

C A N D I D A T E I N F O R M A T I O N B U L L E T I N

**CHANGES: BEGINNING WITH THE SPRING 2014
EXAMINATION CYCLE:**

*The FE and FS exams will be given via computer-based testing beginning in 2014. These examinations will be given during assigned windows of time rather than specific April and October dates

PCS will no longer be administering the FE and FS examinations, please visit www.ncees.org for details.

For more information on all examination updates please visit www.ncees.org.

NCEES REGISTRATION INFORMATION

All FE candidates are required to register with NCEES for each exam window. If you previously created an account, you MUST register again by logging back into your account. For NCEES registration deadlines and more information, please visit www.ncees.org

INTRODUCTION

The Pennsylvania State Registration Board of Professional Engineers, Land Surveyors and Geologists has engaged Professional Credential Services (PCS) for application processing, examination administration and score reporting. Please read the following information carefully before completing an application or scheduling form. All inquiries regarding the examination must be directed to the Pennsylvania Engineering/Surveying Coordinator at Professional Credential Services (PCS).

If you are already licensed to practice engineering or surveying in another state, please visit the Pennsylvania Board web site at www.dos.state.pa.us/eng.

FE APPLICATION AND CERTIFICATION FEES

FE Pre-Approval Board Application: \$110 (includes a \$25 one-time Board fee). Certified Check, Money Order or credit card authorization made payable to PCS. Please write your SSN on your form of payment so that it is credited to the correct account. (No personal checks).

FE Board Application for EIT Certification: \$110 (includes a \$25 one-time Board fee). Certified Check, Money Order or credit card authorization made payable to PCS. Please write your SSN on your form of payment so that it is credited to the correct account. (No personal checks).

For NCEES registration and scheduling exam fees, please visit www.ncees.org.

**Every FE applicant must pay a one-time \$25 Board fee. Only applicants of the April 2001 examination and later may have already paid the Board fee.

All necessary forms are available at www.pcshq.com.

**APPLICATIONS RECEIVED BEFORE
NOVEMBER 1, 2013**

Read and understand the "Candidate Information Bulletin" and "The Law and Examination Qualifications."

Registration & Scheduling Information

Candidates will pay NCEES the examination fee and will schedule their examination in their NCEES account. Candidates will then take their examination at a Pearson VUE testing location. Candidates may begin registering directly with NCEES for the examination immediately. www.ncees.org.

Re-exam candidates for Pennsylvania, without an ABET degree may register with NCEES. Candidates will not be able to schedule their exam until PCS confirms your eligibility. Please allow PCS three business days to review your application for eligibility after your NCEES registration.

***Applicants prior to April 2000 examination**

Applicants who last applied with LGR prior to our administration in 2000 may require re-evaluation, and may be subject to the first-time application deadlines. E-mail paeng@pcshq.com and note what qualifications you are applying based on; if education indicate what degree and discipline was attained, where it was obtained, and the date of conferral for a pre-evaluation of your situation.

Passing FE Applicants prior to CBT examination:

To receive your EIT certificate upon passing an exam, you must have your college/university send a final, official transcript directly to PCS if they have not already done so. Please inform PCS and the Board if you have had an address change. Please request that your college/university send PCS a final transcript to:

PCS / PA ENG
P.O. Box 198728
Nashville, TN 37219

Transcripts issued to students, transcripts issued electronically, or transcripts issued to students in a sealed envelope will not be accepted. If you are unsure whether PCS has received your final transcript, please contact paeng@pcshq.com.

**APPLICATIONS RECEIVED AFTER
NOVEMBER 1, 2013**

Read and understand the "Candidate Information Bulletin" and "The Law and Examination Qualifications."

Registration & Scheduling Information (with ABET degree)

FE candidates who have graduated from an ABET accredited program or have completed at least two years of an ABET accredited program will be able to register and pay NCEES without receiving pre-approval from PCS (or the board). Candidates will pay NCEES the examination fee and will schedule their examination in their NCEES account. Candidates will then take their examination at a Pearson VUE testing location. Candidates may begin registering directly with NCEES for the examination immediately. www.ncees.org.

Passing FE Applicants after CBT examination:

Candidates who have graduated from an ABET accredited program AND have passed the FE examination will need to apply for the Engineer-in-Training Certificate with PCS by completing the Board Application for Engineering-in-Training form.

PCS recommends you send your application by certified mail so you can track your application. PCS will send you an email if there is a discrepancy with your application.

Registration & Scheduling Information (without ABET degree)

FE candidates WITHOUT an ABET accredited degree may begin applying for pre-approval from the Board at any time. See qualification methods below.

If you are applying based on a foreign degree:

Effective June 2, 2009, the Pennsylvania Board will no longer view or accept programs under the Washington Accord as being "substantially equivalent" to a degree from an EAC/ABET accredited program. An evaluation conducted by NCEES is required to apply for examination and/or licensure. Mail a completed Pre-Approval Board Application, and application fee to PCS. The completed evaluation must then be sent directly from NCEES to the Pennsylvania State Registration Board (NOT PCS) for review. If the credential evaluation determines that your degree is not substantially equivalent you will be required to apply by work experience in order to be considered for the exam.

If you are applying based on a BS Degree in Engineering from a non-ABET accredited U.S. institution AND with a MS Degree in Engineering from a non-ABET accredited U.S. institution:

An evaluation conducted by NCEES is required to apply for examination and/or licensure. Mail a completed Pre-Approval Board Application, and application fee to PCS. The completed evaluation must then be sent directly from NCEES to the State Registration Board (NOT PCS) for review. The NCEES credential evaluation is a MANDATORY requirement in order to be considered by education, the evaluation will take both degrees into consideration when determining the equivalency to an ABET accredited program; if the credential evaluation determines that your degree is not substantially equivalent you will be required to apply by work experience in order to be considered for the exam.

If you are applying based on work experience:

Mail a completed Pre-Approval Board Application, application fee, Amplified Record of Engineering Experience form and five (5) completed Reference Information forms (3 references must be from registered PE's). Reference Information forms **MUST** be received by PCS directly from each reference. The references do not have to submit copies of the candidate's amplified record.

References must have personal knowledge of your work experience and collectively must be able to attest to the entire amount of required engineering work experience. References should include your immediate supervisor(s). Applicants must NOT be related to those listed as references.

PCS will forward Pre-Approval Board Applications and completed documentation to the Pennsylvania State Registration Board for review to determine eligibility. PCS will notify candidates by email of the eligibility review results. Approved candidates may then register directly with NCEES for the examination. www.ncees.org.

PCS recommends you send your application by certified mail so you can track your application. PCS will send you an email when your application is initially received and processed.

Passing FE Applicants after CBT examination:

Candidates without an ABET accredited degree who were pre-approved by the Board and have passed the FE examination will automatically be issued an Engineer-in-Training Certificate.

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 information. 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 the candidate on their 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 indicating a name change). You can submit your documentation via email to paeng@pcshq.com, or upload it into your PCS account.

RESULTS

Results are released to examinees' via their NCEES accounts within 7-10 business days from the examination date. Please do not call either the Pennsylvania Board Office or PCS for test results. If applicable, candidates will receive information via e-mail with further instructions for EIT certification.

REFUND POLICY

Application fees are non-refundable. For examination fee refunds, candidates must visit NCEES website (www.ncees.org).

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/PA ENG
P.O. Box 198728
Nashville, TN 37219

Courier Address:

Professional Credential Services/PA ENG
150 Fourth Ave. North, 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) ENG-EXAM
Fax - (615) 846-0153
E-mail – paeng@pcshq.com
Web site – www.pcshq.com

PENNSYLVANIA STATE BOARD

Pennsylvania State Registration Board for Professional Engineers,
Land Surveyors and Geologists
P.O. Box 2649
Harrisburg, PA 17105-2649

Phone: 717-783-7049

Fax: 717-705-5540

Email: st-engineer@state.pa.us

Website: www.dos.state.pa.us/eng