

# FUNDAMENTALS OF ENGINEERING (FE) EXAM INFORMATION

## ELIGIBILITY

If you graduate with a *bachelor's degree* December 2008, or January, May, June or August 2009, or if you graduate in December 2008 with a *master's or doctoral degree* you are eligible to take the FE Exam on Saturday, October 25, 2008.

## INSTRUCTIONS FOR COMPLETING APPLICATION

- **Undergrad seniors who'll enroll at Tech Fall 2008:** follow directions below
- **Graduate students at Virginia Tech who will graduate December 2008:** In addition to following directions for completing application materials as instructed on the back of this page, *you must have a letter which originates from your department and is co-signed by your advisor and the Associate Dean of Research and Graduate Studies (3004 Torgersen) stating your curriculum, that you are in good academic standing, and that you are within six months of graduation at the time you sit for the exam.* You must also include a Degree Verification Form for your bachelor's degree, signed by the institution which awarded the bachelor's (unless your bachelor's was earned at Tech, in which case we'll do this for you). If your bachelor's was from an international university, then please provide a copy of your diploma, or a sealed, official copy of the transcripts showing the degree was earned instead of obtaining the signature on the Degree Verification Form. The letter and the completed Degree Verification form for your bachelor's program must be submitted with your application. A template for the letter can be downloaded from web site [http://www.eng.vt.edu/research/Letter\\_for\\_FE\\_Exam.doc](http://www.eng.vt.edu/research/Letter_for_FE_Exam.doc)
- **Prior graduates of Virginia Tech, not currently enrolled:** Once you have graduated from Virginia Tech, you must apply directly to the Professional and Occupational Regulations Board, P. O. Box 11066, Richmond, VA 23230-1066, 804-367-8512, to take the FE Exam. *We cannot forward applications to the Board for you once you have graduated.* Please contact DPOR for the deadline to apply once you have graduated.

## APPLICATION DEADLINES FOR CURRENT VT STUDENTS

The application deadline for the October 25, 2008, exam will be 5:00pm Friday, August 29, 2008.

Currently enrolled students bring application, payment, and a picture ID to 212 Hancock Hall by the deadline.

## STUDENTS WITH DISABILITIES & STUDENTS WITH RELIGIOUS CONFLICT WITH SATURDAY EXAMS

You must be registered with the Office of Services for Students with Disabilities, 250 S. Main St, Suite 300 (in Kent Square Parking garage) to request accommodations for a disability. You must submit the paperwork required as described under on the NCEES (National Council for Examiners of Engineering and Surveying) Special Accommodations link ([http://www.ncees.org/exams/special\\_accommodations/](http://www.ncees.org/exams/special_accommodations/)) for either disability or religious conflicts with Saturday exams.

## FREQUENT QUESTIONS REGARDING THE EXAM

<http://www.ncees.org/exams/fundamentals/>

## CALCULATOR POLICY FOR EXAM DAY

<http://www.ncees.org/exams/calculators/>

## COST OF EXAM

Application and tests fees total \$175.00. Be prepared to present two separate checks: **\$30.00 payable to the Treasurer Of Virginia (NOT Virginia Tech)**, and **\$145.00 payable to Professional Credential Services, Inc.** You may also make two separate charges to your credit card by completing the credit card forms in 212 Hancock Hall.

## **APPLICATION INSTRUCTIONS**

Download the application and related documents from: [http://www.dpor.virginia.gov/dporweb/eit\\_form.cfm](http://www.dpor.virginia.gov/dporweb/eit_form.cfm)  
(*We will not* provide you copies of these forms. . . you must print them.)

Complete **ONLY the forms listed below** and bring them to 212 Hancock Hall.

- Engineering in Training Designation Application. (See comments below regarding this form.)
- Degree Verification Form -- Complete Section A only. Ignore Section B, as the Dean's Office obtains the certification and sends it to the Board for you. One Degree Verification Form must be completed for EVERY DEGREE you have earned (or are in the process of earning). For address of institution please list, Blacksburg, VA 24061.
- Engineering Examination Scheduling Form.

Comments regarding the Engineering in Training Designation Application:

**Item 4** - Your admission ticket to the exam will be mailed to this address. If you use your permanent address be sure someone can forward the information to you. At the test you will be supplied with a change-of-address card; the address you list on this card determines where your test results will be mailed.

Professional Credential Services (PCS) mails admission tickets and information packages ten business days prior to the exam date. Please allow for mailing time. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION TICKET AND INFORMATION PACKET THREE DAYS BEFORE THE EXAM DATE, PLEASE CALL PROFESSIONAL CREDENTIAL SERVICES AT 1-877-364-3926, OR THE EXAMINATION OFFICE AT 804-367-8569.** The web address for the exam vendor is

<http://www.pcsdq.com/pcsweb/PCSCandPg.nsf/AED/2931f1c8bacef45086256c4e0078419a?OpenDocument>

**Item 8** - Under "Institution" put VA Tech or VPI&SU; under "Degree" put B. S. or M.S. as appropriate; under "Major" put your department and the word "expected"; under "Year Completed" put the month and year you expect to graduate.

**Item 9** - Answer "Yes." **If you are an undergraduate student, the Dean's Office will provide a good standing reference letter for you; you do not need a Certificate of Good Standing.** Submit the Degree Verification Form with your application.

**Item 10** - Skip this entirely.

**Items 11 & 12** - Complete both sections. If you answer "yes" to either question in item 12, you **must** attach a copy of all applicable information as requested on the application. ANY violations (speeding, drunk in public, etc.) require documentation (a copy of your driving record, copies of citations received, receipts from payment of fines, etc.). This may include criminal conviction, state police, and/or court records; information on the current status of the incarceration, parole, probation, etc., and any other information the applicant wishes to have considered (i.e. reference letters, documentation of rehabilitation, etc.) Without this information, the application cannot be processed and the applicant will not be permitted to sit for the examination until the required information is received by the Board office. Any questions about this section should be directed to DPOR (804-367-8512) as these are DPOR rules, not Virginia Tech rules.

## **STUDY GUIDE**

For information on purchasing study materials, go to the NCEE website  
([http://www.ncees.org/exams/study\\_materials/](http://www.ncees.org/exams/study_materials/)) for ordering information.

Please see Christi Boone in Hancock 212 for questions not addressed in this flyer.