EXAMINATION • CERTIFICATION • LICENSURE

PROFESSIONAL CREDENTIAL SERVICES, INC.

THE COMMONWEALTH OF MASSACHUSETTS

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

CANDIDATE INFORMATION BULLETIN

MASSACHUSETTS BOARD FE/FS Instructions

All first time FE/FS candidate's: The Massachusetts board applications are accepted year round, and must be submitted prior to sitting for an examination.

All Re-Exam FE/FS candidates: The Massachusetts board eligibility fees must be submitted prior to sitting for another examination.

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.

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 FE/FS APPLICANTS (You are considered to be a first-time candidate if you are an applicant who has never submitted a FE application and fee):

Candidates must submit a FE board application to PCS prior to receiving approval of their NCEES registration (yes, this is required in addition to your NCEES examination fees). 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 (transcripts, experience, etc.) documentation until you have received a **passing score** and wish to apply for certification.

After submitting a board application please visit www.ncees.org to register for your examination. Your registration will receive approval from PCS once the FE board application has been determined eligible. After PCS approves your NCEES registration they will email you instructions to schedule a time and place for your examination.

RE-EXAM FE/FS CANDIDATES (You are considered a re-exam candidate if you have previously submitted a board application and/or have never sat for the examination.).

Candidates must visit www.ncees.org to register for your examination (this must be done each time you sit for an examination). After you have registered with NCEES please visit www.pcshq.com to submit your eligibility fee of $80.00. Once PCS receives your eligibility payment, your NCEES registration will be approved. NCEES will email you instructions to schedule a time and place for your examination.

APPLICATION FEES

FE/FS BOARD APPLICATION	$134
FE/FS RE-EXAM ELIGIBLITY FEE	$80

CERTIFICATION FEES

FE/FS CERTIFICATION FEE	$67

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 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.

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.

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 if you have not received an email with instructions on how to obtain them. 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 changes to your personal information 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). You may email your document to maeng@pcshq.com, or upload it into your PCS record.

RESULTS

Results are released to candidates via their NCEES accounts within 7-10 business days from their examination date. Please do not call the Massachusetts Board Office or PCS for test

results. Candidates will receive information via e-mail with EIT/SIT certification instructions. If you do not receive an email from PCS with-in 30 days after you are successful at your exam please contact them at maeng@pcshq.com

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 submit your duplicate request form via email or by mail along with a payment in the amount of $25, made payable to Professional Credential Services (PCS), or call 877.364.3926

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