

INSTRUCTIONS FOR COMPLETING APPLICATION FOR RE-EXAMINATION/ RESCHEDULING OF FUNDAMENTALS OF ENGINEERING EXAMINATION

ATTENTIION APPLICANTS:

1. Incomplete applications will not be processed. All applicants must provide the requested Information or documents as indicated;
2. Please type or neatly print the application in black ink;
3. Applications must reflect the applicant's original signature;
4. Application filing fees are non-refundable and will be applied only to the examination date stated on the application form;
5. We do not accept applications by fax or e-mail. An original application must be submitted;
6. Applications must be **received** in the Board office not later than the filing deadline;
7. The required \$50 fee must accompany the application in the form of a check or money order payable to Missouri Board for Professional Engineers;

IMPORTANT:

Statute 327.241(4) RSMo states in applicable part...."The engineering examination shall consist of two parts; the first part may be taken by any person after such person has satisfied the educational requirements of section 327.221, or who is in his or her final year of study in an accredited school of engineering".....

Board Rule 20 CSR 2030-14.060 states: As used in section 327.241.4, RSMo, the board considers the phrase "final year of study" to be referring to those students who hold senior status in an engineering program which is accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

An application for re-examination/re-scheduling of the Fundamentals of Engineering Examination must be accompanied by:

1. **If you have received your engineering degree**, an original official transcript of grades reflecting receipt of your degree and the date it was awarded must accompany your application for re-examination or re-scheduling. (Note: If you have previously submitted an original transcript, you do not need to submit another. If you have any doubt regarding whether or not you have submitted the required transcript, please do not hesitate to contact the Board office; (573) 751-0047.) A photocopy or faxed transcript will not be accepted.
2. **If you have not received your engineering degree** and continue to hold senior status in an engineering program accredited by the Accreditation Board for Engineering and Technology (ABET), it will be necessary for you to contact the office of the university registrar and obtain a current certification of senior status which provides the following information: (a) verification that you are a student in your final year of study holding senior status (b) discipline of engineering degree program (c) the date of anticipated graduation. The certification shall be on university letterhead and include the signature and seal of the registrar. A photocopy, e-mailed or a faxed certification will not be accepted.

Do not register with the examination service (NCEES) until your application for re-examination/re-scheduling has been approved by the Missouri Board. Registering with NCEES prior to being approved by the Board may result in forfeiture of the examination fee.

**"MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS
PROFESSIONAL LAND SURVEYORS AND LANDSCAPE ARCHITECTS"**

3605 Missouri Boulevard, Suite 380

Jefferson City, Missouri 65109

(573) 751-0047

<http://pr.mo.gov/apelsla.asp>

**APPLICATION FOR REEXAMINATION/RESCHEDULING
NCEES FUNDAMENTALS OF ENGINEERING EXAMINATION**

I wish to be approved for the **October 26, 2013** examination. **Enclosed is the required \$50 application fee** in the form of a check made payable to the Missouri Board for Professional Engineers. **This application and fee must be filed (received) in the Board office not later than AUGUST 15, 2013, NO EXCEPTIONS.**

IN ADDITION, I understand that following approval of this request, it will be necessary for me to complete the final scheduling of the examination with NCEES by accessing their web site: **www.ncees.org**, completing the registration form and remitting the required **book, scoring and administration fee to NCEES** not later than **SEPTEMBER 5, 2013**.

IMPORTANT: Please refer to Statutes 327.221 and 327.241(4) which can be found on the Board's web site. If you have **not** filed an original official transcript of grades verifying receipt of your engineering degree and the date it was awarded, you **must** do so at this time. If you have not obtained your engineering degree and you are currently enrolled and hold senior status in an ABET accredited engineering curriculum, you are required to obtain an **updated** certification of senior status from the office of the registrar reflecting a current date and seal of the university.

☐ Transcript on file

☐ Transcript Enclosed

☐ University Mailing Transcript

☐ University Mailing Certification of Senior Status

ALL FEES ARE NON-REFUNDABLE AND WILL BE APPLIED ONLY TO THIS EXAMINATION DATE.

Pursuant to Section 324.010 RSMo:

☐ CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.

False statements are subject to criminal penalties and/or license discipline.

If you have any questions regarding taxes, contact the Department of Revenue at 573-751-7200

Street Address

Please Type or Print Your Name

City, State, Zip Code

Signature

E-Mail Address

Telephone Number

Social Security Number

For information pertaining to special needs as addressed by the Americans with Disabilities Act, please access the National Council of Examiners for Engineering and Surveying (NCEES) web site; www.ncees.org.

DO NOT REGISTER WITH THE
EXAMINATION SERVICE (NCEES)
UNTIL THIS APPLICATION HAS
BEEN APPROVED BY THE BOARD.

FOR BOARD USE ONLY:

CHECK DATE: _____

CHECKNO: _____

CHECK AMOUNT _____