



STATE OF DELAWARE

INFORMATION FOR LAND SURVEYING EXAMINATION APPLICANTS

CANDIDATE INFORMATION BULLETIN

UPCOMING EXAMINATION DATES

PS/State: October 26th, 2012
FS: October 27th, 2012

SCHEDULING DEADLINE

October 2012 Registration Deadline: September 6th, 2012

CALCULATORS

Please visit the NCEES web site, 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 Delaware Division of Professional Regulation has contracted with Professional Credential Services (PCS) for examination scheduling, administration, and score reporting for the surveyor examinations. Please read the following information carefully. All inquiries regarding the examination administration must be directed to the PCS Delaware Coordinator at (1-877-364-3926).

NCEES REGISTRATION & PCS SCHEDULING

All applicants must be approved by the Delaware Board. Contact the Delaware Board for application information. Please follow the steps below:

1. If you have not already done so, all applicants MUST create an account online with NCEES. Please visit www.ncees.org. You may do this any day of the year. Proceed to step 2.

Each time you plan to sit for an examination, you MUST:

2. Register online with NCEES by the NCEES registration deadline. See www.ncees.org for NCEES deadlines. You will select your exam and site information at this time. Only Board-approved applicants proceed to step 3.
3. Board-approved applicants must schedule and pay the examination fee with PCS by the PCS scheduling deadline listed above. You may schedule online with a Visa, MasterCard or Discover only.

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 a pre-determined alternate date. Please go to the NCEES web site (www.ncees.org) to read complete application procedures for special accommodations.

ALL SPECIAL ACCOMMODATION REQUESTS AND DOCUMENTATION ARE DUE BY THE REGISTRATION DEADLINE STATED ABOVE.

REFUNDS

Fees will not be refunded or transferred to future examinations.

SURVEYING EXAMINATION FEES AND SCHEDULE

Friday:

Principles & Practice of Surveying (PS) **\$260**
 8:00 a.m. – 3:45 p.m. (with a break from 12:00 p.m. – 1:30 p.m.)
 (6 hour open-book examination)

State Drainage & Jurisprudence (State) **\$105**
 4:15 p.m. – 6:15 p.m.
 (see below)

Saturday:

Fundamentals of Surveying (FS) **\$250**
 8:00 a.m. – 5:45 p.m. (with a break from 12:00 p.m. – 1:30 p.m.)
 (8 hour closed-book examination)

The Delaware State examination consists of two 1-hour portions, totaling 64 questions. The first hour is completely closed book, while the second hour allows the use of 4 specific references: TR-55 Manual, DE Sediment and Stormwater Regulations, DE Erosion and Sediment Control, and the DE Pond Code 378.

NOTIFICATION OF EXAMINATION ADMISSION

Approximately two weeks prior to the examination, an exam authorization will be emailed to eligible candidates and will include the date, time, and location of the examination. If the emailed exam authorization has not been received within seven days prior to the examination date, please log onto your NCEES account and print off your exam authorization.

If you do not show for the examination, your fees will be forfeited and you will be required to pay the examination fee in full the next time you intend to sit for the examination.

NCEES

Candidates are encouraged to visit the National Council of Examiners for Engineering and Surveying web site (www.ncees.org) for information regarding the national examination content, scoring system, and the latest regarding the calculator policy.

NAME OR ADDRESS CHANGES

Name and/or address changes must be submitted in writing to PCS (e-mail or fax is sufficient). Be sure to include your name as it appears on your application and copies of any court documents if applicable.

Military ID's

Candidate's that have a military ID that does not contain a signature must also bring another form of ID containing a signature with them to the exam.

Name Change

****All name changes must be made prior to the NCEES registration deadline.***

To change your name, send an email request including your NCEES I.D. Number (if possible) and a copy of the official document (i.e. Marriage Certificate) to your PCS Coordinator. Find your PCS Coordinator's email address in the Contact Us section below. If you schedule an exam before you have changed your name with PCS, you can be scheduled under the old name, but you must submit documentation immediately. Failure to provide documentation before admission materials are emailed will cause your information to be incorrect on your admission materials.

NOTE: This procedure is only applicable for PCS. It is the responsibility of the candidate to notify their boards of any new changes.

RESULTS

Results are released to examinees' NCEES accounts (with the exception of DE State Drainage examinees who receive their results in the mail) approximately 10 to 12 weeks after the examination. Candidates do not receive numeric scores for the FS/PS examinations. No results will be given over the phone. Please do NOT call either the Delaware Board or PCS for test results.

CONTACT INFORMATION

PCS / DE LS
P.O. Box 198728
Nashville, TN 37219

For courier address, please visit www.pcshq.com.

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Web: www.pcshq.com
Email: dels@pcshq.com