

FBPE

FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

2639 North Monroe Street, Suite B-112
Tallahassee, Florida 32303

Application for Fundamentals of Engineering Examination

CHECK LIST (for Applicant's Use)

Illegible and/or incomplete applications WILL BE RETURNED. This will delay processing and may result in your missing the desired testing date.

- Complete the **FUNDAMENTALS OF ENGINEERING EXAMINATION APPLICATION** (pages 1 - 2). Submit it to FBPE with the **\$30 FEE**. Only check or money orders are acceptable. See page iii for more information.
- Depending on your educational credentials, determine which case, **1**, **2**, or **3** applies to you as described on page iv. Then do one of the following:
- 1)** Complete the **LETTER OF GOOD STANDING** form (page 3),
 - 2)** Provide transcripts from all institution(s) that attended. You may use the **VERIFICATION OF EDUCATION RELEASE** form (page 4) to make transcript requests from your institution(s), or you may skip this form and use another method to request that transcripts be sent directly to FBPE, or
 - 3)** Obtain an **EVALUATION** of your degree(s) from one of the evaluators listed in 61G15-20.007(5), Florida Administrative Code.
- After your Application has been received, FBPE will email you a link to the online **LAWS AND RULES STUDY GUIDE**. Follow the link and complete the Study Guide. See page v for more information.
- When you receive your Notice of Approval email and *Candidate Number* from the Board (you may then **register for your exam** with **NCEES EXAM ADMINISTRATION SERVICES** at www.ncees.org. **In order to avoid forfeiting the application**, register for and take the exam within 12 months of the approval date provided by the Board. This application is valid for one attempt.
- After you pass the FE exam, ask your university to send your final transcript to FBPE. However, if you submit your final transcripts with this FE exam application, then you will not need to submit them again.

READ AND FOLLOW ALL OF THESE INSTRUCTIONS.

You must familiarize yourself and comply with all requirements for the examination eligibility. These instructions are not intended to remove, modify or amend the requirements.

ALL INFORMATION MUST BE TYPED. Handwritten applications WILL BE RETURNED along with your payment. This will delay processing and may result in your missing the desired testing date.

GENERAL INFORMATION

The Board office will process your application pursuant to the requirements in Section 471.013, Florida Statutes (F.S.), and Section 61G15-20.0010 and 61G15-20.007, Florida Administrative Code (F.A.C.). When your application is deemed administratively complete, it will be reviewed by the Board's *Application Review Committee*. If your application is approved, you will receive a *Notice of Approval* with a *Candidate Number*. If your application is denied, you will receive a *Notice of Denial*.

Correspondence by email will speed up application processing and may assist with meeting deadlines.

If you wish to receive correspondence by email, a valid email address must be provided.

Please note that the Laws and Rules Study Guide is available in an online format only accessible via hyperlink. Even if you do not wish to receive correspondence by email, you will still need to provide a valid email address in order to receive the secure hyperlink to the Study Guide.

All email addresses are public records pursuant to F.S. Chapter 119.011(12).

The following Board notices are typically sent via email:

- *Notice that your application has been received*
- *Notice of application status within 30 days from date received*
- *Notice when the application is deemed administratively complete and is ready for Board review*
- *Notice of Approval or Notice of Denial*

FBPE contracts with the National Council of Examiners for Engineering and Surveying (NCEES) to administer engineering examinations. The Fundamentals of Engineering (FE) exam is a computer-based test (CBT) that NCEES administers year round. Per NCEES exam policy, **you may attempt the exam up to three (3) times in a 12-month period that begins on the date of the first exam attempt.**

There is no application deadline. However, submit your application to the Board office at least 45 days prior to your desired testing date to allow ample processing time. The Board cannot guarantee that applications submitted less than 45 days prior to the desired testing date will be processed and a Candidate Number issued in time to take the examination on the desired testing date.

If the Board approves your application, you will receive a *Notice of Approval* with a *Candidate Number*. **Approvals are valid for 12 months starting from the approval date, and Candidate Numbers cannot be carried forward past the 12-month period. Approvals are valid for one exam attempt. Do not** register with NCEES [www.ncees.org] to take the exam until you receive a *Notice of Approval* with a *Candidate Number* from the Board. If you register for the exam with NCEES *without* having a *Candidate Number* from the Board, this will not guarantee your eligibility for licensure in Florida.

The CBT exam can be taken at any NCEES-approved Pearson VUE test center in Florida or the U.S. More information about CBT can be found at www.ncees.org and on our website at www.fbpe.org. You may access a link to look up Pearson VUE test center locations at www.ncees.org.

For APPLICATION FOR DISABILITY ACCOMMODATION or RELIGIOUS CONFLICTS, please contact NCEES [www.ncees.org].

NCEES will notify you of your exam results typically within 7-10 days after taking the exam.

You will be required to submit a new application and fee to FBPE for your next desired testing date if:

- You do not pass the exam, or
- You do not take the exam within 12 months of being approved by the Board to take the exam.

IMPORTANT: After you pass the FE exam, the Board will issue an Engineer Intern certificate **only** after receipt of proof that a Board-approved engineering degree has been received. After graduation, ask your university to send your final transcript to FBPE. If your final transcripts were sent to the Board when you applied to take the exam, then the Board will have your transcripts on file and you will not need to send them again. If your address changes after application, be sure to update it with the Board office to ensure your certificate will be mailed to your new address.

FUNDAMENTALS OF ENGINEERING EXAMINATION APPLICATION

Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317.

If you answer **YES** to the question, “Have you ever **changed your name** through marriage or action of a court, or have you ever been known by **any other name?**,” then please **attach a copy of the marriage certificate or legal court order** to your application.

YOUR NAME ON YOUR ENGINEER INTERN CERTIFICATE WILL BE EXACTLY AS IT APPEARS ON YOUR APPLICATION, unless you notify the Board of legal name changes.

FEE

The application fee is **\$30.00** and must be submitted with the application. FBPE accepts personal and business checks (but no starter checks), cashier’s checks, or money orders. **FBPE DOES NOT ACCEPT CREDIT CARDS OR CASH. Checks must be made payable to FBPE.** Also, **type** your full name and address on your check.

EDUCATION

To qualify to take the FE exam, you must **1) BE ENROLLED IN YOUR LAST YEAR IN AN EAC/ABET-ACCREDITED UNDERGRADUATE ENGINEERING PROGRAM, 2) HAVE AN EAC/ABET UNDERGRADUATE ENGINEERING DEGREE, or 3) HAVE A NON-EAC/ABET ENGINEERING DEGREE THAT IS BOARD APPROVED (i.e., shown to be equivalent to an EAC/ABET degree).**

Read the instructions below for your particular educational credentials case:

1) IF YOU ARE CURRENTLY ENROLLED AND IN YOUR FINAL YEAR OF AN EAC/ABET UNDERGRADUATE ENGINEERING PROGRAM:

- Complete the top portion of the LETTER OF GOOD STANDING form. Then forward or take it to your institution for certification.
- You may submit the certified form with your application, or the institution may send the form directly to the Board office.
- Do *not* send transcripts to the Board, since you have not yet completed your degree. After graduation, the Board will need your final transcript in order to issue your Engineer Intern certificate.

2) IF YOU ALREADY HAVE AN EAC/ABET UNDERGRADUATE ENGINEERING DEGREE:

- Request transcripts from all institution(s) that you attended and from all institution(s) from which you received your engineering and/or non-engineering degree(s). You may use the VERIFICATION OF EDUCATION RELEASE form to make this request, or you may use other means such as online at your institution(s) website(s).
- The institution(s) should forward certified transcripts directly to the Board office. Alternatively, you may submit your transcripts with your application if they are in an unopened sealed envelope from your institution.
- Do *not* complete the LETTER OF GOOD STANDING form, since this form is used only for currently-enrolled students.

3) IF YOU HAVE A NON-EAC/ABET UNDERGRADUATE ENGINEERING DEGREE (which applies to most foreign institutions and some in the U.S.):

- You are required to obtain an evaluation of your degree(s) pursuant to Section 471.013(1), Florida Statutes, and Rule 61G15-20.007, Florida Administrative Code. The Board will determine if your degree is Board-approved, based on the evaluation.

- Do *not* complete the LETTER OF GOOD STANDING or VERIFICATION OF EDUCATION RELEASE forms. Work directly with one of the two evaluators listed in 61G15-20.007(5), Florida Administrative Code. The evaluator will send the evaluation report directly to the Board.


LAWS AND RULES STUDY GUIDE

Read Chapter 471, Florida Statutes, and Title 61G15, Florida Administrative Code, to become knowledgeable about the laws and rules that regulate the practice of engineering in the State of Florida. Retain a copy of these laws and rules for future reference.

After your application has been received, FBPE will email you a link to the online LAWS AND RULES STUDY GUIDE. **Follow the link and complete the Study Guide.** Successful completion is required for certification. With each attempt to complete the Study Guide, your results will be sent directly to FBPE for inclusion with your file. You will receive a *Certificate of Completion* once you have successfully completed the Study Guide.

If you have any questions concerning the Application for Fundamentals of Engineering Examination, please contact our office.

ATTENTION: FE Exam Desk
Florida Board of Professional Engineers
2639 N. Monroe Street, Suite B-112
Tallahassee, Florida 32303
(850) 521-0500
www.fbpe.org

		FUNDAMENTALS OF ENGINEERING EXAMINATION APPLICATION Fee: \$30 (Made Payable to FBPE)			
NAME	Last:	First:	Middle:		
Have you ever changed your name through marriage or action of a court, or have you ever been known by any other name ? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a copy of the marriage certificate or legal court order.			Other Full Name(s) I am/have been known as:		
MAILING ADDRESS	Number and Street:			Apt/Lot No.:	
	City:	State:	Zip Code:	County:	
HOME TELEPHONE NUMBER:		BUSINESS TELEPHONE NUMBER:		DATE OF BIRTH (MM/DD/YYYY):	
EMAIL ADDRESS: Do you wish to receive correspondence via email? Yes No Even if you do not wish to receive correspondence via email, you must provide a valid email address in order to attempt the Laws and Rules Study Guide. All email addresses are public records pursuant to F.S. Chapter 119.011(12).			SOCIAL SECURITY NO.: Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, F.S.		
IMPORTANT INFORMATION					
Applicants MUST read and follow ALL instructions on pages i through v. All information must be typed; handwritten forms will not be accepted.					
EDUCATION HISTORY					
Names of Colleges & Universities Attended and City/State/Country	Degree Received <small>(e.g., BS, MS, PhD)</small>	Did you graduate?		Graduation Date <small>(MM/YYYY)</small>	Engineering discipline <small>(degree major)</small>
		YES	NO		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
Approval to take the exam will be valid for 12 months from the approval date and will be good for one attempt.					

(Continued on Page 2)

EXAMINATION HISTORY

Have you previously filed an FE Exam application with FBPE? YES NO

If yes, when?

Examination (e.g., FE, PE, SE)	Exam Location (City, State)	Date Taken (MM/YYYY)	Did you pass?		Exam Discipline
			YES	NO	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

APPLICANT HISTORY

Have you ever been convicted, found guilty, or entered a plea of guilty or *nolo contendere*, regardless of adjudication, of a crime (not including any pending charges or non-criminal traffic offenses) in any jurisdiction, or have you ever been found guilty by a military court-martial? YES NO

If you answered YES to the question above, attach a separate page that lists the following information: date; jurisdiction (state and county); offense; disposition; and all other relevant information.

SIGNATURE

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare and state that my answers and all statements made by me herein are true and correct.

Should I furnish any false information in this application, I hereby agree that such act may constitute cause for the denial, suspension, or revocation of any license to practice in the State of Florida for the profession for which I am applying.

Applicant

Sign Here  _____

Date _____



FLORIDA BOARD OF PROFESSIONAL ENGINEERS
 2639 N. MONROE STREET, SUITE B-112
 TALLAHASSEE, FLORIDA 32303

LETTER OF GOOD STANDING

(For applicants who are in the final year of an EAC/ABET-accredited undergraduate engineering program.)

If Case 1 on page iv of the application instructions applies to you, then complete the TOP PORTION of this form. Then forward or take it to your institution for certification. You may submit the certified form with your application, or the institution may send the form directly to the Board office.

<p>NAME AND ADDRESS OF INSTITUTION:</p> <p>DEGREE BEING SOUGHT:</p> <p>MAJOR:</p> <p>DATE OF ENROLLMENT:</p> <p>ANTICIPATED GRADUATION DATE:</p>	<p>APPLICANT'S NAME AND ADDRESS:</p> <p>TELEPHONE #:</p> <p>SOCIAL SECURITY NO.: Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, F.S.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I am applying to the Florida Board of Professional Engineers for the Fundamentals of Engineering Examination and subsequent certification as an Engineer Intern. In order to make application, I must certify that I am in good standing in my final year of an EAC/ABET-accredited engineering program. With this understanding, the following information must be certified by the institution at which I am currently enrolled. Please complete the bottom and return this form to me or forward it to the Florida Board of Professional Engineers, 2639 N. Monroe Street, Suite B-112, Tallahassee, FL 32303.

Signature of Applicant: _____ **Date:** _____

TO BE COMPLETED ONLY BY THE VERIFYING INSTITUTION: (Please type or print legibly.)

This is to certify that _____ DOB _____

is a _____ in good standing with an anticipated graduation date of _____
 (e.g., Senior)

at which time a _____ degree in _____ engineering will be
 (e.g., bachelor's, master's, doctoral)

awarded with a major in _____ **(Place SCHOOL SEAL below.)**

 Signature of Registrar or Dean of the College of Engineering

 Date

RETURN THIS FORM TO: Florida Board of Professional Engineers, Attn: FE Desk
 2639 N. Monroe Street, Suite B-112, Tallahassee, FL 32303 (850) 521-0500



FLORIDA BOARD OF PROFESSIONAL ENGINEERS
 2639 N. MONROE STREET, SUITE B-112
 TALLAHASSEE, FLORIDA 32303

VERIFICATION OF EDUCATION RELEASE
 (Transcript Request)

If Case 2 on page iv of the application instructions applies to you, you may use this form to request transcripts. If you can request a transcript online, you can skip this form and have the school submit the transcript directly to the FBPE.

If you cannot request a transcript online, you may send this completed form to the school to request that they send your transcript directly to the FBPE.

NAME AND ADDRESS OF INSTITUTION:

APPLICANT'S NAME AND ADDRESS:

TELEPHONE #:

DEGREE AWARDED:

MAJOR:

DATES OF ATTENDANCE:

DATE DEGREE AWARDED:

SOCIAL SECURITY NO.:

Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598,

Please forward this form, along with an official copy of my transcript, to the Florida Board of Professional Engineers, 2639 N. Monroe Street, Suite B-112, Tallahassee, Florida 32303. If there is a fee to release the requested transcript, please contact me (the applicant) immediately.

Signature of Applicant: _____

Date: _____

INSTRUCTIONS FOR VERIFYING INSTITUTION

RETURN THIS FORM AND TRANSCRIPT, FOR THE APPLICANT LISTED ABOVE,

TO:

Florida Board of Professional Engineers
 Attn: PE Desk
 2639 N. Monroe Street, Suite B-112
 Tallahassee, FL 32303
 (850) 521-0500