

**NEW JERSEY ENG/LS/LAW  
FREQUENTLY ASKED QUESTIONS**

**Q. Does the PCS deadline for receipt of materials apply to the board application and the scheduling form?**

A. No. Please check with the New Jersey Board of Professional Engineers and Land Surveyors for the board application deadline. It is much sooner than the **PCS** scheduling form deadline.

**Q. Why are the deadlines different?**

A. The board must first process your board application before you will be allowed to schedule for the examination. Upon approval of eligibility to take the examination, the board will mail a scheduling form to you. The board's deadline is for the board application. The **PCS** deadline is for the scheduling form.

**Q. I would like to request a scheduling form; can you send one to me?**

A. **PCS** does not mail scheduling forms to candidates. The board mails scheduling forms to eligible candidates upon board approval.

**Q. What is my School Code?**

A.

- 73-001 Farleigh Dickinson Univ. Teaneck
- 73-002 Monmouth College
- 73-003 NJIT (New Jersey Institute of Technology)
- 73-004 Princeton University
- 73-005 Rutgers University
- 73-006 Stevens Institute of Technology
- 73-007 The College of New Jersey
- 73-008 Rowan University
- 73-011 Other school in New Jersey
- 73-009 Other U.S. school outside of New Jersey
- 73-010 Other school outside the U.S.

**Q. I am a New Jersey applicant. Can I take the examination in a state other than New Jersey?**

A. No, proctoring into another state other than the state in which you applied to take the examination is no longer available.

**Q. I have been approved to take the examination in another state (other than New Jersey). Can I take the examination in New Jersey?**

A. No, proctoring into another state other than the state in which you applied to take the examination is no longer available.

**Q. How can I receive confirmation that PCS has received my scheduling form?**

A. You may use one of the special delivery options available from the US Postal Service or use a courier service which tracks deliveries. PCS does not mail confirmations.

**Q. When will I receive my admission packet from PCS?**

A. Admission materials are typically mailed two to three weeks before the examination. However, if you do not receive yours within 7 days of the examination, please call our office for further instructions. It is your responsibility to be sure you know the date, time, and location of the examination you scheduled for. Not receiving your admission packet is not an acceptable reason for being absent.

**Q. What more can you tell me about the examination?**

A. For information concerning the examination content, scoring information and national pass rates please visit the National Council of Examiners for Engineering and Surveying (NCEES) web site, [www.ncees.org](http://www.ncees.org).

**Q. What is a FE Reference Handbook?**

A. The FE Reference Handbook is the only allowed reference book that FE examinees may use during the examination. PCS will provide you with a copy of this reference book at the examination. The FE Reference Handbook contains charts, formulas, tables and other information related to the FE examination. Some candidates have found this handbook to be helpful in their preparation for the examination. Please visit the National Council of Examiners for Engineering and Surveying (NCEES) web site, [www.ncees.org](http://www.ncees.org) to obtain your own copy. Please note that FE examinees are not allowed to bring any reference materials, including a copy of the FE Reference Handbook, into the examination.

**Q. What is my Candidate ID number?**

A. Your Candidate ID number is the 9 digit number printed on your admission notice. This number is assigned each time you register for the examination. You may call 1-877-364-3926 if you have any questions regarding your Candidate ID number. *\*\*NOTE: The Candidate ID number may sometimes be referred to as the Examinee ID number.*

**Q. What am I supposed to do with this New Jersey Law Examination that I received with my admission materials?**

A. Take the examination and mail both the examination booklet and the answer sheet back to the PCS office by the posted deadline for scoring.

**Q. What if I missed the deadline for returning my NJ Law Examination?**

A. It is imperative we receive the examination booklet back even if you miss the deadline. You will not receive a score but unless the examination booklet is returned, another booklet cannot be mailed to you..

**Q. What number should I put on my NJ Law Examination answer sheet? Do I have to put my booklet number or birth date on the answer sheet?**

A. Use your 9 digit Candidate ID number from your admission notice on your answer sheet. Your booklet number and birth date are not required on the answer sheet.

**Q. Can I fold my NJ Law Examination answer sheet and return it to you in a letter sized envelope?**

A. No. Answer sheets must not be folded. Folding the answer sheet could result in the answer sheet not being scored. A pre-addressed envelope for returning the NJ Law Examination booklet and answer sheet is enclosed with your NJ Law Examination for your convenience.

**Q. When can I expect to receive my examination score?**

A. Professional Credential Services (PCS) expects to receive candidate scores from the National Council of Examiners for Engineering and Surveying (NCEES) approximately 12-14 weeks after the examination. Upon receipt of candidate scores, PCS will notify the board. The board will vote on a release date at the very next board meeting and will notify PCS of their decision. PCS will then release scores to candidates according to the board's wishes.

Typically, scores are mailed to candidates in mid January for the October examination and in July for the April examination. Failing candidates will receive instructions on how to reapply in their score packets.

**Q. Fourteen weeks has passed since the exam, why haven't I received my grades?**

A. Score Notices are sent to candidates from PCS after the Board of Professional Engineers and Land Surveyors has met and approved the release of the scores.

If Score Notices have been mailed and you haven't received yours, you should:

1. Allow 10-14 business days for receipt of those scores.
2. Make sure PCS has your most current, correct address on file.
3. Your scores could be held if there is a problem with your file, such as, a balance due on your account, for example.

4. Return your NJ Law Examination booklet and answer sheet. Candidate grades will be held if they receive a NJ Law Examination but fail to return it to PCS.

Candidates may request a reprint of their scores. Typically, candidates should expect to receive their score reprint within 7 – 10 days after they have made a request for a reprint. To request a reprint please complete the Score Notice Reprint Request Form and fax it to PCS at 615-846-0153. Candidates who need to request a reprint of their scores and need to submit an address change or name change may complete the Change of Name or Address Form and fax it to PCS at 615-846-0153. Candidates must also notify their state board of any name or address changes. Scores will not be released via telephone, fax, or email. Scores are always released via the USPS.

**Q. How can I receive a receipt of my fees paid to PCS?**

A. Candidates who wish to receive a letter of receipt from PCS may do so by printing, completing, and faxing the Letter of Receipt Request Form to PCS at 615-846-0153. Repeat candidates who pay their fees by credit card are encouraged to use their Confirmation Notice from PCS as their official receipt.