

## Puerto Rico Initial Application Instructions

(You should complete this application if you are a legal resident of the Commonwealth of Puerto Rico and have never taken the examination or if you have never taken the examination with Professional Credential Services)

Create an account and register with NCEES during the registration window. Please see [www.ncees.org](http://www.ncees.org) for deadlines.

\* The following documents are to be submitted by the application deadline of January 31<sup>st</sup>, 2013:

1. Completed signed and notarized application with a 2x2 photograph.
2. Certified check or money order payable to Professional Credential Services with the fee corresponding to the exam type you wish to sit for. Vocational Rehabilitation Vouchers are not accepted.
3. The Certificate of Good Moral Character. The reference signatures must be current (within the last 6 months) and from licensed engineers or surveyors in good standing. (License cannot be suspended or expired when received).

\* PCS must receive educational documentation by February 21<sup>st</sup> for the April 2013 examination and September 5<sup>th</sup> for the October 2013 examination. Educational documentation must be sent directly to PCS from the academic institution.

1. If you are currently enrolled in your last academic term (semester or trimester) you may apply by submitting a Certificate of Enrollment.
2. If you have completed all degree requirements but have not yet received your diploma from the university, you may apply by submitting a Certificate of Graduation.
3. If you have completed your degree, you must submit a Final Official Transcript with the degree and date conferred.
4. A final official transcript is required once the degree has been conferred. Your Engineering/Land Surveying Examination grades will not be released until you have graduated and complied with this request.
5. If you completed your education at an institution outside of Puerto Rico or the U.S. you must submit an ABET credential evaluation from one of the Board-approved agencies listed below.

JOSEF SILNY & ASSOCIATES, INC.  
7101 SW 102 Avenue  
Miami, FL 33173  
[www.jsilny.com](http://www.jsilny.com)  
Phone: (305) 273-1616

NCEES-CREDENTIAL EVALUATIONS  
PO Box 1686  
Clemson, SC 29633-1686  
[www.ncees.org](http://www.ncees.org)  
Phone: (800) 464-7650

### \*\*PE Structural Applicants

The 16 hour PE Structural exam will be 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](http://www.ncees.org).

Applications must be received for first time candidates by January 31<sup>st</sup> for the April 2013 examination and July 15<sup>th</sup> for the October 2013 examination. Educational documentation must be received no later than February 21<sup>st</sup> for the April 2013 examination and September 5<sup>th</sup> for the October 2013 examination.



**PUERTO RICO**  
SCHEDULING FORM FOR THE ENGINEERING AND SURVEYING EXAMINATIONS

**FIRST TIME APPLICANTS ONLY  
APRIL 2013 EXAM ONLY**

FOR OFFICE USE ONLY	
BATES NUMBER	
AMOUNT PAID	INITIALS

**EXAMINATION SCHEDULING FORM**

Record the information requested using a ball point pen or typewriter. Place a check in the appropriate box below. Omit punctuation and abbreviate as necessary. Create an account and register with NCEES during the registration window. Please see [www.ncees.org](http://www.ncees.org) for deadlines.

1. **NCEES Identification Number:** \_\_\_\_\_
2. **SOCIAL SECURITY NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
3. **DATE OF BIRTH:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR
4. **TITLE** (check one)  Mr.  Ms.  Mrs.  Miss

5. **APPLICANT NAME:** \_\_\_\_\_  
FIRST MIDDLE
- \_\_\_\_\_ - \_\_\_\_\_  
LAST SUFFIX

6. **MAILING ADDRESS YOU WILL BE USING FOR COMMUNICATION REGARDING THE EXAMINATION. Any changes are to be made in writing to PCS:**

ADDRESS

ADDRESS

CITY STATE ZIP CODE + 4 FOREIGN POSTAL CODES

7. **EMAIL, TELEPHONE AND FAX:**
- EMAIL
- DAYTIME TELEPHONE NUMBER EVENING TELEPHONE NUMBER FAX NUMBER

8. **PLACE OF BIRTH:** \_\_\_\_\_  
CITY STATE

9. **EDUCATION** (List education in chronological order)

Name & Address of School	Dates Enrolled MONTH/YEAR	Degree Program	Date of Degree MONTH/YEAR
A. _____			
B. _____			

10. Are you a legal resident of the Commonwealth of Puerto Rico?  Yes  No

11. Are you a citizen of the United States?  Yes  No (If no, please provide proof of legal residency)

12. Have you ever been convicted of, or indicted for, a court offense other than minor traffic violations?  Yes  No  
(If yes, you must attach documentation.)

13. Have you had a professional or vocational license, certificate or registration denied, placed on probation, suspended, revoked, disciplined or otherwise restricted by this or any other state, by an agency of the federal government, or by any foreign country?  
 Yes  No (If yes, you must attach documentation)

14. **EXAMINATION LOCATION REQUEST** (check one):  San Juan

15. **EXAMINATION TYPE and FEES.**

Payment may be by U.S. money order, or certified check, made payable to Professional Credential Services/PR ENG. Payment must be received by the registration deadline. Please record your Social Security Number on the money order/certified check.  
**FEES WILL NOT BE REFUNDED OR TRANSFERRED TO FUTURE EXAMS FOR ANY REASON.**

**FUNDAMENTALS OF ENGINEERING EXAMINATION**

**FE \$270** (Please select a module below)

- Chemical  Civil  Electrical  Environmental  
 Industrial  Mechanical  Other Disciplines

**PRINCIPLES & PRACTICE OF ENGINEERING**

**PE \$405** (Please select a discipline below)

- Chemical  Environmental  Electrical & Computer  
 Industrial  Architectural  Naval Architecture and Marine  
 Electrical & Power  Electrical & Electronics

- Civil: Construction  Civil: Geotechnical  Civil: Structural  Civil: Transportation  
 Civil: Water Resources and Environmental

- Mechanical: HVAC and Refrigeration  Mechanical: Mechanical Systems and Materials  
 Mechanical: Thermal and Fluids Systems

**PE STRUCTURAL** (Please select a component(s) below)

- Lateral Force Component **\$650**  Vertical Force Component **\$650**  
 Both **\$1300**

**LAND SURVEYING EXAMINATION** (Please select a discipline below)

- Fundamentals of Surveying **(FS) \$330**  Principles & Practice of Surveying **(PS) \$385**

16. **SPECIAL ACCOMMODATIONS:** Please see the special accommodations section of the *Candidate Information Bulletin* at [www.pcshq.com](http://www.pcshq.com) and visit the NCEES website, [www.ncees.org](http://www.ncees.org), to read complete information as to the application procedures for special accommodations. All requests and documentation are due by the NCEES registration deadline.

**QUALIFICATION METHOD** (check one)

- \_\_\_\_ I have a BS engineering/surveying degree from an ABET accredited or PR Board approved program  
\_\_\_\_ I have a BS engineering/surveying degree from a foreign institution that is ABET accredited.

**17. PHOTOGRAPH**

In the space provided on the right, glue or staple a 2" X 2" photograph taken within the last three months, showing only your head and shoulders.

**18. AFFIDAVIT**

I hereby make application for license to practice engineering or land surveying pursuant to the provisions of Law #173 of August 12, 1988, as amended. All statements contained in this application are made under oath or affirmation. All representations are true and correct to the best of my knowledge and the attached photograph is a true likeness of myself taken within the last three months. I understand that any false statement knowingly made by me, the applicant, is good cause for rejection or revocation of license after license has been granted.

\_\_\_\_\_  
Signature of Applicant (Application must be signed in order to be processed)

\_\_\_\_\_  
Date

State of \_\_\_\_\_ City/County of \_\_\_\_\_ This statement was signed

and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary Public: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

2x2 PHOTO

Sign your name on the back of the photograph

NOTARY SEAL

**Special Notes**

1. Please submit your application by certified mail, return receipt requested or express mail, return receipt requested.
2. U.S. BS degrees earned in institutions outside of Puerto Rico must be ABET accredited. (See [www.abet.org](http://www.abet.org))
3. Technology degrees are NOT acceptable under any circumstance.
4. Photocopies, faxes and diplomas are not acceptable.
5. Failure to submit the required documentation will result in your application being deemed incomplete/ineligible and you will not be permitted to sit for the examination. There are NO refunds or postponement of application fees.
6. Applications must be received for first time candidates by January 31<sup>st</sup> for the April 2013 examination and July 15<sup>th</sup> for the October 2013 examination. Educational documentation must be received no later than February 21<sup>st</sup> for the April 2013 examination and September 5<sup>th</sup> for the October 2013 examination.
7. DO NOT contact Professional Credential Services to verify receipt of your application. Send your application certified mail, return receipt requested or express mail, return receipt requested.

- **FEES WILL NOT BE REFUNDED OR TRANSFERRED TO FUTURE EXAMS FOR ANY REASON.**

**Application and all documentation must be submitted to and received by Professional Credential Services by the deadline date by sending them to one of the following addresses:**

**Regular Mail**

Professional Credential Services/PR ENG  
P.O. Box 198728  
Nashville, Tennessee 37219

**Express/Overnight Courier**

Professional Credential Services/PR ENG  
150 Fourth Avenue North, Suite 800  
Nashville, Tennessee 37219