

Fundamentals of Engineering (FE) Exam Registration

Woodruff School at Georgia Tech - ME and NRE Undergraduate Students

Why should I take the exam?

- If you want to pursue a Professional Engineering license (PE) in the future, then you first need to take the FE exam. The PE license is required and a necessary part of some areas of engineering.
- Licensed engineers also have more career options. As a PE, you would be able to perform certain tasks, such as stamp and seal designs, bid for government contract, be principal of a firm, perform consulting services and offer services to the public.
- We strongly recommend taking the FE exam because you never know where you future will take you.
- The FE exam is a national exam. If you take the exam in Georgia, you are eligible to obtain your PE license in any other state.

Who can I take the exam?

- Students can take the exam if they are within two semesters of graduation when they take the exam, including the semester of the exam.

Registration Process

The state application and taking the FE exam do not have to be done in any particular order. They are two independent steps that must both be completed before earning the Engineering in Training (EIT) certification.

STEP #1: Register for the FE Exam through NCEES

- The FE Exam is a computer based exam that is taken at approved [Pearson VUE testing centers](#).
- NCEES offers the test during four testing windows throughout the year:
 - January-February
 - April-May
 - July-August
 - October-November
- You will register, pay for the exam and schedule your appointment through [MyNCEES account](#).
 - You will be able to select your exam location after you pay the fee.
 - You have 12 months to take the exam from payment or you will forfeit your registration fee.

STEP #2: Complete the Georgia State Board of Professional Engineers Application

- **Students must complete the state application BEFORE graduation if you want the ME department to get the 3 PE signatures for you.** You will be responsible for obtaining your own PE signatures after you graduate with your BS degree.
- **Students may complete the state application before taking the exam.**
- Students do not have to take the exam before graduating. The exam can be taken after graduation.
- Mail the state application and the other required documentation to the state at one time, after you graduate and after you pass the exam. You must hold the state application until that time.
- The state application must be notarized. The ME department will offer several times to notarize the application for free.

Semester	Notary Dates	Notary Locations
Spring 2017	Tuesday, March 14 from 2:30 – 4 PM	Outside the Invention Studio
Spring 2017	Thursday, March 16 from 10:30 AM – noon	Outside of MRDC room 2404

- One time per semester the ME department will obtain PE signatures for students. Students must drop off the form in MRDC 3112 by the deadline below and pick it up after the 'Pick Up Date'.

Semester	Deadline to Submit Application	Pick Up Date
Spring 2017	Friday, March 17	Monday, April 10

- **State Application Instructions**

- Go to the [Georgia Board of Professional Engineers and Land Surveyor's website](#), click on **Application/Forms Download** and then on **EIT Certification Application After Exam**.
- Print out the form and follow the instructions on the first page of the form.
- If you are a student pursuing a bachelor's degree, you can skip **Section 3 (Experience)** on the application—this is only applicable to those who do not have nor plan to obtain their bachelor's degree.
- There are five signatures needed for **Section 4 (References)** on the state application—two friends and three PEs. You are responsible for obtaining the signatures from two friends who have personal knowledge of your qualifications.
- Use the Notary Dates on the other side of the paper to get your form notarized for free. You must bring a valid ID with you to have it notarized.
- Bring the notarized state application to Katherine Drake in the Office of Student Services located in MRDC 3112 by the deadline. The ME department will then get signatures from the three PE's to complete **Section 4 (References)**.
- You are responsible for picking up the completed application from MRDC room 3112 any time after the pick-up date. You will need to bring an ID to pick up the form.
- If you cannot come in to the office, you must mail the form to us so that we receive it by the deadline to submit. We will get the 3 PE signatures and mail the state application back to you if you provide us with the correct mailing information and if we receive your application on time. You will need to have your application notarized on your own.
(Mail to: Katherine Drake – Georgia Tech—801 Ferst Drive, NW – Atlanta, GA 30332-0405)
- If you miss these deadlines, you must wait until the next semester to submit the forms.

STEP #3: Mail Your Application, Supporting Documentation and Application Fee to the State (After Graduation and After Passing the Exam)

- After you have both graduated and passed the exam, mail the completed state application, all supporting information (score letter, identification, references, consent form and transcripts) plus the fee to the Georgia State Board of Registration for Professional Engineers and Land Surveyors. Details about the supporting documentation can be found on the state application.
- Students must [request that a final copy of their transcript](#) (showing your BS degree) be sent to themselves in a sealed envelope so that it can be included in the final packet sent to the state.
- The mailing address for the State Board of Professional Engineers is:
Georgia State Board of Registration for Professional Engineers and Land Surveyors
237 Coliseum Drive
Macon, GA 31217-3858

Additional Information about the Exam

- [Exam pass rates](#)
- [More detailed information about the exam available from NCEES](#)
- [Calculator policy for the exam](#)
- [Exam day policies and schedule](#)
- [Exam study materials](#)
- [Exam content and format](#)
- [Exam scoring information](#)
- Dr. Roberts (a GT Civil Engineering Professor) created an [on-line course in Coursera to give students ample review for the exam](#).