

Puerto Rico Initial Application Instructions

(You should complete this application if you 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 for deadlines.

* The following documents are to be submitted by the application deadline:

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 23 for the April 2012 examination and September 6 for the October 2012 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
Phone: (305) 273-1616

NCEES-CREDENTIAL EVALUATIONS
PO Box 1686
Clemson, SC 29633-1686
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.

Applications must be received for first time candidates by January 31st for the April 2012 examination and July 20th for the October 2012 examination. Educational documentation must be received no later than February 23 for the April 2012 examination and September 6 for the October 2012 examination.



PUERTO RICO

SCHEDULING FORM FOR THE ENGINEERING AND SURVEYING EXAMINATIONS

FIRST TIME APPLICANTS ONLY
April 2012 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 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 (Convention Center)

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)

- | | | | |
|-------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Civil | <input type="checkbox"/> Electrical | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Other Disciplines | |

PRINCIPLES & PRACTICE OF ENGINEERING

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

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Environmental | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Mining and Mineral Processing |
| <input type="checkbox"/> Control Systems | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Industrial | <input type="checkbox"/> Metallurgical |
| <input type="checkbox"/> Nuclear | <input type="checkbox"/> Petroleum | <input type="checkbox"/> Electrical & Power | <input type="checkbox"/> Electrical & Electronics |
| <input type="checkbox"/> Electrical & Computer | | | |
| <input type="checkbox"/> Civil: Construction | <input type="checkbox"/> Civil: Geotechnical | <input type="checkbox"/> Civil: Structural | <input type="checkbox"/> Civil: Transportation |
| <input type="checkbox"/> Civil: Water Resources and Environmental | | | |
| <input type="checkbox"/> Mechanical: HVAC and Refrigeration | | <input type="checkbox"/> Mechanical: Mechanical Systems and Materials | |
| <input type="checkbox"/> Mechanical: Thermal and Fluids Systems | | | |

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

- | | |
|---|--|
| <input type="checkbox"/> Lateral Force Component \$650 | <input type="checkbox"/> Vertical Force Component \$650 |
| <input type="checkbox"/> Both \$1300 | |

LAND SURVEYING EXAMINATION (Please select a discipline below)

- | | |
|---|--|
| <input type="checkbox"/> Fundamentals of Surveying (FS) \$330 | <input type="checkbox"/> Principles & Practice of Surveying (PS) \$385 |
|---|--|

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

____ **Special accommodations due to a disability (documentation is required).**

____ **Sabbath (documentation is required).**

17. 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.

18. 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.

19. 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)
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 31st for the April 2012 examination and July 20th for the October 2012 examination. Educational documentation must be received no later than February 23 for the April 2012 examination and September 6 for the October 2012 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