



West Virginia State Board of Registration for Professional Engineers

300 Capitol Street, Suite 910, Charleston, WV 25301

PE APPLICANT – EDUCATIONAL PLAN OF STUDY AGREEMENT

PLEASE TYPE OR PRINT LEGIBLY

The West Virginia Board requires any exam applicant who has failed the Principle and Practice exam three or more times in West Virginia or elsewhere to prepare and submit an Educational Plan of Study Agreement to be approved by the Board prior to admission acceptance being granted. This requirement for the Principles and Practice exam admission is based on WV Code § 30-13-15(d) and is intended to be informational and educational for all parties involved. The Board requires the exam applicant to develop an individualized Educational Plan of Study that includes specific valid strategies for improving knowledge in deficient areas. If unsuccessful on the exam attempt, the Board will require a review and analysis of the unsuccessful Educational Plan of Study and development of a different or more comprehensive course of action for subsequent exam attempts.

APPLICANT NAME: _____
First Middle Last (Sr., Jr., III)

SOCIAL SECURITY NUMBER (LAST FOUR DIGITS ONLY): _____

PREVIOUS EXAM HISTORY:

Have you taken the PE Exam three (3) or more times in West Virginia or any other jurisdiction?

- No. If no, completion of this Educational Plan of Study Agreement is not required at this time.
 Yes. If yes, complete this Educational Plan of Study Agreement and enclose with your application package.

If exams were taken outside of West Virginia, please list the date of each exam and the state/jurisdiction for each of your previous attempts:

Have you completed an Educational Plan of Study Agreement for a previous PE exam in West Virginia?

- No. If no, proceed to page 3 and develop your initial Educational Plan of Study/course of action.
 Yes. If yes, proceed to page 2 and provide a review and analysis of your previous Plan(s) of Study **before** (and in addition to) developing your new Educational Plan of Study for the upcoming exam on page 3.

IMPORTANT UPDATE: If you have completed two or more Educational Plans of Study for previous unsuccessful PE exams in West Virginia, you will be required to appear before a committee of the Board for an interview at a time designated by the Board. Board staff will contact you to make an appointment. This requirement for the Principles and Practice exam admission is based on WV Code § 30-13-15(d) and is intended to be informational and educational for all parties involved. If you are unable to appear before the Board committee at the designated time, your exam fees will be forfeited and you will be required to re-apply for the next exam session, submitting both a new application and relevant fee.

If you have completed two or more Educational Plans of Study for previous unsuccessful PE exams in West Virginia, please sign below indicating you have read and understood the above statement.

Applicant's Signature _____ Date _____

For applicants who have completed one or more Educational Plan of Study Agreements for a previous PE exam in West Virginia, please review your previous plan(s) of study and then complete the following:

ANALYSIS OF PREVIOUS EDUCATIONAL PLAN(S) OF STUDY

SUMMARIZE YOUR PREVIOUSLY APPROVED EDUCATIONAL PLAN(S) OF STUDY. SPECIFY WHETHER EACH OF YOUR PREVIOUS STUDY OBJECTIVES WAS MET. IF NOT, EXPLAIN WHY NOT. PLEASE BE SPECIFIC. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING REJECTED UNTIL SUCH TIME THAT YOU CAN IDENTIFY AND COMPLETE ACCEPTABLE EXAM PREPARATION APPROVED BY THE BOARD.

*This box will expand as you type if using the Word version of the form. It will not expand if using the Adobe version format.
You may attach additional pages of documentation as you deem appropriate.*

Before signing below, please answer the following:

Did you complete ALL activities listed in your previously submitted Educational Plan of Study? No Yes

If “No”, please explain below.

Applicant’s Signature:

Date: / / 20

Each situation where an individual is taking the exam for the 4th time or more will be individually reviewed. The Board recognizes each situation may be unique and require a personalized plan of study / course of action that should be judged on a case by case basis. As with our continuing education program for those renewing their WV PE license each year, the West Virginia Board does not pre-approve educational courses nor do we pre-qualify companies to offer educational seminars. The Board does not plan to pre-qualify any specific exam preparation activity but rather judge each submission on its own merits, taking into account the deficient areas outlined on the individual examinee's diagnostic sheets from previous failed attempts. At this early stage of implementing the requirement of the Educational Plan of Study agreement, the Board will allow the exam applicant to develop an individualized plan of study / course of action that includes specific valid strategies for improving knowledge in deficient areas. Because of a fairly small exam pool in WV, and with each individual's talents varying to some degree, the Board will take the time necessary to review the plan and determine whether or not the selection was appropriate. If the examinee is still unsuccessful, the Board will require a different educational plan of study / course of action for future exam attempts. Since no pre-approval process is offered, the Board will make every effort to work with applicants to ensure the intent of the program is being met.

EDUCATIONAL PLAN OF STUDY / COURSE OF ACTION FOR YOUR NEXT EXAM

PLEASE BE SPECIFIC. YOU MUST PROVIDE ADEQUATE DETAIL FOR THE BOARD TO EVALUATE YOUR EDUCATIONAL PLAN OF STUDY. IF YOU COMPLETED AN EDUCATIONAL PLAN OF STUDY AGREEMENT FOR A PREVIOUS PE EXAM IN WEST VIRGINIA, YOU MUST INCORPORATE DIFFERENT OR MORE COMPREHENSIVE OBJECTIVES/STUDY STRATEGIES IN THIS NEW COURSE OF ACTION THAT WILL ADDRESS DEFICIENCIES YOU IDENTIFIED IN YOUR PREVIOUS EDUCATIONAL PLAN(S) OF STUDY. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING REJECTED UNTIL SUCH TIME THAT YOU CAN IDENTIFY AND COMPLETE ACCEPTABLE EXAM PREPARATION APPROVED BY THE BOARD.

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You may attach additional pages of documentation as you deem appropriate.*

By signing this Educational Plan of Study Agreement, I understand I have an obligation to the WV State Board of Registration for Professional Engineers to complete the educational plan of study / course of action outlined above and that my admittance to the Principles and Practice exam is based on the Board's belief that the information presented within is truthful, that the plan will be helpful, and that it will be completed prior to the exam date. Should I be unable to complete the approved plan of study outlined above, I understand I have an obligation to contact the Board office at least two weeks prior to the exam date, recognizing that the Board may deny entrance to the exam if the conditions stated above were not met.

ALL FEES ARE NON-REFUNDABLE

Applicant's Signature:

Date: / / 20