



THE COMMONWEALTH OF
MASSACHUSETTS
 INFORMATION FOR APPLICANTS FOR
 ENGINEERING & SURVEYING
 APPLICATIONS & 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 examination dates).

PE/Structural/State Specific PCS/NCEES Registration and Scheduling Deadlines

Please visit <https://ncees.org/exams/schedule/> for upcoming exam dates and registration deadlines

FE/FS Registration

Offered Year round. Once approved by PCS, please visit ncees.org to schedule.

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.

Rules and Regs: Social Security Numbers/ID's

Anyone who cannot obtain a social security number must supply the following with their application for licensure or renewal:

1. An affidavit certifying ineligibility for a social security number. The Director, or the applicable Board with good cause, may require evidence of this ineligibility;
2. A notification from the Internal Revenue Service with an Individual Taxpayer Identification Number (ITIN); and
3. Photo identification, which includes a Registry of Motor Vehicles license, state identification, passport, or other similar form of photo identification.

To obtain an ITIN, an individual must file IRS Form W-7. The W-7 forms may be obtained from the nearest IRS office, by calling 1-800-TAX-FORM, via web site www.irs.ustreas.gov, or from an acceptance agent. Acceptance agents are colleges, financial institutions, accounting firms, etc. who are authorized by the IRS to assist applicants in obtaining ITINs. A list of acceptance agents is available from the entities listed above for W-7 forms (A W-7 taxpayer assistance advisory from the IRS will be available).

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 before I will be submitted to the MA Board for their review and approval.

- 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) before submitting their examination payment to PCS.
- All applicants are required to register online with NCEES by the NCEES registration deadline(PE/Structural/State). You will be prompted to choose your exam type and site information.
- Candidates will receive an email from PCS with instructions to schedule and pay for their examination once the board approves their application. If you do not see the email in your Inbox PRIOR TO the examination deadline, 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) with a Visa or MasterCard only.

Before applying to Massachusetts, 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 or by calling toll-free 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 FE/FS CANDIDATES

Please register with NCEES for the FE/FS CBT examination and notify PCS when this has been completed. Within 2-3 business days from the NCEES registration PCS will email the candidate instructions to pay for their eligibility fee if applicable.

Once registration is complete, the candidates' NCEES registration will be marked approved. After PCS approves the NCEES registration, candidates will receive an email from NCEES with instructions to schedule an examination date and location. *(All candidates are recommended to read the "NCEES Examinee Guide" on the www.ncees.org website.)*

RE-EXAM PE/PS/STATE CANDIDATES:

You are considered to be a re-exam candidate if you have previously sat for an examination or your exam eligibility has not expired, (please read the **MA BOARD RE-ADMITTANCE TO EXAMINATION FAILURE LETTER** posted on our website). If you have sat for the exam twice and were unsuccessful, or your approval has past 36 months without activity, then you must read the re-admittance letter and follow the instructions.

If you are still eligible to sit for an examination please register with NCEES (choose your exam type and site), then schedule and pay PCS after you receive an email with instructions prompting you to do so. Please note: if you do not receive an email by the week of the scheduling deadline it is your responsibility to contact PCS ASAP. Please email your coordinator at maeng@pcshq.com

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 the board approval process.

BOARD APPLICATION FEES

FE/FS by Examination	\$136
PE by Examination (PE)	\$164
PE by Comity (PE)	\$164
PS by Examination	\$136

EXAMINATION FEES to PCS

Fundamentals of Engineering/Land Surveying(FE/FS)
FE/FS Paid to NCEES

P&P of Engineering(PE) to PCS

P&P of Engineering (PE):	\$157
P&P of Engineering(PE) Chemical	Paid Directly to NCEES

P&P of Engineering Structural (SE) to PCS

Vertical Forces	\$157
Lateral Forces	\$157

P&P of Land Surveyors (PS) to PCS

P&P of Surveying (PS)CBT	Paid Directly to NCEES
Jurisprudence Exam only (State)	\$70

LICENSING FEES

PE License	\$150
PS License	\$150
EIT/SIT	\$52
Wall Certificate	\$25

EXAMINATION LIMITS:

If an applicant fails to take the examination within 36 months after notification of eligibility is received, the application automatically lapses. The applicant will be required to submit a new application in its entirety along with receiving approval by the Massachusetts Board. This also applies to an applicant taking an examination, failing to pass, but does not take the examination again within 36 months. This does not apply to an applicant actively serving in the armed forces.

If an applicant fails the professional examination two or more times they must be re-approved by the Massachusetts Board. **(For information please read the *Re-Admittance to Examination Failure Letter* on our website at www.pcshq.com).**

EXAMINATION SITES

FE/FS/PS/ PE: Chemical
CBT(Computer based testing) Examination sites are based on availability. Please see ncees.org for further details.

Exam sites for PE/PS will be in the Boston and Worcester areas. You will be required to choose your exam site 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) 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 (PE/Structural/State) and receive a partial refund you must notify PCS, in writing, (via email) no later than the scheduling deadline. A \$50 processing fee will apply to all candidates who cancel their examination. Refunds will be issued with-in 30 days after the examination. Fees are **NOT** transferred to future examination cycles for any reason.

Any withdrawal requests after the deadline will NOT be approved unless there is an extenuating circumstance. 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 related, 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. If you do not show up for your examination it is not counted as a failed score. It does not count against you in any way.

ADMISSION MATERIALS (PE/Structural/State)

Approximately two weeks prior to the examination, NCEES will email eligible candidates prompting them to log onto their NCEES account and print their admission authorization. The authorization will include the date, time and location of the examination. If your exam authorization has not been received within seven days prior to the examination date, please contact PCS at 877-364-3926.

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)

-PS/FE/FS/PE Chemical

-For PS/FE/FS/PE Chemical candidates, please visit the NCEES website (www.ncees.org) to find NCEES registration opening and closing dates.

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 to view the NCEES Examinee Guide.

ADDRESS/NAME CHANGES

Any telephone number or address changes must be made by you on your PCS, Board ePlace profile, 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). You may submit your documentation via email to maeng@pcshq.com, or upload it into your PCS record.

RESULTS

National results are released with-in 8 to 10 weeks after the examination. Candidates will receive an email from NCEES with instructions on how to view their results when they are ready for release. Massachusetts State Specific results will be released with-in 8 to 10 weeks via email from PCS. Please do not call the Massachusetts Board Office or PCS for your test results. You will be notified as soon as they are ready.

WALL CERTIFICATES

To request a wall certificate, please visit our website at www.pcshq.com and download the duplicate wall certificate order form. You may submit this form via email or U.S. Postal Service. **Do Not** email credit card information. The fee will be added to your profile and an email will be sent when payment can be made via phone(877-887-9727) or by logging into your pcshq.com profile. If you mail the documentation, please include your payment in the amount of \$25, made payable to Professional Credential Services (PCS) with the document. (Personal checks are not accepted)

CONTACT INFORMATION

Please send applications to the address below. Remember an overnight delivery service will not deliver to post boxes.

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

25 Century Blvd, Suite 505

Nashville, TN 37214

Toll-free: 877-364-3926

Fax: 615-846-0153

Website: www.pcshq.com

Email: maeng@pcshq.com

Professional Credential Services staff is available by telephone Monday through Friday, between 7:00 a.m. and 4:30 p.m., Central Standard Time.