

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

**2014 EXAMINATION DATES**

PE/PS/State: October 24

PE/SE Vertical: October 24

PE/SE Lateral: October 25

**PENNSYLVANIA BOARD APPLICATION DEADLINES**

First-Time PE, PS & State: July 1<sup>st</sup> for October exams and  
December 1<sup>st</sup> for April exams.

**NCEES/PCS REGISTRATION/SCHEDULING  
DEADLINES**

October 2014 examination: August 28, 2014 3pm EST

**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 to: PE Agricultural and Biological exam. It will be administered beginning with the April 2015 examination cycle, and only in the April Exam every year.

Please visit the NCEES web site, [www.ncees.org](http://www.ncees.org), for the most up-to-date information regarding examination content and calculators. Only the models on the NCEES-approved list may be used on the examination.

**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.

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

Changes cannot be made after the NCEES registration deadline.

**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](http://www.dos.state.pa.us/eng) for reciprocity information.

**PE BOARD APPLICATION FEE - \$100**

Payment in the form of a Certified Check or Money Order made payable to PCS is accepted. Please write your full name (PAPE) on your form of payment so that it is credited to the correct account. (No personal checks)

**EXAMINATION FEES**

PE Exam: \$360

PE SE Exam \$510 per section (Vertical and/or Lateral)

**PS & STATE APPLICATION FEE - \$50**

Payment in the form of a check or money order made payable to the Commonwealth of PA mailed to the PA Board in Harrisburg, PA.

**EXAMINATION FEES**

PS Exam \$360

STATE \$175

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

**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](http://www.ncees.org) for deadlines. **State only: It is not mandatory for reciprocity candidates to complete NCEES registration or obtain an NCEES Identification Number.**
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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.ncees.org).

**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](http://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.pcsqh.com](http://www.pcsqh.com)).

NCEES offers an opportunity to request a hand score of your answer sheet for a fee of \$75.00. If you would like a hand score please visit their web site for more information at [www.ncees.org](http://www.ncees.org). Requests must be received within 45 days of the grade release.

## 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](mailto: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](mailto:st-engineer@state.pa.us)  
Website: [www.dos.state.pa.us/eng](http://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](mailto:paeng@pcshq.com)

Web site – [www.pcshq.com](http://www.pcshq.com)