

CANDIDATE INFORMATION BULLETIN

**2012 EXAMINATION DATES**

**PE/PS: April 13 October 26**  
**FE/FS: April 14 October 27**

Scheduling forms and examination fee must be received by PCS before the following **DEADLINE** dates:

**First-Time**

For the April 2012 examination: January 31

For the October 2012 examination: July 20

**Re-exam**

For the April 2012 examination: February 23

For the October 2012 examination: September 6

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 web site also has information regarding examination content.

**INTRODUCTION**

The Board of Examiners of Engineers, Architects, and Surveyors of Puerto Rico has engaged Professional Credential Services (PCS) for application processing, examination administration, and grade reporting. Please read the following information carefully before completing the enclosed application form. All inquiries regarding the examination must be directed to the Puerto Rico Coordinator at Professional Credential Services. Applicants should not contact the Board office except regarding certification and licensure.

**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 EVERY TIME YOU WANT TO SIT FOR AN EXAM.**

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 [preng@pcshq.com](mailto:preng@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

The same application form is provided for the following examinations: 1) Fundamentals of Engineering (FE); 2) Principles & Practice of Engineering (PE); 3) Fundamentals of Surveying (FS); and 4) Principles & Practice of Surveying (PS). Be certain to indicate on the enclosed application for which examination you are an applicant.

First-time candidates are those who:

- have not completed an application with PCS as a Puerto Rico candidate; or
- have not taken the examination since October, 1998 as a Puerto Rico candidate; or
- have previously taken the examination for another jurisdiction.

Completed applications must be received by Professional Credential Services by January 31st for the April 2012 examination and July 20<sup>th</sup> for the October 2012 examination. Educational documentation must be received no later than February 23 for the April 2012 exam and no later than September 6 for the October 2012 exam. Applications will not be accepted after the deadline for any reason.

**RE-EXAM SCHEDULING**

All Re-Exam candidates **must** have a Certificate of Completion/Graduation (COC) or an Official Final Transcript with degree conferred in their files before they can retake an examination.

1. You must register with NCEES at [www.ncees.org](http://www.ncees.org) between January 16<sup>th</sup> and February 23<sup>rd</sup> for the April 2012 examination and between August 1<sup>st</sup> and September 6<sup>th</sup> for the October 2012 examination.
2. Schedule and pay online at [www.pcshq.com](http://www.pcshq.com) between January 16<sup>th</sup> and February 23<sup>rd</sup> for the April 2012 examination and between August 1<sup>st</sup> and September 6<sup>th</sup> for the October 2012 examination.

You are a re-examine candidate **only** if you have taken an examination with Professional Credential Services since October 1998.

**VERIFICATION OF RECEIPT OF APPLICATION**

*First-Time* candidates Do NOT contact Professional Credential Services to verify receipt of your application. Send your application certified mail, return receipt requested or express mail, return receipt requested.

*Re-exam* candidates that schedule and pay over the internet will be able to print a receipt of payment.

**APPLICATION FEES (First-time and Re-exam)**

Fundamentals of Engineering	\$270
Fundamentals of Surveying	\$330
Principles & Practice of Engineering	\$405
Principles & Practice of Surveying	\$385
PE Structural-Vertical Component	\$650
PE Structural-Lateral Component	\$650

## EXAMINATION SCHEDULE

Reporting time is 7:00 a.m. On time arrival is required.

### Friday

-Principles & Practice of Engineering (PE)  
8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)  
(8-hour open-book examination)  
-Principles & Practice of Surveying (PS)  
8:00 a.m. – 3:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)  
(6-hour open-book examination)

### Saturday

-Fundamentals of Engineering / Surveying (FE) (FS)  
8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)  
(8-hour closed book examination)

### PE STRUCTURAL APPLICANTS:

The 16 hour PE Structural exam will be offered for the first time in April 2011. It is a breadth and depth exam offered in two components on successive days. The 8-hour Vertical Forces (Gravity/Other) and Incidental Lateral component is offered only on Friday and focuses on gravity loads and lateral earth pressures. The 8-hour Lateral Forces (Wind/Earthquake) component is offered only on Saturday and focuses on wind/earthquake loads. 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).

*First-Time* candidates payment must be by certified check or U.S. money order (NO personal checks) made payable to Professional Credential Services/PR ENG. The candidate's NCEES ID number must be posted on the certified check or money order.

*Re-exam* candidates may pay and schedule online at [www.pcshq.com](http://www.pcshq.com) with Visa, MasterCard or Discover.

**VOCATIONAL REHABILITATION VOUCHERS ARE NOT ACCEPTED FOR PAYMENT OF EXAMINATION FEES. FEES WILL NOT BE REFUNDED OR TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON. NO EXCEPTIONS.**

### ELIGIBILITY FOR EXAMINATION

In order to qualify for the examination, applicants must:

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Please visit [www.ncees.org](http://www.ncees.org) to register.

- be of good moral character; and
- **Be a legal resident of the Commonwealth of Puerto Rico; and a U.S. Citizen.**
- have a baccalaureate degree in science from an accredited U.S. academic institution and completed an engineering program that is recognized by the Higher Education Council of Puerto Rico or by the Accreditation Board for Engineering and Technology (ABET).

**Puerto Rico does NOT accept Technology degrees of any kind.**

**FOREIGN EDUCATION:** Candidates, who received their bachelor's degree from a school outside of the United States and want to qualify based on education, **MUST** have their education credentials evaluated by the NCEES CREDENTIAL EVALUATIONS or JOSEF SILNY & ASSOCIATES, INC. The original evaluation must be mailed or emailed directly to PCS from the evaluation company. The candidate must ensure everything is mailed to Professional Credential Services by the entry deadline.

NCEES  
CREDENTIAL EVALUATIONS  
PO Box 1686  
Clemson, SC 29633-1686  
Phone: (800) 464-7650  
[www.ncees.org](http://www.ncees.org)

JOSEF SILNY  
& ASSOCIATES, INC  
7101 SW 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)

### EVIDENCE OF QUALIFICATIONS

Candidates who are in their last semester or trimester of enrollment in a baccalaureate degree program must arrange to have the enclosed Certificate of Enrollment (COE) indicating work in progress completed by the Registrar. The COE must be returned by the application deadline. Official academic transcripts (only if degree has been conferred on transcript) must be submitted directly to Professional Credential Services from the institution.

Candidates who have completed coursework and have not received the diploma may submit an official Certificate of Completion (COC) verifying the course completion and baccalaureate degree conferral. After graduation, the candidate **must** arrange for final transcripts to be mailed directly from their academic institution to Professional Credential Services after the degree has been posted.

Official evidence that the educational requirements have been met must be received for the completion of your file and for release of scores.

### MATERIALS TO BE SUBMITTED

All candidates must submit the following materials by the application deadline:

1. Completed, signed and notarized application with a "2x2" photograph attached;
2. Certified check or U.S. money order made payable to PCS for examination fees. Please record the social security number on the certified check or money order;
3. Certificates of Good Moral Character completed by three references that are licensed professional engineers/surveyors in good standing. (License cannot be expired).
4. Certificate of Enrollment (if currently enrolled in last semester or trimester) or Certificate of Completion/Graduation (if degree is not conferred on transcripts); or Official transcripts (with degree conferred); issued directly from the academic institution to PCS – due by February 23 for the April 2012 exam and September 6 for the October 2012 exam.

### NCEES

All candidates are required to create an account and register with NCEES before scheduling and paying for the exam with PCS. If you have already created an account, you **MUST** register by logging back into your account at [www.ncees.org](http://www.ncees.org) for each exam cycle you sit for.

Candidates must visit the National Council of Examiners for Engineering and Surveying web site ([www.ncees.org](http://www.ncees.org)) to register. Candidates are also encouraged to visit the website for the latest information on calculators. Puerto Rico will strictly adhere to the NCEES recommendations/guidelines regarding the calculator policy. NCEES also lists the exam dates for the next 10 years.

## 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 section. **Candidates will not be admitted to the examination after the announcements have been given for that examination section.** Detailed instructions concerning arrival will be included with the admission ticket. Only bound reference books will be allowed in the examination room during the PE and PS examinations. During the FE examination, only the NCEES-supplied Reference Handbook will be permitted in the examination room. The Reference Handbook will be distributed to candidates on examination day. Candidates may request a copy of the Reference Handbook prior to the examination by contacting NCEES (1-800-250-3196) or may download and print the materials from the NCEES web site ([www.ncees.org](http://www.ncees.org)).

## ENGLISH NOTE

Instructions at the examination are given in Spanish at the Puerto Rico examination site. If you do not understand Spanish please contact PCS immediately so that English announcements can be provided for you.

## 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 designated date are permitted to take the examination on the Monday, following the national examination date. Please go to the NCEES web site ([www.ncees.org](http://www.ncees.org)) to read complete information as to the application procedures for special accommodations.

ALL REQUESTS AND DOCUMENTATION ARE DUE 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 for full processing of their examination application. Approximately two to three weeks prior to the examination, NCEES will email an exam authorization to eligible candidates and will include dates, times, and location of the examination. If the exam authorization has not been received within seven days prior to the examination date, the candidate must contact Professional Credential Services.

## NAME OR ADDRESS CHANGES

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, NCEES ID number and copies of any court documents if applicable. Name or address changes may be emailed to PCS at [preng@pcshq.com](mailto:preng@pcshq.com). Candidates must also notify the Board of any name or address change.

## RESULTS

Results will be posted on your My NCEES account ([www.ncees.org](http://www.ncees.org)) for all candidates approximately 10 to 12 weeks after the examination. Candidates do not receive numeric scores for the FE/PE/FS/PS examinations, just a Fail or Pass. Results will not be given over the phone, or through email. Please do not call either the Puerto Rico Board Office or PCS for test results.

## SCORE VERIFICATIONS

Score verifications will be available on our web site for a limited time. A nominal fee will be charged for this service. Visit our web site for additional information about score verifications.

## PCS CONTACT INFORMATION

Professional Credential Services staff is available by telephone Monday through Friday between 7:00 am and 4:30 pm, central time. 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. If you want verification of receipt of your application, send it certified mail, return receipt requested. **DO NOT CONTACT PROFESSIONAL CREDENTIAL SERVICES TO VERIFY RECEIPT OF YOUR APPLICATION.**

### Mailing Address:

Professional Credential Services  
PR ENG/LS Coordinator  
P.O. Box 198728  
Nashville, TN 37219

### Courier Address:

Please visit our web site at [www.pcshq.com](http://www.pcshq.com)

Toll-free - (877) ENG-EXAM

Fax - (615) 846-0153

Email: [preng@pcshq.com](mailto:preng@pcshq.com)

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