

CANDIDATE INFORMATION BULLETIN

2012 EXAMINATION DATES

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

Scheduling and payment deadlines:

First-Time:

90 days prior to the examination - Engineers

60 days prior to the examination – Land Surveyors

Re-exam:

February 23, 2012 for the April 2012 exam

September 6, 2012 for the October 2012 exam

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 website also has information regarding examination content.

The Wisconsin Department of Regulation and Licensing (DRL) have engaged Professional Credential Services (PCS) for examination registration, examination administration and score reporting. Please read the following information carefully before registering. All inquiries regarding the examination must be directed to the Wisconsin Engineering Coordinator at PCS.

A first-time candidate is anyone not previously approved to take the specific engineering/surveying examination(s) for Wisconsin.

A re-exam candidate is anyone previously approved to take the specific engineering/surveying examination(s) for Wisconsin.

ALL CANDIDATES (First-time or Re-examinees) MUST REGISTER WITH NCEES FOR EVERY EXAM CYCLE.

Exam types/disciplines **CAN NOT** be changed after the NCEES registration deadline, no exceptions. Your exam selection on your NCEES account will dictate the examination booklet ordered for you. To change your selection *before* the NCEES registration deadline, you must log into your NCEES account and change your selection.

For NCEES registration deadlines and more information, please visit www.ncees.org

FIRST-TIME EXAMINATION REGISTRATION

1. **PE'S ONLY: APPLY WITH THE WI BOARD.** FE's and Surveyors: Continue to Step 2.
All PE applicants must be approved by the Wisconsin Board. First-time PE applicants must contact the Wisconsin Board for application information and deadlines for applications to be received. PE candidates will not be eligible for the examination without first applying to and receiving approval from the Board. All applicants who have already applied to and received approval from the Board may proceed to Step 2.

2. **CREATE AN NCEES ACCOUNT.**

All Board-approved applicants must create an account with NCEES at www.ncees.org. If you have not already done so, you may create an account 365 days a year at the NCEES website. If you have already created an account with NCEES, proceed to step 3.

3. **REGISTER WITH NCEES.**

After creating an NCEES account and receiving a confirmation email, log back into your NCEES account to register for an exam(s). Registration is only possible during NCEES registration windows; visit www.ncees.org to see if the registration window is open. You will select your exam discipline/module and location during NCEES registration. Your exam discipline/module and location can be changed up until the NCEES registration deadline. No exceptions can be made after the deadline.

4. **SCHEDULE AND PAY WITH PCS.**

Within 2 business days of registering with NCEES, applicants will receive an email from PCS with a link to schedule and pay for an exam on-line. If you do not see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator for the link; see the Contact Information section of this document for your coordinator's email address. Exams must be scheduled and paid for by the scheduling deadline.

RE-EXAMINATION REGISTRATION

1. **CREATE AN NCEES ACCOUNT.**

All Board-approved applicants must create an account with NCEES at www.ncees.org. If you have not already done so, you may create an account 365 days a year at the NCEES website. If you have already created an account with NCEES, proceed to step 2.

2. **REGISTER WITH NCEES.**

After creating an NCEES account and receiving a confirmation email, log back into your NCEES account to register for an exam(s). Registration is only possible during NCEES registration windows; visit www.ncees.org to see if the registration window is open. You will select your exam discipline/module and location during NCEES registration. Your exam discipline/module and location can be changed up until the NCEES registration deadline. No exceptions can be made after the deadline.

3. **SCHEDULE AND PAY WITH PCS.**

Within 2 business days of registering with NCEES, applicants will receive an email from PCS with a link to schedule and pay for an exam on-line. If you do not see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator for the link; see the Contact Information of this document for your coordinator's email address. Exams must be scheduled and paid for by the scheduling deadline.

EXAMINATION FEES

Fundamentals of Engineering (FE)	\$175
Principles and Practice of Engineering (PE)	\$297
FE and PE	\$457
Fundamentals of Surveying (FS)	\$225
Principles and Practice of Surveying (PS)	\$297
FS and PS	\$507
PE Structural-Vertical Component	\$542
PE Structural-Lateral Component	\$542
Both Vertical & Lateral	\$1084

Payment must be by VISA, Discover or MasterCard. **FEES WILL NOT BE TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON. NO POSTPONEMENTS.**

EXAMINATION LOCATIONS

Candidates will have a choice of the following locations:

1. Milwaukee, WI
2. Madison, WI
3. Platteville, WI

LATE REGISTRATION

Under certain conditions, some candidates may be able to register after the deadlines. Please contact the WI coordinator, wieng@pcshq.com, for more information. A \$100 late fee will be assessed, in addition to the examination fee, to all late registrations and this fee is non-refundable.

EXAMINATION SCHEDULE

Friday

-Principles & Practice of Engineering (PE)

8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(8-hour open-book examination)

-Structural – Vertical Component (SE)

8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(8-hour open-book examination)

-Principles & Practice of Surveying (PS)

8:00 a.m. – 3:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(6-hour open-book examination)

Saturday

-Fundamentals of Engineering / Surveying (FE) (FS)

8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(8-hour closed book examination)

-Structural – Lateral Component (SE)

8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)

(8-hour open-book examination)

PE STRUCTURAL APPLICANTS:

The 16 hour PE Structural exam was offered for the first time in April 2011. It is a breadth and depth exam offered in two 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.

EVIDENCE OF QUALIFICATIONS

Candidates must indicate when registering by which rule they qualify for the examination. FE, FS and PS candidates will be required to submit qualification documentation along with the Board application after a passing score has been achieved. Please do not submit this information to PCS or to the Board until you are instructed to do so.

NCEES

Candidates are encouraged to visit the National Council of Examiners for Engineering and Surveying web site (www.ncees.org) for the latest information regarding calculators, examination content

and scoring. Wisconsin will strictly adhere to the NCEES recommendations and guidelines regarding the calculator policy.

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 start time for each examination session. Candidates will not be admitted to the examination after the announcements have been started. Detailed instructions concerning arrival will be included with the admission notice.

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 published date may qualify for special accommodations. Please go to the NCEES website, www.ncees.org, for the required procedures to request for special accommodations. ALL REQUESTS AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO NCEES BY THE REGISTRATION DEADLINE.

EXAM AUTHORIZATIONS (ADMISSION NOTICES)

Approximately two weeks prior to the examination, NCEES will email an exam authorization to eligible candidates and will include dates, times, and location of the examination. Candidates may also log in to their NCEES accounts to download and print their exam authorizations at www.ncees.org. If the exam authorization cannot be downloaded from the NCEES website, the candidate must contact Professional Credential Services to have it emailed to them at least 7 days prior to their examination(s).

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.

NAME OR ADDRESS CHANGE

Any name or address change must be reported in writing to PCS and the Wisconsin Department of Regulation and Licensing. Changes can be reported to PCS by sending an email to wieng@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.

EXAMINATION RESULTS

Results will be released online at www.ncees.org approximately 10-12 weeks after the examination. NCEES will send you an email notification once results are available. No results will be given over the phone. Please do not call the Wisconsin Board or PCS for test results. If you did not pass the examination, your result letter will explain how to re-schedule.

REFUND POLICY

Candidates who wish to withdraw from the examination and receive a partial refund must notify Professional Credential Services, in writing prior to the examination. Typically candidates will receive a \$48 refund, but you should email the WI coordinator at wieng@pcshq.com to verify the refund amount, as some candidates may receive a different amount. First-Time candidates determined to be ineligible by the Wisconsin Board will receive a full refund. All refunds will be issued 30 days after the examination.

CONTACT INFORMATION

All correspondence and questions related to examination eligibility and certification should be directed to:

Wisconsin Department of Safety and Professional Services

P.O. Box 8935
Madison, WI 53708-8935

Phone: (608) 266-2112
Fax: (608) 261-7083
E-mail: web@drl.state.wi.us
Web site: <http://drl.wi.gov/>

All correspondence and questions related to examination scheduling should be directed to:

Professional Credential Services (PCS)

PCS staff is available by telephone Monday through Friday between 8:00am and 4:30pm, central time. Scheduling forms must be submitted by regular mail or by express mail.

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

Toll-free: (877) ENG-EXAM
Fax: (615) 846-0153
E-mail: wieng@pcshq.com
Website: www.pcshq.com