

CANDIDATE INFORMATION BULLETIN

2013 EXAMINATION DATES

**PE: April 12 & October 25**

**FE: April 13 & October 26**

Scheduling and payment deadlines:

**All Candidates:**

April 2013 Exam Deadline – February 21<sup>st</sup>

October 2013 Exam Deadline – September 5<sup>th</sup>

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.

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.

**ALL CANDIDATES ARE REQUIRED TO CREATE AN ACCOUNT AND REGISTER WITH NCEES AT WWW.NCEES.ORG. YOU WILL NOT BE ABLE TO SCHEDULE AND PAY FOR THE EXAM WITH PCS WITHOUT DOING SO. YOU MUST REGISTER WITH NCEES FOR EVERY EXAM CYCLE.**

Exam types/disciplines **CAN NOT** 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 1) log into your NCEES account and change your selection and 2) send an email to [mdeng@pcshq.com](mailto:mdeng@pcshq.com) with your new selection.

For NCEES registration deadlines and more information, please visit [www.ncees.org](http://www.ncees.org)

All FE candidates will be asked to specify which afternoon module they wish to take at the time of registration. Visit [www.ncees.org](http://www.ncees.org) for your options.

Civil, Electrical and Mechanical PE applicants will be required to specify their afternoon design standards at the time of registration. Visit [www.ncees.org](http://www.ncees.org) for your options.

**CHANGES: BEGINNING WITH THE APRIL 2013 EXAMINATION CYCLE:**

\* The PE Industrial examination *will be administered in the spring only.*

\* The PE Software examination will be offered for the first time in April 2013. (must be board approved for this specific exam)

For more information on all examination updates please visit [www.ncees.org](http://www.ncees.org)

**EXAMINATION SCHEDULING**

All applicants must be approved by the Maryland Board.

If you have failed the exam three times, you must wait two years and then please contact the Maryland board. After you have been approved by the Maryland board, you may register online with NCEES and schedule the exam with PCS (deadline: February 21<sup>st</sup> for April and September 5<sup>th</sup> for October).

E-mail – [pe@dllr.state.md.us](mailto:pe@dllr.state.md.us)

Web site – <http://www.dllr.state.md.us/license/pe/>

1. All board-approved 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 applicants must schedule and pay the examination fee with PCS by the scheduling deadline. You may schedule online at [www.pcshq.com](http://www.pcshq.com) with a Visa, MasterCard or Discover.

**EXAMINATION FEES**

Fundamentals of Engineering (FE)	\$165
Principles and Practice of Engineering (PE)	\$275
PE Structural-Vertical Component	\$520
PE Structural-Lateral Component	\$520
Both Vertical and Lateral Components	\$1040

**WITHDRAWAL AND POSTPONEMENTS**

Candidates are allowed to withdraw BEFORE the NCEES deadline. The request must be submitted to PCS in writing and a full refund will be granted 30 days after the exams. NO POSTPONEMENTS ALLOWED. FEES WILL NOT 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 forfeit your fees.

## NCEES

Candidates are encouraged to visit the National Council of Examiners for Engineering and Surveying web site ([www.ncees.org](http://www.ncees.org)) for the latest information regarding calculators, examination content and scoring. Maryland will strictly adhere to the NCEES recommendations and guidelines regarding the calculator policy.

## EXAMINATION LOCATIONS

Candidates will have a choice of examination locations:

1. Baltimore, MD
2. US Naval Academy (April Exam only) (Midshipmen only)

## EXAMINATION SCHEDULE

### Friday

-Principles & Practice of Engineering (PE)  
Reporting time is 7:15 a.m.  
With approximately one hour lunch break  
(8-hour open-book examination)  
-PE-Vertical Forces Only

### Saturday

-Fundamentals of Engineering (FE)  
Reporting time is 7:15 a.m.  
With approximately one hour lunch break  
(8-hour closed book examination)  
-PE-Lateral Forces Only

For a detailed schedule, please visit [www.ncees.org](http://www.ncees.org).

## 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. If a military ID does not contain the candidate's signature, a secondary ID with a signature is required for admittance. Student ID's and expired ID's are not acceptable. 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. 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](http://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 before the exam with a link to download and print your 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 Professional Credential Services.

## NAME OR ADDRESS CHANGE

Any name or address change must be reported in writing 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 and 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](mailto: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@dllr.state.md.us](mailto:pe@dllr.state.md.us)  
Web site – <http://www.dllr.state.md.us/license/pe/>

## PCS CONTACT INFORMATION

Professional Credential Services staff is available by telephone Monday through Friday between 8:00 am and 4:30 pm, central time. Scheduling forms must be submitted by regular mail or by express mail of the U.S. Post Office.

### **Mailing Address:**

Professional Credential Services/MD Engineering  
P.O. Box 198728  
Nashville, TN 37219

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

Professional Credential Services/MD Engineering  
150 4<sup>th</sup> Ave North  
Suite 800  
Nashville, TN 37013

Toll-free – (877) ENG-EXAM  
Fax – (615) 846-0153  
E-mail – [mdeng@pcshq.com](mailto:mdeng@pcshq.com)  
Website – [www.pcshq.com](http://www.pcshq.com)