APPLICATION INFORMATION FOR GRADUATE STUDENTS (if you are an undergraduate student please see http://www.eng.vt.edu/students/forms for undergraduate instructions). Please do not apply for the April 2013 exam until December 17, 2012 or later.

ELIGIBILITY
If you graduate with a master’s or doctoral degree in May, June or August 2013 you are eligible to take the FE Exam on Saturday, April 13, 2013.

APPLICATION INSTRUCTIONS
Application and tests fees total $175.00, made in two separate payments, as there are two “parts” to the FE application, received by two different vendors (DPOR, Department of Professional & Occupational Regulations, and PCS, Professional Credential Services):

**DPOR requirement**
- Engineering in Training Designation Application (and supporting documentation)
- $30 application fee

**PCS requirement**
- Student Examination Scheduling Form
  (see important note on new process for this form on back of this page)
- $145 application fee

**DPOR portion of application:**
Students may now submit the DPOR part of the FE application and fee on-line. Please visit the Board website at www.dpor.virginia.gov and select Online License Services to begin the process. All other documentation is still required and must be received in the Board office by the appropriate deadline.

To complete a paper-copy of the application, download the application and related documents from: http://www.dpor.virginia.gov/Boards/APELS/#engineer

Complete **ONLY the forms listed below for DPOR portion of application**
- Engineering in Training Designation Application. (See instructions below regarding this form.)
- Degree Verification Form -- Complete Section A only. One Degree Verification Form must be completed for EVERY DEGREE you have earned (or are in the process of earning).

Instructions for completion of 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.

**Item 8** - Under "Institution" put VA Tech or VPI&SU; under "Degree" put B. S.; 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.”
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 submit the form to Tech’s Registrar’s office). 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/sites/default/files/pageattachments/graduate%20Letter_for_FE_Exam.doc

**Item 10** - Skip this entirely.
Items 11 & 12 – Complete both sections. Any questions about this section should be directed to the DPOR Board at apelscidla@dpor.virginia.gov or call (804) 367-8506.

Question #11 above should only be answered “yes” if the applicant has been the subject of a disciplinary action taken by a board or other regulatory agency, not law enforcement. Complete documentation must be submitted regarding the nature of the disciplinary action as well as its final disposition. The documentation should thoroughly explain the circumstances of the action along with its present disposition (fines paid, remedial activity completed, etc.)

Question #12 asks specifically about felony and misdemeanor convictions. Speeding tickets normally are not misdemeanor crimes and do not require disclosure unless specifically convicted as a misdemeanor or felony. Complete official documentation of the conviction must be submitted with the application such as an original criminal history report from the jurisdiction where the conviction occurred, a Virginia State Police CCRE report, a court order, or other official documentation which details the circumstances of the conviction along with its final outcome. This includes proof of completion of any court-ordered activities and payment of fines and fees.

Mail completed Engineering in Training Designation Application (as well as any supporting documentation) and $30 payment directly to DPOR at the address provided on the top of page one of the application.

**Degree Verification Form**
For address of institution please list, Blacksburg, VA 24061. The Degree Verification Form for the Virginia Tech degree you are currently earning should be turned in to the Registrar’s office with Part A completed. (If your bachelor’s degree was also earned from Virginia Tech, complete a second Degree Verification form for the BS degree and submit it to the Registrar’s office as well). Once you have graduated from Virginia Tech with the graduate degree, the Registrar’s office will forward your form to DPOR. (Degree Verification Forms from prior institutions/degrees should be sent directly to DPOR once you’ve obtained that school’s verification/signatures in Part B of the form.)

**PCS portion of application:**
Before a scheduling form can be submitted to PCS, the student must obtain a NCEES Candidate ID number by registering on the NCEES website (www.ncees.org). After PCS receives the scheduling form with the required NCEES Candidate ID number, it will send the student the information regarding the exam location, admission ticket, etc. You will also register on this site for the specific afternoon module of the exam you wish to take. For information on the afternoon module options, see http://ncees.org/Exams/FE_exam.php

Within one business day of registering with NCEES, applicants will receive an email from PCS with a link to schedule and pay for an exam. 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 page for your coordinator’s email address. Exams must be scheduled and paid for by the scheduling deadline.

WHEN WILL I RECEIVE MY ADMISSION TICKET TO THE EXAM?
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 804-367-8506. The web address for the exam vendor is https://www.pcshq.com/?page=engineeringandrelatedfields,VA-fe

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.php) for either disability or religious conflicts with Saturday exams.

FREQUENT QUESTIONS REGARDING THE EXAM

**CALCULATOR POLICY FOR EXAM DAY**
http://www.ncees.org/Exams/Exam-day_policies/Calculator_policy.php

**STUDY GUIDE**
For information on purchasing study materials, go to the NCEE website (http://www.ncees.org/Exams/Study_materials.php) for ordering information.