

FE EXAM APPLICATION INFORMATION

The information contained herein is intended for informational purposes only. For up-to-date information, please refer to the regulations and the current application and/or scheduling forms available on the DPOR website: www.dpor.virginia.gov.

1. Who is eligible: The Fundamentals of Engineering exam is offered twice a year and may be taken by BCET undergraduate students who are within 12 months of graduating. As a courtesy to these students, the Dean's office will submit completed FE exam application packets to the appropriate agencies within DPOR's deadline timeframe. **Students who have already graduated, graduate students or repeat applicants* are not eligible for this service.** These students should check the DPOR and NCEES websites for their application submission requirements.

2. Application packet: Submit your application packets to your respective department's admin office by their scheduled deadline. Each packet must include:

- The application (2 pages for DPOR; 2 pages for NCEES);
- Scheduling form for DPOR (Name and SSN included);
- Two separate payments either by credit card, cashier's check or money order (the additional payment sheet is required for credit card payment);

A Letter of Good Standing will be provided by the Dean's office upon receipt of application from department.

3. Criminal background questions: Excluding minor traffic violations, if you answer "yes" to Questions 11 and/or 12, it is **mandatory that you include a certified copy of the final order, decree, or case decision in your packet.** These documents may be requested from the Clerk of the Court in the jurisdiction in which you were convicted.

4. Do not forget to register online with NCEES. Upon registration, you are assigned a NCEES Identification Number which must be included on your Scheduling Form.

5. Payment Methods:

- Credit card
- Certified checks
- Money orders

Payment to the exam vendor:	\$145
Payment to the Commonwealth of Virginia:	\$ 30

No cash or personal checks are accepted and all fees are non-refundable. Also, fees are subject to change so please confirm amount prior to application submission.

6. The Dean's office does not carry FE study guides. To order a copy of the FE study guide, visit the NCEES website at: www.ncees.org.

*If you have taken the FE exam within the last three years, contact the exam vendor online at www.pcsdq.com to schedule and pay for the exam. You do not need to submit another application or application fee.