

Fundamentals of Engineering (FE)/Engineer-in-Training (EIT) Exam Registration for the ME Department

Exam Date: Saturday, April 14, 2012

State of GA Application Due Date: Monday, December 19, 2011 to Norma Frank

NCEES Test Registration: December 15 – February 23

LATE APPLICATIONS ARE NOT ACCEPTED BY THE ME DEPARTMENT!

Who is Eligible to take the Exam as a Student?

- All students must be within two semesters of graduation when they take the exam, including the semester of the exam. Students are eligible to register through Georgia Tech (as a student) for the next exam immediately after graduation only.
- Anyone who is not eligible to register as a student can register on their own at: <http://www.ncees.org/>

Exam Registration Overview

There are two parts to the application which have different due dates. Due dates are listed above.

- **State of Georgia Application (now an on-line application)**
- **Exam Registration through NCEES** – This is done after the state application is submitted and after the NCEES registration website opens.

Exam Registration Process

1. Fill out the Georgia State Board of Professional Engineers on-line application. If you have previously registered with the state, you need to fill out the re-exam form. **A new application to the state of GA must be filled out for EACH test date (even if you already filled one out but did not take the exam).**
 - a. **Re-exam Form:** http://www.me.gatech.edu/docs/eit_reexam.pdf
 - Turn this form into the ME office by the state application deadline above and skip to step 3.
 - b. **Exam Application (first time registration only):**
 - **IMPORTANT! Once you start this application on the web you must finish it. You cannot return to it.**
 - Go to <http://sos.georgia.gov/plb/pels/>
 - Click the '**Apply On-Line**' button.
 - Click the '**Click Here to Begin the Online Application Process**' link.
 - Create an account if this is your first time on the site.
 - Click the '**If you wish to register for a person licenses account, click here to continue to the registration process**' link.
 - Enter your last name and SSN and press the '**Search**' button.
 - Answer the questions on the screen and press '**Register**'.
 - Press the '**click here**' button to start your application.
 - Use the ID and password that you created above to log in.
 - On left side of screen, select '**Initial Application**'
 - In the drop-down boxes select the following and then press '**Next**'.
 - **Profession:** Engineer and Land Surveyor
 - **Licenses Type:** Engineer in-Training
 - **Obtained by Method:** Examination
 - Enter your mailing address and press '**Next**'
 - After answering the questions, select '**Click here to download and print the required forms that must be submitted to the Board in order for your application to be considered**'.
 - Print out the form and follow the instructions on the first page of the form.
 - Return to the previous screen and go to '**Pay Fees and Submit**' to pay the state fee and finish your application. **IMPORTANT! You must put your tracking number on the signatures sheet that gets turned into the ME dept. This is found on the receipt after you pay the fee.**
2. Fill out the form which you printed during the on-line application process and turn it into the ME department by the State Application Due Date listed above.
 - Fill out the CERTIFICATION BY REFERENCES section **ONLY**.
 - Have 2 friends sign the form.
 - The ME department will get the 3 PE's to sign it for you **ONLY** if it is turned in on time.

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- Take the form to Norma Frank in MRDC 3112. Norma Frank will fill out the AFFIDAVIT and RECOMMENDATION OF SCHOOL OFFICIAL sections.
 - If you cannot come in for us to notarize the application, you must have it notarized on your own under the AFFIDAVIT section and mail it to us. We will still get the 3 PE signatures:
Address: Norma Frank - Georgia Tech - 801 Ferst Drive, NW - Atlanta, GA 30332-0405
3. Students who have already graduated must send a copy of their transcript to the address listed on the application. Students who have not graduated must send a copy of their transcript as soon as they graduate. **See Step 9 for instructions to send a transcript.**
 4. Georgia Tech will send all of the applications to the state of Georgia. You will be contacted by the state of GA via e-mail ONLY if there is a problem with your application. If your application is okay, you will not be contacted.
 5. After the exam registration website opens, you must register and pay for the exam through the NCEES website. NCEES is the company who offers the test. Go to the NCEES registration website and select Georgia for registration instructions. When you register for the exam, you will need to select your afternoon module (Other Engineering-formerly General Engineering, ME, NRE, etc.).
 - **NCEES Website:** <http://www.ncees.org/>
 - **Test Registration Website:** http://www.ncees.org/Exams/FE_exam.php
 6. You will receive an email from NCEES, noreply@ncees.org, 3 to 4 weeks before the exam indicating that your exam authorization is available to be downloaded and printed for exam day. If you have problems accessing your exam authorization, contact NCEES. <http://www.ncees.org/>
 7. Prepare for the exam by knowing what you are allowed to take to the exam.
 8. On the day of the exam, take your confirmation e-mail and valid ID to the testing site.
 9. After you graduate, you must send a copy of your transcript to the state board to receive your EIT certification.
Sending a Transcript: <http://www.registrar.gatech.edu/students/formlanding/transcript.php>
Application/Payment Address is on the State Website: <http://sos.georgia.gov/plb/pels/>

Additional Information about the Exam

- Exam pass rates: http://www.ncees.org/Exams/FE_exam.php
- More information about the exam available from NCEES: <http://www.ncees.org/>
- Calculator policy for the exam (approved calculators):
http://www.ncees.org/Exams/Exam-day_policies/Calculator_policy.php
- Exam day policies: http://www.ncees.org/Exams/Exam-day_policies.php
- Exam day schedule: http://www.ncees.org/Exams/Exam-day_policies.php
- Exam study materials: http://www.ncees.org/Exams/Study_materials.php?exam=FE
- Exam content and format: http://www.ncees.org/Exams/FE_exam.php
- Exam scoring information: <http://www.ncees.org/Exams/Pages/Scoring.php>

Frequently Asked Questions

1. **What is the EIT (Engineer in Training) or FE (Fundamentals of Engineering) exam?**
The FE exam is the Fundamentals of Engineering exam. The old name of the exam was the EIT.
2. **Why should I take the FE/EIT Exam?**
If you want to pursue a Professional Engineering license (PE) in the future, then you first need to take the FE Exam.
3. **When is the FE/EIT Exam offered?**
The FE exam is offered for Georgia Tech students every April and October at Georgia State University (or another location determined by NCEES).
 - **Future Exam Dates:** http://www.ncees.org/Exams/Pages/Exam_schedule.php
4. **What is the FE/EIT Exam format?**
The FE/EIT is a closed-book examination with multiple choice questions. Examinees are not permitted to bring reference materials of any kind to the exam room. You should bring an **approved calculator** with you. All other materials needed for the exam will be provided to you.
5. **If I take the FE/EIT Exam in Georgia, can it transfer to other states?**
The FE/EIT exam is a national exam. If you take the exam in Georgia, you are still eligible to obtain your PE license in any other state.