



## APPLICATION FOR PRINCIPLES AND PRACTICE OF ENGINEERING (PE) EXAM (AND STRUCTURAL EXAM) INSTRUCTIONS

### Key Information

- Application deadlines are posted on the Board’s website. **It is your responsibility** to complete forms and have third parties forward documents noted in the instructions by those deadlines.
- Please read the education and experience requirements ([MN Rule 1800.2500 Subp. 2a](#)) prior to submitting an application.
- If any of your records are under a different name, include a copy of your marriage license, divorce decree or legal name change document.
- If the Board approves your application to sit for the PE exam, you will be notified by mail. After receiving that notification, register for the exam with NCEES and pay them the examination fee. **Do NOT register prior to Board approval** or you may forfeit your exam registration fee. Once you receive Board approval, it is your responsibility to register with NCEES.
- Upon passage of the PE Exam, if you have not already done so, submit all required experience references (or ask NCEES to release your “PE/PS Exam Docs”) to the Board. Once the Board has reviewed your experience, you will be contacted by mail regarding your eligibility for licensure.
- If approved for licensure, the Board’s notification letter will provide instructions and fee information explaining how to obtain your license.
- You are not licensed until the Board assigns you a license number.
- **The application fee is nonrefundable and cannot be applied toward future exams.**
- For single-date paper or single-date computer-based (CBT) exams, your application is for the specific administration date listed on the form. If you do not register or do not sit for that administration, you must reapply to the Board.
- For year-round CBT exams, you have 3 years from your application date in which to register with NCEES and take the exam before your application with the Board expires (note, however, that your NCEES registration expires after 12 months).
- **If you need to retake the exam**, you must reapply to the Board, using the [online PE Exam application](#).
- **If you pass the exam, but do not provide the Board with all required Experience documentation within three years of your original application to the Board**, you must reapply to the Board for licensure using the [PEComity/EEE Application Form](#) (select EEE option, if not already licensed in another state).

See **Application Steps**, next page.

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

## INSTRUCTIONS (CONTINUED)

### Application Steps

1. Complete your [online application](#) thoroughly, and 'sign.' You can leave off and return to an application later (prior to paying), if you cannot complete all items at one time.
2. Provide the Board with proof you have met the Board's education requirements and passed the FE exam. Either scenario A, B, or C below applies:
  - A) If you sat for the FE as a Minnesota candidate and received your EIT certification, the Board already has this information. You do not need to resubmit.
  - B) If you sat for the FE in a state that **DOES** electronic verification, log into [account.ncees.org](http://account.ncees.org). Go to "Exam Verification" under "Common Tasks."  
  
If your FE exam results are **not** listed under the "**Verified Exams**" section, then "Request" verification. Once received, "Send" verification to Minnesota.  
  
If the results **are** listed under "Verified Exams", then just "Send" verification to Minnesota.
  - C) If you sat for the FE in a state that **DOES NOT** do electronic verification through NCEES, complete the Verification of Examination/Licensure Form (available through the online application). Send that form to your state(s)\*, along with a stamped envelope addressed to the Minnesota Board (see address above).  
  
\* Some states charge a fee for verification of your records. To avoid processing delay, check with them regarding fees or other filing requirements.  
  
You will also need to submit final, official transcripts for all degrees earned. The transcript must show the degree(s) awarded and the date(s) of graduation. **Do not open the transcript record.** Forward it as sealed by the institution or have it mailed directly to us. Transcripts may also be emailed from the institution to [aelslagid@state.mn.us](mailto:aelslagid@state.mn.us).
3. Determine if you will be submitting all required experience at this time **or** after successfully passing the PE exam. Once ready to submit experience, either
  - Use NCEES's "PE/PS Exam Docs" option in [MyNCEES](#) to provide this information/authorize that it be sent to the Board, or
  - Complete the "Experience" Section of the online application. Download from within the application the "Experience Reference Forms" and send to your supervisor(s) for completion. See that form for detailed instructions.
4. **Submit the online application, the exam application fee of \$75.00, and any required supporting documents.** Go to the "Documents" section of the application, where you will see what additional documents are required and can check the status of items you have submitted and the progress of your application toward exam approval and eventual licensure.

**Note:** While not required for exam approval, to complete your application for licensure you must return to the "Experience" section (editable once you submit payment) and complete it, then print the Experience forms created and send them to your supervisor. Alternately, you may provide your experience by using the "PE/PS Exam Docs" option in [MyNCEES](#). See [INSTR-1](#) and the [online application](#) for more information.

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

## EDUCATION EVALUATION GUIDELINES

### FOR APPLICANTS WHOSE DEGREE PROGRAM IS NOT EAC-ABET ACCREDITED:

You must have your 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/meets the minimum requirements for engineering science and engineering design credits.

### 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](http://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](http://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 Subp2a](#)).

The original evaluation report must be either made available to the Board through your [MyNCEES/NCEES ID](#) or sent directly from the evaluation service to the Board office either by US mail or electronically to [aelslagid@state.mn.us](mailto:aelslagid@state.mn.us). Copies of the evaluation will not be accepted.

## PE EXAM SCHEDULE BY DISCIPLINE

Examination specifications (content and format) for the various engineering disciplines for the Principles and Practice of Engineering Examination are available from NCEES [www.ncees.org](http://www.ncees.org).

DISCIPLINE		EXAM SCHEDULE
		(see <a href="http://ncees.org">ncees.org</a> for exact dates)
Agricultural and Biological Engineering		Single October date
Architectural Engineering		Single October date
Chemical		Year-round test window
Civil		Year-round test window
Control Systems		Single October date
Electrical and Computer	Power	Year-round test window
	Computer Engineering	Single October date
	Electronics, Controls, Comm.	
Environmental		Year-round test window
Fire Protection		Single October date
Industrial and Systems		Single October date
Mechanical		Year-round test window
Metallurgical and Materials		Single October date
Mining and Mineral Processing		Single October date
Naval Architectural and Marine		Single October date
Nuclear		Single October date
Petroleum		Single October date
Structural – Lateral Forces		Pencil and paper single April date   single October date
Structural – Vertical Forces		Pencil and paper single April date   single October date

## STUDY MATERIALS/ REFRESHER COURSES

For those seeking such materials, the National Council of Examiners for Engineering and Surveying (NCEES) has prepared study guides for the Principles and Practice of Engineering Examination. To order, contact NCEES at:

National Council of Examiners for Engineering and Surveying  
200 Verdae Boulevard, Greenville, SC 29607  
Phone: 800-250-3196  
Website: [www.ncees.org](http://www.ncees.org)

For information regarding refresher courses, contact:

Engineering Alliance Minnesota  
880 Blue Gentian Road #170, Eagan, MN 55121  
Phone: 651-457-2347 | Website: [www.engineeringalliancemn.org](http://www.engineeringalliancemn.org)  
Email: [registration@engineeringalliancemn.org](mailto:registration@engineeringalliancemn.org)