



APPLICATION FOR FUNDAMENTALS OF ENGINEERING (FE) EXAM INSTRUCTIONS

IMPORTANT! Do not register with NCEES to take the exam until your application has been approved by the Minnesota State Board.

1. Read the qualifications for admission to the Fundamentals of Engineering Examination (MN Rule [1800.2500, Subp. 2](#)) on the Board’s website mn.gov/aelslagid/rules.html.
2. Complete the FE Application Form and submit the application fee of **\$25.00** (make check payable to the **MN Board of AELSLAGID**) to the address above. Do not send cash.

Include all required transcript(s) with your application. More than one description below may apply to you:

If you are currently enrolled in an EAC-ABET accredited engineering degree program	Submit an unofficial transcript [available through the registrar at your institution(s)] with your application. Your unofficial transcript MUST show your name, the name of the college/university and total credits. Note: Student audit reports, student progress reports, grade sheets and student course listings are NOT “unofficial transcripts.” You must have a minimum of 90 semester credits or 135 quarter credits in your engineering program (senior status) at the time of application. If you have attended more than one institution, you must send transcripts from all institutions so that all credits may be verified, even if the transfer credits are shown on the transcript for your current school.
If you have graduated from an EAC-ABET accredited engineering degree program	Submit a final, official transcript in a sealed envelope from your graduating college/university [available through the registrar at your institution(s)]. Send BOTH undergraduate and graduate transcripts, if applicable. The transcript(s) may be mailed directly to the Board office by your college/university or you may send it along with your application in the original sealed envelope . Do not open the transcript as it will then no longer be considered “official.”
If you do not have an EAC-ABET accredited undergraduate degree	You are required to obtain an education evaluation of your undergraduate degree transcript to determine if your education is equivalent to an EAC-ABET accredited degree. Please refer to the Education Evaluation Guidelines section (Instr-2) for more information. Note: If you obtained an EAC-ABET accredited graduate engineering degree, you must include a copy of your transcript for your undergraduate degree in English with your application.

3. **Previous FE exam applicants note:** If you were previously approved but did not pass or did not take the exam within one year of obtaining approval, you must submit a new application to the Minnesota Board with a new application fee.
 - **An updated transcript is required** if you have not graduated since your previous application.
 - **A final, official transcript is required** if you have graduated since your previous application.
4. If your application is approved, you will be instructed to register online with the exam administrator, NCEES Exam Administration Services. **It is your responsibility to register with NCEES Exam Administration Services after obtaining Board approval.** Do not register with NCEES **before** receiving approval by the Board or you may forfeit your exam registration fee. NCEES registrations expire after 12 months.
 - Once the Board approves your application, you have three years in which to register with NCEES and take the exam before your application to the Board expires.
 - The FE is a computer-based exam administered year-round at NCEES-approved test centers. The exams are offered in 4 “testing windows”: January–March, April–June, July–September, and October–December.
 - You may not retake a failed examination within the same examination window. For example, if you fail the exam in April, you cannot retake it in May. Also, you may not take the examination more than three times in a rolling 12-month period which begins on the date of your first exam attempt.

If you have questions regarding your application, please call the Board office at 651-296-2388.

EDUCATION EVALUATION GUIDELINES

FOREIGN EDUCATION:

Applicants who have been educated outside the United States and whose engineering program is not recognized under the Washington Accord** must have their degree(s) evaluated. Education will only be accepted if it is determined to be equivalent to an Engineering Accreditation Commission (EAC)/ABET-accredited bachelor degree.

** Use the [International Engineering Alliance website](#) "Qualification Checker." Select your country from the drop down and then select "Washington Accord." You will be sent to a site that contains a list of accredited programs for your country.

DOMESTIC EDUCATION:

Applicants who have been educated in the United States, **but their degree program is not EAC/ABET accredited**, must have their degree evaluated in order to determine if their degree program meets the minimum requirements for engineering science and engineering design credits.

Note: Engineering Technology certificates or degrees accredited by the Technology Accreditation Commission (TAC/ABET), under most circumstances, do NOT meet the requirements for engineering science and design credits as required by the Board. NCEES Credentials Evaluations does not typically evaluate engineering technology degrees and requires special approval by the Board to complete the evaluation. If you have a TAC/ABET accredited degree and wish to have it evaluated, please contact the Board office for instruction.

CONTACT ONE OF THE FOLLOWING COMPANIES TO OBTAIN AN EDUCATION EVALUATION REPORT:

Foreign or US Degrees/ Transcripts:

NCEES Credentials Evaluations
P.O. Box 1686
Clemson, SC 29633
Phone: (800) 250-3196
Website: www.NCEES.org

Foreign Degrees/Transcripts only:

Educational Credential
Evaluators (ECE)
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Website: www.ece.org

Request from the company a **SUBJECT ANALYSIS EVALUATION**. This is the evaluation type **required** to determine if the degree meets the minimum requirements of engineering science and engineering design (see [MN Rule 1800.2500 Subp2](#)).

The original evaluation report must be sent directly from the evaluation service to the Minnesota Board office either by US mail or electronically. No copies will be accepted.

STUDY MATERIALS

For those seeking such materials, the National Council of Examiners for Engineering and Surveying (NCEES) has examination study material to assist in preparation for the exam. Applicants may download subject content, calculator policy, and study guide material directly from the NCEES website: ncees.org/engineering/fe.

National Council of
Examiners for Engineering
and Surveying
P.O. Box 1686
Clemson, SC 29633-1686
Phone: 864-654-6824
Toll-free: 800-250-3196
Fax: 864-654-6966
Website: www.ncees.org

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (MN Statute §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for licensure. The data you furnish on the application will be used by the Board to assess your qualifications for licensure. The collection of your social security number by the Board is required by both federal and state laws. If you fail to provide this data, the Board may be unable to approve your application or issue your license.

Federal law (42 U.S.C. 666(a)(13)) requires each state to collect social security numbers at the time of application for a professional or occupational license in order to improve effectiveness of child support enforcement.

Additionally, pursuant to Minnesota Statutes §270C.72, subdivision 4 (2016) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, subdivision 2 (2016), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number, become public record.

The Board will not share your private data with other persons or agencies unless you authorize its release or it is required by law or court order.

NOTICE REGARDING SPECIAL ACCOMMODATIONS

Information regarding accommodation requests under the **American with Disabilities Act (ADA)** or requests based on **religious beliefs and practices** is posted on the NCEES website, www.ncees.org, under [Special Accommodations](#).

Note: NCEES may take up to 30 days to process your accommodation request.

A BRIEF SUMMARY OF YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

INTRODUCTION

The Americans with Disabilities Act (“ADA”) covers “public entities.” The Board is a “public entity” covered by the ADA. The Board may not refuse to allow a person with a disability to take the examination simply because the person has a disability. It must permit persons with disabilities to take the examination in an integrated setting unless separate or different measures are necessary to ensure equal opportunity. It must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to take the examination.

WHO IS COVERED?

The ADA provides comprehensive civil rights protection for “qualified individuals with disabilities.” An “individual with a disability” is a person who: 1) has a physical or mental impairment that substantially limits a “major life activity,” 2) has a record of such an impairment, or 3) is regarded as having such an impairment. “Major life activities” include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

A “qualified” individual with a disability is one who meets the essential eligibility requirements for the examination. The Board is not required to take any action that would result in a fundamental alteration in the nature of the examination or an undue financial and administrative burden. However, the Board must take any other action, if available, that would not result in a fundamental alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

WHAT IS REQUIRED?

The Board is required to make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the examination would result. To do so, it must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. The Board may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. Finally, it must operate the examination so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the ADA. The Board may not provide the examination to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. The Board cannot require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

QUESTIONS?

If you have any questions about the ADA we encourage you to call the United States Department of Justice, which has an ADA information line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.



FOR BOARD USE ONLY
Application #

FOR BOARD USE ONLY
Date In-Training (EIT)
Status Recorded

APPLICATION FOR FUNDAMENTALS OF ENGINEERING (FE) EXAM

Application Fee: \$25

Enclose check or money order payable to
 MN Board of AELSLAGID

Part A: Applicant Information (All fields are required.)

- Are you or your spouse an active duty military member? Or have you left service in the last two years with an honorable or general discharge? No Yes (Priority processing)
- The address below is my (check one): Home Business. If **business**, list name: _____
 Legal Name _____ (First) _____ (Middle) _____ (Last) _____ (Suffix)
 Former Name _____ (If applicable)
 Street Address _____ (No PO boxes)
 City _____ State/Province _____
 Zip/Postal Code _____ Country _____
 SS # _____ (Or Individual Taxpayer ID #, if no Social Security #)
 Gender: Male Female
 Birth Date _____ (MM) (DD) (YYYY)
 Phone # _____
- Do you currently hold a license in Minnesota? No Yes
 If **yes**, list profession: _____ and license # _____.

Part B: Education

- List all undergraduate and graduate institutions. **You must submit a transcript** from each ([see Instructions](#)). **If you have not yet graduated**, simply list the **anticipated** degree and date of graduation.

College/University Attended	City, State, Country	Actual/Anticipated Graduation Date (mm/yyyy)	Degree Received/Anticipated

Part C: Examination Application Information

Choose the discipline for your examination:

- Chemical Civil Electrical & Computer Environmental
 Industrial Mechanical Other Disciplines

Have you previously applied to the Minnesota Board to sit the FE exam? Yes No

If **yes**, under what name? _____

Applicant Signature _____

Date _____