

09272011

**VA Engineers and Surveyors
FREQUENTLY ASKED QUESTIONS**

Q. Do I need approval from the VA DPOR before scheduling for the examination?

A. Yes, please contact the VA DPOR at apelscidla@dpor.virginia.gov or 1.804.367.8512. If you schedule without approval first, you will forfeit \$50.00 of your fees paid.

Q. How long is my eligibility after I receive approval from the VA DPOR?

A. 3 years from the time you are approved.

Q. Once I receive approval for reinstating my eligibility, how do I schedule for the examination?

A. You should register with NCEES at www.ncees.org and wait for further instructions.

Q. Where will I receive an Identification number?

A. Please visit www.ncees.org to obtain your 10 digit ID number. You will receive your ID once you have completed your NCEES registration.

Q. If I register with NCEES and schedule with PCS does this mean I have board approval?

A. NO. You must contact the VA DPOR to apply for board approval.

Q. Are candidates required to register with NCEES each time they want to sit for an examination?

A. Anytime you want to sit for an examination you must register with NCEES. If you have previously registered with them there is no need to create another account. You will need to sign into your previous account and register for the current examination.

Q. I am a Virginia applicant. Can I take the examination in a state other than Virginia?

A. No. Proctoring is no longer allowed unless you are in the Military. NCEES will guide you through the proctoring procedures once you register with them, and before you schedule with PCS.

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

A. No. Proctoring is no longer allowed unless you are in the Military. NCEES will guide you through the proctoring procedures once you register with them, and before you schedule with PCS.

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

A. Admission materials will be available via email with-in your NCEES account. You will be notified via email when they are available. They will typically be available two to three weeks prior to the examination. However, if you do not receive your email 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 information is not an acceptable reason for being absent. If you do not show up for the examination, you will forfeit your fees.

Q. Who will send me my examination results?

A. Score notices are released directly from your NCEES account at www.ncees.org.

Q. How can I receive a payment receipt?

A. Candidates who are scheduled with PCS can print their receipt via their PCS account.