



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:

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.

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.

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/ind_info/itjn.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.

EXAMINATION FEES

It is very important you are eligible before paying your fee. **FEES WILL NOT BE REFUNDED OR TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON!**

EXAMINATION

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

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)

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 board application to PCS prior to registering with NCEES.

College seniors studying in an ENGINEERING ABET approved curriculum may take the Fundamentals of Engineering examination during their final academic year. Candidates will be permitted to take the examination during the testing period which most closely precedes anticipated graduation (7 months from 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.

Fundamentals of Surveying (FS) –

First-time applicants for the state of Massachusetts must submit a completed board application to PCS prior to registering with NCEES.

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.

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 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 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!**

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 PCS 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 after submitting their final Engineering ABET accredited transcript. **DO NOT SEND THE TRANSCRIPT UNTIL AFTER YOU HAVE GRADUATED.** Once your final transcript has been received, you will receive and email prompting you to pay your 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 sitting for the exam.**

(*)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.**

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: 615-846-0153
Website: www.pcshq.com
Email: maeng@pcshq.com