

FE EXAM APPLICATION INFORMATION

The information contained herein is intended for informational purposes only and should not be relied on exclusively. As requirements may change over time, please refer to the regulations, current application and/or scheduling forms available on the Department website at www.dpor.virginia.gov for definitive and up-to-date information.

Traditional Students: The Fundamental of Engineering exam is available twice a year for **undergraduate** students **enrolled** in an ABET accredited program, who will be **within 12** months of graduation at the time they take the exam. Do not apply earlier than 12 months before graduation, as your application will not be accepted by Department of Professional and Occupational Regulation.

Requirements and Qualifications:

http://www.dpor.virginia.gov/dporweb/ape_examfaq.pdf

Make sure you have read **all requirements and are eligible** to take the exam by reading the information provided in the link above.

Application: Links to all forms are listed below. A complete undergraduate application will include: the three page application, scheduling form, letter of good standing and 2 certified checks or money orders. The top portion of the Degree Verification form must be filled out and taken to the Registrar's Office the week of graduation with a self addressed stamped envelope. Be sure to include the date you are expected to graduate and upon graduation the bottom portion of the form will be filled out and mailed back to you in the envelope you have provided. ODU cannot be held responsible for fees or delays associated with the application process as a result of applying without eligibility or errors in your application responses.

Mail: As a courtesy, eligible undergraduate students may bring their application to the BCET Dean's Office to be mailed. You must **meet the submission deadline** listed below in order to participate in the mailing.

Letter of Good Standing: **Students must have a GPA of 2.0 or higher** in order to apply. Those who meet this requirement will have a letter of good standing written for them by the Dean's Office. You must include this letter with your application materials.

If you are having your materials mailed in by the Dean's Office, a letter of good standing will automatically accompany your application.

If you are mailing the application in on your own, a request for the letter must be made **on or before** the deadline listed below. **Late requests will not be granted.**

Non-traditional students: If you are a **recent graduate, graduate student, or repeat test-taker** visit the main DPOR web site for further instructions as you are **unable** to apply through the Dean's Office. **Only** contact the Dean's Office if a letter of good

standing is required. It is your responsibility to pick up the letter and include it with your materials.

Payment: Two individual **certified checks or money orders** must accompany your application, the first made payable to PCS for \$145, the second made payable to the Treasurer of Virginia for \$30. **No personal checks or cash will be accepted.** All fees are non-refundable. Fees are subject to change each semester; verify the fee amounts by checking the following web sites before issuing the checks or money orders. www.pcshq.org and <http://www.dpor.virginia.gov>

Dates: The exam dates are listed below. Please note the deadlines for the application and letter requests. If you are interested in taking the October exam applications are due in May; if you are interested in applying for the April exam, applications are due in January. **No exceptions.**

Exam Year	Exam Date	Deadline to turn in application to Dean's Office for mailing or to request letter of good standing
2007	October 27	August 3, 2007
2008	April 12	December 14, 2007
2008	October 25	May 23, 2008
2009	April 25	December 12, 2008
2009	October 24	May 22, 2009
2010	April 17	December 11, 2009
2010	October 30	May 21, 2010

Downloads:

Visit http://www.dpor.virginia.gov/dporweb/eit_form.cfm to get copies of the application, scheduling form, degree verification form in Microsoft Word and PDF formats.

Special Instructions:

Application: For question #8, make sure you fill in the chart and include the year you are expected to graduate.

Degree Verification Form: Fill the top portion of this form out and turn it in to the Registrar's Office along with a self addressed stamped envelope. Be sure to include the date you are expected to graduate. Upon graduation the bottom portion of the form will be filled out by the Registrar and mailed back to you or DPOR.

Forms for other exams and non-traditional applicants:

http://www.state.va.us/dpor/licenseapp_main.htm

Study Guide:

To obtain a copy of the study guide, visit the National Council of Examiners for Engineering and Surveying website www.ncees.org for ordering information.

Prep Course: ODU offers an FE Exam prep course, ENGN 401 Professional Engineering Review, to help students prepare for the FE exam. All BCET students are welcome to register for this class.

Approved Calculators: The National Council of Examiners for Engineering and Surveying issues a list of calculators permitted in the examination room. Each year the calculator list is revised on November 15 and reposted on their web site. Visit www.ncees.org or call NCEES headquarters at (864) 654-6824 for more information. Please note: Ultimately it is the responsibility of the **applicant** to make sure that all paperwork and fees are turned in on time and that eligibility requirements are met.

Contact Information:

**Department of Professional
and Occupational Regulation**

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Richmond VA 23230
Email: dpor@dpor.virginia.gov
Web: <http://www.dpor.virginia.gov>
Phone: 804-367-8512

Professional Credential Services (PCS)

PO Box 198689
Nashville, TN 37219-8689
Phone: 615.880.4275
Fax: 615.846.0153

**Engineering Examination
Services (EES)**

Box 198689
Nashville, TN 37219-8689
Phone: 615.880.4226
Fax: 615.846.0153

**National Council of Examiners for
Engineering and Surveying PO**

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Frank Batten College of Engineering and Technology

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