

FIRST-TIME & RE-EXAM APPLICANTS

C A N D I D A T E I N F O R M A T I O N B U L L E T I N

EXAMINATION DATES

PE/PS/State: April 13 & October 26, 2012
FE/FS: April 14 & October 27, 2012

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 Pennsylvania State Registration Board of Professional Engineers, Land Surveyors and Geologists has engaged Professional Credential Services (PCS) for application processing, examination administration and score reporting. Please read the following information carefully before completing an application or scheduling form. All inquiries regarding the examination must be directed to the Pennsylvania Engineering/Surveying Coordinator at Professional Credential Services (PCS).

If you are already licensed to practice engineering or surveying in another state, please visit the Pennsylvania Board web site at www.dos.state.pa.us/eng.

NCEES REGISTRATION INFORMATION

All FE, FS, PE & PS candidates are required to register with NCEES for each exam cycle (April & October). If you previously created an account, you **MUST** register again by logging back into your account. For NCEES registration deadlines and more information, please visit www.ncees.org

First-Time FE and Land Surveying applicants, please see Scheduling Form PA11 for information applicable to you.

All FE candidates will be asked to specify which afternoon module they wish to take at the time of registration. Visit www.ncees.org for your options.

No changes to FE afternoon modules or PE exam specifications/design standards may be made after the NCEES registration deadline.

PE STRUCTURAL EXAMINATION

The 16 hour PE Structural exam was offered for the first time in April 2011. It is a breadth and depth exam offered in 2 components on successive days. The 8-hour Vertical Forces (Gravity/Other) and Incidental Lateral component is offered only on Friday and focuses on gravity loads and lateral earth pressures. The 8-hour Lateral Forces (Wind/Earthquake) component is offered only on Saturday and focuses on wind/earthquake loads. Candidates must receive an acceptable result on both components within a 5-year period. For more information, please visit www.ncees.org.

EXAM FEES

First-time candidates: Certified Check or Money Order only. Please write your SSN on your form of payment so that it is credited to the correct account.

Re-exam candidates: If paying by internet or telephone – Visa, Discover or MasterCard only.

FE (First-time): \$180 (includes a \$25 one-time Board fee).

FE (Re-exam): \$155**

FS: \$200

PE: \$265

PS: \$265

State: \$175

Structural: \$510 per section (\$1020 total)

FEES ARE NOT TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON; NO POSTPONEMENTS.

***Every FE applicant must pay a one-time \$25 Board fee. Only applicants of the April 2001 examination and later may have already paid the Board fee.*

REGISTRATION & SCHEDULING INSTRUCTIONS

First-time FE candidates: see pages 1-2
First-time PE/FS/PS/State candidates: see page 2
All Re-examination candidates: see page 2

All necessary forms are available at www.pcsHQ.com.

REGISTRATION & SCHEDULING (First-time FE)

Scheduling deadlines: **December 1st** for the April examination
July 1st for the October examination

1. Register with NCEES by the NCEES registration deadline. You will select your exam and site information at this time. **Please see www.ncees.org for NCEES registration deadlines.**
2. Read and understand the "Candidate Information Bulletin" and "The Law and Examination Qualifications."
3. Mail a completed Scheduling Form PA11 and fee to PCS to be received by the scheduling deadline listed above. If you have any "yes" answers to question 12 on the Scheduling Form, certified copies of court documents and a personal statement **MUST** be received by the PCS scheduling deadline. Failure to do so will cause you to be miss the deadline for the examination.
4. Concurrently send education/experience qualification documents to be received by the scheduling deadline. See next page for details.

If you have graduated: Request an original transcript to be mailed **DIRECTLY** from the college/university to PCS. It must be received no later than the PCS scheduling deadline. The transcript must show the ABET accredited degree title and the date your degree was conferred. Transcripts will not be accepted if sent by the student, even if it is in a sealed envelope. These transcripts are marked "Issued to Student" and will therefore not be accepted.

If you are a college Junior or Senior: A "Report of Student Status" form must be completed by you and the university registrar to be received by the PCS scheduling deadline. You must be currently enrolled in an ABET accredited degree program.

If you are applying based on work experience: A completed Amplified Record of Engineering Experience form and five (5) completed Reference Information forms (3 references must be from registered PE's) must be received by the scheduling deadline.

1. Submit the original Amplified Record with your Scheduling Form by the deadline date. Attach a copy of the Amplified Record to each one of the five (5) Reference Information forms and distribute to each reference verifying the experience documented on your Amplified Record.
2. Each reference must return the completed reference form to PCS. All completed reference forms must be received by the examination deadline. It is the candidate's responsibility to ensure that these have been sent by the references.

PCS will submit the completed documentation to the Pennsylvania State Registration Board for review to determine eligibility. You will be notified in writing by the Pennsylvania State Registration Board of the eligibility review results.

If you are applying based on a foreign degree: Effective June 2, 2009, the Pennsylvania Board will no longer view or accept programs under the Washington Accord as being "substantially equivalent" to a degree from an EAC/ABET accredited program. An evaluation conducted by NCEES is required to apply for examination and/or licensure. The completed evaluation must then be sent directly from NCEES to the State Registration Board for review by the scheduling deadline.

First-time candidates do not receive an automatic confirmation of receipt of documents. In order to receive confirmation that your application was received, please send it via certified mail so you can track your package.

REGISTRATION & SCHEDULING (First-time PE/FS/PS/State)

**Application Deadline: December 1st for the April examination
July 1st for the October examination**

Scheduling Deadline: Please visit www.pcshq.com for the current exam cycle's scheduling deadline.

1. 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.
2. A completed Board application, supporting documents, and board fee must be mailed to the Pennsylvania State Board by the deadline listed on the application.
3. **FS/PS/State only:** Concurrently send a completed Scheduling Form PA11 and fee to PCS by the application deadline listed above. You may wait to submit a Scheduling Form until you have been approved by the Board. However, if the first-time deadline has been missed, you must wait for the next exam cycle. If you do submit a Scheduling Form and are not found eligible for the examination, you will be considered "ineligible." Please see the Refund Policy for information pertaining to ineligibility.
4. **PE only:** Once PCS receives your completed Board application, your file will be forwarded to the Board for review. Once the review is completed, the Board will send you a letter (by mail or e-mail) with instructions for scheduling for the next possible examination.
5. **PE candidates PLEASE NOTE:** You must receive the approval letter from the Board before you can contact PCS and schedule for the examination. Please see the scheduling deadlines. If you do not receive an approval letter by the scheduling deadline, you will need to wait until the next exam cycle to schedule with PCS.

The Board does not guarantee any examination date. Applicants who wish to sit for a particular examination date must submit their completed examination application and all supporting documentation to PCS by the corresponding deadline. Please allow four weeks for processing. You will be notified via e-mail (preferred), telephone, or mail of your status.

REGISTRATION & SCHEDULING (All Re-Exam Candidates)

To schedule and pay for an exam online or to view current scheduling dates, please visit www.pcshq.com. Visa, Discover or MasterCard will be the only acceptable form of payment.

*Applicants from the April 2000 examination and later

Applicants who were determined eligible for the April 2000 or later examination can schedule and pay by internet. However, if you have been approved but have never scheduled and paid for the exam, you will have to call. If you want to be invoiced, then you must request an invoice over the telephone. Please call early in the month. The signed invoice must be returned to PCS with payment and qualification documentation (if required) by the deadline date.

*Applicants prior to April 2000 examination

Applicants who last applied with LGR prior to our administration in 2000 may require re-evaluation, and may be subject to the first-time application deadlines. E-mail paeng@pcshq.com and note what qualifications you are applying based on; if education indicate what degree and discipline was attained, where it was obtained, and the date of conferral for a pre-evaluation of your situation.

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act (ADA), examination administration modifications are available for candidates who qualify. Such candidates must visit NCEES' website (www.ncees.org) to obtain forms and instructions.*

Candidates who are members of religious faiths that cannot take the examination on the designated date are permitted to take the examination on an assigned alternate date and time. Such candidates must visit NCEES' website (www.ncees.org) to obtain forms and instructions.*

**All requests and documentation are due by the NCEES examination registration deadline. Please visit www.ncees.org for complete instructions.*

NOTIFICATION OF EXAMINATION AUTHORIZATION

Applicants must allow four weeks *after the deadline* for full processing of their Scheduling Form. Approximately 2-3 weeks prior to the examination, NCEES will email exam authorizations to eligible candidates and will include dates, times, and location of the examination. PCS will email exam authorizations to State-specific exam candidates. If the exam authorization has not been received within seven days prior to the examination date, the candidate must contact Professional Credential Services.

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 session. **Candidates will not be admitted to the examination after the announcements have begun.** Detailed instructions concerning arrival will be included with the exam authorization. Candidates are encouraged to visit the National Council for Examiners for Engineering and Surveyors (NCEES) web site (www.ncees.org) for information regarding the examination content and scoring system of the examination. **Please read the NCEES Candidate Agreement and calculator policy.** Both are available on www.ncees.org.

Note about military identification: new military ID's may lack a visible signature. In these cases, the candidate must present both the military ID (that lacks a visible signature) as well as another form of ID that does have a visible signature.

State examination candidates may refer to the "Pennsylvania Society of Land Surveyors – Suggested Publications and References" document for information. NCEES will supply mechanical pencils for use during the exam; these are the only acceptable writing utensils allowed in exam room.

FE Candidates: During the examination, only the NCEES supplied pencils, Reference Handbook and acceptable calculators will be permitted in the examination room. The Reference Handbook will be distributed to the candidates for use during the examination; candidates cannot utilize a personally-owned copy. 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).

EXAMINATION RESULTS

Results will be posted on your My NCEES account (www.ncees.org) for all candidates (except for State Specific candidates) approximately 10 to 12 weeks after the examination. State Specific results will be mailed via US Postal Service during this time. Results will not be given over the phone or through email. If you did not pass the examination, re-scheduling information will be provided with your online results.

FE's: To receive your EIT certificate upon passing an exam, you must have your college/university send a final, official transcript directly to PCS if they have not already done so. Please inform PCS and the Board if you have had an address change.

You may request a score verification within 45 days of the score release. If you wish to have your scores verified, please fill out the score verification form, which will be temporarily available on the website during those 45 days, and fax or e-mail it to PCS with the fee.

REFUND POLICY

Candidates who wish to cancel an examination and receive a partial refund must notify Professional Credential Services in writing (can e-mail) no later than 45 days prior to the examination. Candidates determined to be ineligible for the examination will receive a partial refund. A \$65 processing fee will apply to candidates who cancel the examination or are ineligible for the examination. All refunds will be issued 30 days after the examination. Again, there are no postponements or transfer of fees to future examinations for any reason.

NAME OR ADDRESS CHANGE

Any name or address change must be reported in writing to PCS and the Pennsylvania State Board. Changes can be reported to PCS by sending an email to paeng@pcshq.com. Be sure to include your name or address (as it appears on your application) along with the information to be changed.

For a name change, you must submit a photocopy of a legal document verifying the name change (i.e. marriage certificate, divorce decree or legal document indicating a name change). Candidates must report address or name changes on or before the NCEES registration deadline.

CORRESPONDENCE

All correspondence and questions related to PE/FS/PS/State examination eligibility and certification should be directed to the **Pennsylvania State Registration Board:**

Mailing Address

Pennsylvania State Registration Board for Professional Engineers,
Land Surveyors and Geologists
P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address

Engineer Board
2601 North Third Street
Harrisburg, PA 17110
Phone: (717) 783-7049
Fax: (717) 705-5540
Email: st-engineer@state.pa.us
Web site: www.dos.state.pa.us/eng

Professional Credential Services (PCS)

PCS staff is available by telephone Monday through Friday between 7:00 am and 4:30 pm, CST. Applications must 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.

Mailing Address:

Professional Credential Services/PA ENG
P.O. Box 198728
Nashville, TN 37219

Courier Address:

Professional Credential Services/PA ENG
150 Fourth Ave. North, Suite 800
Nashville, TN 37219

Toll-free - (877) ENG-EXAM

Fax - (615) 846-3926

E-mail – paeng@pcshq.com

Web site – www.pcshq.com