

# Wisconsin Department of Regulation & Licensing

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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

### PROFESSIONAL ENGINEER SECTION

#### INSTRUCTION PACKET TO REGISTER FOR PRINCIPLES & PRACTICE OF ENGINEERING (PE) EXAM

**NOTICE:** New requirements to take the exam became effective May 28, 2010.

#### APPLICATION PROCEDURE FOR NEW CANDIDATES:

To register for the FIRST TIME for the PE exam, applicants must submit the following 90 days prior to the exam date:

1. An Eligibility Application and attachments to the Department of Regulation and Licensing AND
2. A Scheduling Form and fee to Engineering Examination Services (EES), a division of Professional Credential Services.

**All applications must be received 90 days prior to the exam date in order to allow time for review of eligibility.**

#### **I. FILING ELIGIBILITY APPLICATION WITH DEPARTMENT OF REGULATION AND LICENSING:**

**ALL NEW** (those applying for the PE exam for the first time in Wisconsin) applicants must submit the following to the Department of Regulation and Licensing to determine eligibility to sit for the exam:

- a) An Eligibility Application for Principles & Practice of Engineering Examination (Form #1999).
- b) An Experience Record (Form #463).
- c) Five Professional Engineer Applicant Reference Forms (Form #470).
- d) Official transcripts showing courses taken and degrees received.  
**Unofficial copies of transcripts are not acceptable.**
- e) \$75 initial credential fee. Please include a check or money order payable to Department of Regulation & Licensing.

The completed eligibility application materials must be mailed to the Department at the address listed above. Eligibility application materials hand delivered or mailed by special courier must be delivered to the Department's street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

If you have taken the PE exam in another state, your status would be as a **NEW** candidate.

**Retake applicants who have previously taken the examination in Wisconsin are not required to resubmit this information to the Department of Regulation and Licensing. All retake applicants for the PE exam must submit a Scheduling Form and fee to Engineering Examination Services.**

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## II. FILING SCHEDULING APPLICATION WITH Engineering Examination Services:

All applicants must submit a completed PE Scheduling Form and examination fee to Engineering Examination Services each time you apply to take the exam. The deadline is **90 days** prior to the exam date. You may apply on-line at [PCSHQ.COM](http://PCSHQ.COM). Or you may obtain an application by calling (877) 364-3926 or by writing to:

Engineering Examination Services/WI ENG  
P.O. Box 198728  
Nashville, TN 37219

Do not send your Scheduling Application and fee to the Department of Regulation and Licensing.

## III. EXAMINATION DATE AND FILING DEADLINES:

Examinations are scheduled for April and October each year.

**Eligibility Application:** Applications for the April exam are reviewed in February and applications for the October exam are reviewed in August. Candidates are encouraged to apply as early as possible for the desired examination date. You may refer to the Department's website at <http://drl.wi.gov> or call the Board office at (608) 266-2112 for meeting dates and deadlines.

**Scheduling Form and Fee:** Professional Credentialing Services has a 90 day filing deadline. No exceptions to the filing deadline will be accepted. Candidates determined to be ineligible for the examination will receive a full refund 30 days after the examination.

## IV. REQUIREMENTS:

**Education/Work Experience** - To be eligible to take the PE examination, an applicant shall have one of the following:

- 1) A diploma or degree of not less than 4 years in an engineering course of study from an engineering school or college approved by the examining board and at least 4 years of engineering experience.
- 3) A diploma or degree from a course of study of not less than 2 years in an engineering related course of study from a technical college approved by the examining board and at least 6 years of engineering experience.

**NOTE:** Sec. A-E 4, Wis. Adm. Code, can be found on the web at <http://www.legis.state.wi.us/rsb/code/a-e/a-e004.pdf>. All qualifying experience must have been acquired by the exam filing deadline.

**EXPERIENCE RECORD** - The "Experience Record" (form #463) is used by the board to determine whether the experience you document meets the requirements outlined in the Wisconsin Administrative Code. To assure the board can make an accurate assessment of your experience, please use the following guidelines when completing this form. Incomplete or forms not in compliance with these guidelines may be rejected and delay the processing of your application.

The board is looking for experience that is within the definitions of engineering in Wis. Stat. § 443 and Wis. Admin. Code § A-E 4.03. Before you start completing this form, you should review these definitions.

It is important to include specific information about your role, responsibilities, and/or tasks for each engagement. A simple statement like, "I was a designer on project XYZ," gives the board little information. Information that is incomplete, overly broad and/or general will likely be determined by the board to be insufficient to meet the requirements outlined in the Wisconsin Administrative Code.

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Engagements must be of a duration that provides an opportunity to acquire relative qualifying experience. Extremely short engagement durations, less than 6 months, may be determined to be insufficient to meet the requirements outlined in the Wisconsin Administrative Code.

Do not use abbreviations or acronyms. Include duties and degree of responsibilities for each engagement. Job applications, employment resumes, job position descriptions and marketing resumes do not contain the detail necessary for your application and generally should not be used for this purpose. Indicate when employment is full-time vs. part-time and specify the typical number of hours worked per week. Provide a complete chronological listing of your background beginning with your engineering education that satisfies the appropriate requirement. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Generally, experience gained prior to obtaining the education requirement is not evaluated for the credential experience requirement.

The information on this form must be typed. Not more than one year of satisfactory credit may be granted for any calendar year.

Experience gained in a cooperative educational program must be listed as a separate engagement and must be indicated as co-op experience. To obtain cooperative work experience credit, the cooperative educational program must be documented on the official transcript. A maximum of 1 year of experience may be claimed for cooperative educational programs.

The beginning and ending month and year of employment must be shown for each engagement. The total amount of experience for each engagement must be calculated and shown in decimal format. Length of engagements shall be rounded to one decimal point. Engagements shall not overlap.

**References** - Provide replies from 5 references having personal knowledge of your experience using the enclosed "Professional Engineer Applicant Reference Form" (Form #470). Each reference should complete Form #470 and return it to you in a sealed envelope with their signature on the envelope seal so you can submit all 5 references with your application. It is required that three references be registered professional engineers. Family members can act as supplemental references in support of an application, but not as one of the five required responses.

**Official Transcripts** - If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Transcripts for courses and degrees claimed in qualifying to sit for the exam are required. **Unofficial copies of transcripts are not acceptable.** Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college to you. You must send the transcript in the sealed envelope to the Professional Engineers Section with your application.

**If the degree is from an international educational institution, you must provide an official detailed ABET accredited educational equivalency evaluation from NCEES Credentials Evaluations.**

NCEES Credentials Evaluations - forms are provided in an online format on the website at [www.ncees.org](http://www.ncees.org) and can be processed with payment submitted by credit card. If the application data is not submitted online, there will be an additional fee. Mailing address is NCEES, Credential Evaluation Services, P.O. Box 1686, Clemson, SC 29633-1686, telephone 865-654-6824.

No credit will be allowed for education submitted without an educational evaluation.

If your education is from an international educational institution, you should place an "X" in the space "Combination of qualifying education and experience totaling at least 8 years." The transcript should also be submitted to the Professional Engineer Section.

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## V. NAME AND/OR ADDRESS CHANGE:

Any applicant scheduled for the examination who changes his or her name or address should notify the Department of Regulation and Licensing and Professional Credentialing Services.

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architecture, Landscape Architects, Professional Engineers, Designers and Land Surveyors is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at [docsales@doa.state.wi.us](mailto:docsales@doa.state.wi.us).