



THE COMMONWEALTH OF
MASSACHUSETTS
 INFORMATION FOR APPLICANTS FOR
 ENGINEERING (FE/PE) AND
 SURVEYING (FS/PS/2-HR STATE) EXAMINATIONS

CANDIDATE INFORMATION BULLETIN

MASSACHUSETTS BOARD APPLICATION DEADLINES

December 1, for the April examination
 June 1, for the October examination

(NOTE: no particular examination date is a guarantee. Once approval has been received, you will be eligible for the next available examination).

NCEES registration and PCS scheduling deadlines

April 2012 examination: February 23rd
 October 2012 examination: September 6th

2012 Examination dates

PE/PS/State: April 13 - October 26
 PE Vertical (Friday only) April 13 - October 26
 FE/FS: April 14 - October 27
 PE Lateral (Saturday only) April 14 - October 27

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 website also has information regarding examination content.

The Massachusetts Board of Professional Engineering and Land Surveyors engaged Professional Credential Services (PCS), for application processing, examination administration, and grade reporting. Please read the following information carefully before completing the application form. All inquiries regarding the examination must be directed to the Massachusetts Coordinator at PCS.

IMPORTANT INFORMATION FOR ALL APPLICANTS:

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. YOU MUST REGISTER WITH NCEES EACH TIME YOU PLAN TO SIT.

Exam types/disciplines and sites CAN NOT be changed after the NCEES registration deadline, no exceptions. Your exam selection on your NCEES account will dictate the examination booklet ordered for you. To change your selection *before* the NCEES registration deadline, you must 1) log into your NCEES account and change your selection and 2) send an email to maeng@pcshq.com with your new selection.

For NCEES registration deadlines and more information, please visit www.ncees.org.

Instructions are subject to change. Please visit www.pcshq.com for the most up to date information.

FIRST TIME APPLICANTS:

FE/FS: Candidates must register with NCEES at www.ncees.org by the NCEES registration deadline. Completed FE/FS first-time applications and fee must be received with all required materials by the PCS scheduling deadline.

PE/PS: PCS must receive the board application and required documentation by December 1, for the April examination and June 1, for the October examination, in order to be reviewed and approved by the Board. Once applications are approved by the Board, PE/PS candidates must register with NCEES by the NCEES registration deadline and schedule/pay for the exam with PCS by the PCS scheduling deadline.

Before applying, candidates who do not have a United States Social Security number must contact the Internal Revenue Service and obtain an INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER. You may obtain this information by their web site at: www.irs.gov/prod/ind_info/itin.html or by calling toll-free at 1-800-829-1040. Pursuant to G.L. c. 62C, s. 47A, the Division of Registration is required to obtain your Social Security Number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

RE-EXAMINEES: NCEES REGISTRATION & PCS SCHEDULING

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. Exam types/disciplines and sites cannot be changed after the NCEES deadline. Only eligible applicants proceed to step 3.
3. Eligible applicants must schedule and pay the examination fee with PCS by the PCS scheduling deadline listed above. You may schedule by telephone or online with a Visa or MasterCard only.

EXAMINATION FEES

Payments sent with applications must be by certified check or U.S. money order made payable to [Professional Credential Services/MA ENG](#), or a Visa/MasterCard and received by the application deadline. The applicant's Social Security Number must be posted on both the certified check or money order and the scheduling form. **FEES WILL NOT BE REFUNDED OR TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON!**

EXAMINATION
 P&P of Engineering (PE):

FIRST-TIME
 \$245

RE-EXAMINEE
 \$245

EXAMINATION	FIRST-TIME	RE-EXAMINEE
P&P of Engineering (Structural)		
Vertical Forces	\$490	\$490
Lateral Forces	\$490	\$490
P&P of Surveying (PS):	\$245	\$245
Jurisprudence Exam		
State Surveyor (JP):	\$70	\$70
Fundamentals of Engineering (FE):	\$189	\$135
Fundamentals of Surveying (FS):	\$234	\$180

EXAMINATION SITES

Please refer to the website for the examination sites available in Massachusetts. Sites are filled on a first-come, first-serve basis.

EXAMINATION SCHEDULE

Friday

-Principles & Practice of Engineering (PE)

7:40 a.m. – 5:30 p.m.

(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(8-hour open-book examination)

-8-hour Vertical Forces (SE)

7:40 a.m. – 5:30 p.m.

(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(8-hour open-book examination)

-Principles & Practice of Surveying (PS)

7:40 a.m. – 3:30 p.m.

(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(6-hour open-book examination)

-State Jurisprudence Examination (JP)

3:30 p.m. – 5:30 p.m.

(2-hour open-book examination)

Saturday

-Fundamentals of Engineering / Surveying (FE) (FS)

7:40 a.m. – 5:30 p.m.

(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(8-hour closed book examination)

-8-hour Lateral Forces (SE)

7:40 a.m. – 5:30 p.m.

(with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(8-hour open-book examination)

ELIGIBILITY FOR EXAMINATION

Principles and Practices of Engineering/Surveying (PE/PS) –

Candidates must receive approval by the Massachusetts board before registering with NCEES, and scheduling with PCS for the examination. Please visit www.pcshq.com for instructions regarding board approval.

Fundamentals of Engineering (FE) –

First-time applicants to the state of Massachusetts submit a complete first-time application to PCS by the scheduling deadline. Re-examinees follow the instructions for re-examinees.

College seniors studying an ABET approved curriculum may take the Fundamentals of Engineering examination during the final academic year. Candidates will be permitted to take the examination during the testing period which most closely precedes anticipated graduation.

Fundamentals of Surveying (FS) –

First-time applicants to the state of Massachusetts submit a complete first-time application to PCS by the scheduling deadline. Re-examinees follow the instructions for re-examinees.

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 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 exam

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authorization. During the FE examination, only the NCEES-supplied Reference Handbook and NCEES approved calculator will be permitted in the examination room. The Reference Handbook will be distributed to candidates on examination day. Candidates may request a copy of the Reference Handbook prior to the examination by contacting NCEES (1-800-250-3196) or may download and print the materials from the NCEES web site (www.ncees.org); you may not use this copy on exam day. One will be provided to 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 an assigned date may qualify for special accommodations. Please go to the NCEES web site (www.ncees.org) to read complete 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 request you are making. The correct mailing address is on each specific report.

NOTIFICATION OF EXAMINATION ADMISSION

Approximately two weeks prior to the examination, an admission packet will be mailed to eligible candidates and will include exam authorization, dates, times, and location of the examination. **If the admission packet has not been received within seven days prior to the examination date, the candidate must contact PCS.**

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. **FEES ARE NOT REFUNDED OR POSTPONED FOR ANY REASON!**

NAME OR ADDRESS CHANGES

Any name or address change must be reported in writing to PCS. Be sure to include your name as it appears on your application, and copies of any court documents if applicable. Name or address changes may be emailed to PCS at maeng@pcshq.com. Candidates must also notify the Board of any name or address change.

RESULTS

Results are released to examinees' NCEES accounts (with the exception of MA State Jurisprudence examinees who receive their results via USPS) approximately 10 to 12 weeks after the examination. Candidates do not receive numeric scores for the FE/PE/FS/PS examinations. Please do not call either the Massachusetts Board Office or PCS for test results. If applicable, candidates will receive information in the mail with further instructions.

ELIGIBILITY FOR FE/FS CERTIFICATION

FE/FS applicants eligible for certification must pay a certification fee. Please visit our website for the current fee.

Fundamentals of Engineering (FE) –

Based on an ABET accredited engineering degree ():*

Candidates must have their university send proof of education in the form of a final, official transcript with their degree and conferral date listed. Transcripts must be received prior to the issuance of certification, but is not required prior to the exam registration deadline.

(*)Engineering Technology degrees are not accepted by the MA board for EIT certification, and as a result 4 years of work experience must be reviewed by the board after passing the FE examination to determine EIT approval.

ELIGIBILITY FOR FE/FS CERTIFICATION (cont'd)

Based on an ABET-equivalent foreign evaluation:

Candidates with education outside of the U.S. must submit an ABET-equivalent NCEES evaluation. Evaluations must be received prior to the issuance of certification, but is not required prior to the exam registration deadline.

Based on four years of work experience:

Those not eligible based on education may apply for EIT certification based on four years of work experience. Candidates must submit to PCS a completed first-time application with your updated information and work experience as well as examples of your work experience (calculations, drawings, etc.) on 8.5 x 11 paper. Please limit this to one pound of paper. This will be collected by PCS and submitted to the board for review.

Fundamentals of Surveying (FS) –

All candidates applying for SIT certification must submit a complete first-time application to PCS. Please check the classification that applies to you on the application. Submit the application with a transcript and work experience (on 8.5 x 11 paper, weighing no more than a pound) based on the classification you are applying under. This information will be collected by PCS and submitted to the board for review.

CONTACT INFORMATION

Applications/Scheduling forms must be submitted by regular mail or by express mail of the U.S. Post Office. (Deliveries from other express services cannot be accepted in a post office box). Send all Applications/Scheduling forms to:

Regular/Express Mail

PCS/MA ENG

150 Fourth Avenue North, Suite 800

Nashville, TN 37219

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

Professional Credential Services staff is available by telephone Monday through Friday, between 7:00 a.m. and 4:30 p.m., Central Standard Time.

Toll-free: 877-364-3926

Fax: 615-880-4282

Website: www.pcshq.com

Email: maeng@pcshq.com