



**STATE OF  
WISCONSIN**  
**FIRST-TIME & RE-EXAM PROFESSIONAL ENGINEERS  
LAND SURVEYORS APPLICANTS**

**CANDIDATE INFORMATION BULLETIN**

PE applicants must apply to and receive approval from the Wisconsin Board prior to scheduling with PCS for an examination. Please visit their web site at [www.dsps.wi.gov](http://www.dsps.wi.gov) to obtain a board application and eligibility instructions.

**2014 EXAMINATION DATES**

PE/PS/Structural Vertical:      October 24  
Structural Lateral                      October 25

**REGISTRATION/SCHEDULING DEADLINE**

October 2014 examination: August 28, 2014 3pm EST.

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 at the examination. NCEES website also has information regarding examination content.

**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](http://www.ncees.org).

No changes to PE exam specifications/design standards may be made after the NCEES registration deadline.

**INTRODUCTION**

The Wisconsin Department of Regulation and Licensing (DRL) have engaged Professional Credential Services (PCS) for examination registration, examination administration and score reporting. Please read the following information carefully before registering. All inquiries regarding the examination must be directed to the Wisconsin Engineering Coordinator at PCS.

**EVIDENCE OF QUALIFICATIONS**

Candidates must indicate when registering by which rule they qualify for the examination. PS candidates will be required to submit qualification documentation along with the Board application after a passing score has been achieved. Please do not submit this information to PCS or to the Board until you are instructed to do so.

**PE STRUCTURAL APPLICANTS:**

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).

**FIRST-TIME EXAMINATION REGISTRATION** (anyone who has not been approved to sit as an Engineer, or a Surveyor who has not sat for an exam).

1. PE'S ONLY: APPLY with the WI BOARD APPROVAL and PS candidates continue to Step 2.

All PE applicants must be approved by the Wisconsin Board. First-time PE applicants must contact the Wisconsin Board for application information and deadlines for them to be received. PE candidates will not be eligible for the examination without first applying to and receiving approval from the Board. All applicants who have already applied to and received approval from the Board may proceed to Step 2

2. CREATE AN NCEES ACCOUNT.

All applicants must create an account with NCEES at [www.ncees.org](http://www.ncees.org) if you have not already done so; you may create an account 365 days a year at the NCEES website. If you have already created an account with NCEES, proceed to step 3.

3. REGISTER WITH NCEES.

After creating an NCEES account and receiving a confirmation email, log back into your NCEES account to register for an exam(s). Registration is only possible during NCEES registration windows; visit [www.ncees.org](http://www.ncees.org) to see if the registration window is open. You will select your exam discipline/module and location during registration. Your exam discipline/module or location cannot be changed after the deadline. No exceptions.

4. SCHEDULE AND PAY WITH PCS.

Shortly after registration is completed with NCEES, applicants will receive an email from PCS with instructions to schedule and pay for their 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.. Exams must be scheduled and paid for by the deadline.

**RE-EXAMINATION REGISTRATION** (anyone currently or previously approved to take the engineering examination, or one who has already sat for an examination).

1. CREATE AN NCEES ACCOUNT.

All Board-approved applicants create an account online with NCEES. If you have not already done so, you may create an account 365 days a year at the NCEES website. If you have already created an account with NCEES proceed to step 2.

2. REGISTER WITH NCEES.

After creating an NCEES account and receiving a confirmation email, log back into your NCEES account to register for an exam(s). Registration is only possible during NCEES registration windows; visit [www.ncees.org](http://www.ncees.org) to see if the registration window is open. You will select your exam discipline/module and location during registration. Your exam discipline/module or location cannot be changed after the deadline. No exceptions.

3. SCHEDULE AND PAY WITH PCS.

Shortly after registration is completed with NCEES applicants will receive an email from PCS with instructions to schedule and pay for their 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. Exams must be scheduled and paid for by the scheduling deadline.

### 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 NCEES examination registration deadline. Please visit [www.ncees.org](http://www.ncees.org) for complete instructions*

### EXAMINATION FEES

Principles and Practice of Engineering (PE)	\$404
Principles and Practice of Surveying (PS)	\$404
PE Structural- Vertical Component (SE)	\$570
PE Structural- Lateral Component (SE)	\$570
Both Vertical and Lateral (SE)	\$1125

**Payment must be made using VISA, Discover or MasterCard. FEES WILL NOT BE TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON. NO POSTPONEMENTS.**

### REFUND AND CANCELLATION POLICY

Candidates who wish to withdraw from the examination and receive a partial refund must notify Professional Credential Services, via email at [wieng@pcshq.com](mailto:wieng@pcshq.com) prior to the examination. Typically candidates will receive a \$48 refund, but you should email the WI coordinator at to verify the refund amount. First-Time candidates determined to be ineligible by the Wisconsin Board will receive a full refund (PE candidates **should not** schedule and pay until they have received Board approval). It is PCS' goal to have refunds mailed with-in 30 days after the examination.

### NOTIFICATION OF EXAMINATION ADMISSION

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. If the exam authorization cannot be downloaded from the NCEES website, the candidate must contact PCS to have it emailed to them at least 7 days prior to their examination(s).

### 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 start time for each examination session. Candidates will **not be admitted** to the examination **after the announcements** have been started. Detailed instructions concerning arrival will be included with the admission notice. Candidates are encouraged to visit [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).

**MILITARY ID's:** Candidate's that have a U.S. military ID may enter the examination without a signature.

### NAME and ADDRESS changes: (all changes must be made prior to NCEES release of admission materials)

Any name or address change must be reported via email [wieng@pcshq.com](mailto:wieng@pcshq.com) to Professional Credential Services. Include your name as it appears on your application, and copies of any court documents if applicable. Candidates must also notify the WI Board of changes

### EXAMINATION RESULTS

Results will be released online at [www.ncees.org](http://www.ncees.org) approximately 10-12 weeks after the examination. NCEES will send you an email notification once results are available. Results will not be given over the phone. Please do not call the Wisconsin Board or PCS for test results

If you were not successful at your examination(s), please visit our web site for rescheduling information. If you would like to have a re-score of your results, please visit [www.ncees.org](http://www.ncees.org) for further instructions.

### CONTACT INFORMATION

#### Wisconsin Department of Safety and Professional Services:

P.O. Box 8935  
Madison, WI 53708-8935  
Phone: (608) 266-2112  
Fax: (608) 261-7083  
E-mail: [web@drl.state.wi.us](mailto:web@drl.state.wi.us)  
Web site: <http://dsps.wi.gov>

#### Professional Credential Services/WI ENG

P.O. Box 198728  
Nashville, TN 37219  
Toll-free: (877) ENG-EXAM  
Fax: (615) 846-0153  
E-mail: [wieng@pcshq.com](mailto:wieng@pcshq.com)  
Website: [www.pcshq.com](http://www.pcshq.com)

**PCS staff is available by telephone Monday through Friday between 7:00am and 4:30pm CST.**