



West Virginia State Board of Registration for Professional Engineers

300 Capitol Street, Suite 910, Charleston, WV 25301

FE APPLICANT – EDUCATIONAL PLAN OF STUDY AGREEMENT

PLEASE TYPE OR PRINT LEGIBLY

The West Virginia Board requires any exam applicant who has failed the Fundamentals of Engineering 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 Fundamentals of Engineering exam admission is based on WV Code § 30-13-15(c) 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 FE 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 FE 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 FE 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 during a two-day window of interviews which must take place within two weeks after the exam application deadline. This requirement for the Fundamentals of Engineering exam admission is based on WV Code § 30-13-15(c) 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 exam fees.

If you have completed two or more Educational Plans of Study for previous unsuccessful FE exam attempts 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 FE 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

