

## Stevens Undergraduate Students interested in taking the Fundamentals of Engineering (FE) Exam

As of Spring 2014, the exam is now administered directly by NCEES at testing centers throughout the US. You must create an account with NCEES ([www.NCEES.org](http://www.NCEES.org)) **prior to doing anything.**

Once you have an account you will be able to see all the resources as well as select a date and location to sit for the exam. The exam is given during the following four times of the year:

- January and February
- April and May
- July and August
- October and November

Exams are given at Pearson Testing Centers Monday – Friday and on some Saturdays.

The exam is 5 ½ hours long. The morning session covers all engineering disciplines (General Engineering). The afternoon session requires that you choose either general or a specific discipline. Results will be sent to you within 7 – 10 business days.

**Once you pass the FE exam you will then be required to register with the state** (you can choose the state). This is a bit more involved and requires you to complete the application for the individual state.

If you choose to apply for your Engineer in Training Certificate in New Jersey the information you need is provided below:

The application is available online as a pdf and can be found at the location below:

<http://www.njconsumeraffairs.gov/pels/etapp.pdf>

You will need to have the application notarized (page 4). There are several notaries on campus:

- Camilla Minervini, the Admin Assistant for Office of Academics (EAS 312)
    - [cminervi@stevens.edu](mailto:cminervi@stevens.edu), 201-216-5592
  - Ana Concepcion-Valentin, Coordinator of Student Events, 10<sup>th</sup> Floor Howe
    - [Ana.concepcion-valentin@stevens.edu](mailto:Ana.concepcion-valentin@stevens.edu), 201-216-5126
- \* Please make an appointment with either one in advance of your request to notarize.

You **MUST** complete and sign the child support form (page 5) (used to find dead beat dads and/or moms)

The fee for the exam application is \$30 and must be in the form of a certified check or money order made out to the **Board of Professional Engineers and Land Surveyors**. (Obtain these from a bank or the Post Office)

Additional information can be found on the web site below:

<http://www.njconsumeraffairs.gov/pels/pelsfees.htm>

The address you give must be the address where you will receive information from the board. **Once your application is approved, you will be assigned an Application Number.** This number must appear on all correspondences with the Board.

The entire application packet to the State of NJ consisting of the following:

1. Application form complete with photo, and notarized
2. Signed child support form
3. Certified check or money order (\$30 made out to the NJ State Board of PE & LS)
4. Official Transcript
5. Letter of Good Academic Standing
6. Reference Forms.

*The three references (page 2) you list on the application must be the ones who complete the reference forms. One must be a licensed PE in the USA. Make sure you complete the top right hand portion of the form and put your Application Number in the box on the top right.*

**Reference forms are NOT due until after you have received an Application Number.**

Transcripts must be requested using the Transcript Request Form:

<https://www.stevens.edu/sit/sites/default/files/Transcript%20Request%20Form-%20July%202013.pdf>

Reference Forms are available at:

<http://www.njconsumeraffairs.gov/pels/EIReference.pdf>

I recommend that you make copies of everything you send to the board. Once you have your Application Number please make a note of it in your phone.

Departmental personal will be keeping a database of all applicants so please make sure to give your Application Number to the appropriate person (TBD) once you receive it. Make sure to complete the top right hand portion of the form.

Be advised that the FE is a requirement for the Professional Engineers License and is something to consider for the future. The final part of the NJ Application process is passing the NJ Law exam. Once approved by the state you will be asked for another \$10 for the NJ Law Exam. This is a 20-question multiple-choice exam, which will be mailed to you. Once completed please mail it back to the board.

Upon graduation you will have to send your final transcript to the State Board after which you will receive your Engineer In Training Certificate. Then you will be considered an EIT.

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