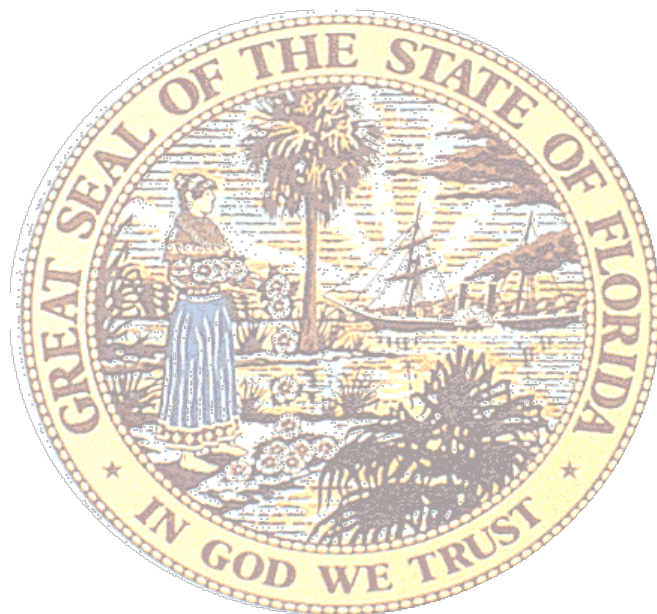


Florida Board of Professional Engineers

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



Fundamentals of Engineering Examination Application

CHECK LIST

- ALL INFORMATION MUST BE TYPED. NOT TYPING THE INFORMATION PROVIDED IN THE APPLICATION WILL RESULT IN THE PAYMENT AND APPLICATION BEING RETURNED TO YOU TO BE FILLED OUT CORRECTLY. THIS WILL CAUSE A DELAY IN THE PROCESS AND MAY RESULT IN A MISSED APPLICATION DEADLINE.**
- Complete Application in its entirety
- Complete Verification of Education Release form and forward to college or university

Starting January 2014, the Fundamentals of Engineering exam will be offered by NCEES as a Computer Based Test (CBT) only. The exam will now be offered in four (4) distinct testing windows in which an approved Florida candidate can schedule their exam. The windows are: 1) January and February; 2) April and May; 3) July and August; and 4) October and November. Applicants can now attempt the exam up to three (3) times per year and the applicant must be approved by the Florida Board for each exam attempt. **Applications must be received by the Board office at least 45 days prior to the testing window for which the applicant would like to schedule the exam.** Once approved, the applicant will contact NCEES and register for the exam.

The CBT exam will be offered at Pearson VUE Professional centers around the state and the US. An applicant may schedule the exam in Florida, or if more convenient, schedule the exam at any Pearson VUE Professional center that has available seats on the desired date. More information about CBT can be found at www.ncees.org and on our website at www.fbpe.org. You may also view locations of Pearson VUE Professional centers at www.ncees.org and look for the link entitled "Where Will I Take My Exam."

This format change will allow the examinee more flexibility in studying for and scheduling the exam, taking the exam at a time and location most suited to the candidate's needs, and receiving grade notifications within a week of taking the exam.

INSTRUCTIONS FOR FBPE STUDY GUIDE

The Florida Board of Professional Engineers is responsible for enforcing Chapter 471 of the Florida Statutes, which states that the Legislature deems it necessary in the interest of public health and safety to regulate the practice of engineering in this state.

In responding to this statutory mandate, the Florida Board of Professional Engineers has made marked strides to ensure that licensees are competent and, in fact, do not pose a danger to the public. One aspect of implementing the law emphasizes specific requirements in the evaluation of a candidate's ability and knowledge of professional engineering. This evaluation is accomplished using the national examination developed by the National Council of Examiners for Engineering and Surveying (NCEES). The second means of insuring a person's ability to practice in Florida is through completion of the FBPE Study Guide on Florida's Laws and Rules. The Study Guide consists of multiple-choice questions that relate to Chapter 471, Florida Statutes and Chapter 61G15, Florida Administrative Code. You are required to complete the Study Guide as a part of the application process. A file is not complete unless the Study Guide is completed and submitted following receipt of your application. In accordance with Rule 61G15-20.0016, F.A.C., an applicant must achieve a minimum score of 90% on the Study Guide. For the individuals who are applying with foreign degrees, the Study Guide satisfies the Professionalism and Ethics course requirement.

Upon receipt of your application, FBPE will send you an email with a link and logon information for you to complete the online Study Guide. **You must provide an email address** (* All email addresses are public records pursuant to F.S. Chapter 119.011(12)) with your application in order to complete the online Study Guide. Once you have successfully completed the Study Guide, you will receive a Certificate of Completion and the results will be sent to FBPE for inclusion with your application.

BOARD OF PROFESSIONAL ENGINEERS

INSTRUCTIONS FOR COMPLETING THE APPLICATION TO RECEIVE ELIGIBILITY TO SIT FOR THE NCEES FUNDAMENTALS EXAMINATION

The Florida Board of Professional Engineers has contracted with the National Council of Examiners for Engineering and Surveying (NCEES) to administer the engineering examinations. Entering into this contract does not affect the eligibility determination.

You must file your application with the Board of Professional Engineers for each exam date, and you must receive notice of eligibility from the Board to sit for the examination, prior to registering with NCEES at www.ncees.org. Approvals are exam date specific. If you do not show for the exam or if you do not pass the exam, then you will be required to submit a new re-examination application and fee for board approval of your next desired exam date.

If you were previously approved for the examination in Florida within the past three (3) and did not show, please submit the FE Re-Exam Application.

In order to qualify for the Fundamentals of Engineering Examination, you must meet the qualifications listed in Chapter 471, Florida Statutes, and Rule 61G15, Florida Administrative Code (F.A.C.). Engineer Intern applications are processed by our office staff and are reviewed by the Board's Application Committee at such time as they are deemed complete. If the Committee denies your application, you will be notified of the denial and your options at that time.

If you have received or completed your undergraduate degree from a university outside of the United States, and are currently enrolled in an U.S. graduate program, you should visit our web site www.fbpe.org to download the Fundamentals of Engineering Foreign Degree Application.

APPLICATION INSTRUCTIONS:

ALL INFORMATION MUST BE TYPED. NOT TYPING THE INFORMATION PROVIDED IN THE APPLICATION WILL RESULT IN THE PAYMENT AND APPLICATION BEING RETURNED TO YOU TO BE FILLED OUT CORRECTLY. THIS WILL CAUSE A DELAY IN THE PROCESS AND MAY RESULT IN A MISSED APPLICATION DEADLINE.

This application packet should contain the following:

1. Application and Profile Data for Engineer Intern Examination; and
2. Verification of Education Release/Transcript; **or**
3. Letter of Good Standing.

If your application packet is missing any of these forms, you may download these forms from our web site.

Fees: You should submit your application along with a check or money order in the amount of \$30 made payable to FBPE or Florida Board of Professional Engineers. No cash or credit card payments will be accepted.

As you begin this application process you will receive updates on your application.

30 Day Notice of Status - You may also check the status of your application by visiting our web site and selecting the search link to myfloridalicense.com. If you have not received a status on your application as the completion date approaches, please contact our office by e-mail or phone.

Notice of Approval - Once you receive your Notice of Approval email from the Board, you must register with NCEES at www.fcees.org to complete the examination process.

Notice of Denial - If you should receive a Notice of Denial, you will be advised of your right to appeal under Chapter 120, F.S.

NOTE: Effective November 1, 2010, FBPE initiated an online version of the Study Guide. Successful completion of the FBPE Study Guide, covering Chapter 471, Florida Statutes and Rule 61G15, Florida Administrative Code, is required for licensure. The Study Guide is an online text with thirty three (33) questions. You will be sent a link to the website with logon information. You will then complete the Study Guide online and your results will be sent directly to FBPE for inclusion with your file. You will also receive a Certificate of Completion once you have successfully completed the Study Guide.

If you have any questions concerning Licensure by Examination, please contact our office.

Florida Board of Professional Engineers
2639 N. Monroe Street, Suite B-112
Tallahassee, Florida 32303
Telephone Number (850) 521-0500

Application Type



**FUNDAMENTALS OF ENGINEERING
EXAMINATION APPLICATION**



**Fee: \$30
(Made Payable to FBPE)**

NAME		Last:	First:	Middle:
MAILING ADDRESS		Number and Street:		Apt/Lot No.:
		City:	State:	Zip Code:
HOME TELEPHONE NUMBER:		BUSINESS TELEPHONE NUMBER:		EMAIL ADDRESS: <small>* All email addresses are public records pursuant to F.S. Chapter 119.011(12)</small>
DATE OF BIRTH (MM/DD/YYYY):		*SOCIAL SECURITY NO.: <small>*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.</small>		

(ATTACH CHECK HERE)

EDUCATION HISTORY

Name & Addresses Colleges/Universities Attended:	Type of Degree Received:	Did you graduate Y/N	If Currently enrolled, list anticipated date of graduation. MM/YYYY	In what discipline of engineering was or will your degree be issued?
		□/□		
		□/□		
		□/□		

Have you filed an application with this office previously? YES NO

If yes, list the date of the last Engineer Intern Examination you have taken or were scheduled for:

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 shall 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** _____

Letter of Good Standing

If you are enrolled in a Bachelors program in engineering, please complete the following statements pertaining to yourself and the educational institution you are attending, before forwarding this document to your school for certification. PLEASE TYPE OR PRINT LEGIBLY.

Name and Address of Institution:

Name and Address of Applicant:

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, Florida Statutes.

Date of Enrollment: _____

Anticipated Graduation: _____

Date to be awarded: _____

I am making application 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 a Board approved engineering program. With this understanding, I am providing the following information to be certified by the institution at which I am currently enrolled. Please complete and forward this document to the Florida Board of Professional Engineers, 2639 N. Monroe Street, Suite B-112, Tallahassee, FL 32303.

Signature of Applicant: _____

Date: _____

TO BE COMPLETED BY THE INSTITUTION ONLY:

This is to certify that _____ DOB _____

is a _____ in good standing with an anticipated graduation date of _____

(Classification, i.e., Senior)

at which time a _____ degree in _____ engineering will be
(Bachelors, Master, Ph.D.)

awarded, with a major in the _____ discipline.

Signature of Registrar
or Dean of the College of Engineering

Date

(SCHOOL SEAL)

RETURN THIS DOCUMENT TO:

Florida Board of Professional Engineers
2639 N. Monroe Street, Suite B-112
Tallahassee, FL 32303

VERIFICATION OF EDUCATION RELEASE

(Transcript Request)

If you are a graduate of a Bachelor, Master and/or Doctorate degree, please forward this completed form to the college or university with a request that a transcript be submitted to our office.

Name and Address of Institution:

Name and Address of Applicant:

Social Security No.: _____

Telephone #: _____

*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.

Date of Attendance: _____

Degree Awarded: _____

Date Degree Awarded: _____

Discipline: _____

I am making application to the Florida Board of Professional Engineers for Fundamentals of Engineering Examination and subsequent certification as an Engineer Intern. Please forward this document, 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 immediately.

Signature of Applicant: _____

Date: _____

**RETURN THIS DOCUMENT
AND TRANSCRIPT TO:**

(SCHOOL SEAL)

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