-approved list](#) may be used on the examination. All other models are prohibited in the exam room. The NCEES website also has information regarding examination content.

CHANGES: BEGINNING WITH THE APRIL 2013 EXAMINATION CYCLE:

* The PE Industrial examination *will be administered in the spring only.*

*The PS exam is now a CLOSED-book exam.

For more information on all examination updates please visit www.ncees.org.

CHANGES: BEGINNING APRIL 2014

*The FE and FS exams will be given via computer-based testing beginning in 2014. These examinations will be given during assigned windows of time rather than specific April and October dates.

INTRODUCTION

The Massachusetts Board of Professional Engineering and Land Surveyors engaged Professional Credential Services (PCS), for application processing, examination administration, and grade reporting. Please read the following information carefully before completing the application form. All inquiries regarding the examination must be directed to the Massachusetts Coordinator at PCS.

FIRST TIME FE/FS APPLICANTS:

Candidates must register with NCEES at www.ncees.org by the NCEES registration deadline. Completed FE/FS first-time application

and fee must be received with all required materials by the PCS scheduling deadline.

First-Time FE/FS Applicants

You are considered to be a first-time candidate if you are an applicant who has never sat for the examination.

1. All applicants must create an account online with NCEES. You may create an account beginning mid June for the October examination and mid December for the April examination. Proceed to step 2.
2. Register online with NCEES by the registration deadline. This deadline is strictly enforced; NO EXCEPTIONS. Select your exam type and site information at this time.

Re-Exam FE/FS Candidates

You are considered to be a re-exam candidate if you are an applicant who has already sat for the examination or submitted an application but did not sit for it.

1. All candidates must create an account online with NCEES. You may create an account beginning mid June for the October examination and mid December for the April examination. Proceed to step 2.
2. Register online with NCEES by the registration deadline. This deadline is strictly enforced; NO EXCEPTIONS. Select your exam type and site information at this time, proceed to step 3.
3. Within 5 to 10 business days of registering with NCEES, candidates will receive an email from PCS with a link to schedule and pay for the exam. If you do not see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator for the link. Exams must be scheduled and paid for by the scheduling deadline; NO EXCEPTIONS.

FIRST TIME PE/PS/STATE APPLICANTS: You are considered to be a first-time applicant if you have never received approval from the Massachusetts Board. PCS must receive the board application and all required documentation by December 1, for the April examination and June 1, for the October examination, in order to be reviewed and approved by the Board.

Before applying, candidates who do not have a United States Social Security number must contact the Internal Revenue Service and obtain an INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER. You may obtain this information by their web site at: www.irs.gov/prod/ind_info/tin.html or by calling toll-free at 1-800-829-1040. Pursuant to G.L. c. 62C, s. 47A, the Division of Registration is required to obtain your Social Security Number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

1. All applicants must be approved by the Board. If approved, proceed to step 2.
2. All applicants must create an account online with NCEES. You may create an account beginning mid June for the October examination and mid December for the April examination. Proceed to step 3.

3. Register online with NCEES by the registration deadline. This deadline is strictly enforced; NO EXCEPTIONS. Select your exam type and site information at this time. Only Board-approved applicants proceed to step 4.
4. Once approved by the Massachusetts board you will receive an email from PCS with instructions to schedule and pay for the exam. If you do not see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator for the link. Exams must be scheduled and paid for by the scheduling deadline; NO EXCEPTIONS.

Re-Exam PE/PS/STATE Candidates

You are considered to be a re-exam candidate if you are an applicant who has already received approval from the Massachusetts Board and your exam eligibility has not expired (please read the EXAM FAILURE LETTER POSTED ON OUR WEB SITE).

1. All applicants must create an account online with NCEES. You may create an account beginning mid June for the October examination and mid December for the April examination. Proceed to step 2.
2. Register online with NCEES by the registration deadline. This deadline is strictly enforced; NO EXCEPTIONS. Select your exam type and site information at this time. Only Board-approved applicants proceed to step 3.
3. Within 5 to 10 business days of registering with NCEES, applicants will receive an email from PCS with a link to schedule and pay for the exam. If you do not see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator for the link. Exams must be scheduled and paid for by the scheduling deadline; NO EXCEPTIONS.

EXAMINATION FEES

Payments may be made via certified check or U.S. money order (First time only), or via credit card. If paying by check make payable to Professional Credential Services (PCS). It is very important you are eligible before paying your fee. **FEES WILL NOT BE REFUNDED OR TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON!**

<u>EXAMINATION</u>	<u>FIRST-TIME</u>	<u>RE-EXAMINEE</u>
P&P of Engineering (PE):	\$245	\$245

<u>EXAMINATION</u>	<u>FIRST-TIME</u>	<u>RE-EXAMINEE</u>
P&P of Engineering (Structural)		
Vertical Forces	\$490	\$490
Lateral Forces	\$490	\$490
P&P of Surveying (PS):	\$245	\$245
Jurisprudence Exam		
State Surveyor (JP):	\$70	\$70
Fundamentals of Engineering (FE):	\$189	\$135
Fundamentals of Surveying (FS):	\$234	\$180

EXAMINATION SITES

Please refer to the website for the examination sites available in Massachusetts. Sites are filled on a first-come, first-serve basis.

EXAMINATION SCHEDULE

Friday

-Principles & Practice of Engineering (PE)

7:40 a.m. – 5:45 p.m.
(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(8-hour open-book examination).

-8-hour Vertical Forces (SE)

7:40 a.m. – 5:45 p.m.
(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(8-hour open-book examination)

-Principles & Practice of Surveying (PS)

7:40 a.m. – 3:45 p.m.
(With 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(6-hour closed book examination)

-State Jurisprudence Examination (JP)

3:30 p.m. – 5:45 p.m.
(2-hour open-book examination)

Saturday

-Fundamentals of Engineering / Surveying (FE) (FS)

7:40 a.m. – 5:45 p.m.
(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(8-hour closed book examination)

-8-hour Lateral Forces (SE)

7:40 a.m. – 5:45 p.m.
(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(8-hour open-book examination)

ELIGIBILITY FOR EXAMINATION

Principles and Practices of Engineering/Surveying (PE/PS) –

Candidates must receive approval by the Massachusetts board before registering with NCEES, and scheduling with PCS for the examination. Please visit www.pcshq.com for instructions regarding board approval.

Fundamentals of Engineering (FE) –

First-time applicants for the state of Massachusetts must submit a completed first-time application to PCS by the scheduling deadline. Re-examinees follow the instructions for re-examinees.

College seniors studying an ENGINEERING ABET approved curriculum may take the Fundamentals of Engineering examination during the final academic year. Candidates will be permitted to take the examination during the testing period which most closely precedes anticipated graduation.

Fundamentals of Surveying (FS) –

First-time applicants for the state of Massachusetts must submit a completed first-time application to PCS by the scheduling deadline. Re-examinees follow the instructions for re-examinees.

EXAMINATION RULES AND CONDUCT

Candidates are expected to exhibit proper examination decorum throughout the examination. Candidates will be required to arrive at least thirty minutes prior to the scheduled time for each examination section. Candidates **WILL NOT** be admitted to the examination after the announcements have started. Detailed instructions concerning arrival will be included with the exam authorization. During the FE examination, only the NCEES-supplied Reference Handbook and NCEES approved calculator will be permitted in the examination room. The Reference Handbook will be distributed to candidates on examination day. Candidates may request a copy of the Reference Handbook prior to the examination by contacting NCEES (1-800-250-3196) or may download and print the materials from the NCEES web site (www.ncees.org); you may not use this copy on exam day. One will be provided to you.

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act (ADA), examination administration modifications are available for candidates who qualify. Also, candidates who are members of religious faiths that cannot take the examination on an assigned date may qualify for special accommodations. Please go to the NCEES web site (www.ncees.org) to read complete application procedures for special accommodations. All request and documentation are due by the registration deadline; NO EXCEPTIONS.

Please note that the mailing addresses for the requests vary by the type request you are making. The correct mailing address is on each specific report.

NOTIFICATION OF EXAMINATION ADMISSION

NCEES will notify all candidates (via email) instructions to download their admission authorization. The dates, times, and location of the examination will be available on these authorizations. If you do not show for the examination, your fees will be forfeited and you will be required to pay the examination fee in full the next time you choose to

sit for the examination. **FEES ARE NOT REFUNDED OR POSTPONED FOR ANY REASON!**

NAME OR ADDRESS CHANGES

Any name or address change must be reported via email to PCS. Be sure to include your name as it appears in your record or on your application. Name or address changes may be emailed to PCS at maeng@pcshq.com. Candidates must also notify the Board of any name or address change.

NAME CHANGE: *All name changes must be made prior to the NCEES registration deadline.*

To change your name, send an email request including your NCEES I.D. Number (if possible) and a copy of the official document (i.e. Marriage Certificate) to your PCS Coordinator. If you schedule an exam before you have changed your name with PCS, you can be scheduled under the old name, but you must submit documentation immediately. Failure to provide documentation before admission materials are mailed will cause your information to be incorrect on your admission materials.

NOTE: This procedure is only applicable for PCS. It is the responsibility of the candidate to notify their boards of any new changes.

Military ID's

Candidate's that have a military ID that does not contain a signature must also bring another signed, current, photo, government issued ID with them to the exam.

RESULTS

Results are released to examinees' via their NCEES records (with the exception of MA State Jurisprudence examinees who receive their results via email from PCS) approximately 10 to 12 weeks after the examination. Candidates do not receive numeric scores for the FE/PE/FS/PS examinations. Please do not call either the Massachusetts Board Office or PCS for test results. If applicable, candidates will receive information in the mail with further instructions.

ELIGIBILITY FOR FE/FS CERTIFICATION

FE/FS applicants eligible for certification must pay a certification fee. Please visit our website for the current certification fee.

Fundamentals of Engineering (FE)

Based on Engineering ABET accredited degree ():*

Candidates must have their university send proof of education in the form of a final, official transcript with their degree and conferral date listed. Transcripts must be received prior to the issuance of certification, but is not required prior to the exam registration deadline.

(*)Engineering Technology degrees are not accepted by the MA board for EIT certification, and as a result 4 years of work experience must be reviewed by the board after passing the FE examination to determine EIT approval.

ELIGIBILITY FOR FE/FS CERTIFICATION (cont'd)

Based on ABET-equivalent foreign evaluation:

Candidates with education outside of the U.S. must submit an ABET-equivalent NCEES evaluation. Evaluations must be received prior to the issuance of certification, but is not required prior to the exam registration deadline.

Based on four years of work experience:

Those not eligible based on education may apply for EIT certification based on four years of work experience. Candidates must submit to PCS a completed first-time application with your updated information and work experience as well as examples of your work experience (calculations, drawings, etc.) on 8.5 x 11 paper. Please limit this to one pound of paper. This will be collected by PCS and submitted to the board for review.

Fundamentals of Surveying (FS) –

All candidates applying for SIT certification must submit a complete first-time application to PCS. Please check the classification that applies to you on the application. Submit the application with a

transcript and work experience (on 8.5 x 11 papers, weighing no more than a pound) based on the classification you are applying under. This information will be collected by PCS and submitted to the board for review and approval of SIT certification.

CONTACT INFORMATION

Applications must be submitted by regular mail or by express mail of the U.S. Post Office. (Deliveries from other express services cannot be accepted in a post office box). Send all Applications to:

Regular/Express Mail

PCS/MA ENG

150 Fourth Avenue North, Suite 800
Nashville, TN 37219

Professional Credential Services staff is available by telephone Monday through Friday, between 7:00 a.m. and 4:30 p.m., Central Standard Time.

Toll-free: 877-364-3926

Fax: 615-880-4282

Website: www.pcshq.com

Email: maeng@pcshq.com