PROCEDURES FOR APPLYING FOR ADMISSION TO THE FUNDAMENTALS OF ENGINEERING (FE) EXAMINATION

SATURDAY, OCTOBER 27, 2012

1. Read the qualifications for admission to the written Fundamentals of Engineering Examination (MN Rule 1800.2500, Subp. 2) on the Board's website, www.aelslagid.state.mn.us (also included in this FE exam application packet).

2. Complete the Application for Admission to the FE Examination in this application packet. Read the instructions carefully and **submit the application with the required application fee of $25.00** (made payable to the MN Board of AELSLAGID). **DO NOT SEND CASH! Include the required transcript(s):**

- **If you are currently enrolled in an engineering degree program**, **submit an unofficial transcript with the application. NOTE: Student audit reports, student progress reports, grade sheets and student course listings are not acceptable.** Transcripts MUST show: student name, name of school and total credits. You must have a minimum of 135-quarter credits or 90 semester credits (senior status) at the time of application. If you have transferred from another school, send those transcripts as well, so all credits may be verified, even if the transfer credits show on your transcript for your current school.

- **If you have graduated**, submit a final, official transcript **in a sealed envelope** from your graduating college/university. Send BOTH undergraduate and graduate transcripts, if applicable. The transcript(s) may be mailed directly to the Board office by your university – or – you may send it along with your application **IN A SEALED ENVELOPE. DO NOT OPEN.**

- **FOREIGN EDUCATED APPLICANTS**: The Minnesota Board requires all applicants who have foreign degrees only, earned outside the United States and Canada, to obtain an education evaluation of their undergraduate degree transcript. Please refer to the **Memorandum** in this application packet regarding transcript evaluation requirements and evaluation services.

3. If you were previously approved to take the FE exam, but did not pass or did not take the exam, you must reapply to the Minnesota Board with a new exam application and application fee. **Applications and application fees do not carry over to future exams. An updated transcript is required if you have not graduated since your last application. A final, official transcript (see above) is required if you have graduated since your last application.**

4. Once your application, fee, required transcript(s), and transcript evaluation (if applicable) are received in the Board office and reviewed, a letter will be sent informing you of approval or denial for admission to the exam.

5. If your application is approved, you will be instructed in the letter to register online with the exam administrator, NCEES Exam Administration Services. It is your responsibility to register with NCEES Exam Administration Services after receiving Board approval. **DO NOT REGISTER WITH NCEES BEFORE RECEIVING BOARD APPROVAL OR YOU WILL NOT BE ADMITTED TO THE EXAM AND MAY FORFEIT YOUR EXAM REGISTRATION FEE.**

DEADLINES

MN BOARD deadline: Application, application fee, transcripts (and foreign degree evaluation, if applicable) must be postmarked no later than Monday, August 13, 2012. No extensions or exceptions!

NCEES Exam Administration Services online registration deadline: TBD.
No extensions or exceptions!

Do not register with NCEES Exam Administration Services until you have been approved by the Minnesota Board.

CONTACTS

MN Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience & Interior Design, (MN Board of AELSLAGID)
85 E. 7th Place, Suite 160, St. Paul, MN 55101, www.aelslagid.state.mn.us.
Margaret Koele, FE Exam Coordinator, 651-757-1519, margaret.koele@state.mn.us.

NCEES Exam Administration Services: www.NCEES.org
If you do not have internet access, contact NCEES Exam Administration Services toll-free:
1-877-536-7729.

EXAMINATION MATERIALS

The National Council of Examiners for Engineering and Surveying (NCEES) has examination study material to assist in preparation of the exam. Applicants may download subject content, calculator policy, and study guide material directly from the NCEES' website: www.ncees.org/exams/fundamentals.

SPECIAL ACCOMMODATIONS

Information regarding accommodation requests under the **Americans with Disabilities Act (ADA)** is posted on the NCEES website, www.ncees.org, under Special Testing Accommodations. Check the website for request deadlines – no extensions and no exceptions allowed.

Information regarding accommodation requests based on **religious beliefs and practices** is posted on the NCEES website, www.ncees.org, under Special Testing Accommodations. Check the website for request deadlines – no extension and no exceptions allowed.