

PUERTO RICO

INFORMATION FOR INITIAL APPLICANTS FOR ENGINEERING AND
 LAND SURVEYING EXAMINATION

CANDIDATE INFORMATION BULLETIN

2017 EXAMINATION DATE

FE/FS/PS: will be administered during four testing windows throughout the year: January–February, April–May, July–August, and October–November. Registration will be open year-round.

PE/SE/: April 21, 2017

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

FE/FS/PS First Time

Applications will be accepted all year-round.

PE/SE Application deadline for First-Time and Re-exam

For the April 21, 2017 examination: February 17, 2017

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 Board of Examiners of Engineers 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 on-line 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.

CHANGES: BEGINNING WITH THE APRIL 2014

EXAMINATION CYCLE:

*The FE and FS exams will be given via computer-based testing beginning in 2014. These examinations will be given during assigned windows of time rather than specific April and October dates.

For more information on all examination updates please visit www.ncees.org

CHANGES: BEGINNING WITH THE OCTOBER 2016

EXAMINATION CYCLE:

The PS exam will be administered in pencil-and-paper format for the last time in April 2016. The exam will be converted to a computer-based test after that, with the first appointments available in October 2016.

PR CIB 12042016

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.

Please visit www.ncees.org to register.

FIRST TIME APPLICATIONS

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.

The FE/FS and PS on-line application will be accepted all year-round. The PE/SE on - line PCS application will be available on the PCS website until February 17th for the April 2017 examination. Educational documentation must be received no later than February 17th for the April 2017 examination. 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. Student copied or uploaded documents are NOT acceptable. Only original documentation send directly from the institution will be accepted for re-exam approval.

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

TO ALL CANDIDATES

1. All Candidates must register first and obtain the 7 (seven) digits identification number with NCEES at www.ncees.org. **PRIOR** of applying with PCS. Candidates must fill out the on - line application, pay the application fee, and meet all requirements with PCS or they will not be approved to sit.
2. An approval will be placed on the candidate NCEES account once approved by PCS,

APPLICATION FEES FOR FE/FS PCS APPROVAL ONLY (First-time and Re-exam)

Fundamentals of Engineering	\$215
Fundamentals of Surveying	\$230

APPLICATION FEES FOR PE/PS APPROVAL AND EXAMINATION (First-time and Re-exam)

Principles & Practice of Engineering	\$490
Principles & Practice of Surveying	\$220
PE Structural-Vertical Component	\$895
PE Structural-Lateral Component	\$895

EXAMINATION SCHEDULE

Reporting time will be on your NCEES admission material.
On time arrival is required.

REFUND POLICY

PCS ON-LINE APPLICATION FEES WILL **NOT** BE REFUNDED OR TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON. **NO EXCEPTIONS.** CANDIDATES CAN CANCEL AN EXAMINATION BUT THEY WILL FORFEIT THEIR FEES.

Note: If you are NOT a resident of the Commonwealth of Puerto Rico, and you reside in the United States, the Board allows you to sit for the examination but you will not be certified or licensed. Only legal residents of the Commonwealth of Puerto Rico will be able to request certification or licensure for this Jurisdiction.

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. 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. Josef Silny & Associates evaluations are NO longer accepted. Please visit the NCEES website for more information (www.ncees.org)

EVIDENCE OF QUALIFICATIONS FOR FIRST TIME CANDIDATES

Candidates who are in their last 32 hours of enrollment in a baccalaureate degree program must arrange to have the 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.

List of names, address and telephone numbers of three (3) Professional Engineers or Surveyors duly licensed in **Puerto Rico** with direct and personal knowledge of the moral reputation and knowledge, if any, of the applicant. The references must indicate license number, expiration date and signature, according the form included by the Board

NCEES

Register online with NCEES by the NCEES registration deadline. You will select your exam and site at this time. Please visit www.ncees.org for deadlines. If you have already created an account, you **MUST** register by logging back into your account at 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) 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 must bring a government issued ID to the examination for admittance. The government issued ID must contain the candidates name as it appears on the admission card. The ID must include a recent photo, date of birth, expiration date and signature. If a military ID does not contain the candidate's signature, a secondary ID with a signature is required for admittance. Student ID's and expired ID's are not acceptable. 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/SE examination. Please visit the NCEES website www.ncees.org for more information.

ENGLISH NOTE (PE/SE candidates ONLY)

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. Accommodations must be requested and approved by NCEES. Please go to the NCEES web site (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 NCEES.

NAME OR ADDRESS CHANGES

Address changes can be made by the candidates by logging in to their NCEES and PCS account (please be sure to update both accounts). Name changes may be emailed to PCS at pringenieros@ocshq.com.

RESULTS

Results will be posted on your My NCEES account (www.ncees.org) for all candidates approximately 10 to 12 weeks after the examination. NCEES will email candidates a link when the result has been released. 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. Please do not call either the Puerto Rico Board Office or PCS for test results.

Note: Results expire 7 years after taking the examination. If they expire, they will not be valid for certification or licensure.

SCORE VERIFICATIONS

Score verifications will be available on the NCEES web site.

PCS CONTACT INFORMATION

Professional Credential Services staff is available by telephone Monday through Friday between 7:00 am and 3:30 pm, central time. Educational documentation could 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.

Mailing Address:

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

Courier Address:

Professional Credential Services
PR ENG/LS Coordinator
150 4th Ave North
Suite 800
Nashville, TN 37219

Please visit our web site at www.pcshq.com

Toll-free - (877) ENG-EXAM

Fax - (615) 846-0153

Email: pringenieros@ocshq.com

Web site – pr.pcshq.com