



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

CANDIDATE INFORMATION BULLETIN

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 window times rather than specific April and October dates.

MASSACHUSETT BOARD APPLICATION DEADLINES

All first time FE/FS candidate's: The Massachusetts board applications are accepted year round, and must be submitted prior to sitting for an exam.

PE/PS Candidates (Board applications):
 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).

PE/PS PCS/NCEES scheduling deadlines

April 2014 examination: February 20th
 October 2014 examination: September 4th

2014 Examination dates

PE/PS/State:	April 11	October 24
PE Vertical (Friday only)	April 11	October 24
PE Lateral (Saturday only)	April 12	October 25

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.

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 (You are considered to be a first-time candidate if you are an applicant who has never submitted the FE application and fee): Candidates must complete a FE/FS first-time board application and submit it along with the application fee to PCS prior to registering with NCEES for the exam.

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

and did not sit for it. You can register with NCEES at anytime on the NCEES web site at www.ncees.org.

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 for it to be submitted to the MA Board for their review and approval.

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/indinfo/itin.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.

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 [MA BOARD RE-ADMITTANCE TO EXAMINATION FAILURE LETTER](#) posted on our website).

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.

EXAMINATION FEES (FEES WILL NOT BE REFUNDED OR TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON).

It is very important you are eligible before paying your fee.

P&P of Engineering (PE):	\$245
P&P of Engineering (Structural)	
Vertical Forces	\$490
Lateral Forces	\$490
P&P of Surveying (PS), Includes Jurisprudence Exam (State)	\$245
Jurisprudence Exam only State Surveyor (JP):	\$70

EXAMINATION SITES

Exam sites will be in the Boston and Worcester areas

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.

NOTIFICATION OF EXAMINATION ADMISSION for PE/PS/STATE CANDIDATES

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 up 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 an exam. **FEES ARE NOT REFUNDED OR POSTPONED FOR ANY REASON.**

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

-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)

EXAMINATION RULES AND CONDUCT

Candidates are expected to exhibit proper examination decorum throughout the examination and follow all the rules and regulations given to them.

ADDRESS CHANGE

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

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

To change your name, send an email with a copy of an official document (i.e. Marriage Certificate) to your PCS Coordinator at maeng@pcshq.com

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

MILITARY ID:

Candidate's that have a military ID without a signature must 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 PE, PS or State examinations. Please do not call either the Massachusetts Board Office or PCS for test results. If applicable, candidates will receive information via e-mail with further instructions.

FE CERTIFICATION ELIGIBILITY REQUIREMENTS

Candidates may apply based on one of the following qualifications:

- A candidate applying based on an engineering ABET accredited degree must have a degree in engineering.
- College seniors studying in an ABET engineering curriculum may take the FE examination during the final academic year (seven months prior to graduating). Candidates will be permitted to take the examination during the testing period which most closely precedes anticipated graduation.
- 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.
- Proof of eligibility in the form of an official US transcript showing degree conferred or an NCEES evaluation for foreign graduates must be submitted prior to receiving certification. Some Canadian engineering degrees may not require a NCEES evaluation.

FS CERTIFICATION ELIGIBILITY REQUIREMENTS

Candidates may apply based on one of the following qualifications:

- Holding a Bachelor of Science Degree in an approved curriculum (surveying or engineering degree with at least 12 hours of approved land surveying courses), with at least two years land surveying experience and with a minimum of one year in responsible charge of land surveying procedures under the supervision of a registered professional land surveyor.
- Having two years or more of formal education comprised of at least sixty semester credit hours of which at least 12 credit hours are approved land surveying courses, with at least four years land surveying experience and with a minimum of two years in responsible charge of land surveying procedures under the supervision of a registered professional land surveyor.
- Formal education does not comply with either of the above requirements for SIT certification; no certification will be issued upon successfully passing the fundamentals exam.

Note: All FE/FS applying for certification must have a U.S. Social Security Number. If you do not have a Social Security Number please contact the Internal Revenue Service and obtain an individual taxpayer identification number. Information can be found on their web site at www.irs.gov or by calling 1-800-829-1040.

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: 615-846-0153

Website: www.pcshq.com

Email: maeng@pcshq.com