

2012 FE Exam Guide For April 2012 Test Takers

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This will provide you with important deadlines and steps to follow from completing your initial application (for first time test takers only) to creating your account and registering and paying for your FE exam. Follow it carefully and ask questions if needed!
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- III. Appendix B – Sample VADPOR application with instructions to guide you through the process of completing your own application
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Use this if you intend to pay your application fee of \$30 with a credit card. Other options are to use a money order to personal check.

Important Deadlines

- 2/1/2012** Turn your completed VADPOR application to Tiffany
Late applications will not be accepted! No exceptions!
- 2/23/2012** Register for your NCEES account
- 2/23/2012** Register and pay for your exam through PCS



COMMONWEALTH OF
VIRGINIA
ENGINEERING (FE / PE) AND SURVEYING (FS / PS / VIRGINIA
STATE SPECIFIC / LSB / MAPPING SCIENCES /
PHOTOGRAMMETRY) EXAMINATIONS
FIRST TIME APPLICANTS AND REPEAT CANDIDATES

CANDIDATE INFORMATION BULLETIN

Candidates will not be eligible for the examination without first applying to, and receiving approval from, the VA Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

SPRING 2012 EXAM DATES AND DEADLINES:

12/5/2011	Board application deadline for PE's and all surveyors
12/6/2011	Board application deadline for non-student EIT's and SIT's
12/15/2011	NCEES registration begins
2/1/2012	Board application due to Tiffany Newbold
2/14/2012	Board application deadline for student EIT's and SIT's
2/23/2012	NCEES registration deadline*
2/23/2012	PCS scheduling deadline*
4/13/2012	Exams given for PE (other than structural), PE Structural (Vertical Forces only), PS, LSA, and Photogrammetrist
4/14/2012	Exams for FE, FS, PE Structural (Lateral Forces only), and LSB

FALL 2012 EXAM DATES AND DEADLINES:

(LSB and Photogrammetrist exams are offered during the spring administration only.)

6/18/2012	Board application deadline for PE's and all surveyors
6/19/2012	Board application deadline for non-student EIT's and SIT's
TBD	NCEES registration begins
8/28/2012	Board application deadline for student EIT's and SIT's
9/6/2012	NCEES registration deadline*
9/6/2012	PCS scheduling deadline*
10/26/2012	Exams given for PE (other than structural), PE Structural (Vertical Forces only), PS, and LSA
10/27/2012	Exams for FE, FS, and PE Structural (Lateral Forces only)

*Scheduling with PCS or registering with NCEES is NOT available after the deadline. NO EXCEPTIONS.

CALCULATORS

Please visit the NCEES website, www.ncees.org, for the most up-to-date information regarding calculators. Only the models on the [NCEES-approved list](#) may be used on the examination. All other models are prohibited in the exam room. The NCEES website also has information regarding examination content.

INTRODUCTION

Revised November 15, 2011

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) is responsible for licensing and regulating the engineering and surveying professions. The Board, through DPOR, has contracted with Professional Credential Services (PCS) to provide various testing services. Please read the following information carefully before completing the enclosed scheduling form. All inquiries regarding the examination must be directed to the Virginia Engineering Coordinator at PCS - this includes questions regarding both engineering and surveying examinations.

First-Time Candidates

You are considered to be a first-time candidate if you are an applicant who has never received approval from the Virginia Board or if you have lost your exam eligibility and must reapply to the Board.

1. All applicants must be approved by the Board. First-time applicants must contact the Board for application information (see Appendices A and B). **Turn in your completed application with payment to Tiffany Newbold by 02/01/2012. We will mail all applications to the board at the same time.** If approved, proceed to step 2.
2. All applicants must create an account online with NCEES. You may create an account 365 days a year at the NCEES website (**creating an account is not the same as registering for the exam with NCEES**). Proceed to step 3.
3. Register online with NCEES by the **registration deadline**. This deadline is strictly enforced; NO EXCEPTIONS. Select your exam and site information at this time. Only Board-approved applicants proceed to step 4.
4. Board-approved applicants must submit their scheduling form with payment to PCS by the **scheduling deadline** published in this bulletin.

Re-Exam Candidates

You are considered to be a re-exam candidate if you are an applicant who has already received approval from the Virginia Board and your exam eligibility has not expired. Remember, you are exam-eligible for three years from the date the Board approved you for the exam.

1. All applicants must create an account online with NCEES. You may create an account 365 days a year at the NCEES website. If you have already created an account with NCEES, and your eligibility with the

Tiffany Newbold 1/11/12 9:58 AM

Comment [1]: If this is your very first time taking the FE exam, follow these steps.

If you have taken the FE exam before, please skip to Re-Exam Candidates and follow the directions.

Tiffany Newbold 1/11/12 9:59 AM

Comment [2]: Appendix A (blank application) and Appendix B (application instructions) will help you complete the application.

Tiffany Newbold 1/10/12 1:02 PM

Comment [3]:

1. <http://www.ncees.org/Exams/States/VA.php>

2.

Registration Status

Registration for April 2012 exams is open through February 23.

[Click here to register or login](#)

Change State:

Select a State or Country

3.

Don't have an account?

[Create one here](#)

After creating an NCEES account and receiving a confirmation email, log back into your N... [1]

Tiffany Newbold 1/10/12 12:47 PM

Comment [4]: You have to wait for the VADPOR to approve your application. Once they approve it, they will send you the scheduling form to complete. You must wait for their approval before you proceed to Step 4.

Tiffany Newbold 1/10/12 12:48 PM

Comment [5]: Again, you will get this form in the mail from the VADPOR once your application has been approved.

Tiffany Newbold 1/10/12 1:15 PM

Comment [6]:

Fee for the Spring 2012 FE Exam is \$145.

Within 2 business days of registering with NCEES, applicants will receive an email from PCS with a link to schedule and pay for an exam. If you do not see the email in your Inbox, please check your Spam or Junk f... [2]

Tiffany Newbold 1/10/12 1:17 PM

Comment [7]: If you have taken the FE exam before, follow Steps 2-4 above with one exception - no scheduling form is required for returning test takers.

1. <http://www.ncees.org/Exams/States/VA.php>

2.

Registration Status

Registration for April 2012 exams
is open through February 23.

Click here to register
or login

Change State:

Select a State or Country

3.

Don't have an account?

Create one here

After creating an NCEES account and receiving a confirmation email, log back into your NCEES account to register for an exam(s). Registration is only possible during NCEES registration windows; visit www.ncees.org to see if the registration window is open. You will select your exam discipline/module and location during NCEES registration. Your exam discipline/module and location can be changed up until the NCEES registration deadline. No exceptions can be made after the deadline.

Fee for the Spring 2012 FE Exam is \$145.

Within 2 business days of registering with NCEES, applicants will receive an email from PCS with a link to schedule and pay for an exam. If you do not see the email in your Inbox, please check your Spam or Junk folder before emailing your PCS coordinator for the link; see the Contact Information page for your coordinator's email address. Exams must be scheduled and paid for by the scheduling deadline. If you are unable to schedule and pay for an exam online, you may schedule by telephone (877-364-3926) to pay with Discover, Visa or MasterCard only.

Virginia Board will still be active *on the date of the exam*, proceed to step 2.

2. Register online with NCEES by the registration deadline. Even if you have already created an account and registered during another examination cycle, you still must register with NCEES *each time* you sit for an exam. Select your exam type and site information at this time. Proceed to step 3.
3. Board-approved applicants must schedule and pay the examination fee with PCS by the scheduling deadline (NO LATE REQUESTS OR EXCEPTIONS).

For re-examination candidates to schedule for the examination, please visit our website at www.pcshq.com. Email confirmations are provided 10 to 14 business days after you have successfully completed your online request.

ENGINEERING AND SURVEYING EXAMINATION FEES

Payment must be by Visa or MasterCard, or by certified check, company check, or U.S. money order (NO personal checks) made payable to Professional Credential Services. The applicant's name should be posted on the payment document.

EXAMINATION FEES

FE	\$145
PE (other than Structural)	\$255
PE Structural 16-Hour *	
8 hour Vertical Forces (Friday only)	\$500
8 hour Lateral Forces (Saturday only)	\$500
FS	\$190
PS	\$255
VA State-Specific Land Surveyor A	\$165
VA State-Specific Land Surveyor B**	\$315
Mapping Sciences (Photogrammetry)**	\$55
VA State-Specific Photogrammetry**	\$55

*Candidates may register for one or both structural exams. However, both exams must be passed within five years of each other in order for the candidate to receive an overall passing score for the PE Structural exam.

** Offered during the spring administration only.

WITHDRAWAL AND POSTPONEMENT POLICY

Candidates may request either a withdrawal or a one-time postponement before the scheduling deadline. The request must be in writing and forwarded to PCS via email or fax. Requests after the scheduling deadline will only be approved in cases involving extenuating circumstances. Proper documentation may be required such as military orders, doctor notes (for illness), a death certificate (for a death in the family), etc. Extenuating circumstances are NOT job requirements, vacations, lack of study time, weddings, etc.

Please note: It is only after you submit your scheduling form or register via telephone or internet that you are considered "scheduled" for the examination with PCS. ONLY SCHEDULED CANDIDATES CAN REQUEST A POSTPONEMENT OR A WITHDRAWAL.

Candidates approved for a postponement will be transferred to the next available examination administration; however, their exam eligibility with the VA Board will *not* be extended. Candidates will be responsible for paying the difference if fee increases occur.

If a withdrawal is granted, the candidate will be withdrawn from the examination, and receive a refund less the \$50 non-refundable processing fee. Refunds are issued 45 days after the examination date.

It is the candidate's responsibility to contact PCS prior to the test date if admission materials have not been received. PCS has no control over the US Postal Service. If you do not appear for testing, and a withdrawal or postponement has not been granted, you will be considered absent and will forfeit your examination fee. Absentee candidates should visit www.pcshq.com for rescheduling instructions.

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act (ADA), examination administration modifications are available for candidates who qualify. Also, candidates who are members of religious faiths that cannot take the examination on an assigned date may qualify for special accommodations. Candidates must visit the NCEES website (www.ncees.org) to read complete information as to the application procedures for special accommodations. All requests and supporting documentation must be submitted to NCEES before its deadline.

NAME OR ADDRESS CHANGES

Name and address changes must be submitted to both the Board office and PCS in writing. In order to change your name or address with PCS records you must show your old name or address and new name or address. Please include copies of any court documents if applicable (marriage or other legal name changes). Also include the name of the examination taken (profession) and examination date. Name or address changes may be faxed to PCS at 615.880.4282 or emailed to vaeng@pcshq.com. Name or address changes may be faxed to the Board office at (866) 465-6206 or emailed to the Board at apelscidla@dpor.virginia.gov. Candidates with name or address changes should report the change no later than three weeks prior to the examination. This will ensure that candidates receive their admission materials at their new address and that the materials contain the candidate's new name to match their ID which is required for exam entry.

NOTIFICATION OF EXAMINATION ADMISSION

Approximately two weeks prior to the examination, an examination authorization will be mailed to eligible candidates and will include the date, time, and location of the exam. Candidates determined to be ineligible for the examination will receive a partial refund of their scheduling fees approximately 45 days after the examination.

MECHANICAL PENCILS

Candidates must use the mechanical pencils provided by NCEES at the examination site (no other options).

TEST SITE AND REPORTING TIME

The exact test site location, map to the site, and reporting time will be provided in your admission materials. It is also suggested that you visit a website for driving directions from your departure location to the test site.

NCEES

Candidates are encouraged to visit the National Council of Examiners for Engineering and Surveying website (www.ncees.org) for information regarding the examination content, scoring system, and the latest information regarding the calculator policy.

ENVIRONMENTAL DISTRACTERS

Although every attempt is made to provide a quiet and comfortable testing environment, noise and room temperatures may be an unforeseen distracter. It is suggested that if you are sensitive to noise or temperature variations, you may want to bring earplugs and types of dress that can help you to adapt to a cooler or warmer climate in the examination room. PCS will work with the testing site staff to anticipate potential problems.

ADMISSION REQUIREMENTS

1. You must present your examination authorization and one form of government-issued identification with a photograph and your signature (i.e. drivers license or passport) in order to be admitted to the examination room.
2. The identification must be current and clearly recognizable or you will not be admitted to the examination. If your photo does not have a signature, you must bring a second form of signature identification.
3. It is the responsibility of the candidate to be at the examination on time. Candidates will not be permitted into the examination room after the announcements have begun (NO EXCEPTIONS). It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the needed travel time.
4. In the event of inclement weather or a national disaster, please call PCS for updates at (877) 364-3926.

FE/FS CANDIDATES ONLY

The FE is a closed-book exam. You will be provided with a FE Reference Handbook in your seat on exam day.

The FS is a closed-book exam. You will be provided with surveying reference formulas on exam day.

PE / PS / MAPPING SCIENCES CANDIDATES ONLY

You may use published books, codes, tables, standards and ordinances, and bound reference materials. Bound reference materials are defined as stitched, glued or fastened by spiral binders, plastic snap binders, brads or screws. Current regulations, available on the Board's website at www.dpor.virginia.gov/dporweb/ape_main.cfm, will print as a single sheet format and immediately become an "unbound document". Please bind all reference materials as noted above.

Candidates may tab reference books before the examination with Post-it™ type notes and flags, but pads of Post-it™ notes and flags are not permitted in the examination room. Candidates are not permitted to exchange reference materials or aids during the examination. Candidates are not permitted to write and make notes in any of the reference materials.

All items brought to the test site will be the candidate's sole responsibility. PCS, the Board or the facility are not responsible for any lost, misplaced, and/or stolen items.

ITEMS PROHIBITED IN EXAMINATION ROOM

Unapproved calculators are not permitted. Only the calculators listed on the NCEES website are permitted.

Devices or materials that might compromise the security of the exam or disrupt the examination process are not permitted.

Devices with copying, recording, or communication capabilities are not permitted. These include, but are not limited to, cameras, cell phones, desktop/handheld laptop, and palmtop computers, databanks, data collectors, organizers, pagers or beepers, PDA's, radios, headsets, tape players, MP3 players, portable fax machines, calculator watches, reproduction equipment, electronic dictionaries, electronic translators, transmitting devices and recorders.

Personal writing and erasing instruments may not be used to complete any portion of the examination. Only NCEES-supplied pencils and erasers are permitted.

Loose paper, legal pads, writing tablets, and unbound notes are prohibited. All scratch work must be written in the exam book. Writing on any other paper including the supplied FE Reference Handbook, or removing pages from the examination book or Handbook, is strictly prohibited. Weapons of any kind, tobacco products, alcoholic beverages, and personal chairs are not permitted.

If any prohibited item is found in a candidate's possession after the examination begins, or if a candidate is found to be using a writing instrument other than the NCEES-supplied pencil, the item will be confiscated, the candidate will be dismissed from the examination, and his/her examination will not be scored or refunded. All confiscated items will be forwarded to NCEES.

SCORE NOTICES

Candidates may log in to their NCEES account to view their results. Please allow 8 to 10 weeks for NCEES to update individual accounts with exam results. Engineer and surveyor license candidates who pass all of the requisite exams will receive their license in the mail from the Board within 10-12 weeks of passing the exams. Engineer-in-training and surveyor-in-training candidates, who pass the fundamentals exam, may contact the Board for their assigned designation number. A designation number issued by the Board is not a license; the number only identifies that you have passed the fundamentals exam.

SECURITY GUIDELINES

The Commonwealth of Virginia copyrights all test state-specific questions. Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful. Removal of an examination booklet, answer sheet or other confidential material supplied to you at the examination is prohibited.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove examination information by any means, or possession of unauthorized notes or equipment may be sufficient cause for you to leave the examination room. All such irregularities will generate a report to the Board.

The *Examination Site Conduct Agreement Form* will be supplied to you at the examination. The form provides for your agreement to the security guidelines discussed above and must be completed prior to taking the exam. No visitors, guests or children are permitted in the examination room.

VA STATE-SPECIFIC LAND SURVEYOR EXAM

Beginning with the October 2002 examination, the Virginia Surveyor license examination will be a one-part, multiple-choice examination.

The content outline is as follows:

1. Regulations
2. Virginia Statutes
3. Geomatics
4. Land Planning, Design and Drainage
5. Construction/Route Location Survey
6. Erosion and Sediment Control
7. Boundary Survey Law
8. Wetlands/Chesapeake Bay/Water Quality
9. Hydrographics

The examination will contain at least 50 questions. The actual number of questions will vary depending on the allocated difficulty and time per question. Questions cover Board regulations and statutes (approximately 50%) and technical knowledge (approximately 50%). Please be aware that regulation and statute questions are contained in each of the content areas noted above. There will be a two-hour time limit.

Candidate comment forms will be available in the event you wish to comment on a particular exam question. Please request a form from the proctor at the completion of your testing session.

SCORING AND REPORTING

Exams are scored based only on the number of correct answers provided; no penalty is assessed for an incorrectly answered question. A minimum scaled score of 70 must be obtained in order to achieve a passing score. Results are confidential and will be reported to the Board office. The Board office will notify you of your results.

SUGGESTED REFERENCES FOR VA STATE-SPECIFIC LAND SURVEYOR EXAM

- Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations 18VAC10-20 (et seq.)
- Library of Virginia Standards for Plats 17VAC15-60 (et seq.)
- Code of Virginia §28.2-1300 (et seq.) "Wetlands"
- Code of Virginia §54.1-400 (et seq.) "Architects, Engineers, Surveyors, Certified Interior Designers and Landscape Architects"
- Code of Virginia §55-287 (et seq.) "Virginia Coordinate System"
- VDOT Drainage Manual (current edition)
- VDOT Road and Bridge Standards (current edition)
- VDOT Survey Manual (current edition)
- VDOT Subdivision Street Requirements (current edition)
- VDOT Work Area Protection Manual (current edition)
- VDOT Road Design Manual (current edition)
- VDOT Erosion and Sediment Control & Stormwater Management (current edition)
- VDOT Program Manual (current edition)
- DCR Erosion & Sediment Control Handbook (http://www.dcr.virginia.gov/stormwater_management/e_and_s.shtml)
- Chesapeake Bay Preservation Act, Chesapeake Bay Local Assistance Manual (November 1992) (www.dcr.virginia.gov)
- Chesapeake Bay Preservation Area Designation and Management Regulations 9VAC10-20 (et seq.)

- Virginia Council on the Environment's *A General Guide to Environmental Regulations in Virginia*
- US Clean Water Act, Section 404 (http://www.usace.army.mil/CECW/Documents/ecwo/reg/sec404_cwa.pdf)
- US Army Corps of Engineers *Hydrographic Survey Manual EM-1110-2-1003*, January 2002. (<http://140.194.76.129/publications/engine-manuals/em1110-2-1003/toc.htm>)
- US Army Corps of Engineers *Wetland Delineation Manual* Technical Report Y-87-1 (<http://el.erdc.usace.army.mil/wetlands/pdfs/awl-man87.pdf>)
- *Virginia Wetlands Management Handbook* (http://www.corm.vims.edu/permits_web/guidance/handbook/handbook.pdf)
- *Clark on Surveying and Boundaries* (June 1998); Robillard and Bouman
- *Route Surveying*, Hickerson
- *Surveying* (current edition) Francis H. Moffit/Harry Bouchard Bouchard
- NOAA Tide Tables
- *Boundary Control and Legal Principles* (current edition); Robillard and Wilson
- *National Geodetic Survey*—Geodetic Mark Preservation

* All references to the Code of Virginia and the Virginia Administrative Code (VAC) only require attention in those areas of the codes that pertain to the practice of surveying. All codes may be accessed through the Virginia Legislative Information System at <http://leg1.state.va.us/>.

LAND SURVEYOR B (LSB) EXAM (Spring only)

The Land Surveyor B examination is an 8-hour multiple-choice examination with a morning and an afternoon session. The exam consists of approximately 50 questions which comprise both sessions. However, the number of actual test questions will vary. An individual must be licensed as a Virginia surveyor in order to take this examination. An overall scaled score of 70 must be achieved in order to pass the examination for licensure.

The same policies and procedures, previously listed in this bulletin, also pertain to this examination. The content outline is as follows:

1. Erosion Control
2. Drainage and Storm Water Management
3. Incidental Plans/Profile
4. Land Planning and Design
5. Sanitary Sewer
6. Water Line Extensions
7. Federal/State/Local Standards

SUGGESTED REFERENCES FOR LAND SURVEYOR B EXAM

- Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations 18VAC10-20 (et seq.)
- VDOT Drainage Manual (current edition)
- VDOT Road and Bridge Standards (current edition)
- VDOT Survey Manual (current edition)
- VDOT Subdivision Street Requirements (current edition)
- VDOT Minimum Standards of Entrances (current edition)

- DCR *Erosion & Sediment Control Handbook*
—(http://www.dcr.virginia.gov/stormwater_management/index.shtml)
- Code of Virginia §54.1-400 (et seq.) "*Architects, Engineers, Surveyors, Certified Interior Designers and Landscape Architects*"
- VDH *Manual for Waterworks Regulations and the Practice for Waterworks Design*
- Sewage Collection and Treatment Regulations
—9VAC25-790 (et seq.)
- References (of your choice) on Sanitary Sewer Design and the Practice of Surveying

* All references to the Code of Virginia and the Virginia Administrative Code (VAC) only require attention in those areas of the codes that pertain to the practice of surveying. All codes may be accessed through the Virginia Legislative Information System at <http://leg1.state.va.us/>.

MAPPING SCIENCES EXAM (Spring only)
(Required for Photogrammetrists)

The Mapping Sciences examination is a 6-hour examination containing 100 questions. Candidates must pass the Fundamentals of Surveying Examination prior to attempting this examination. An overall scaled score of 70 must be achieved in order to pass the examination for licensure.

The same policies and procedures, previously listed in this bulletin, also pertain to this examination. The content outline is as follows:

1. Statutes and Rules
2. Standards
3. Project Planning
4. Geodesy and Map Projections
5. Data Acquisition
6. Data Reduction and Analysis
7. Documentation and Map Presentation
8. Business Principles and Communication
9. Quality Assurance.

SUGGESTED REFERENCES FOR THE MAPPING SCIENCES

- Elements of Photogrammetry with Applications in GIS*,
—Wolf & Dewitt (3rd edition)
- Remote Sensing and Image Interpretation*, Lillesand &
—Kiefer (5th or 6th edition)
- Digital Elevation Model Technologies and Applications: The DEM Users Manual* (2nd edition), edited by David F. Maune, PhD, CP
- Glossary of the Mapping Sciences*
- ASPRS *Manual of Photogrammetry*
- Introduction to Modern Photogrammetry*, Mikhail, Bethel, McGlone

VIRGINIA STATE SPECIFIC PHOTOGRAMMETRY EXAM (Spring only)

The Virginia State Specific Photogrammetry examination is a 2-hour examination containing 50 multiple-choice questions.

The content outline is as follows:

- 1.—Regulations
- 2.—Statutes
- 3.—Control Field Practices
- 4.—Photogrammetric Mapping
- 5.—Virginia Mapping Standards

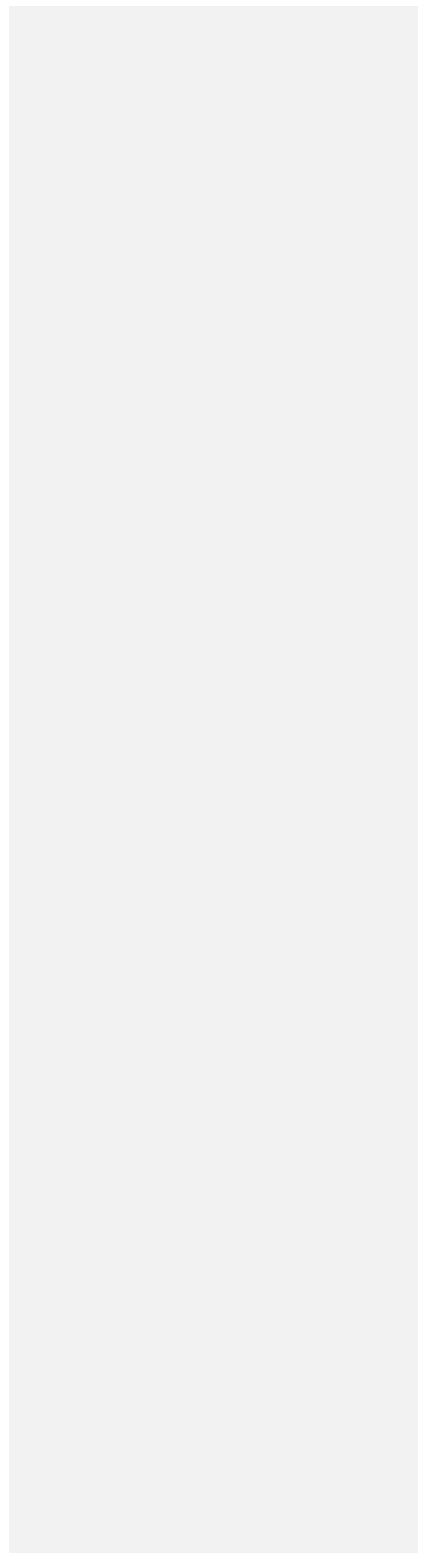
- 6.—Flood Plain Mapping
- 7.—Geometrics

SUGGESTED REFERENCES FOR THE VIRGINIA STATE SPECIFIC PHOTOGRAMMETRY EXAMINATION

- Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* 18VAC10-20 (et seq.)
- Code of Virginia §28.2 *Fisheries and Habitat of the Tidal Waters*
- Code of Virginia §33.1-184 *Evidence as to existence of public road*
- Code of Virginia §42.1-92 (et seq.) *State Publications Depository Program*
- Code of Virginia §54.1-300 (et seq.) Department of Professional and Occupational Regulation
- Code of Virginia §54.1-400 (et seq.) "*Architects, Engineers, Surveyors, Certified Interior Designers and Landscape Architects*"
- Code of Virginia §55-287 (et seq.) *Virginia Coordinate System*
- Chesapeake Bay Preservation Area Designation and Management Regulations 9VAC10-20 (et seq.)
- Library of Virginia Standards for Plats 17VAC15-60 (et seq.)
- VDOT *VA Work Area Protection Manual* (2002 edition)
- VDOT *Location and Design Survey Manual* (2002 or current edition)
- Elements of Photogrammetry* by Paul R. Wolf and Bon A. Dewitt. McGraw Hill (2002). ISBN: 0-07-292454-3.
- Manual of Photogrammetry*, (5th edition), ASPRS (American Society for Photogrammetry and Remote Sensing), Editor: J. Chris McGlone, 2004. ISBN: 1-57083-071-4
- Introduction to Modern Photogrammetry* by Edward M. Mikhail, James S. Bethel, J. Chris McGlone. John Wiley & Sons, Inc.
- Digital Elevation Model Technologies and Applications: The DEM Users Manual* (2nd edition). Edited by David F. Maune, A Maune, ASPERS, 5410 Grosvenor Lane, Suite 201, Bethesda, MD 20814. ISBN: 1-57083-082-7. ISBN: 04-471-30924-9
- Digital Elevation Model Technologies and Applications*. David Maune.
- Geo World*, (January 2003), page 28.
- A First Text on Geographic Information Systems*. Bolstad, P., (2002).
- Model Virginia Map Accuracy Standards Guideline* —(http://www.vita.virginia.gov/uploadedfiles/VITA_Main_Public/unmanaged/library/pogs/Guideline_Map%20Accuracy%20Guideline_701_00.pdf)
- National Geodetic Survey NAD83(NSRS2007) National Readjustment —(<http://www.ngs.noaa.gov/NationalReadjustment/>)
- Geometric Geodetic Accuracy Standards and Specifications for Using GPS Relative Positioning Techniques* by the Federal Geodetic Control Committee, (5/11/88, revised 8/1/89). —(http://www.ngs.noaa.gov/FGCS/tech_pub/GeomGeo-d.pdf)

* All references to the Code of Virginia and the Virginia Administrative Code (VAC) only require attention in those areas of the codes that pertain to the practice of surveying. All

codes may be accessed through the Virginia Legislative Information System at <http://leg1.state.va.us/>.



Commonwealth of Virginia
 Department of Professional and Occupational Regulation
 9960 Mayland Drive, Suite 400
 Richmond, VA 23233
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www.dpor.virginia.gov



**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,
 CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS
 Engineer-in-Training Information Sheet**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. It is the applicant's responsibility to ensure the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

EXAMINATION APPLICANTS APPLYING UNDER THE PROVISIONS OF 18VAC10-20-190.1

Board regulation 18VAC10-20-190.1 states that applicants who are enrolled in an ABET accredited undergraduate curriculum and are within 12 months of completing their degree are eligible to take the Fundamentals of Engineering Examination. Applicants that are enrolled in an ABET accredited master's or doctorate curriculum, or enrolled in a graduate curriculum that is ABET accredited at the undergraduate level at the institution at which the graduate degree is being sought and within 6 months of completion of graduate degree requirements are also eligible to take the Fundamentals of Engineering Exam. Individuals applying under this provision must submit the following documentation:

- ➔ a completed *Engineer-in-Training Designation Application* and fee;
- ➔ a *Certificate of Good Standing* from the dean of the engineering school in which the applicant is enrolled; and
- ➔ simultaneously, submit the *Examination Scheduling Form* with the examination fee directly to the examination vendor.

ALL OTHER EXAMINATION APPLICANTS

Individuals applying under the provisions of 18VAC10-20-190.2, .3, .4, or .5 must submit the following documentation:

- ➔ a completed *Engineer-in-Training Designation Application* and fee;
- ➔ a completed *Engineer-in-Training Reference Form* (less than one year old) completed by a licensed professional engineer, the dean of the engineering school, a department professor in the school attended by the applicant or an immediate supervisor (all references must have known the applicant for at least one year);
- ➔ a completed *Degree Verification Form* if applying under 10.A or 10.B on the *Engineer-in-Training Designation Application*;
- ➔ a completed *Degree Verification Form* and official school transcripts if applying under 10.C on the *Engineer-in-Training Designation Application*;
- ➔ official school transcripts if applying under 10.D on the *Engineer-in-Training Designation Application*;
- ➔ completed *Experience Verification Form(s)* if you are applying under 10.C. or 10.D. on the *Engineer-in-Training Designation Application*;
- ➔ If you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

EDUCATION

All applications are evaluated based on the undergraduate degree held by the applicant (*unless the applicant holds a graduate degree which is ABET accredited at the graduate level*). Applicants should forward the *Degree Verification Form* to the college or university from which any degree(s) were obtained (unless official school transcripts are required). In order to receive the EIT Designation, candidates applying under 18VAC10-20-190.1 must submit a completed *Verification of Degree Form* within 12 months of receiving their degree.

NOTE: Degrees awarded in fields other than engineering or a related science will be considered under 18VAC10-20-190.5 and must be accompanied by official school transcripts. When no degree is held, the applicant must meet the requirements of 18VAC10-20-190.5. Applicants applying with a degree in fields other than engineering or a related science, or with no degree must complete the *Course Requirements for Engineering Technology Program* form, and submit it with their application.

Individuals holding a master's degree from a college or university that is ABET accredited at the undergraduate or graduate level should also submit a *Degree Verification Form*. Applicants who have earned a degree from an institution outside the United States must have their degree authenticated and evaluated by an education evaluation service if credit is sought for this education. However, if the applicant also holds an equivalent or higher-level engineering degree from a United States

institution where the program has been accredited by ABET, verification but no evaluation is required. The Board reserves the right to reject an evaluation submitted by an applicant. AN EVALUATION DOES NOT CONSTITUTE ABET ACCREDITATION.

EXPERIENCE

Applicants applying under 10.C or 10.D on the *EIT Designation Application* must verify all experience on *Experience Verification Form(s)*. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes and attachments are not acceptable. Please refer to 18VAC10-20-160 and 18VAC10-20-240 of the Board Regulations for definitions of qualifying (professional) and non-qualifying (sub-professional) experience. No credit is allowed for non-verified experience.

TOEFLiBT (formerly known as TOEFL & TSE)

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be over two years old at the time of application.

EXAMINATION

Additional information concerning the examination is available from:

National Council of Examiners for Engineering and Surveying

P.O. Box 1686

Clemson, South Carolina 29633-1686.

Telephone: (864) 654-6824

Web Site: www.ncees.org

Applicants planning to enroll in refresher courses should submit an application in sufficient time to be approved to sit for the examination prior to enrolling in the course. Individuals electing to enroll in the courses prior to having obtained Board approval to sit for the scheduled examination risk the loss of time and money.

10. Which of the following education/experience requirements have you met in order to qualify for the Fundamentals of Engineering (FE) Exam and the Virginia Engineer-in-Training Designation? Check only **one**.

- A. GRAD Graduated from an approved engineering or engineering technology curriculum of 4 or more years or an approved graduate engineering curriculum
REQUIRED DOCUMENTATION: *Degree Verification Form and Engineer-in-Training Reference Form*
- B. ENG Obtained an undergraduate engineering degree of at least four years from an institution in a curriculum without ABET accreditation and obtained a master's or doctorate engineering degree from an institution in a curriculum that is ABET accredited at the undergraduate level
REQUIRED DOCUMENTATION: *Degree Verification Form and Engineer-in-Training Reference Form*
- C. EXP Graduated from a non-approved engineering curriculum or a related science curriculum of 4 or more years **and** at least 2 years of progressive engineering experience
REQUIRED DOCUMENTATION: *Degree Verification Form, Engineer-in-Training Reference Form, official college/university transcripts and Experience Verification Form(s)*
- D. SELF No engineering or related science degree, but requesting Board consideration of your credentials obtained through documented course work that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula **and** at least 6 years of progressive engineering experience
REQUIRED DOCUMENTATION: *Official college/university transcripts, Course Requirements for Engineering Technology Program, and Engineer-in-Training Reference Form and Experience Verification Form(s)*

➔ **ALL EXPERIENCE MUST BE VERIFIED ON *Experience Verification Forms* AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.**

11. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Engineer-in-Training designation. I certify that I understand and have complied with all the laws of Virginia related to engineers-in-training under the provisions of Title 54.1, Chapter 4 of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.



**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,
 CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS
 Engineer-in-Training Information Sheet**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. It is the applicant's responsibility to ensure the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

EXAMINATION APPLICANTS APPLYING UNDER THE PROVISIONS OF 18VAC10-20-190.1

Board regulation 18VAC10-20-190.1 states that applicants who are enrolled in an ABET accredited undergraduate curriculum and are within 12 months of completing their degree are eligible to take the Fundamentals of Engineering Examination. Applicants that are enrolled in an ABET accredited master's or doctorate curriculum, or enrolled in a graduate curriculum that is ABET accredited at the undergraduate level at the institution at which the graduate degree is being sought and within 6 months of completion of graduate degree requirements are also eligible to take the Fundamentals of Engineering Exam. Individuals applying under this provision must submit the following documentation:

- ➔ a completed *Engineer-in-Training Designation Application* and fee;
- ➔ a *Certificate of Good Standing* from the dean of the engineering school in which the applicant is enrolled; and
- ➔ simultaneously, submit the *Examination Scheduling Form* with the examination fee directly to the examination vendor.

ALL OTHER EXAMINATION APPLICANTS

Individuals applying under the provisions of 18VAC10-20-190.2, .3, .4, or .5 must submit the following documentation:

- ➔ a completed *Engineer-in-Training Designation Application* and fee;
- ➔ a completed *Engineer-in-Training Reference Form* (less than one year old) completed by a licensed professional engineer, the dean of the engineering school, a department professor in the school attended by the applicant or an immediate supervisor (all references must have known the applicant for at least one year);
- ➔ a completed *Degree Verification Form* if applying under 10.A or 10.B on the *Engineer-in-Training Designation Application*;
- ➔ a completed *Degree Verification Form* and official school transcripts if applying under 10.C on the *Engineer-in-Training Designation Application*;
- ➔ official school transcripts if applying under 10.D on the *Engineer-in-Training Designation Application*;
- ➔ completed *Experience Verification Form(s)* if you are applying under 10.C. or 10.D. on the *Engineer-in-Training Designation Application*;
- ➔ If you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

EDUCATION

All applications are evaluated based on the undergraduate degree held by the applicant (*unless the applicant holds a graduate degree which is ABET accredited at the graduate level*). Applicants should forward the *Degree Verification Form* to the college or university from which any degree(s) were obtained (unless official school transcripts are required). In order to receive the EIT Designation, candidates applying under 18VAC10-20-190.1 must submit a completed *Verification of Degree Form* within 12 months of receiving their degree.

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Individuals holding a master's degree from a college or university that is ABET accredited at the undergraduate or graduate level should also submit a *Degree Verification Form*. Applicants who have earned a degree from an institution outside the United States must have their degree authenticated and evaluated by an education evaluation service if credit is sought for this education. However, if the applicant also holds an equivalent or higher-level engineering degree from a United States

institution where the program has been accredited by ABET, verification but no evaluation is required. The Board reserves the right to reject an evaluation submitted by an applicant. AN EVALUATION DOES NOT CONSTITUTE ABET ACCREDITATION.

EXPERIENCE

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TOEFLiBT (formerly known as TOEFL & TSE)

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be over two years old at the time of application.

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Telephone: (864) 654-6824

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**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 ENGINEER-IN-TRAINING DESIGNATION APPLICATION**

Fee \$30.00

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

All applicants are required to read and understand the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations available at www.dpor.virginia.gov prior to applying for licensure.

➔ The date this completed application, fee, and all required supporting documentation are received in the Board office shall determine if an application has been received by the exam application deadline established by the Board.

1. Name Sample Jane Jo n/a
Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number * - -

3. Date of Birth 01/01/2000

4. Address (PO Box not accepted) 123 Any Street
Any City ST 12345
City State Zip Code

➔ If you are using your business address, please include business name, full street address and any floor or suite numbers.

5. E-mail Address youremailaddress@email.com

6. Contact Numbers
 Primary Telephone Home Phone # Ext
 Alternate Telephone Cell Phone # Ext
 Facsimile Fax # (if applicable)

7. Have you ever taken the Fundamentals of Engineering (FE) examination in Virginia?

No
 Yes If yes, please provide the month and year of the exam.

8. Education

	Institution	Degree BS, BA...	Major	MM/YY Completed
Bachelors	<u>James Madison University</u>	<u>BS</u>	<u>Engineering</u>	<u>05/12</u>
Masters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ph.D.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Do you meet **one** of the following educational requirements?

- ➔ Are you enrolled in an ABET-accredited undergraduate curriculum and **less than 12 months** from completing your degree requirements?
- ➔ Are you enrolled in an ABET-accredited graduate curriculum or enrolled in a graduate curriculum that is ABET-accredited at the undergraduate level at the institution at which the graduate degree is being sought and within six months of completing the graduate degree requirements?

No

Yes If yes, you must attach a *Certificate of Good Standing* from the dean of the engineering school in which you are enrolled and forward a completed *Degree Verification Form* upon receiving your degree. Skip to question #11.

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
		\$30.00	1005			0420	

Tiffany Newbold 1/10/12 11:45 AM
Comment [1]: Answer NO if this is the first time you are taking the FE exam.

Tiffany Newbold 1/10/12 11:44 AM
Comment [2]: Answer YES if you took the FE exam in October.

Tiffany Newbold 1/10/12 1:31 PM
Comment [3]: Choose Yes. We have permission to do this. We will forward a Certificate of Good Standing for all students. We will complete the Degree Verification Form once you have graduated. Answer YES and skip to question #11.

10. Which of the following education/experience requirements have you met in order to qualify for the Fundamentals of Engineering (FE) Exam and the Virginia Engineer-in-Training Designation? Check only **one**.

- A. GRAD Graduated from an approved engineering or engineering technology curriculum of 4 or more years or an approved graduate engineering curriculum
REQUIRED DOCUMENTATION: *Degree Verification Form and Engineer-in-Training Reference Form*
- B. ENG Obtained an undergraduate engineering degree of at least four years from an institution in a curriculum without ABET accreditation and obtained a master's or doctorate engineering degree from an institution in a curriculum that is ABET accredited at the undergraduate level
REQUIRED DOCUMENTATION: *Degree Verification Form and Engineer-in-Training Reference Form*
- C. EXP Graduated from a non-approved engineering curriculum or a related science curriculum of 4 or more years **and** at least 2 years of progressive engineering experience
REQUIRED DOCUMENTATION: *Degree Verification Form, Engineer-in-Training Reference Form, official college/university transcripts and Experience Verification Form(s)*
- D. SELF No engineering or related science degree, but requesting Board consideration of your credentials obtained through documented course work that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula **and** at least 6 years of progressive engineering experience
REQUIRED DOCUMENTATION: *Official college/university transcripts, Course Requirements for Engineering Technology Program, and Engineer-in-Training Reference Form and Experience Verification Form(s)*

➔ **ALL EXPERIENCE MUST BE VERIFIED ON Experience Verification Forms AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.**

11. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

- No
- Yes If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

- No
- Yes If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Engineer-in-Training designation. I certify that I understand and have complied with all the laws of Virginia related to engineers-in-training under the provisions of Title 54.1, Chapter 4 of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____ Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Tiffany Newbold 1/10/12 11:55 AM
Comment [4]: Question #11 should only be answered "yes" if the applicant has been the subject of a disciplinary action taken by a board or other regulatory agency, not law enforcement. Also, complete documentation must be submitted regarding the nature of the disciplinary action as well as its final disposition. The documentation should thoroughly explain the circumstances of the action along with its present disposition (fines paid, remedial activity completed, etc.)

Tiffany Newbold 1/10/12 11:55 AM
Comment [5]: Question #12 asks specifically about felony and misdemeanor convictions. Please instruct students that speeding tickets normally are not misdemeanor crimes and do not require disclosure unless specifically convicted as a misdemeanor or felony. Complete official documentation of the conviction must be submitted with the application such as an original criminal history report from the jurisdiction where the conviction occurred, a Virginia State Police CCRE report, a court order, or other official documentation which details the circumstances of the conviction along with its final outcome. This includes proof of completion of any court-ordered activities and payment of fines and fees.



COMMONWEALTH OF VIRGINIA

Department of Professional and Occupational Regulation, P.O. Box 29570, Richmond, VA 23242-0570

This card is to be used for **CREDIT CARD PAYMENTS ONLY**. Complete and submit with your renewal card or application. For renewals, please include license number. Incomplete forms may be returned for completion and delay license processing.

Credit Card
Number

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We accept VISA, MasterCard
or Discover.

Payment Amount: \$ _____

Card Expiration Date: _____ / _____
Month Year

Cardholder Name (Print): _____

Cardholder's Address: _____

Occupation

License Number

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Cardholder's Signature: _____

Optional Daytime
Phone number

_____ - _____