



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

## CANDIDATE INFORMATION BULLETIN

**MASSACHUSETTS BOARD APPLICATION DEADLINES**

**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. The Board does not guarantee an examination date).*

**PE/PS PCS/NCEES Registration and Scheduling Deadlines**

October 2014 examination: August 28<sup>th</sup> 3:00 p.m. EST

**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](http://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 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.

1. All first-time applicants must be approved by the Massachusetts Board. Please read the Board application eligibility requirements on our website at [www.pcshq.com](http://www.pcshq.com)). If your eligibility has expired, please contact the Massachusetts Board. Proceed to step 2.

2. All applicants must create an account online with NCEES at [www.ncees.org](http://www.ncees.org).

3. Register online with NCEES by the registration deadline. You will select your exam and site information at this time. Only Board-approved applicants may proceed to step 4.

4. Board-approved applicants will receive an email from PCS with instructions to schedule and pay for their examination. If you do not

see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator for instructions. Exams must be scheduled and paid for by the scheduling deadline. If you are unable to schedule and pay for an exam online, you may schedule by telephone (877-364-3926) to pay with Discover, Visa or MasterCard only.

*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/itin.html](http://www.irs.gov/prod/ind_info/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).

1. All applicants must be approved by the Massachusetts Board. If your eligibility has expired (see "Examination Limits" section below), please contact the Massachusetts Board. Proceed to step 2.

2. All applicants must create an account online with NCEES. If you have not already done so, please visit [www.ncees.org](http://www.ncees.org). If you have already created an account, proceed to step 3.

3. Register online with NCEES by the registration deadline. You will select your exam and site information at this time. Only Board-approved and eligible re-exam applicants may proceed to step 4.

4. Board-approved applicants will receive an email from PCS with instructions to schedule and pay for their examination. If you do not see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator for instructions. Exams must be scheduled and paid for by the scheduling deadline. If you are unable to schedule and pay for an exam online, you may schedule by telephone (877-364-3926) to pay with Discover, Visa or MasterCard only.

**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](http://www.pcshq.com) for instructions regarding the board approval process.

## BOARD APPLICATION FEES

PE by Examination (PE)	\$82
PE by Comity (PE)	\$162
PS by Examination	\$68

## EXAMINATION FEES

P&P of Engineering (PE):	\$330
<b>P&amp;P of Engineering Structural (SE)</b>	
Vertical Forces	\$480
Lateral Forces	\$480
P&P of Surveying (PS), Includes Jurisprudence Exam (State)	\$330
Jurisprudence Exam only State Surveyor (JP):	\$70

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

## LICENSING FEES

PE License (includes wall certificate)	\$175
PS License (includes wall certificate)	\$175

## EXAMINATION LIMITS:

1. If an applicant fails to take the examination within 20 months after notification of eligibility is received, the application automatically lapses and must be re-approved by the Massachusetts Board. This does not apply to an applicant actively serving in the armed forces.

2. If an applicant takes an examination, fails to pass and does not take the examination again within 20 months, the application automatically lapses and must be re-approved by the Massachusetts Board. This does not apply to an applicant actively serving in the armed forces.

3. If an applicant fails the principles and practice examination two or more times, he or she must be re-approved by the Massachusetts Board.

**For more information please read the *Re-Admittance to Previously Failed Examinations Letter* on our website at [www.pcshq.com](http://www.pcshq.com).**

## EXAMINATION SITES

Exam sites for PE/PS will be in the Boston and Worcester areas. The FE/FS candidates will choose their sites when registering with NCEES.

## 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](http://www.ncees.org)) to read complete application procedures for special accommodations. All request and documentation are due by the registration deadline; NO EXCEPTIONS.

## REFUND AND RESCHEDULING POLICIES

If you wish to cancel your examination and receive a partial refund you must notify PCS, in writing, no later than the scheduling deadline. A \$50 processing fee will apply to candidates who cancel the examination. All refunds will be issued 30 days after the examination. FEES WILL NOT BE TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON.

Requests after the deadline will only be approved in cases involving extenuating circumstances. Proper documentation may be required such as military orders, doctor notes (for illness), a death certificate (for a death in the family), etc. Extenuating circumstances are NOT job requirements, vacations, lack of study time, weddings, etc. If you do not show up for the examination you

will forfeit your fees and be required to pay the examination fee in full the next time you choose to sit for an exam.

## ADMISSION MATERIALS

Approximately two weeks prior to the examination, NCEES will email eligible candidates prompting them to log on to their NCEES account to print their admission materials. The exam authorization will include the date, time and location of the examination. PCS will email State-specific exam candidates. If the exam authorization has not been received within seven days prior to the examination date, please contact PCS at 877-364-3926. 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. Please visit [www.ncees.org](http://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](http://www.pcshq.com). To log in to your NCEES account, please visit [www.ncees.org](http://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](mailto:maeng@pcshq.com), or upload it into your TOM record.

## 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.

## **DUPLICATE WALL CERTIFICATE**

To request a duplicate of your wall certificate, please visit our website at [www.pcshq.com](http://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](http://www.pcshq.com)  
Email: [maeng@pcshq.com](mailto:maeng@pcshq.com)