

PROFESSIONAL ENGINEER LICENSE

NCEES FUNDAMENTALS OF ENGINEERING (FE) EXAM

Please take the time to read this VERY IMPORTANT information about the April 2013 Fundamentals of Engineering Exam.

If you have completed THREE (3) years of an undergraduate engineering degree and are currently enrolled in your SENIOR YEAR last semester, with 20 hours or less to take; then you are eligible to apply to take the Spring 2013 FE Exam.

The three steps to apply for the FE exam are described below:

STEP 1. Download Form 1 from the New York State Education Department web site: <http://www.op.nysed.gov/prof/pels> and provide the required information. This form must be witnessed and signed by a Notary Public. **You may see me in 410 Bonner Hall to notarize.** Notaries can also be found in public libraries and local banks.

DO NOT sign Form 1 before seeing the notary; their purpose is to witness and verify your signature.

STEP 2. Download FORM 2 from the same site. Fill out side one and bring it to 410 Bonner Hall. I will certify your enrollment in a professionally registered program in engineering, as well as your eligibility to sit for the exam. Sample copy of Form 2 is available (at my desk) to assist you in filling it out. On a little post-it note supply your person # and email address in case I need to contact you(these will be at my desk).

STEP 3. Once you receive notification from Albany, you can go online and register with NCEES (follow directions on their website in the gold box).

DEADLINE – All forms must be postmarked by November 1st for the April 2013 exam! All form 2s must be in to Susan by October 24th.

If you have further questions please come to 410 Bonner for assistance.