

# PUERTO RICO

INFORMATION FOR INITIAL APPLICANTS FOR ENGINEERING AND  
LAND SURVEYING EXAMINATION

## CANDIDATE INFORMATION BULLETIN

### 2015 EXAMINATION DATE

**FE/FS:** Beginning in January 2014, the FE and FS 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/PS/: October 30, 2015

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

#### FE/FS First Time

*Applications will be accepted all year-round.*

#### PE/PS Application deadline for First-Time and Re-exam

For the October 2015 examination: August 27, 2015

Please visit the NCEES web site, [www.ncees.org](http://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 2013 EXAMINATION CYCLE:

\*The PS exam is now a 6-hour CLOSED-book exam.

### 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](http://www.ncees.org)

ALL CANDIDATES ARE REQUIRED TO CREATE AN ACCOUNT AND REGISTER WITH NCEES AT [WWW.NCEES.ORG](http://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](http://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 on-line application will be accepted all year-round. The PE/PS on - line PCS application will be available on the PCS website until August 27th for the October 2015 examination. Educational documentation must be received no later than August 27th for the October 2015 examination. Applications will not be accepted after the deadline for any reason. Please read below for required documentation for first time examination approval.

### 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](http://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	\$470
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](http://www.ncees.org))

#### EVIDENCE OF QUALIFICATIONS

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 PR CIB 06012015

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.

#### 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](http://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](http://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](http://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 and PS examinations. Please visit the NCEES website [www.ncees.org](http://www.ncees.org) for more information.

#### ENGLISH NOTE (PE/PS 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](http://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 Professional Credential Services.

#### **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](mailto:pringenieros@ocshq.com).

#### **RESULTS**

Results will be posted on your My NCEES account ([www.ncees.org](http://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 our web site for a limited time. An additional fee will be charged for this service. Visit our web site for additional information about score verifications.

#### **PCS CONTACT INFORMATION**

Professional Credential Services staff is available by telephone Monday through Friday between 7:00 am and 4:30 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 4<sup>th</sup> Ave North  
Suite 800  
Nashville, TN 37219

Please visit our web site at [www.pcshq.com](http://www.pcshq.com)

Toll-free - (877) ENG-EXAM

Fax - (615) 846-0153

**Email:** [pringenieros@ocshq.com](mailto:pringenieros@ocshq.com)

Web site – [pr.pcshq.com](http://pr.pcshq.com)