

**STUDENT EXAM INFORMATION NOTICE
FOR ENGINEER INTERN (EI) ENROLLMENT
FUNDAMENTALS OF ENGINEERING (FE) EXAMINATION**

GENERAL APPLICATION INSTRUCTIONS

The Fundamentals of Engineering (FE) exam will be administered on **Saturday, April 13, 2013**. This is a national, eight-hour, multiple-choice, **closed book** exam administered in two four-hour sessions. You will be provided with the *Fundamentals of Engineering Supplied Reference Handbook* at your seat on exam day. Personal reference material is not permitted.

APPLICATION DEADLINE DATE AND EXAM SITE.

- Undergraduate students attending the University of Colorado at Boulder, Colorado School of Mines, USAFA (April Exam only), Fort Lewis College, and all Colorado State University campuses except Pueblo: **Contact the engineering department at your school as to the application and online registration deadline date and the exam location on your campus.** Note: There are two separate deadlines: (1) the deadline for your application to be received is **February 8, 2013**, and (2) the deadline for registering with NCEES for the exam is **February 21, 2013**. If approved by your school, you must take this exam on your school campus.
- Undergraduate students attending the University of Colorado at Denver, University of Colorado at Colorado Springs, University of Denver, Colorado State University at Pueblo, Colorado Technical University, and Metropolitan State College of Denver: **Contact the engineering department at your school as to the application and online registration deadline dates.** Note: There are two separate deadlines: (1) the deadline for your application to be received is **February 8, 2013**, and (2) the deadline for registering with NCEES for the exam is **February 21, 2013**. If approved by your school, you will be scheduled to sit for your exam at the main Denver exam site.

APPLICATION. The Student Application for the FE exam is only available on the Board website (www.dora.colorado.gov/professions/engineers) for a limited time and is good for **THIS EXAM ADMINISTRATION ONLY**. Ensure that you submit your application to your school by the school's deadline date.

NAME CHANGE DOCUMENTATION. If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).

EXAM FEES: Two payments are required:

1. **Payment to the State of Colorado:** Make one check for **\$30.00** payable to the **State of Colorado**. This State application fee is non-refundable. Submit your application and check to your school by your **school's deadline date**. Your school will then forward your application and fee to the Division of Professions and Occupations, Office of Licensing. Late applications will not be accepted; **and also**
2. **Payment to NCEES (test vendor):** Pay the **\$125.00** registration fee to NCEES **online** when you register for the exam: www.ncees.org. Late registration will not be allowed.

ELIGIBLE STUDENTS. Undergraduate students planning to take the FE exam, through their school, must comply with the following Board Rules: Rule 4.7.1.1—Board-Approved Engineering Degree, Rule 4.7.1.2—Board-Approved Engineering Technology Degree, Rule 4.1.1.6—Student Application for Fundamentals of Engineering and/or Fundamentals of Surveying Exam, and Rule 4.3.4—Student Fundamentals of Engineering and Fundamentals of Surveying Examination Applications.

C.R.S. 12-25-112(2)(b)(II) references senior status in a board-approved engineering and engineering technology curriculum of four or more years. The Board interprets this provision to take the Fundamentals of Engineering exam to include senior status in a curriculum at a college or university within the state of Colorado that is accredited by one of the commissions of the Accreditation Board for Engineering and Technology. In addition to ABET/EAC programs, this rule permits Colorado schools with an ABET/TAC program to allow its seniors to take the FE exam through their school.

GRADUATE STUDENTS. Do not complete this application—you are not eligible to take this exam with the eligible students as outlined above. If you take the exam without prior Board approval, **your examination will be voided**. If you are in a graduate engineering program and wish to apply for the FE exam, obtain your application forms from www.dora.colorado.gov/professions/engineers. You must apply through the Colorado Board office and receive written approval from the Board to take the FE exam.

EXAM ADMISSION PACKAGE. A few weeks prior to the exam date, the National Council of Examiners for Engineering and Surveying (NCEES) will e-mail eligible students exam admittance information.

FE EXAM SPECIFICATIONS. You will need to select your afternoon exam discipline when registering to take the exam with NCEES. Visit the NCEES website at www.ncees.org to view the specifications for the FE exam. Click on the “Exams” tab.

REFERENCE HANDBOOK. When you submit your application to your school, you may be given a copy of the *Fundamentals of Engineering Supplied Reference Handbook*. If your school does not have a copy for you, you may purchase, view, or download a copy from the NCEES website (www.ncees.org). You are not permitted to bring your own reference materials or your own copy of the reference handbook into the exam room. This is a “supplied reference” exam, meaning the *Fundamentals of Engineering Supplied Reference Handbook* will be supplied to you on the day of the exam. You will not be permitted to keep the reference handbook given to you at the exam.

ITEMS THAT MIGHT COMPROMISE THE SECURITY OF THE EXAM OR EXAM PROCESS ARE NOT PERMITTED. Check the NCEES website at www.ncees.org for information regarding what is/is not permitted for the exam (i.e., personal reference materials, electric calculators, etc.). Examinees should be aware of Board Rules 4.8.3—Compliance with Examination Policies and Procedures, 4.8.3.1—Noncompliant Conduct in Association with Examination, and 4.8.3.2—Consequences of Noncompliant Conduct with Examination Policies and Procedures.

CONFIDENTIALITY OF TEST CONTENT. The Fundamentals of Engineering test booklets are the property of the National Council of Examiners for Engineering and Surveying and their contents are copyrighted under the laws of the United States. Copying, reproduction, or any action taken to reveal the contents of this examination in whole or in part is unlawful. Removal of a test booklet from the exam room by unauthorized persons is prohibited. Examinees are required to certify by their signature on their answer sheets that they understand the secure and confidential nature of the examination and will not reveal the test's content to anyone.

EXAM RESULTS. The NCEES will e-mail your exam results within approximately ten (10) weeks from the date of the exam. Do not call the State Board office or NCEES requesting your exam score since scores are **not** released over the phone. **Keep NCEES and the State Board office informed of any address changes.**

VALIDITY OF EXAM FROM INELIGIBLE STUDENT. Per Board Policy 40.3.2, if the Board receives an examination from a student who is not on the list of eligible students submitted by the institution, that student's examination score will not be released and his/her examination will become void. It is the school's responsibility to certify that the information being submitted is complete and correct.

CANCELLATION OF TEST RESULTS. The Colorado State Board reserves the right to cancel a test score if, in its sole opinion, there is any reason to question its validity.

RETAKE A FAILED EXAM.

- **If you remain a student in senior status in an undergraduate program** for the next FE exam, you may again apply with a new application through your school. Stay in contact with your school's engineering department.
- **If you graduate or are no longer enrolled as a student in senior status** and you wish to take the FE exam in the state of Colorado, you will need to apply with a new application for non-students through the State Board office and receive State Board approval to take the FE exam.

BOARD POLICIES.

- **No Show:** If a student submits an application for the examination then does not appear for the exam, the NCEES exam fee is non-refundable and the application will be purged from the State Board files.
- **Cancel:** A student may request a partial refund of the NCEES exam fee through NCEES providing the exam reservation is canceled 45 days prior to the exam date. Cancellations must be made **in writing** by the student through the NCEES office.
- **Fail Exam:** If a student fails the examination, the records will be purged from the State Board files.