

CANDIDATE INFORMATION BULLETIN

2012 EXAMINATION DATES

PE/PS/State: April 13 October 26
FE/FS: April 14 October 27

Scheduling and payment deadlines:

First-Time:

90 days prior to the examination - Engineers

60 days prior to the examination – Land Surveyors

Re-exam:

February 23, 2012 for the April 2012 exam

September 6, 2012 for the October 2012 exam

Please visit the NCEES web site, www.ncees.org, for the most up-to-date information regarding calculators. Only the models on the [NCEES-approved list](#) may be used on the examination. All other models are prohibited in the exam room. The NCEES website also has information regarding examination content.

The Wisconsin Department of Regulation and Licensing (DRL) has engaged Professional Credential Services (PCS) for examination registration, examination administration and score reporting. Please read the following information carefully before registering. All inquiries regarding the examination must be directed to the Wisconsin Engineering Coordinator at PCS.

A first-time candidate is anyone not previously approved to take the specific engineering/surveying examination(s) for Wisconsin.

A re-exam candidate is anyone previously approved to take the specific engineering/surveying examination(s) for Wisconsin.

ALL CANDIDATES (First-time or Re-examinees) MUST REGISTER WITH NCEES FOR EVERY EXAM CYCLE.

Exam types/disciplines CAN NOT be changed after the NCEES registration deadline, no exceptions. Your exam selection on your NCEES account will dictate the examination booklet ordered for you. To change your selection *before* the NCEES registration deadline, you must 1) log into your NCEES account and change your selection and 2) send an email to wieng@pcshq.com with your new selection.

For NCEES registration deadlines and more information, please visit www.ncees.org

All FE candidates will be asked to specify which afternoon module they wish to take at the time of registration. Visit www.ncees.org for your options.

Civil, Electrical and Mechanical PE applicants will be required to specify their afternoon design standards at the time of registration. Visit www.ncees.org for your options.

FIRST-TIME EXAMINATION REGISTRATION

First time candidates must register with PCS to apply to take the examination. Candidates may register either on-line at www.pcshq.com or mail their completed scheduling form along with their payment. Candidates registering on-line will receive an email confirmation as well as a confirmation/receipt in the mail. Mailed registrations must be received by the deadlines for each examination. Candidates submitting a scheduling form requesting confirmation should use certified mail for delivery verification.

In addition to the scheduling form, PE candidates applying for the first time in Wisconsin must submit a Board application directly to the Board by deadlines. PE Board applications are available at www.pcshq.com.

RE-EXAMINATION REGISTRATION

All registrations will be on-line at www.pcshq.com. See website for registration dates and deadlines. VISA and MasterCard are the only acceptable form of payment on the internet. You may choose to be invoiced for your examination fees over the telephone. Invoiced candidates must submit their invoice and payment by the registration deadline to be registered for the examination.

EXAMINATION FEES

Fundamentals of Engineering (FE)	\$175
Principles and Practice of Engineering (PE)	\$297
FE and PE	\$457
Fundamentals of Surveying (FS)	\$225
Principles and Practice of Surveying (PS)	\$297
State Surveyor Exam	\$155
FS and State Surveyor Exam	\$365
PS and State Surveyor Exam	\$437
FS and PS	\$507
FS, PS and State Surveyor Exam	\$647
PE Structural-Vertical Component	\$542
PE Structural-Lateral Component	\$542
Both Vertical & Lateral	\$1084

Payment must be by VISA, MasterCard, U.S. money order, corporate/company/certified check (payable to Professional Credential Services). The candidate's Social Security Number must be posted on the payment. **FEES WILL NOT BE TRANSFERRED TO FUTURE EXAMINATIONS FOR ANY REASON. NO POSTPONEMENTS.**

EXAMINATION LOCATIONS

Candidates will have a choice of the following locations:

1. Milwaukee, WI
2. Madison, WI
3. Platteville, WI

LATE REGISTRATION

Under certain conditions, some candidates may be able to register after the deadlines. Please contact the WI coordinator, wieng@pcshq.com, for more information. A \$100 late fee will be assessed, in addition to the examination fee, to all late registrations and this fee is non-refundable.

EXAMINATION SCHEDULE

Friday

-Principles & Practice of Engineering (PE)
8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(8-hour open-book examination)
-Structural – Vertical Component (SE)
8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(8-hour open-book examination)
-Principles & Practice of Surveying (PS)
8:00 a.m. – 3:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(6-hour open-book examination)
-State Jurisprudence Examination (JP)
3:30 p.m. – 5:30 p.m.
(2-hour open-book examination)

Saturday

-Fundamentals of Engineering / Surveying (FE) (FS)
8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(8-hour closed book examination)
-Structural – Lateral Component (SE)
8:00 a.m. – 5:30 p.m. (with 1.25 hour break from 12:00 p.m. – 1:15 p.m.)
(8-hour open-book examination)

PE STRUCTURAL APPLICANTS:

The 16 hour PE Structural exam was 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.

EVIDENCE OF QUALIFICATIONS

Candidates must indicate when registering by which rule they qualify for the examination. FE, FS and PS candidates will be required to submit qualification documentation along with the Board application after a passing score has been achieved. Please do not submit this information to PCS or to the Board until you are instructed to do so.

NCEES

Candidates are encouraged to visit the National Council of Examiners for Engineering and Surveying web site (www.ncees.org) for the latest information regarding calculators, examination content and scoring. Wisconsin will strictly adhere to the NCEES recommendations and guidelines regarding the calculator policy.

EXAMINATION RULES AND CONDUCT

Candidates are expected to exhibit proper examination decorum throughout the examination. Candidates will be required to arrive at least thirty minutes prior to the scheduled start time for each examination session. Candidates will not be admitted to the examination after the announcements have been started. Detailed instructions concerning arrival will be included with the admission notice.

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act (ADA), examination administration modifications are available for candidates who qualify. Also, candidates who are members of religious faiths that cannot take the examination on the published date may qualify for special accommodations. Please go to the NCEES website, www.ncees.org, for the required procedures to request for special accommodations.

ALL REQUESTS AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO NCEES BY THE REGISTRATION DEADLINE.

NOTIFICATION OF EXAMINATION ADMISSION

Candidates must allow four weeks after the registration deadline for full processing of their registration. Approximately two weeks prior to the examination, an admission notice will be mailed to eligible candidates and will include dates, times, and location of the examination. If the admission notice has not been received within seven days prior to the examination date, the candidate must contact Professional Credential Services.

NAME OR ADDRESS CHANGE

Any name or address change must be reported in writing to Professional Credential Services. Be sure to include your name as it appears on your application and your social security number, and copies of any court documents if applicable. Name or address changes may be emailed to PCS at wieng@pcshq.com. Candidates must also notify the Board of any name or address change. PE candidates should also notify the Wisconsin Board office.

EXAMINATION RESULTS

Results will be released online at www.ncees.org approximately 10-12 weeks after the examination. NCEES will send you an email notification once results are available. No results will be given over the phone. Please do not call the Wisconsin Board or PCS for test results. If you did not pass the examination, your result letter will explain how to re-schedule.

REFUND POLICY

Candidates who wish to withdraw from the examination and receive a partial refund must notify Professional Credential Services, in writing prior to the examination. Typically candidates will receive a \$48 refund, but you should email the WI coordinator at wieng@pcshq.com to verify the refund amount, as some candidates may receive a different amount. First-Time candidates determined to be ineligible by the Wisconsin Board will receive a full refund. All refunds will be issued 30 days after the examination.

CORRESPONDENCE

All correspondence and questions related to examination eligibility and certification should be directed to:

Wisconsin Department of Safety and Professional Services
P.O. Box 8935
Madison, WI 53708-8935

Phone – (608) 266-2112
Fax – (608) 261-7083
E-mail – web@drl.state.wi.us
Web site – <http://drl.wi.gov/>

PCS CONTACT INFORMATION

PCS staff is available by telephone Monday through Friday between 8:00 am and 4:30 pm, central time. Scheduling forms must be submitted by regular mail or by express mail.

Professional Credential Services/WI ENG
P.O. Box 198728
Nashville, TN 37219

NOTE: For courier service please visit www.pcshq.com for address information.

Toll-free – (877) ENG-EXAM
Fax – (615) 846-0153
E-mail – wieng@pcshq.com
Website – www.pcshq.com

