



# APPLICATION FOR FUNDAMENTALS OF ENGINEERING (FE) EXAM INSTRUCTIONS

**IMPORTANT!** If you have the following education, [register direct with NCEES](#) for the FE Exam:

You have EAC-ABET accredited bachelors degree **or** are within 32 semester (48 quarter) credits of completing it, **OR** You have an EAC-ABET accredited graduate degree **or** have earned 24 semester (36 quarter) credits towards completing it.

After passing the FE exam, you return to the Board to apply for your [EIT certificate](#).

**ALL OTHERS:** Apply to the Board for the FE exam using this form.

1. Read the qualifications for admission to the Fundamentals of Engineering Examination (MN Rule [1800.2500, Subp. 2](#)) on the Board’s website [mn.gov/aelslagid/rules.html](http://mn.gov/aelslagid/rules.html).
2. Submit evidence of your qualifying education. Read [Instr-2](#) to determine what you must submit.
3. Complete the FE Application Form and submit the application fee of **\$25.00** to the address above. Make check payable to the **MN Board of AELSLAGID**. Do not send cash.
4. If your application is approved, the Board will contact you by mail with instructions to register online with the exam administrator, NCEES Exam Administration Services. **It is your responsibility to register with NCEES Exam Administration Services after obtaining Board approval.** Do not register with NCEES **before** receiving approval by the Board or you may forfeit fees associated with your registration. NCEES registrations expire after 12 months.

When the Board has received **all final, official transcripts (see Instr-2)** and notification from NCEES that you passed the FE exam, you will be mailed your EIT certificate.

Be sure to update the Board if you have a change of address.

## Are You a Repeat Applicant/Need to Retake the FE?

Is it less than three years since you last applied for the FE?	Is it more than three years since you last applied for the FE and you do not hold an EAC-ABET accredited degree?
<a href="#">Register for the exam with NCEES.</a> There is no additional Board fee and no Board form to file.	Reapply using this form. You must resubmit the education evidence appropriate to your situation (see <a href="#">Instr-2</a> ).

**If you have questions regarding your application, please call the Board office at 651-296-2388.**

### NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (MN Statute §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for licensure. The data you furnish on the application will be used by the Board to assess your qualifications for licensure. The collection of your social security number by the Board is required by both federal and state laws. If you fail to provide this data, the Board may be unable to approve your application or issue your license.

Federal law (42 U.S.C. 666(a)(13)) requires each state to collect social security numbers at the time of application for a professional or occupational license in order to improve effectiveness of child support enforcement.

Additionally, pursuant to Minnesota Statutes §270C.72, subdivision 4 (2018) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, subdivision 2 (2018), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number, become public record.

The Board will not share your private data with other persons or agencies unless you authorize its release or it is required by law or court order.

## Required Education Evidence

Read below to determine what information **you must request be sent directly to the Board**, based on your education:

EDUCATION	EVIDENCE REQUIRED
Foreign engineering degree(s) <b>recognized</b> under the Washington Accord <sup>1</sup>	Submit your <b>final, official transcript(s)</b> in a sealed envelope from your educational institution(s). <b>Send both undergraduate and graduate transcripts, if applicable.</b> The transcript(s) may be mailed directly from the institution(s) to the Board or sent along with your application, <b>as long as the transcripts are still in their original, sealed envelope.</b>  All transcripts must be in English or accompanied by literal English translations completed by a certified translation service.
Engineering <b>graduate degree</b> from an institution that offers an EAC-ABET accredited bachelors degree <b>in the same engineering discipline</b>	
Not yet graduated but have earned <b>24 semester credits</b> from an engineering <b>graduate</b> program at an institution that offers an EAC-ABET accredited bachelors degree <b>in the same engineering discipline</b>	Submit a <b>final, official transcript</b> in English for your <b>undergraduate</b> degree and an unofficial transcript <b>provided through the registrar at your institution</b> listing your <b>graduate program</b> credits (student audit/progress reports, grade sheets and course listings do <b>not</b> qualify).  <b>NOTE:</b> With this education evidence, you qualify to apply for the exam. <b>However, the Board will not issue your EIT certificate until you submit final, official graduate degree transcripts.</b> See instructions in section directly above.
<b>Non-EAC-ABET accredited bachelors degree</b> <sup>2</sup>	Unless you have a completed education evaluation already in your “MyNCEES” record, you must obtain an evaluation or have an official copy of an existing evaluation sent to the Board.  The evaluation <b>must</b> meet the Board’s guidelines and <b>must</b> be sent directly from the evaluation service to the Board either by US mail or electronically. Read the <b>Education Evaluation Guidelines</b> below for approved evaluation services and other specifics.
<b>Foreign engineering degree(s) not recognized</b> under the Washington Accord <sup>1</sup>	

<sup>2</sup>And no EAC-ABET accredited **graduate** degree. If you hold such a graduate degree, you do not need this form; [register direct with NCEES](#).

### Education Evaluation Guidelines

**FOREIGN EDUCATION:** Applicants who have been educated outside the US and whose engineering program is not recognized under the Washington Accord<sup>1</sup> must have their degree(s) evaluated. Education must meet the minimum number of engineering science and design credits required in an Engineering Accreditation Commission (EAC-ABET) accredited bachelor degree.

<sup>1</sup>Use the [International Engineering Alliance website](#) “Qualification Checker.” Select your country from the drop down and then select “Washington Accord.” You will be sent to a site that contains a list of accredited programs for your country.

**DOMESTIC EDUCATION:** Applicants who have been educated in the United States, **but their degree program is not EAC-ABET accredited**, must have their degree(s) evaluated in order to determine if their education meets the minimum requirements for engineering science and design credits.

**Note:** Engineering Technology certificates or degrees accredited by the Engineering Technology Accreditation Commission (ETAC-ABET), under most circumstances, do **not** meet the requirements for engineering science and design credits as required by the Board. NCEES Credentials Evaluations does not typically evaluate engineering technology degrees and requires special approval by the Board to complete the evaluation. If you have a ETAC-ABET accredited degree and wish to have it evaluated, please contact the Board office for instruction.

#### **CONTACT ONE OF THE FOLLOWING TO OBTAIN AN EDUCATION EVALUATION:**

**Foreign or US Degrees/Transcripts:**  
NCEES Credentials Evaluations  
P.O. Box 1686, Clemson, SC 29633  
Phone: (800) 250-3196 | [www.NCEES.org](http://www.NCEES.org)

**Foreign Degrees/Transcripts only:**  
Educational Credential Evaluators (ECE)  
P.O. Box 514070, Milwaukee, WI 53203  
Phone: (414) 289-3400 | [www.ece.org](http://www.ece.org)

Request from the company a **SUBJECT ANALYSIS EVALUATION**. This is the evaluation type **required** to determine if the degree meets the minimum requirements of engineering science and engineering design.

### About the Fundamentals of Engineering (FE) Exam

For those seeking more information about the exam schedule, format, and experience, the National Council of Examiners for Engineering and Surveying (NCEES) has examinee resources available from their website: [ncees.org/engineering/fe](http://ncees.org/engineering/fe). Or contact:

NCEES  
P.O. Box 1686, Clemson, SC 29633-1686  
Phone: 864-654-6824  
Toll-free: 800-250-3196

## Notice Regarding Special Accommodations

Information regarding accommodation requests under the **American with Disabilities Act (ADA)** or requests based on **religious beliefs and practices** is posted on the NCEES website, [www.ncees.org](http://www.ncees.org), under [Special Accommodations](#).

**Note:** NCEES may take up to 30 days to process your accommodation request.

### A BRIEF SUMMARY OF YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

#### INTRODUCTION

The Americans with Disabilities Act (“ADA”) covers “public entities.” The Board is a “public entity” covered by the ADA. The Board may not refuse to allow a person with a disability to take the examination simply because the person has a disability. It must permit persons with disabilities to take the examination in an integrated setting unless separate or different measures are necessary to ensure equal opportunity. It must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to take the examination.

#### WHO IS COVERED?

The ADA provides comprehensive civil rights protection for “qualified individuals with disabilities.” An “individual with a disability” is a person who: 1) has a physical or mental impairment that substantially limits a “major life activity,” 2) has a record of such an impairment, or 3) is regarded as having such an impairment. “Major life activities” include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

A “qualified” individual with a disability is one who meets the essential eligibility requirements for the examination. The Board is not required to take any action that would result in a fundamental alteration in the nature of the examination or an undue financial and administrative burden. However, the Board must take any other action, if available, that would not result in a fundamental alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

#### WHAT IS REQUIRED?

The Board is required to make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the examination would result. To do so, it must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. The Board may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. Finally, it must operate the examination so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the ADA. The Board may not provide the examination to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. The Board cannot require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

#### QUESTIONS?

If you have any questions about the ADA we encourage you to call the United States Department of Justice, which has an ADA information line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.



FOR BOARD USE ONLY
Application #

FOR BOARD USE ONLY
Date In-Training (EIT)
Status Recorded

## APPLICATION FOR FUNDAMENTALS OF ENGINEERING (FE) EXAM

**Application Fee: \$25**

Enclose check or money order payable to  
 MN Board of AELSLAGID

### Part A: Applicant Information (All fields are required.)

- Are you or your spouse an active duty military member? Or have you left service in the last two years with an honorable or general discharge?  No  Yes (Priority processing)
- The address below is my (check one):  Home  Business. If **business**, list name: \_\_\_\_\_  
 Legal Name \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_ (Suffix) SS # \_\_\_\_\_ (Or Individual Taxpayer ID #, if no Social Security #)  
 Former Name \_\_\_\_\_ (If applicable) Gender:  Male  Female  
 Street Address \_\_\_\_\_ (No PO boxes) Birth Date \_\_\_\_\_ (MM) (DD) (YYYY)  
 City \_\_\_\_\_ State/Province \_\_\_\_\_  
 Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Phone # \_\_\_\_\_
- Do you hold a **Minnesota** license or certificate as any of the following (check all that apply):  
 Architect  Professional Engineer  Land Surveyor  Landscape Architect  Professional Geologist  
 Professional Soil Scientist  Certified Interior Designer  N/A (Not Applicable)  
 If applicable, list the license/certificate number(s): \_\_\_\_\_
- Have you ever had a license/certificate in **any** jurisdiction for any of the professions listed above disciplined, denied, surrendered, suspended or revoked?  Yes  No  
 If **yes**, attach a statement of explanation.

### Part B: Education

- List all undergraduate and graduate institutions. **You must submit transcripts** for each ([see Instr-2](#)).

College/University Attended	City, State, Country	Actual/Anticipated Graduation Date (mm/yyyy)	Degree Received/Anticipated

**Part C: Examination Application Information**

1. Have you previously applied to the Minnesota Board to sit for the FE exam?  Yes  No  
 If **yes**, under what name? \_\_\_\_\_

2. Choose the discipline for your examination:

- Chemical  Civil  Electrical & Computer  Environmental  Industrial  Mechanical  Other Disciplines

**Part D: Affidavit**

Read the statements, **select the appropriate yes/no response**, then **sign** and **date** below.

A “Yes” answer means the statement is true.

If you answer “No” to any of the statements, you **must** enclose a statement of explanation for each checked statement. Your application is not considered complete until you provide the required explanation(s).

[MN Rule 1800.0400 Subp. 5 \(2018\)](#)

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|--|--|
| 1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2018) and the Rules and Regulations adopted thereunder;   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. I am not under any disciplinary proceeding or action, pending or otherwise, in any other jurisdiction;  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. I have never been convicted of a felony;  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. I have not performed or offered to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior designer services, without proper licensure or certification in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design.                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**I swear/affirm I have read the application and that my answers to the statements are true and complete.**



\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date