



EXAMINATION • CERTIFICATION • LICENSURE

COMMONWEALTH OF
PENNSYLVANIA

INFORMATION FOR ENGINEERING & LAND SURVEYING EXAMINATION APPLICANTS
**FIRST-TIME & RE-EXAM PROFESSIONAL ENGINEERS/LAND
SURVEYORS APPLICANTS**

CANDIDATE INFORMATION BULLETIN

2014 EXAMINATION DATES

PE/PS/State: April 11 & October 24
PE/SE Vertical: April 11 & October 24
PE/SE Lateral: April 12 & October 25

PENNSYLVANIA BOARD APPLICATION DEADLINES

First-Time PE, PS & State: July 1st for October exam
December 1st for April exam

PE & PS NCEES REGISTRATION DEADLINES

April 2014 examination: February 20, 2014
October 2014 examination: September 4, 2014

PE, PS & STATE PCS SCHEDULING AND PAYMENT DEADLINES

PE/PS First-Time & Re-exam: February 21th for April 2014
State First-Time & Re-exam: March 1st for April 2014
PE/PS/State First-time & Re-exam: September 5th for October 2014

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 web site also has information regarding examination content.

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

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

*The PS exam is a CLOSED-book exam.

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

*The PE Agricultural exam will not be administered in October 2014. It has been revised and renamed the PE Agricultural and Biological exam and will be administered starting in April 2015 and in every spring administration thereafter.

For more information on all examination updates 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.

PE APPLICATION AND SCHEDULING EXAM FEES

PE Board Application: \$100 Certified Check or Money Order only 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).

PE Exam: \$360 (online payment only: Visa, MasterCard, or Discover). Online payment made to PCS.

PE SE Exam: \$510 per section (Vertical and/or Lateral)
Online payment only: Visa, MasterCard, or Discover. Online payment made to PCS.

*FEES ARE NOT TRANSFERRED TO FUTURE EXAMINATIONS
FOR ANY REASON; NO POSTPONEMENTS.*

**PS & STATE APPLICATION AND SCHEDULING EXAM
FEES**

PS Board Application: \$50 check or money order made payable to the Commonwealth of PA. Mailed to the PA Board in Harrisburg, please see the instructions on the Board application.

First-Time PS & State: See the Scheduling form PA11 for deadlines and scheduling instructions.

PS Exam: \$360
State: \$175

*FEES ARE NOT TRANSFERRED TO FUTURE EXAMINATIONS
FOR ANY REASON; NO POSTPONEMENTS.*

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

REGISTRATION & SCHEDULING (First-time PE/PS & State)

1. A completed Board application, supporting documents, and board fee must be mailed by the deadline listed on the application.

2. Register online with NCEES by the NCEES registration deadline. You will select your exam and site at this time. Please visit www.ncees.org for deadlines. **State only: It is not mandatory for reciprocity candidates to complete NCEES registration or obtain an NCEES Identification Number.**

NCEES REGISTRATION INFORMATION

PE & PS candidates are required to register with NCEES for each exam cycle (April & October). 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.

First-Time PS and State Surveying applicants, please see Scheduling Form PA11 for information applicable to you.

No changes to PE exam registration may be made after the NCEES registration deadline.

3. **PS/State only:** Once you have received Board approval, send a completed Scheduling Form PA11 and fee to PCS by the deadline listed on the scheduling form. Please do not submit a Scheduling Form until you have been Board approved. If the deadline has been missed, you must wait for the next exam cycle. If you do submit a Scheduling Form and are not found eligible for the examination, you will be considered "ineligible". All ineligible candidates will receive a full refund 30 days after examination.

4. **PE only:** Once PCS receives your completed Board application, your file will be forwarded to the Board for review. Once the review is completed, the Board will send you a letter (by mail or e-mail) with instructions for scheduling for the next possible examination.

5. **PE candidates PLEASE NOTE:** You must receive the approval letter from the Board before you can contact PCS and schedule for the examination. Please see the scheduling deadlines. If you do not receive an approval letter by the scheduling deadline, you will need to wait until the next exam cycle to schedule with PCS. The Board does not guarantee any examination date. Applicants who wish to sit for a particular examination date must submit their completed examination application and all supporting documentation to PCS by the corresponding deadline. Please allow four weeks for processing. You will be notified via e-mail (preferred), telephone, or mail of your status.

**PE candidates please note that the examination date requested is NOT guaranteed.*

PE STRUCTURAL EXAMINATION

The PE Structural exam is a 16 hour exam given over two days. The 8-hour Vertical Forces component is offered only on Friday. The 8-hour Lateral Forces component is offered only on Saturday. Candidates must receive an acceptable result on both components within a 5-year period. For more information, please visit www.ncees.org.

Please note: If you have previously taken a PE examination and/or are a license PE candidate and you wish to take the PE Structural Vertical and Lateral examination, you may register and schedule as a re-exam candidate. You are not required to apply for approval again.

REGISTRATION & SCHEDULING (Re-exam PE/PS & State)

1. All applicants must be approved by the Pennsylvania Board. All applicants proceed to step 2.

2. All applicants create an account online with NCEES. If you have not already done so, please visit www.ncees.org. Continue to step 3.

3. [Register online](#) with NCEES by the NCEES registration deadline. You will select your exam and site information at this time. Only Board-approved applicants proceed to step 4.

4. Within 2-3 business days of registering with NCEES, applicants will receive an email from PCS with instructions to schedule and pay for an exam on-line. If you do not see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator; see the Contact Information page for your coordinator's email address. Exams must be scheduled and paid for by the scheduling deadline.

State Only: Each time you plan to sit for the examination, you MUST: Schedule and pay the examination fee to PCS by the PCS scheduling deadline. Payment will be taken over the phone (877-ENG-EXAM) or online with a Visa, MasterCard or Discover only. **It is not mandatory for reciprocity candidates to complete NCEES registration or obtain an NCEES Identification Number.**

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act (ADA), examination administration modifications are available for

candidates who qualify. Such candidates must visit NCEES' website (www.ncees.org) to obtain forms and instructions.*

Candidates who are members of religious faiths that cannot take the examination on the designated date are permitted to take the examination on an assigned alternate date and time. Such candidates must visit NCEES' website (www.ncees.org) to obtain forms and instructions.*

**All requests and documentation are due by the NCEES examination registration deadline. Please visit www.ncees.org for complete instructions.*

NOTIFICATION OF EXAMINATION AUTHORIZATION

Approximately two weeks prior to the examination, NCEES will email eligible candidates prompting them to log onto their NCEES account to print their admission materials. The exam authorization will include the date, time, and location of the examination. PCS will email exam authorizations to State-specific exam candidates. If the exam authorization has not been received within seven days prior to the examination date, the candidate must contact Professional Credential Services.

EXAMINATION RULES AND CONDUCT

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 time for each examination session. **Candidates will not be admitted to the examination after the announcements have begun.** Detailed instructions concerning arrival will be included with the exam authorization. Candidates are encouraged to visit the National Council for Examiners for Engineering and Surveyors (NCEES) web site (www.ncees.org) for information regarding the examination content and scoring system of the examination. **Please read the NCEES Candidate Agreement and calculator policy.** Both are available on www.ncees.org.

Note about military identification: New military ID's may lack a visible signature. In these cases, the candidate must present both the military ID (that lacks a visible signature) as well as another form of ID that does have a visible signature.

State examination candidates may refer to the "Pennsylvania Society of Land Surveyors – Suggested Publications and References" document for information. NCEES will supply mechanical pencils for use during the exam; these are the only acceptable writing utensils allowed in exam room.

EXAMINATION RESULTS

Results will be posted on your My NCEES account (www.ncees.org) for all candidates (except for State Specific candidates) approximately 10 to 12 weeks after the examination. State Specific results will be emailed within 10 to 12 weeks after examination. If you did not pass the examination, re-scheduling information will be provided with your online results and on the PCS web site (www.pcsq.com).

You may request a score verification within 45 days of the score release. If you wish to have your scores verified, please fill out the score verification form, which will be temporarily available on the website during those 45 days, and fax or e-mail it to PCS with the fee.

REFUND POLICY

Candidates who wish to cancel an examination and receive a partial refund must notify Professional Credential Services in writing (can e-mail) no later than 45 days prior to the examination. A \$65 processing fee will apply to candidates who cancel the examination.

PS/State only: Candidates who are determined ineligible by the Board will receive a full refund. All refunds will be issued 30 days after the examination. **Again, there are no postponements or transfer of fees to future examinations for any reason.**

NAME OR ADDRESS CHANGE

Address changes can be made by the candidates by logging in to their NCEES and PCS account (please be sure to update both accounts). Please report any name or address changes to the Pennsylvania State Board. Name changes can be reported to PCS by sending an email to paeng@pcshq.com. Be sure to include your name or address (as it appears on your application) along with the information to be changed.

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). **Candidates must report address or name changes on or before the NCEES registration deadline.**

CORRESPONDENCE

All correspondence and questions related to PE/FS/PS/State examination eligibility and certification should be directed to the **Pennsylvania State Registration Board:**

PENNSYLVANIA STATE BOARD ADDRESS

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

Professional Credential Services (PCS)

PCS staff is available by telephone Monday through Friday between 7:00 am and 4:30 pm, CST. Applications must be submitted by regular mail or by express mail of the U.S. Post Office. Deliveries from express services other than the U.S. Postal Service cannot be accepted in a post office box. If you are using another express service, please use the courier address.

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

Toll-free - (877) ENG-EXAM
Fax - (615) 846-3926
E-mail – paeng@pcshq.com
Web site – www.pcshq.com