

**VA Engineers and Surveyors  
FREQUENTLY ASKED QUESTIONS**

**Q. Do I need approval from the VA DPOR before scheduling for the examination?**

A. Yes, please contact the VA DPOR at [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov) or 1.804.367.8512. If you schedule without approval first, you will forfeit \$50.00 of your fees paid.

**Q. How long is my eligibility after I receive approval from the VA DPOR?**

A. 3 years from the time you are approved.

**Q. Once I receive approval for reinstating my eligibility, how do I schedule for the examination?**

A. You should receive another scheduling to mail into PCS via VA DPOR; if you do not, please contact them to request one.

**Q. How can I receive confirmation that PCS has received my scheduling form?**

A. You may use one of the special delivery options available from the US Postal Service or use a courier service which tracks deliveries. A receipt will be mailed to you once your scheduling form is processed.

**Q. When will I receive my admission packet from PCS?**

A. Admission materials are typically mailed two to three weeks before the examination. However, if you do not receive yours within 7 days of the examination, please call our office for further instructions. It is your responsibility to be sure you know the date, time, and location of the examination you scheduled for. Not receiving your admission packet is not an acceptable reason for being absent. If you do not show up for the examination, you will forfeit your fees.

**Q. Who will send me my examination results?**

A. Score notices are released directly from your NCEES account at [www.ncees.org](http://www.ncees.org).

**Q. I am a Virginia applicant. Can I take the examination in a state other than Virginia?**

A. No. Proctoring is no longer allowed unless you are in the Military. NCEES will guide you through the proctoring procedures once you register with them, and before you schedule with PCS.

**Q. I have been approved to take the examination in another state (other than Virginia). Can I take the examination in Virginia?**

A. No. Proctoring is no longer allowed unless you are in the Military. NCEES will guide you through the proctoring procedures once you register with them, and before you schedule with PCS.

**Q. How can I receive a payment receipt?**

A. Candidates who are scheduled with PCS will receive a receipt within 10 to 15 business days via US Postal service.

**Q. Are candidates required to register with NCEES each time they want to sit for an examination?**

A. Anytime you want to sit for an examination you must register with NCEES. If you have previously registered with them there is no need to create another account. You will need to sign into your previous account and register for the current examination.

**Q. Where will I receive an Identification number?**

A. Please visit [www.ncees.org](http://www.ncees.org) to obtain your ID number. You will receive your ID once you have completed your NCEES registration.