



THE COMMONWEALTH OF
MASSACHUSETTS
INFORMATION FOR APPLICANTS FOR
ENGINEERING AND SURVEYING
(FE/FS FIRST-TIME AND RE-EXAM)

CANDIDATE INFORMATION BULLETIN

MASSACHUSETTS 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.

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. Please visit www.ncees.org for more information.

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, grade reporting, and certification. 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):

Step 1: Candidates must submit the FE board application to PCS prior to approval of their NCEES registration. The application must be filled out completely and submitted with the application fee of \$134. (Applications must be signed and notarized. Please search on-line to find a notary public in your area.) Do not submit eligibility documentation until you have received a passing score and wish to apply for certification.

Step 2: Register with NCEES and pay your examination fee. Please visit www.ncees.org for examination fees. Once the FE board application has been determined eligible by PCS, your NCEES registration will be approved.

Step 3: Candidates will then receive an email from PCS and NCEES confirming the approval and instructing them to schedule an exam date and location through their NCEES account. (All candidates are recommended to read the "NCEES Examinee Guide" on the www.ncees.org website.)

RE-EXAM FE/FS CANDIDATES (You are considered a re-exam candidate if you have previously sat for the examination or have submitted an application and did not sit for the exam).

Step 1: Candidates must register with NCEES and pay their examination fee. Please visit www.ncees.org for examination fees.

Step 2: Candidates must submit a re-exam eligibility fee to PCS prior to receiving approval of their NCEES registration. PCS will email candidates payment instructions within 3-4 days of their NCEES registration. All re-exam candidates will be instructed to log in to their PCS account and submit an \$80 re-exam eligibility fee online. Once the re-exam eligibility fee has been received, PCS will approve the candidates NCEES registration.

Step 3: Candidates will then receive an email from PCS and NCEES confirming the approval and instructing them to schedule an exam date and location through their NCEES account. (All candidates are recommended to read the "NCEES Examinee Guide" on the www.ncees.org website.)

APPLICATION/CERTIFICATION FEES

FE BOARD APPLICATION	\$134
FS BOARD APPLICATION	\$134
FE RE-EXAM ELIGIBILITY FEE	\$80
FS RE-EXAM ELIGIBILITY FEE	\$80
EIT CERTIFICATION FEE	\$67
SIT CERTIFICATION FEE	\$67

APPLICATION/ELIGIBILITY FEES WILL NOT BE REFUNDED OR TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON. FOR FE/FS EXAMINATION FEES OR REFUND POLICIES, PLEASE VISIT WWW.NCEES.ORG

FE CERTIFICATION ELIGIBILITY REQUIREMENTS

Engineer-in-Training (EIT) Qualifications –

Once a candidate has passed the FE CBT examination, they 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 CBT examination during the final academic year (seven months prior to graduating).
- 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.

- After passing the FE CBT examination, 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

Surveyor-in-Training (SIT) Qualifications –

Once you have passed the FS CBT examination, you 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 18 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 18 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.

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.

ADMISSION MATERIALS/EXAMINATION RULES AND CONDUCT

Please contact NCEES at 800-250-3196 for exam admission material information. Candidates are expected to exhibit proper examination decorum throughout the examination and follow all the rules and regulations given to them. Please visit www.ncees.org to view the "NCEES Examinee Guide".

ADDRESS/NAME CHANGES

Any telephone number or address changes must be made by you on your PCS and NCEES accounts. To log in to your PCS account, please visit www.pcshq.com. To log in to your NCEES account, please visit www.ncees.org.

For name changes, you must submit a photocopy of a legal document verifying the name change (i.e. marriage certificate, divorce decree or legal document indicating a name change). You can submit your documentation via email to maeng@pcshq.com, or upload it into your TOM record.

RESULTS

Results are released to examinees' via their NCEES accounts within 7-10 business days from the examination date. 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 for EIT/SIT certification.

DUPLICATE WALL CERTIFICATE

To request a duplicate of your wall certificate, please visit our website at www.pcshq.com and download the duplicate wall certificate order form. Please mail your duplicate request form by mail along with a payment in the amount of \$25, made payable to Professional Credential Services (PCS).

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:

Mailing Address

Professional Credential Services
MA Engineering Coordinator
PO Box 198728
Nashville, TN 37219

Courier Service Address (i.e. FedEx, UPS, or DHL delivery)

Professional Credential Services
MA Eng/LS Coordinator
150 Fourth Ave, N 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