

Missouri Board for Architects, Professional Engineers,
Professional Land Surveyors and Landscape Architects

3605 Missouri Boulevard

Jefferson City, Missouri 65109

Telephone: (573) 751-0047

Fax: (573) 751-8046

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

APPLICATION FOR FUNDAMENTALS OF ENGINEERING EXAMINATION

**GENERAL INFORMATION AND
INSTRUCTIONS FOR PREPARING
APPLICATION FOR FUNDAMENTALS OF
ENGINEERING EXAMINATION**



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**INSTRUCTIONS FOR PREPARING FUNDAMENTALS OF
ENGINEERING EXAM APPLICATION**

MISSOURI BOARD FOR ARCHITECTS,
PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND
LANDSCAPE ARCHITECTS
3605 MISSOURI BOULEVARD
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047
FAX: 573/751-8046

PLEASE READ CAREFULLY

- Before beginning to prepare your application, read it through part by part and be sure that you understand each part before typing in the information required.
- **PLEASE NOTE THAT THE APPLICATION MUST BE TYPEWRITTEN.**
- If you have previously filed an application to take the Fundamentals of Engineering Examination with the Missouri Board, **DO NOT** file a new application. It will be necessary for you to submit a reexamination/rescheduling form (furnished by the Board) along with the required fee. Please contact the Board office for further details.
- Section 327.241.4 of the Registration Law, as amended by the 79th General Assembly, provides that Part One of the Engineering Examination, (Fundamentals of Engineering), may be taken by any person after such person has graduated from and received a degree in engineering from an ABET (formally known as ECPD) accredited curriculum **OR** who is in his/her final year of study in such an accredited curriculum; and upon passing Part One of the examination and providing proof that such person had graduated from and received a degree in engineering from an ABET accredited curriculum, shall be an engineer-intern. "Final year of study" means you must hold senior status in an engineering program that is accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

Therefore, if you have graduated from and received a degree in engineering from an ABET accredited curriculum prior to the filing of this application, you will be required to submit with your application for The Fundamentals of Engineering exam, proof of graduation in the form of an **ORIGINAL OFFICIAL TRANSCRIPT OF GRADES** showing date of graduation and degree received, with an impression of the school's embossing seal. **Photostatic copy of diploma or record of grades is NOT acceptable.**

If you have **NOT** graduated from and received a degree in engineering from an ABET accredited curriculum prior to the filing of this application, but you are in your final year of study in such an accredited curriculum, you will be permitted to take Part One of the Engineering Examination, **BUT WILL NOT BE ENROLLED AS AN ENGINEER-INTERNS UNTIL YOU HAVE PROVIDED PROOF THAT YOU HAVE GRADUATED FROM AND RECEIVED A DEGREE IN ENGINEERING FROM AN ABET ACCREDITED CURRICULUM.** This must be done in the form of an **ORIGINAL OFFICIAL TRANSCRIPT OF GRADES** showing date of graduation and degree received with an impression of the school's embossing seal. **Photostatic copy of diploma or record of grades is NOT acceptable.**

• **FOREIGN-EDUCATED APPLICANTS**

In addition to the standard application all foreign-educated applicants holding a bachelor of science in engineering degree not accredited by the Accreditation Board for Engineering and Technology (ABET) are required to submit a favorable evaluation report completed by the NCEES Credentials Evaluations. The application for the evaluation of an engineering degree may be obtained by contacting:

NCEES Credentials Evaluations
Telephone: (865) 654-6824
web site: www.ncees.org

• **U.S. NON-ABET ACCREDITED DEGREE APPLICANTS**

Effective January 1, 2011, NCEES Engineering and Surveying Credentials Evaluation will evaluate a non accredited U.S. engineering degree only when coupled with a master's degree or doctorate from a program that is EAC/ABET accredited at the undergraduate or graduate level. Once you have satisfied the requirements, you may complete the standard form and submit it to the Board office for consideration.

NCEES Credentials Evaluations
Telephone: (865) 654-6824
web site: www.ncees.org

- A degree in engineering technology does not meet the educational requirements of the state of Missouri.
- All applicants for enrollment as an engineer-intern must pass a one-day (eight-hour) written examination in the fundamentals of engineering.
- The Fundamentals of Engineering examination will be a closed book examination. The Fundamentals of Engineering (FE) Discipline Specific Reference Handbook is currently available to be purchased directly from NCEES by calling (800) 250-3196. This copy may **NOT** be brought to the examination, however, a reference handbook will be provided the day of the exam for your use during the examination. A format of the Fundamentals Examination may be viewed by accessing the NCEES web site, www.ncees.org.

INSTRUCTIONS FOR PREPARING FUNDAMENTALS OF ENGINEERING EXAM APPLICATION (CONTINUED)

- Written examinations in the fundamentals of engineering are given in the spring and fall.

Completed applications must be filed (received) in the Board office as follows, (No Exceptions.)

Spring Examination: on or before December 1
Fall Examination: on or before June 1

A list of the examination dates can be viewed by accessing www.ncees.org or <http://pr.mo.gov/apelsla.asp>

- Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the National Council of Examiners for Engineering and Surveying, Attention: Missouri Examination Coordinator, Post Office Box 1686, Clemson, SC 29633-1686; Telephone number (864) 654-6824.
- Engineer-interns, after acquiring satisfactory engineering experience, may be registered as Professional Engineers on filing an application for such registration, passing the final one-day (eight-hour) written examination and meeting other qualifications required for registration.

Engineering experience may be acquired in any state, in any country, in civilian life, or in the armed forces of the United States.

- **UPON APPROVAL OF YOUR APPLICATION, THE BOARD OFFICE WILL PROVIDE YOU WITH INFORMATION REGARDING THE FINAL SCHEDULING OF THE EXAMINATION AND PAYMENT OF THE EXAMINATION FEE TO THE NCEES EXAM ADMINISTRATION SERVICES (NCEES) PRIOR TO THE ESTABLISHED DEADLINE.**

SOCIAL SECURITY NUMBER DISCLOSURE NOTICE

You must provide your social security number pursuant to state and federal law. ¹

If you fail or refuse to provide your social security number, we will consider your initial application or renewal application incomplete and return it to you. Continued failure or refusal to provide your social security number is grounds for denial of your application and could result in the imposition of late fees, administrative revocation of your license, a lapsed license or disciplinary action against your license.

Pursuant to state and federal law, licensing authorities must assemble your social security number with other relevant information (name, address, etc.) and transmit the data to the Division of Child Support Enforcement of the Department of Social Services to be used in a database for the following purposes:

- (1) locating individuals who are under an obligation to pay child support or provide child custody or visitation rights, against whom such an obligation is sought or to whom such an obligation is owed;
- (2) identifying whether an individual who owes overdue child support or who has failed to comply with a subpoena relating to paternity or child support proceedings holds or has applied for a professional or occupational license (under certain circumstances, a person who owes overdue child support or fails to comply with a subpoena relating to the above-stated proceedings may be subject to an order of a court, after notice and opportunity for hearing in that court, suspending, withholding or restricting the person's license).

In addition to these uses, the licensing authorities will continue their practice of using social security numbers for the following purposes:

- (1) for internal identification purposes (e.g., some licensing authorities use your social security number as your license number);
- (2) to conduct criminal record checks (discovery of relevant criminal history may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (3) to verify information provided by you in your application (discovery of false information in your application may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (4) to verify licensure with another state's licensing authority for reciprocity licensure;
- (5) for identification purposes in national disciplinary databases (the discovery of a disciplined license in another state may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (6) for test identification purposes.

¹ Senate Bill 361, 89th General Assembly, First General Session (1997); Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Pub. L. No. 104-193.

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SURVEYORS AND LANDSCAPE ARCHITECTS
3605 MISSOURI BOULEVARD
JEFFERSON CITY, MISSOURI 65109

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I. INSTRUCTIONS

- Before beginning to prepare your application, read it through and be sure that you understand each part before typing in the information required. You should also read the GENERAL INFORMATION and Instructions for Preparing Application for Fundamentals of Engineering Examination.
- This application **MUST BE TYPEWRITTEN**. Any application received in the Board office that is not typewritten will be returned to the applicant without filing.
- IF YOU HAVE GRADUATED and received a bachelor of science degree in engineering, you **must** enclose proof of graduation in the form of an original OFFICIAL transcript of grades showing date of graduation and degree received with an impression of the school's embossing seal. **Photostatic copy of diploma or record of grades is NOT acceptable.**
☐ Check here if school will be forwarding your original official transcript directly to the Board office.
☐ Check here if NCEES Credentials Evaluation will be forwarding an evaluation report directly to the Board office.
IF YOU HAVE NOT YET GRADUATED from a bachelor of science in engineering curriculum, you do not need to send an original official transcript at this time; complete Part IV of this application. **IMPORTANT:** After you graduate you **must** either send an original official transcript or have the school send an original official transcript to the Board office. Enrollment as an engineer-intern cannot be completed until an original official transcript is submitted.
- Be sure to sign and date the application.** Any application that is not signed will be returned to the applicant without filing.
- Attach to this application your filing fee of \$10. Please send either a check or a money order payable to the Missouri Board for Professional Engineers. **DO NOT SEND CASH.** Any application received without the required filing fee will be returned to the applicant without filing. All filing fees are non-refundable per Board Rule 20 CSR 2030-6.010.

**PLEASE
DO NOT STAPLE
PHOTOGRAPH**

Applicant must attach a **professional** photograph taken within the last 5 years. This application will not be filed unless your photograph is attached in this space.

Use bust photo approximately 2½ x 3 inches, with signature across bottom of photo.

II. APPLICANT PERSONAL DATA

NAME (AS YOU WANT IT TO APPEAR ON YOUR ENROLLMENT CARD) FIRST		MIDDLE		LAST	
☐ MR.	☐ MS.				
☐ MISS	☐ MRS.				
HOME ADDRESS - THIS ADDRESS WILL BE USED FOR ALL BOARD CORRESPONDENCE APT. NO.		CITY	STATE	ZIP CODE	E-MAIL ADDRESS
PHONE (FOR CONTACT 8:00 A.M. - 4:30 P.M.)	BIRTHPLACE (CITY AND STATE)	DATE OF BIRTH	CITIZENSHIP	SOCIAL SECURITY NUMBER	

III. EDUCATION (Information below pertains to Bachelor of Science Degree in Engineering only)

CURRENT STATUS (CHECK ONE) ☐ College Graduate (BS in Engineering Only) ☐ Expect to Graduate (Must hold senior status)	NAME OF UNIVERSITY	ADDRESS
	B.S. DEGREE - ENGINEERING DISCIPLINE	DATE OF GRADUATION

IV. CERTIFICATION OF SENIOR STATUS; TO BE COMPLETED BY UNIVERSITY OFFICIAL (DEPT. DIRECTOR, ADVISOR, PROFESSOR)

I hereby certify that the applicant named above is currently enrolled and holds "senior status," in a Bachelor of Science engineering degree program.

NAME OF UNIVERSITY	EXPECTED DATE OF GRADUATION	BS DEGREE - ENGINEERING DISCIPLINE
SIGNATURE	PRINT NAME	TITLE
		DATE

FOR BOARD USE ONLY

RECEIVED DATE	FILED DATE	CHECK DATE
		CHECK NUMBER
		AMOUNT



STATE OF MISSOURI
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V. EXAMINATION REQUESTED

The NCEES Fundamentals of Engineering Examination is administered in the spring and fall, generally in April and October. Completed applications **MUST BE FILED (RECEIVED) IN THE BOARD OFFICE AS FOLLOWS, (NO EXCEPTIONS).**

Spring Examination: on or before December 1
Fall Examination: on or before June 1

Indicate below of which examination you wish to be notified. A list of examination dates can be viewed by accessing www.ncees.org or <http://pr.mo.gov/apelsla.asp>. **DO NOT FILE AN APPLICATION MORE THAN 12 MONTHS PRIOR TO THE REQUESTED EXAMINATION DATE.**

☐ I wish to be notified of the Spring _____ examination.
YEAR

☐ I wish to be notified of the Fall _____ examination.
YEAR

(Note: If you are requesting re-examination or rescheduling, **DO NOT** complete this form. You must complete a reexamination/rescheduling application and remit the required \$50 fee.)

THE FILING FEE IS NON-REFUNDABLE AND WILL BE APPLIED TO THE EXAMINATION DATE REQUESTED.

VI. AFFIDAVIT

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
or e-mail income@dor.mo.gov.

I the applicant named in this application have read the contents herein and to the best of my knowledge and belief all statements herein contained are true.

NAME (PLEASE TYPE OR PRINT)	SOCIAL SECURITY NUMBER
SIGNATURE	DATE

VII. APPLICATION CHECK LIST

- ☐ Application has been completed in its entirety and typewritten (incomplete, handwritten or faxed applications will not be processed);
- ☐ Photograph taken within the past five years is attached;
- ☐ Applicant's signature and date have been affixed;
- ☐ Enclosed \$10 filing fee in the form of a check or money order payable to: Missouri Board for Professional Engineers;
- ☐ Enclosed original, official transcript of grades verifying receipt of engineering degree, if applicable.
- ☐ Degree Evaluation Report as prepared by NCEES Credentials Evaluations, if applicable.

YOU WILL BE REQUIRED TO COMPLETE FINAL SCHEDULING OF THE EXAMINATION BY REGISTERING WITH THE EXAMINATION SERVICE, NCEES, AND REMITTING THE BOOK, SCORING AND ADMINISTRATION FEE. DO NOT REGISTER WITH NCEES UNTIL YOU HAVE BEEN NOTIFIED THIS APPLICATION HAS BEEN APPROVED.