



Pennsylvania State Registration Board
for Professional Engineers, Land
Surveyors and Geologists

FOR OFFICE USE ONLY
Date Received
AMOUNT PAID INITIALS

PRE-APPROVAL BOARD APPLICATION FOR FUNDAMENTALS OF ENGINEERING EXAMINATION

This form is to be used by a first-time applicant who has not taken the Fundamentals of Engineering (FE) examination in Pennsylvania and does not have a bachelor's ABET degree or has not completed two years of a bachelor's ABET degree program.

ALL application information is mandatory. DO NOT alter any of the information printed on this application. Application must be typed OR printed in black ink.

- 1. NCEES ID NUMBER (7 DIGIT #)
2. SOCIAL SECURITY NUMBER
3. DATE OF BIRTH
4. LEGAL NAME: (This must be identical to the name on your government-issued ID that you will take to the exam.)

**If any application documents will be sent in a prior name you MUST submit one of the following: a copy of your marriage certificate, a copy of a divorce decree that indicates the retaking of your maiden name or other legal court document supporting a legal name change

Title (check one) Mr. Mrs. Ms. Miss

FIRST MIDDLE LAST
MAIDEN/PREVIOUS SUFFIX

5. CONTACT INFORMATION (mailing address):

Address lines

CITY STATE ZIP CODE + 4 FOREIGN POSTAL CODE

EMAIL (Do NOT provide unless you agree to be contacted by PCS and/or the Board by E-Mail)

Email address line

Daytime Telephone Number Evening Telephone Number Fax Number

APPLICATION AND CERTIFICATION FEE: \$110. Payment must be by credit card (Visa, MasterCard or Discover), certified check or money order made payable to Professional Credential Services. The NCEES FE examination fee is a separate fee from the Board Application and Certification fee.



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QUALIFICATIONS: (Refer to the Engineer, Land Surveyor and Geologist Registration Law for specific qualification requirements. You may view the Board's law on-line at www.dos.pa.gov/eng by selecting the link for law); you must indicate under which method you wish to be considered qualified for approval to sit for the Fundamentals of Engineering Examination.

CHECK ONLY ONE – Do NOT alter ANY of the information below

*** If you select ANY of the following methods for approval to sit for the examination, ensure that you have provided ALL required documents as indicated. Applications are not considered complete until all required documents have been received; all of the following methods require Board review to determine your eligibility ***

4.2(b)(1)(i) (Equivalent) Graduated with a Baccalaureate Degree in Engineering from a non-ABET accredited foreign institution.

You must complete the table below and contact the NCEES to obtain a foreign education credential evaluation, which must be transmitted directly to the Board - NOT PCS. The NCEES credential evaluation is a MANDATORY requirement in order to be considered by education; if the credential evaluation determines that your degree is not substantially equivalent you will be required to apply by work experience in order to be considered for the exam.

4.2(b)(1)(i) (Equivalent) Graduated with a Baccalaureate Degree in Engineering from a non-ABET accredited U.S. institution AND Graduated with a Master Degree in Engineering from a non-ABET accredited U.S. institution.

You must complete the table below and contact the NCEES to obtain a foreign education credential evaluation, which must be transmitted directly to the Board - NOT PCS. The NCEES credential evaluation is a MANDATORY requirement in order to be considered by education, the evaluation will take both degrees into consideration when determining the equivalency to an ABET accredited program; if the credential evaluation determines that your degree is not substantially equivalent you will be required to apply by work experience in order to be considered for the exam.

OLD LAW: Engineering Work Experience (which began PRIOR TO February 19, 1991) - Four years of engineering work experience obtained under the supervision of a licensed Professional Engineer.

4.2(b)(1)(ii) Engineering Work Experience (which began AFTER February 19, 1991) - Eight or more years of progressive experience in engineering work and knowledge, skill and education approximating that attained through graduation from an approved engineering curriculum.

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OLD LAW AND 4.2(b)(1)(ii) applicants –

The Amplified Record of Work Experience form must be fully completed according to the instructions on form. **NOTE:** The Board **may** grant 1 year of engineering work experience credit for each post-baccalaureate degree earned by applicants for licensure, not to exceed 2 years, provided that ALL of the following requirements are met: 1) The degree **MUST** be from an engineering program approved by the Board (an institution that offers an ABET-accredited baccalaureate degree in the same discipline); 2) The degree **MUST** be in the exact same discipline as an earned undergraduate degree (which **MUST** be from an ABET accredited institution); **AND** 3) The academic time **MAY NOT** be concurrent with ANY earned work experience. The Board will **NOT** make a determination regarding the amount of work experience that may be granted for an earned post-baccalaureate degree until they have received a fully completed application that has been appropriately submitted in accordance with ALL application requirements.

References must have personal knowledge of your work experience and collectively must be able to attest to the entire amount of required engineering work experience. References should include your immediate supervisor(s). Applicants must **NOT** be related to those listed as references. At least three (3) of your five references **must be licensed Professional Engineers**. The other two (2) may be licensed Professional Land Surveyors or Licensed Professional Geologists (OR similarly qualified individuals [as determined by the Board]); however they **must** be able to attest to your engineering work experience, character and qualifications. Each reference must complete a Reference Information Form and forward directly to the PCS office.

EDUCATION INFORMATION:

DEGREE	UNIVERSITY/COLLEGE NAME	CAMPUS ADDRESS (CITY STATE)	MAJOR	CONFERRAL DATE
BS				
MS				
PhD				

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QUESTIONS:

If any of the answers are "YES" you must attach an 8 1/2" x 11" sheet of paper bearing your signature that provides the Board with a full explanation of the matter. You must also submit **certified** copies of any and all court documents pertaining to any legal matter, (documents shall include all charging documents, final disposition, sentencing requirements and proof of completion of any sentence imposed). Certified Documents **cannot be accepted electronically** (fax or E-mail). Acceptable documentation **MUST** be postmarked by December 1st for the April exam and July 1st for the October exam.

Additionally, you should note that any "Yes" response will require Board review to determine your eligibility and **the examination date requested is NOT guaranteed**; however, answering "Yes" to any of the following questions will not result in the automatic denial of your application.

The Following Questions Must be Answered:	YES	NO
1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?		
2. If you answered yes to the above question, please provide the profession and state or jurisdiction. _____		
3. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline? If action was taken in Pennsylvania – Certified copies NOT required.		
4. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
5. Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
6. Have you been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.		
7. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?		



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AFFIDAVIT: Applicant must read the following paragraph and sign below, attesting to the following:

I certify that the statements in this application are true and correct to the best of my knowledge, information and belief and that I am of good moral character.

I verify that this form and its attachments are in the original format as supplied Professional Credential Services and has not been altered or otherwise modified in any way.

I understand that any false statement made is subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate. I understand that it is my responsibility to provide all of the required information and documentation to PCS. Failure to do so will make me ineligible for this examination.

I understand that fees are subject to change. I understand that the money that I have paid for the application processing and EIT certification is non-refundable.

I agree that in the event my examination papers are lost, any claim I may have will be limited to the application fee paid by me.

I further understand that submission of this form acknowledges that I understand and agree to all provisions contained in this form.

Signature: _____

Date: ____/____/____

SOCIAL SECURITY ACT CERTIFICATION (SIGNATURE MANDATORY):

In order to comply with federal law, the State Board of is obligated to inform each applicant or licensee from whom it requests a social security number that disclosing such number is mandatory in order for this Board to comply with the requirements of the federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. §4304.1(a). In order to enforce domestic support orders, at the request of the Commonwealth's Department of Human Services (DHS), the licensing boards must provide to DHS information prescribed by DHS about the licensee, including the social security number.

Signature: _____

Date: ____/____/____

NOTE: If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the Board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance



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Application form, Official Final Transcripts and/or supporting application documents **are not** accepted electronically (i.e. via Fax or E-mail).

Mail completed application form, fee, and all supporting application documents to:

Regular Mail:

Professional Credential Services/PA ENG
P.O. Box 198728
Nashville TN 37219
Toll-free (877) ENG-EXAM

Currier Address

(Delivery Confirmation, FED EX, UPS, Return Receipt, signature required etc...)

Professional Credential Services /PA ENG
150 Fourth Avenue
North Suite 800
Nashville TN 37219

Credit Card Authorization

If paying by credit card, the following information must be supplied:

<input type="checkbox"/> Visa <input type="checkbox"/> MC	Card #:	
Amount:	Expiration Date:	3 Digit Sec. Code:
Print name appearing on card:		
Address:		
Email address:		
Authorized Signature:		