

CANDIDATE INFORMATION BULLETIN

EXAMINATION DATES

PE/Structural Vertical: October 24, 2014
 PE/Structural Lateral: October 25, 2014

FALL 2014 Registration/Scheduling Deadlines
 NCEES registration will be available beginning mid July

9/4/2014 PE Examinations
 9/4/2014 PE Structural (Vertical Forces only)
 9/4/2014 PE Structural (Lateral Forces only)

PE Agricultural not offered (Spring only beginning 2015)

CALCULATORS

Please visit the NCEES website, 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.

The Maryland Board of Engineers has engaged Professional Credential Services (PCS) for examination administration and score reporting of the engineering examinations. PCS coordinates the examinations. Please read the following information carefully before registering. All inquiries regarding the examination must be directed to the Maryland Engineering Coordinator at PCS.

EXAMINATION SCHEDULING

All PE applicants must be approved by the Maryland Board prior to registering with NCEES, or scheduling with PCS.

NOTE: If you have failed the exam three times, you must wait two years to sit for another examination, and receive approval from the Maryland board.

1. All board-approved PE applicants must create an account online with NCEES. If you have already created an account with NCEES, proceed to step 2.

Each time you plan to sit for an examination, you MUST:

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

3. Board-approved PE applicants must schedule and pay the examination fee with PCS by the scheduling deadline. You may schedule online after your registration with NCEES at www.pcsHQ.com with a Visa, MasterCard or Discover.

Exam types/disciplines **CANNOT** be changed after the NCEES registration deadline, no exceptions. Your exam selection on your NCEES account will dictate the examination booklet ordered for you. To change your selection *before* the NCEES registration deadline you must log into your NCEES account.

EXAMINATION FEES

Principles and Practice of Engineering (PE)	\$360
PE Structural-Vertical Component	\$510
PE Structural-Lateral Component	\$510
Both Vertical and Lateral Components	\$1020

EXAMINATION LOCATION

Baltimore, MD

EXAMINATION SCHEDULE

Friday: Principles & Practice of Engineering (PE), and PE Structural-Vertical Forces Only
 Reporting time is 7:15 a.m.
 With approximately one hour lunch break
 (8-hour open-book examination)
Saturday: Same schedule as Friday's
 -PE-Lateral Forces Only

For a detailed schedule, please visit www.ncees.org.

WITHDRAWAL AND POSTPONEMENTS

Candidates are allowed to withdraw BEFORE the NCEES deadline. The request must be submitted to PCS via email and a full refund will be granted 30 days after the exams. Candidates found ineligible by the Board will receive a full refund 30 days after the exams. NO POSTPONEMENTS or FEES WILL BE TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON.

Note: If you are absent from an examination, or you do not wish to sit, this will not count as a failure. You will be considered a "No Show" and you will forfeit your fees if you have already submitted payment.

EXAMINATION RULES AND CONDUCT

Candidates must bring a government issued ID to the examination for admittance. The government issued ID must contain the candidates name as it appears on the admission card. The ID must include a recent photo, date of birth, expiration date and signature. Student ID's and expired ID's are not acceptable. Military ID's are acceptable without a signature. Candidates are expected to exhibit proper examination decorum throughout the examination. Candidates will be required to arrive at least thirty minutes prior to the scheduled start time for each examination session. Candidates will not be admitted to the examination after the announcements have been started (which are prior to the start of the examination). Detailed instructions concerning arrival will be included with the admission notice.

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 the published date may qualify for special accommodations. Please go to the NCEES website, www.ncees.org, for the required procedures to request for special accommodations.

ALL REQUESTS AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO NCEES BY THE REGISTRATION DEADLINE.

Please note that the mailing addresses for the requests vary by the type of request you are making. The correct mailing address is on each specific report.

NOTIFICATION OF EXAMINATION ADMISSION

Candidates must allow four weeks after the registration deadline for full processing of their registration. NCEES will e-mail eligible candidates 2–3 weeks prior to the exam with a link to download the exam authorization. This will include dates, times, and location of the examination. If the admission notice has not been received within seven days prior to the examination date, the candidate must contact PCS.

NAME OR ADDRESS CHANGE

Any name or address change must be reported via email to Professional Credential Services. Name changes must be received by PCS on or before the NCEES deadline. Be sure to include your name as it appears on your application, your NCEES ID number, and copies of any court documents if applicable. Name or address changes may be emailed to PCS at mdeng@pcshq.com. Candidates must also notify the Board of any name or address change.

EXAMINATION RESULTS

Results will be emailed by NCEES approximately 10-12 weeks after the examination. No results will be given over the phone. Please do not call the Maryland Board or PCS for test results. If you did not pass the examination, your result letter will explain how to re-schedule.

CORRESPONDENCE

All correspondence and questions related to examination eligibility and certification should be directed to:

Maryland Board for Professional Engineers
500 N. Calvert Street, Room 308
Baltimore, MD 21202-3651
Phone – (410) 230-6260
Fax – (410) 333-0021
E-mail – pe@dlr.state.md.us
Web site – <http://www.dlr.state.md.us/license/pe/>

PCS CONTACT INFORMATION

PCS staff is available by telephone Monday through Friday between 7:00 am and 4:30 pm CST.

Mailing Address:

PCS/MD Engineering
P.O. Box 198728
Nashville, TN 37219

Courier Address: (FedEx, UPS, or DHL delivery)

Professional Credential Services/MD Engineering
150 4th Ave North
Suite 800
Nashville, TN 37219
Toll-free – (877) ENG-EXAM
Fax – (615) 846-0153
E-mail – mdeng@pcshq.com
Website – www.pcshq.com