



Pearson
VUE

Pennsylvania Engineers

(FE, PE, and SE exams)

Candidate Information Bulletin

October 2018

CONTACT INFORMATION

PENNSYLVANIA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

<http://www.dos.pa.gov/eng>

P.O. Box 2649

Harrisburg, PA 17105-2649

(717) 783-7049

Hours of Operation 8:30 am – 5:00 pm M-F, Closed on Federal Holidays

Contact the Pennsylvania State Board of Engineers to:

- Obtain information about the application
- Change your current name **or address**
- Obtain license verification

PEARSON VUE

<http://www.pearsonvue.com/pa/bpoa>

Attn: Regulatory Program Manager

5601 Green Valley Dr.

Bloomington, MN 55437

(877) 883-1370

Monday–Friday 8am–11pm; Saturday 8am–5pm; Sunday 10am–4pm (Eastern Time Zone)

Go to Pearson VUE’s website (<http://www.pearsonvue.com/pa/bpoa>) to:

- Download a candidate information bulletin

Call Pearson VUE to:

- Pay appropriate Pearson VUE fees

NATIONAL COUNCIL OF EXAMINERS FOR ENGINEERING AND SURVEYING

<http://www.ncees.org>

Visit NCEES (www.ncees.org) to:

- Obtain information regarding the exam content
- View the examination blueprint
- Obtain the Examination schedule
- Download the NCEES Examinee Guide (for exam scoring information and exam day procedures)

DASHER

Pearson VUE c/o Dasher Inc

PO Box 60669

Harrisburg, PA 17105

1 (844) 369-9360

Monday–Friday 8am–6pm (Eastern Time Zone); Closed on the following holidays:

New Years, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas

Call or email (pboards@dasherinc.com) Dasher to:

- Obtain information regarding your PALS Application for Examination
- Verify paper documentation (e.g., school transcripts) is received

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INTRODUCTION

This handbook is for candidates who want to be licensed as an Engineer in Pennsylvania. Specifically, it covers the following exams:

- Fundamentals of Engineering (FE)
- Principles of Engineering (PE)
- Structural Engineering (SE)

This handbook describes the steps you, the candidate, must follow to apply for any of these exams.

The Pennsylvania State Board of Professional Engineers, Land Surveyors and Geologists has contracted with Pearson VUE to administer the examination(s) you must take to become licensed. The contact information (including web services) for Pearson VUE is listed in the *Quick Reference* on the inside front cover of this handbook.

ELIGIBILITY AND APPLICATION PROCESS

You must submit a completed application with supporting documentation and fees prior to being approved to sit for an examination. Applications must be submitted electronically to the Pennsylvania Department of State via the Pennsylvania Licensing System (PALS).

FE EXAMINATION

Candidates who wish to obtain their Engineering-in-Training (EIT) Certificate must pass the Fundamentals of Engineering exam. The process for sitting for the exam and obtaining an EIT varies based on a candidate's educational background.

ELIGIBILITY REQUIREMENTS FOR THOSE **WITH AN ABET DEGREE**

Candidates who completed at least two years of an ABET accredited engineering degree or have successfully graduated from an ABET-accredited post-secondary educational program (Accreditation Board for Engineering and Technology, Inc.) are eligible to register and schedule their examination directly with the National Council of Examiners for Engineering and Surveying (NCEES) via. No pre-approval from the State Board is needed.

Once you have passed the FE exam, you may pursue your EIT Certificate. In order to become certified, the following steps must be completed:

- Submit an application to the State Board along with the required \$25 fee via PALS.
- Request your school submit your transcripts to Dasher either via mail or email.
- Pay Pearson VUE an \$85 Processing Fee. This fee is separate from fees paid to the Board and NCEES. This \$85 fee may be paid by calling Pearson VUE at 877-883-1370. Please wait until the next business day after submitting your application before attempting to pay this fee.

ELIGIBILITY REQUIREMENTS FOR THOSE **WITHOUT AN ABET DEGREE**

Candidates who did **NOT** graduate from an ABET-accredited post-secondary educational program (Accreditation Board for Engineering and Technology, Inc.) are required to obtain the State Board's approval prior to sitting for the exam.

In order to be approved to test, the following steps must be completed:

- Submit an application to the State Board along with the required \$25 fee via PALS.

- Request all required documentation as applicable. See *Required Documentation* section below for details.
- Pay Pearson VUE an \$85 Processing Fee. This fee is separate from fees paid to the Board and NCEES. This \$85 fee may be paid by calling Pearson VUE at 877-883-1370. Please wait until the next business day after submitting your application before attempting to pay this fee.

Required Documentation for Non-ABET Candidates

Candidates who lack a degree from an ABET-accredited program, will be required to submit the following documentation which varies based on background:

- If you graduated with a Baccalaureate Degree in Engineering from a non-ABET accredited foreign institution contact NCEES to obtain a foreign education credential evaluation, which must be transmitted directly to the Board – NOT Dasher, Inc. The NCEES credential evaluation is a MANDATORY requirement in order to be considered for licensure by education; if the credential evaluation determines that your degree is not substantially equivalent you will be required to apply for licensure by work experience in order to be considered for the exam.

OR

- Graduated with a Baccalaureate Degree in Engineering from a non-ABET accredited U.S. institution AND Graduated with a Master Degree in Engineering from an institution that has an ABET accredited under graduate engineering curriculum.

OR

- Four years of engineering work experience obtained under the supervision of a licensed Professional Engineer.

OR

- Eight or more years of progressive experience in engineering work and knowledge, skill and education approximating that attained through graduation from an approved engineering curriculum.

TAKING THE FE EXAM

The FE Exam is a computer-based (CBT) exam administered by Pearson VUE through a contract with NCEES. The exam's content is developed by NCEES whom also governs all policies related to exam scheduling, ADA accommodations, exam day procedures (e.g., ID requirements), and results reporting. For information related to any of these topics, please go to <http://www.pearsonvue.com/ncees/> or you can review the NCEES Examinee Guide which can be downloaded from www.ncees.org. Questions related to the pre-approval process or certification should be directed to Dasher.

PE AND SE EXAMINATION

Candidates who wish to take either the Principles and Practices of Engineering (PE) or the Structural Engineering (SE) exam must be pre-approved by the State Board. In order to obtain approval to test, the following steps must be completed:

1. **Pass the FE Exam and possess an Engineering-in-Training (EIT) Certificate.**
2. **Submit an application to the State Board via PALS along with the required \$50 fee.**
3. **Submit administrative fees to Pearson VUE.**
These fees are separate from fees paid to the Board and NCEES and may be paid by calling Pearson VUE at 877-883-1370. Please wait until the next business day after submitting your application before attempting to pay this fee.
 - a. PE Exam Administrative Fee is \$225
 - b. SE Exam Administrative Fee is \$400 if taking both the Lateral and Vertical components OR \$225 if taking only one component
4. **Submit an Amplified Record of Engineering Work/ Design Experience and Five Reference Information Forms (to be submitted from each reference who directly supervised your work).**

To qualify for the principles and practice examination, the engineer-in-training shall have obtained one of the following experience qualifications after the effective date of the engineer-in-training certificate and before the submission of the examination application:

- Four years of progressive experience in a major branch of engineering, acquired under the supervision of a professional engineer licensed in the United States or an engineer who, through education and experience, possesses the equivalent level of expertise as that of a professional engineer licensed in the United States. The experience must be of a grade and character to qualify the candidate to assume responsible charge of the work involved in the practice of the major branch of engineering in which the candidate indicates proficiency. For sales, construction and similar nondesign experience to be acceptable, the candidate shall demonstrate that engineering principles and engineering knowledge were actually employed. Unacceptable experience includes the selection of data or equipment from a company catalog or similar publication, the execution as a contractor of work designed by a professional engineer, the supervision of construction work as a superintendent and the operation or maintenance of machinery or equipment. The candidate shall support all work experience, regardless of duration, with adequate references.

OR

- Four years of progressive full-time teaching experience in an ABET-accredited engineering curriculum under the supervision of a professional engineer or an engineer who, through education and experience, possesses the equivalent level of expertise as a professional engineer. The experience must include the teaching of engineering courses at the third-year, fourth-year or graduate level, covering the breadth and depth of the curriculum, and be of a grade and character to qualify the candidate to assume responsible charge of the work involved in the practice of engineering. A post-baccalaureate engineering degree may be substituted for each year of experience required under paragraph (2), up to a maximum of 2 years, if the following conditions are met:
 1. The degree is from an academic institution that has an ABET-accredited undergraduate curriculum.
 2. The degree is in the same discipline as an earned undergraduate degree.
 3. The academic time is not concurrent with earned experience.

A candidate who received a qualifying academic degree before June 30, 1994, or who began acquiring qualifying experience before February 19, 1991, may apply under §37.33 or §37.33a (<http://www.pacode.com/secure/data/049/chapter37/s37.33.html>) relating to grandfather requirements for certification as an engineer-in-training and for licensure as a professional engineer; and grandfather requirements for licensure as a professional engineer without certification as an engineer-in-training, as appropriate.

TAKING THE PE AND SE EXAM

The PE and SE Exams are both paper-based tests administered by Pearson VUE through a contract with the Pennsylvania Department of State. The exams' content are developed by NCEES whom also governs all policies related to exam scheduling, ADA accommodations, exam day procedures (e.g., ID requirements), and results reporting. For information related to any of these topics, please review the NCEES Examinee Guide at http://ncees.org/wp-content/uploads/ExamineeGuide_December-2016.pdf. Questions related to the pre-approval process should be directed to Dasher.

Once you have been approved by the State Board to sit for the PE or SE exam, your status on myncees will be changed to "Approved" and your seat will be reserved for the upcoming exam. Both the PE and SE exams are offered twice per year (April and October). Please refer to NCEES's website for a schedule of upcoming exam dates (<http://ncees.org/exams/schedule>).

Within the Commonwealth of Pennsylvania, the PE and SE Exams are offered in the following areas:

- Allentown
- Erie
- Harrisburg
- Philadelphia
- Pittsburgh
- State College

Approximately two weeks prior to your appointment, NCEES will email you an exam authorization. It will confirm your identity, the location of your exam site, the exam administration date, and arrival instructions.

CRIMINAL HISTORY RECORD CHECK (MANDATORY):

Pennsylvania applicants must either provide or purchase a recent *Criminal History Records Check* (CHRC) from the state police or another state agency from every state in which the applicant has lived or worked within the past five (5) years. The report(s) must be dated within 90 days of the date the application was submitted.

For new license applicants, who reside in Pennsylvania, a \$27 fee will be added to your application. This will be run by the Dept of State.

For applicants residing in California, Arizona, or Ohio: Due to the laws of these states, the Board is not an eligible recipient of CHRC's from California, Ohio, or Arizona. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check at <https://www.fbi.gov/services/cjis/identity-historysummary-checks>.

This will result in your PA CHRC automatically being requested and delivered directly to the Board.

GENERAL INFORMATION

TEST SCHEDULES

Once you have been approved by the State Board to sit for the PE or SE exam, your status on myncees will be changed to "Approved" and your seat will be reserved for the upcoming exam. **To pay the Processing (Product) Fees to Pearson VUE, please call (877) 883-1370. This is a non-standard fee, so be sure to mention to the agent that you need to pay a PRODUCT FEE.**

Both the PE and SE exams are offered twice per year (April and October). Please refer to NCEES's website for a schedule of upcoming exam dates (<http://ncees.org/exams/schedule>). Within the Commonwealth of Pennsylvania, the PE and SE Exams are offered in the following areas:

Testing Site Locations	
Available Examination Sites in April	
Allentown	Pittsburgh
Harrisburg	State College
Philadelphia	
Available Examination Sites in October (<i>available only in three locations</i>)	
Harrisburg	
Philadelphia	
Pittsburgh	

EXAMINATIONS AND FEES

Examination	Application Fee (paid to State Board via PALS)	Processing/ Product Fees to Pearson VUE
Fundamentals of Engineering (FE)	\$25	\$85
Principles and Practices of Engineering (PE)	\$50	\$225
Structural Engineering (SE) — <i>Lateral and Vertical components</i>	\$50	\$400
Structural Engineering (SE) — <i>only one component</i>	\$50	\$225