



# Instructions and Statement of Understanding Fundamentals of Engineering Applicants

**THIS DOCUMENT SHALL SERVE AS YOUR APPLICATION COVER PAGE.**

This checklist must be printed, completed by hand, signed and returned as the cover page to your application submission. It is provided to assist you in ensuring that you have assembled all required documentation prior to submittal of your application package.

- All application materials, excluding this cover page, must be typed.
- One 2 ½" x 3" passport-like photo taken within six months of the date of application. Digital photos or polaroids are acceptable. Your signature is required on the front of this photo. Improper or unrecognizable photos may result in your application being returned.

**Have you taken the Fundamentals of Engineering Exam three (3) or more times? (WV or other)**  Yes  No

**If yes, have you enclosed the required Educational Plan of Study Agreement outlining your plans to obtain further instruction in deficit areas prior to the exam date?**  Yes  No

- Please circle the category you are in below and check the box indicating you understand your responsibilities.
  - Current Student** – You must have **SENIOR** status and arrange for the Registrar of your institution to forward official transcripts immediately **AFTER** receiving your 4-yr. ABET undergraduate degree. Failure to do so will result in your EI certification not being processed. This is your responsibility for no one can be issued an official copy of your transcript without your permission. A Transcript Request Form has been prepared for your use and can be found on our website. To expedite the process, it is recommended that the applicant supply the registrar with a self-addressed stamped envelope.
  - Graduate** – An official copy of your transcript must be included in this package in a **signed, sealed** envelope from the Registrar's office of all institutions where degrees were earned. A Transcript Request Form has been prepared for your use and can be found on our website. To expedite the process, it is recommended that the applicant supply the registrar with a self-addressed stamped envelope.
  - Foreign Degree Holder** – An official copy of the evaluation of your foreign degree credentials from the Center for Professional Engineering Education Services (CPEES), an affiliate of the National Council of Examiners for Engineering and Surveying (NCEES), must be included in this package in a **signed, sealed** envelope from CPEES. **CPEES is the official evaluation service used by the WV State Board of Registration.** Visit [www.cpees.org](http://www.cpees.org) for details of this process. If you also hold a Master's and/or PhD in engineering from a U.S. ABET program, please contact our office to discuss application requirements.
- Three references must be included in your application package in **original, unopened, signed, sealed** envelopes from those who are serving as references. References cannot be related to the applicant and cannot be members of the PE Board. To expedite the process, it is recommended that the applicant supply the reference with a self-addressed stamped envelope.
- The application must be notarized and **must be received** in the Board office on or before the published deadline (90 days prior to the exam date).
- A check made payable to "WV Board of Registration for Professional Engineers" must be enclosed. This check should cover the application fee + examination fee or the re-apply fee (see Fee Table for current rates). **If your original application is over 2 years old, you must submit the full application and full fees as if you are submitting for the first time.** If applicable, a completed fee waiver form may be used in lieu of a check. **ALL FEES ARE NON-REFUNDABLE.**
- Any change of email or mailing address is the responsibility of the applicant to report within 30 days. Failure to do so will obviously result in delay or no receipt of official Board correspondence. If you are graduating, please include a permanent address on your application and do not forget to contact our office with your new forwarding address.

By my signature below, I certify each checkbox above is clearly marked indicating my acknowledgement of the completeness of this application submission. I understand that my application will be returned without consideration unless all required elements are complete and included within this packet. **I understand on-line seat registration with NCEES/ELSES will be required if my WV application is approved and that details regarding this procedure will follow in my WV acceptance letter.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_