EXAMINATION

INSTRUCTIONS

٠

# STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS,

Mailing Address:

## LAND SURVEYORS AND GEOLOGISTS

PCS Attn: PA PE PO Box 198728 Nashville, TN 37219-8728

Tel: 877.364.3926 Fax: 615.846.0153 E-Mail: pape@pcshq.com Web site: www.pcshq.com Courier Address: PCS-Attn: PA PE 150 Fourth Avenue North Suite 800 Nashville, TN 37219

# **PROFESSIONAL ENGINEER EXAMINATION**

Follow Instructions Below and Submit All Required Documents									
Applicant Checklist:	Please refer to the enclosed chart regarding the qualifications under the previous (old) law and the current (new) law.								
	Applicants qualifying under the current (new) law must have the required 4 years of experience as an Engineer-in-Training PRIOR to the application deadline. SEE QUALIFICATIONS CHART ON PAGE iii of iii.								
	er the previous (old) law, you must have received your results for the Fundamentals of Engineering or to applying for the Principles and Practice Examination.								
(new) law for the Principles and F	ew) law for the Fundamentals of Engineering Examination, you must then qualify under the current Practice examination. A candidate cannot change from the path in which one originally qualified for Ition Law may be viewed on the Board's website.								
1. Application must be	typed OR printed in blue or black ink.								
	S APPLICATION IF YOU ARE ALREADY LICENSED TO PRACTICE ENGINEERING IN ANOTHER STATE. ICE AT 717-783-7049 OR E-MAIL <u>st-engineer@state.pa.us</u> REQUESTING AN "APPLICATION FOR								
3. Complete pages 1 -	4 of application along with the amplified record.								
Fundamentals of Eng form. This form mus	<b>nination / Registration</b> must be completed by the Board of the state in which you passed the ineering Examination. If you passed the FE exam in Pennsylvania, you do not need to complete this t be forwarded directly to the PCS office from that state and must be received in the PCS office no later the April exam and no later than July 1 for October exam.								
college/university. T PCS office no later th	indicated on Page 2, Section 4 must be verified by requesting a <i>Transcript</i> from your he college/university <b>must mail</b> the <i>Transcript</i> directly to the PCS office and must be received in the an December 1 for the April exam and no later than July 1 for October exam. If your bachelor's degree ide of the United States – see #9 on the following page of instructions.								
record must be included with y	<b>f Experience</b> must be completed as per instructions on form. The original completed amplified your application when submitted to PCS. You must attach a COPY of your completed amplified record for dissemination to each individual being used as a reference.								
	TE DEGREES (eff. 01.25.04): The Board may grant 1 year of experience credit for each post- e earned by applicants for licensure, not to exceed 2 years, for those candidates qualifying under the that:								
	e is from an engineering program approved by the Board (must be from an institution that offers an BET-accredited baccalaureate degree in the same discipline);								
2) the degre	e is in the same discipline as an earned undergraduate degree; and								
3) the acade	emic time is not concurrent with earned experience.								
7. <b>References</b> must be	listed on Page 2, Section 5.								
	Id have personal knowledge of your experience and collectively be able to attest to the entire amount rience. An applicant is encouraged to use an immediate supervisor as a reference.								
b. Applicants must	NOT be related to those listed as references.								
	ompleted amplified record must be attached to a "Reference Information" form for dissemination to y each of the five persons furnished as a reference.								
geologists who biographies) wh	five references must be licensed engineers. The other two (2) may be registered land surveyors or can attest to your engineering experience OR similarly qualified individuals (with the proper o can attest to your character or qualifications.								
	nust complete form and forward directly to the PCS office. ( <u>Copv</u> of amplified record is NOT to be forms must be received in the PCS office no later than December 1 for the April exam and no later tober exam.								

t
ł g.

<u>APPLICATION DEADLINES</u> This application, the amplified record and all supporting documents must be submitted by the application deadline. However, this does not guarantee you will be approved for the upcoming examination. It is the goal of PCS and the PA Board to approve all applications in time to register for the candidate's examination of preference, but not always obtainable.							
Applications must be POSTMARKE	D by the deadline indicated below:						
December 1 for April Exams	July 1 for October Exams						
A postmark is defined as the official mark that the United States Postal Service routinely uses to cancel your postage stamp. Postage meter dates from businesses are not considered a postmark. Courier service packages must clearly indicate the date sent.							
FUTURE EXAMINATION DATES							
April 12, 2013	October 26, 2012						
April 11, 2014 October 25, 2013							

Page ii of iii

May 2012

# THE LAW AND EXAMINATION QUALIFICATIONS ENGINEERING

Qualifications for the Fundamentals of Engineering Examination:							
The Old Law (Section 14 of Act 367)	The Current Law (Section 4.2 of Act 367)						
Received degree before June 30, 1994, or began experience before February 19, 1991.	Received degree or plan to after June 30, 1994, or who began experience after Feb. 19, 1991.						
a) <u>NO DEGREE</u> : Experience was started before Feb. 19, 1991 - needs 4 years of qualifying experience under supervision of PE or similarly qualified individual (Refer to Rules & Regulations).	a) <u>NO DEGREE</u> : Qualifying experience started after Feb. 19, 1991 - needs 8 years of progressive experience in engineering work equivalent to that attained through graduation from an approved engineering curriculum.						
b) <u>WITH DEGREE</u> : ABET accredited 4 year B.S. degree in engineering or Engineering/Technology granted prior to June 30,	b) <u>WITH DEGREE</u> : ABET accredited B.S. degree in engineering or Engineering/Technology granted after June 30, 1994.						
1994.	c) <u>STUDENT</u> : An engineering student who has completed 2 years or more of an approved program in engineering may sit for the exam, but <u>cannot</u> receive the EIT certificate until proof of graduation is provided.						
Qualifications for the Principles a	nd Practice of Engineering Examination:						
The Old Law (Section 14 of Act 367)	The Current Law (Section 4.2 of Act 367)						
Received degree before June 30, 1994, or began experience before February 19, 1991.	Received degree or plan to after June 30, 1994, or who began experience after Feb. 19, 1991.						
a) <b>WITH DEGREE</b> : Must have EIT certificate and 4 years of progressive experience or teaching experience in an approved engineering curriculum (under the supervision of a PE or similarly qualified individual). Refer to Rules & Regulations. Amplified record must show at least 4 years of qualifying experience.	a) <u>WITH DEGREE</u> : Must have EIT certificate and 4 or more years of progressive experience in engineering work earned <u>after</u> the issuance of the EIT certificate and under the supervision of a PE. or similarly qualified individual (Refer to Rules & Regulations).						
b) <u>NO DEGREE</u> : Must have passed the Fundamentals of Engineering examination prior to applying for the PE examination. Must have 8 years of qualifying experience under the supervision of a PE (beginning prior to Feb. 19, 1991) or similarly qualified	b) <u>WITH DEGREE</u> : Must have EIT certificate and 4 or more years of progressive teaching experience earned <u>after</u> the issuance of the EIT certificate in an approved curriculum, and under the supervision of a PE or similarly qualified individual (Refer to Rules & Regulations).						
individual. Refer to Rules & Regulations. Amplified record of experience must show at least 12 years of qualifying experience (4 of which qualified one to sit for the Fundamentals of Engineering examination).	c) <b>NO DEGREE:</b> Must have EIT certificate and the candidate's amplified record of experience must show at least 12 years of experience (8 of which qualified one to sit for the FE exam) and an additional 4 years gained <u>after</u> the issuance of the EIT certificate, under the supervision of a PE or similarly qualified individual (Refer to Rules & Regulations).						
	<ul> <li>NOTE: POST-BACCALAUREATE DEGREES (eff. 01.25.04): The Board may grant 1 year of experience credit for each post-baccalaureate degree earned by applicants for licensure, not to exceed 2 years, provided that:</li> <li>1) the MS/PhD degree is from an institution with an engineering program approved by the Board (must be an ABET-accredited or equivalent [as determined by CPEES] baccalaureate degree in the same discipline);</li> <li>2) the MS/PhD degree is in the same discipline as an earned undergraduate degree; and</li> </ul>						
	3) the academic time is not concurrent with earned experience.						
	<b>Also, be aware that:</b> The MS/PhD degrees must have been granted AFTER the issuance of an EIT certificate – the same requirement as the experience.						

#### PENNSYLVANIA

EXAMINATION

٠

٠

APPLICATION

STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS,									
Mailing Address: PCS Attn: PA PE P.O. Box 198728 Nashville, TN 37219-8728	LAND SURVEYORS AND GEOLOGISTS Tel: 877.364.3926 Fax: 615.846.0153 E-Mail: pape@pcshq.com Website: www.pcshq.com				PCS – Att 150 Fourt Suite 800	<u>Courier Address:</u> PCS – Attn: PA PE 150 Fourth Avenue North Suite 800 Nashville, TN 37219-8689			
APPLICA	<b>NOIT</b>	N	FOF	2	E	KAM	INAT	ION	
	PRO	FESS	ION/	AL EM	NGI	NEE	R		
Fol	llow Attach	ned Instructi	ions and S	ubmit All R	Required	Docume	ents		
Section 1 Applica	ant Inforn	nation. (M	ust be type	ed or comp	pleted in	blue or l	plack ink.)		
Show name as you wish it to	appear on	license and	d wall certi	ficate:					
a) Last Name:									
b) First Name:					c) Middle				
d) Social Security #				e) Date	of Birth:				
f) Street Address:									
(Continued) g) City:				State		Zip:			
h) Daytime Phone #:							ension:		
i) Internet E-Mail Address:									
j) Would you like us to comr	municate w	vith you reg	arding this	applicatio	on via e-ı	nail?:	Yes:	No:	
k) Maiden Name (If applicable):	:								
Section 2									
Section 2 Board									_
Submit check or money order in "PCS".			<b>0</b> payable to	o the	NOT asse rega	essed for ar	ny payment retu	sing fee will b urned by your ban on-payment.	be k,
Fees are non-transferable and non-refundable.									
Section 3 Examination Information									
I am applying for the following Principles and Practice of Engineering exam date (check one):									
April (Yr) October (Yr) Discipline:									
Date in which the Fundament Engineering exam was passe		State:	Da	ate Passed	: МО		YR	None	
Date in which the Engineer-ir certificate was issued:		мо	Year						

<b>Section 4</b> Education (If additional space is require <i>Transcripts must be mailed directly</i>				per)
College, University or Professional School and Address		Attended	Major Course of Study and Degre Awarded	
1.				
2.				
3.				
4.				
Section 5 References (See "Reference Inform				hor
List five references - Name, State, Professional Licen Name and Address	ise nu	State In Which Licensed		Telephone #
1.		LICENSEU		
2.				
3.				
4.				
5.				
Section 6 Applications previously submitt		this Board.	Professional	
Engineer-In- Professional Surveyor-In- Training Engineer Training	Land Su		Geologist	None
	No			
Write Yes and <u>Speak</u> Yes	No	the E	nglish Languaç	ge?

Name of Applicant (Print):

S	ection 8	Criminal and Disciplinary Information								
The following <u>must</u> be answered. If any of the answers is "YES", attach a full explanation on an 8-1/2" x 11" sheet of paper <u>and</u> submit a certified copy of all relevant court and/or legal documents. Answering "YES" to any of the following questions will not result in the automatic denial of your application.										
				YES	NO					
A. Have you ever been convicted of, or pleaded guilty or nolo contendere to, a felony or misdemeanor (other than minor traffic offenses) in Pennsylvania or any other state?										
B. Are there felony or misdemeanor charges (other than for minor traffic offenses) now pending against you in Pennsylvania or any other state?										
C. Have you had disciplinary action instituted or taken against your license in any state or jurisdiction?										
D. Have you withdrawn an application for a license, had an application for a license denied or refused, or agreed not to reapply for a license in any state or jurisdiction?										

#### **Section 9** Social Security Act Certification

This licensing board is obligated to inform each applicant or licensee from whom it requests a Social Security number on any application or form that disclosing such number is mandatory in order for this licensing board to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). In order to enforce domestic support orders, at the request of the Commonwealth's Department of Public Welfare (DPW), this licensing board must provide DPW information prescribed by DPW about the licensee, including the Social Security number.

In the event that this licensing Board takes disciplinary action against an applicant or licensee, this board may disclose their Social Security number if applicant or licensee voluntarily agrees to the disclosure of this information to the appropriate professional association. This organization compiles information about individual applicants and licensees and transmits that information to other licensing boards in order to coordinate licensure and disciplinary activities between the individual states. If you do not voluntarily provide your Social Security number for this purpose, information about you will still be transmitted to this organization should this licensing board discipline you, but that information will not include your Social Security number.

I certify that I have read the above statement, understand the full intent and I do give this licensing board permission to report my Social Security number to the appropriate professional association or licensing board.

Signature of Applicant:

Date:

Name of Applicant (Print):

## Section 10 Code of Ethics

I hereby subscribe to and agree to abide by the following Code of Ethics: (your signature below indicates affirmation of this code).

It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any professional engineer, professional land surveyor or professional geologist:

- 1. To act for his client or employer in professional matters otherwise than as a faithful agent or trustee, or to accept any remuneration other than his stated recompense for services rendered.
- 2. To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone.
- 3. To attempt to supplant another engineer, land surveyor, or geologist after definite steps have been taken toward his employment.
- 4. To compete with another engineer, land surveyor or geologist for employment by the use of unethical practices.
- 5. To review the work of another engineer, land surveyor or geologist for the same client, except with the knowledge of such engineer, land surveyor or geologist, or unless the connection of such engineer, land surveyor or geologist with the work has terminated.
- 6. To attempt to obtain or render technical services or assistance without fair and just compensation commensurate with the services rendered: Provided, however, the donation of such services to a civic, charitable, religious or eleemosynary organization shall not be deemed a violation.
- 7. To advertise in self-laudatory language, or in any other manner, derogatory to the dignity of the profession.
- 8. To attempt to practice in any field of engineering, land surveying or geology in which the registrant is not proficient.
- 9. To use or permit the use of his professional seal on work over which he was not in responsible charge.
- 10.To aid or abet any person in the practice of engineering, land surveying or geology not in accordance with the provisions of this act or prior laws.

#### Section 11 Certification Statement

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S.§4911.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

Signature of Applicant:

Date:

09.2004

Page

of

(Duplicate this blank page to provide sufficient extra pages to adequately document your experience. **Only** information presented on this form will be considered.)

Employment Number (1,2,3, etc.)	List Name & Address of Supervising Official thoroughly familiar with each employment. (If licensed, indicate "PE" or "PLS" after	Engin or Sur <u>Emplo</u> DA Mor Ye	es of eering veying <u>oyment</u> ATE ATE	<ol> <li>PREPARATION INSTRUCTIONS         <ol> <li>Applicants applying for the PE or PLS examination under the current law must show at least 4 years of PROGRESSIVE experience gained AFTER the issuance of the EIT or SIT certificate; engineering exp. must emphasize design work. Refer to the chart on "The Law and Examination Qualifications" for additional information.</li> <li>List employers in chronological order with the oldest shown as No. 1. Double space between each employment description.</li> <li>Show name and address of each employer and the title of your position.</li> <li>For each employer, describe in detail the work you performed. Applications with insufficient information will be disapproved.</li> <li>DO NOT LIST PRE-GRADUATION EXPERIENCE. DO NOT LIST ANTICIPATED EXPERIENCE. (The required amount of experience must have been completed prior to the application deadline.)</li> <li>EACH page of record must include PRINTED NAME and DATE. Signature required on LAST page along with the experience totalled.</li> </ol> </li> </ol>		Years	nploye - Mon In Ot Eng. Surv.	ther . Or
Ēr	name.)	From Mo/Yr	To Mo/Yr	<ul> <li>(b) Name and Address of Employer</li> <li>(c) Description of Work – accurate and all-inclusive – indicating character of work and degree of responsibility. The Board generally prefers <u>one page per one year</u> of experience.</li> </ul>	Yrs	Mos	Yrs	Mos
Print N	lame:		-	Signature (Last Page ONLY): Date: TOTAL EXPERIENCE WITH WHICH YOU ARE APPLYING (Total on Final Page ONLY) →				

# **REFERENCE INFORMATION FORM**

#### A. Applicant Check List:

1. Please note all requirements on instruction page of application. Applicants for the PE exam must have 3 PE's as references; the other 2 references may be similarly qualified (must attach a resume to completed reference form); OR registered land surveyors or geologists who can verify engineering experience. Applicants for the surveying exam must have at least 3 licensed surveyors as references; the other 2 may be professional engineers. Geologist applicants must provide references from 3 licensed geologists (Exception: See #4 under Section B).

Applicants applying for the FE or FLS examination based on experience would follow the same reference guidelines listed above for the relevant profession.

- □ 2. Fill in your name and address (Top of Page 2) and that of the reference.
- □ 3. Check (✓) the appropriate category (Top of Page 2) in which you are seeking registration/certification.
- □ 4. Applicant MUST NOT be related to any reference. References should have personal knowledge of your experience and collectively be able to attest to the entire amount of required experience.
- □ 5. Attach a copy of your completed AMPLIFIED RECORD to each Reference Form provided to your references.
- □ 6. The completed Reference Information Form **MUST** be returned directly to the appropriate office directly **from the reference.** Copy of amplified record should not be returned.
- □ 7. Reference Information Forms submitted by the applicant with the application will be REJECTED.

**B.** Reference Check List:

The applicant is required to furnish evidence of qualification for registration for the category checked below. You are asked to attest to the applicant's character, ability, reputation and professional skills and attainments. Be assured that the Board will hold all information strictly confidential.

- □ 1. Please answer questions on Page 2 of this application.
- □ 2. Sign and date at the bottom of Page 2.
- **3**. **DO NOT RETURN THE AMPLIFIED RECORD.**
- 4. References without a professional license (Eng/Surv) must attach a copy of their resume to this form before mailing. For Geologists: If verifying a candidate's work performed prior to February 16, 1993, a similarly qualified geologist who was not licensed (with the proper biography) may be submitted.
- **5**. Return completed Reference Information Form as instructed below to the appropriate location:

For PE/EIT Applicants: Mail directly to ♥

Professional Credential Services Attn: PA PE P.O. Box 198728 Nashville, TN 37219-8728

#### For All OTHER Applicants: Mail directly to $\Psi$

Engineer Board P. O. Box 2649 Harrisburg, PA 17105-2649

47-R	EE6	<u> </u>	6 2	007
41-R	ELO	υυι	10.Z	001

Mail Reference Form to:

PCS Attn: PA PE P.O. Box 198728 Nashville, TN 37219

### **REFERENCE INFORMATION FORM**

(To be completed by Reference and due by exam deadline dates of July 1 or December 1)

Applicant's Name:	Applying for: EIT PE SIT PLS PG (Circle One)						
Address: City:	State: Zip:						
THE FOLLOWING TO BE COMPLETED BY REFERENCE: Must be typed or completed in blue or black ink							
1. Name of Reference: LAST	FIRST MI						
1a. Reference Address:							
2. Business Phone (8 AM - 5 PM) :	- Ext.:						
3. Internet E-Mail Address:							
4. What is your present business or profession:							
5. If in individual practice, please indicate nature of such practice.							
6. Are you a Licensed □Engineer □Surveyor □Geologist? □I	None License #						
If "none," see B-4 on page 1.	State: Exp. Date						
7. How long have you known the applicant? From	to inclusive.						
8. What has been your business connection with applicant?							
9. Are you in any way related to applicant?							
10. Do you know of anything reflecting adversely on the integrity or g □ No □ Yes If "Yes", please explain:	general good character of the applicant?						
11. Does the applicant read, write, and speak the English language in	ntelligently?						
12. Briefly describe the applicant's qualifications:							
13. Is applicant's experience of a grade or character to allow applicar involved in the practice of the profession?	nt to assume responsible charge of the work 'No", please explain:						
14. Which employment numbers/engagement numbers/time periods shown on the applicant's amplified record of experience can you verify?							
15. Do you recommend the applicant for registration as requested in application?							
The undersigned certifies to the accuracy of the above s	statements.						
Signature:							

VERIFICATION OF EXAMINA	ΓΙΟΙ	N / REGISTRATION
PENNSYLVANIA         State Registration Board for         Professional Engineers,         Land Surveyors and Geologists         Mailing Address:       Courier Address:         PCS-Attn: PA PE       PCS- Attn: PA PE         P. O. Box 198689       POS - Attn: PA PE         Nashville, TN 37219-8689       Sto Fourth Ave. North, Suite 800	nece be s 1.	<b>INSTRUCTIONS</b> the responsibility of the applicant to request the essary verification(s). After completion, this form must sent directly to the PA Board. <b>Applicants for Examinations:</b> This form must be completed by the State Board where you passed the EIT/F examination. This does not apply to those who passed the EIT/FE examination in PA. <b>Applicants for Reciprocity OR Temporary Permit:</b> This form must be completed by the State Board that
877.364.3926 ● Fax 615.846.0153 E-Mail: pape@pcshq.com Website: www.pcshq.com		granted your license by exam. If the 2 parts of the exam were passed in different states, a separate verification mus be obtained from each state.
THIS PORTION TO BE COMPLETED BY         TO: (State Board Completing Form)	City)	Image: PPLICANT         (Name of Applicant)         (Street Address)         (State)       (Zip)

#### THIS PORTION TO BE COMPLETED BY STATE BOARD

I.	The above named person was certified or regis	stered as:			
		Certific	ate Number	Date Issued	Valid Until
	Engineer-in-Training (Or accepted from:	)			
	Professional Engineer (Or accepted from:	,			
	Surveyor-in-Training (Or accepted from:				
	Prof. Land Surveyor (Or accepted from:				
II.		f "Yes", please p			
III.	Basis of Registration:				
	Written Examination	# of <u>Hrs.</u>	Results (P/F/Score)	NCEES Exam <u>(Yes/No)</u>	Exam Date
	Fund. Of Engineering (EIT)				
	Princ. & Pract. of Engineering (PE)				
	□ Fund. Of Land Surveying (SIT)				
	Princ. & Pract. Of Land Surveying (PLS)				
	Other Specify:				
IV		hrs. L	S Date:		
V.	Comity with: (1)	(2)			
VI	Education and Experience: If less than 8 years engineering curriculum, please check here				
Si	gnature and Title:			(Board	Seal)
В	oard:	_ Date:		,	,