

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: web@dps.wi.gov
Website: <http://dps.wi.gov>

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

PROFESSIONAL ENGINEER SECTION

INSTRUCTION PACKET TO REGISTER FOR PRINCIPLES & PRACTICE OF ENGINEERING (PE) EXAM

NOTICE: New requirements to take the exam became effective May 28, 2010.

APPLICATION PROCEDURE FOR NEW CANDIDATES:

I. FILING ELIGIBILITY APPLICATION WITH DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES:

ALL NEW APPLICANTS applying to take the PE exam for the first time in Wisconsin must submit the following to the Department of Safety and Professional Services to determine eligibility to sit for the exam:

- a) An Eligibility Application for Principles & Practice of Engineering Examination (Form #1999).
- b) An Experience Record (Form #463).
- c) Five Professional Engineer Applicant Reference Forms (Form #470).
- d) Official transcripts showing courses taken and degrees received.
Unofficial copies of transcripts are not acceptable.
- e) \$75 initial credential fee. Please include a check or money order payable to Department of Safety and Professional Services.

The completed eligibility application materials must be mailed to the Department at the address listed above. Eligibility application materials hand delivered or mailed by special courier must be delivered to the Department's street address: 1400 East Washington Avenue, Madison, WI 53703.

Retake applicants who have previously taken the examination in Wisconsin are not required to resubmit this information to the Department of Safety and Professional Services. All retake applicants for the PE exam must register on-line at <http://www.pcshq.com>.

II. FILING AN APPLICATION WITH PROFESSIONAL CREDENTIAL SERVICES:

Applicants must register with Professional Credential Services to take or re-take the exam. Applicants may apply on-line by visiting the website <http://www.pcshq.com> Click on the link labeled "Candidates," then click on the link labeled "Engineering & Surveying," then select "Wisconsin." Make a note of the deadline for applying to test.

Alternatively, applicants may obtain an application by calling (877) 364-3926 or by writing to:

Engineering Examination Services/WI ENG
P.O. Box 198728
Nashville, TN 37219

III. EXAMINATION DATE AND FILING DEADLINES:

Examinations are scheduled for April and October each year.

Eligibility Application: Applications for the April exam are reviewed in February and applications for the October exam are reviewed in August. Candidates are encouraged to apply as early as possible for the desired examination date.

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(Examination Date and Filing Deadlines continued)

To see when the board is meeting, visit the Department's web site at this address:

<http://dsps.wi.gov/Licenses-Permits/Credentialing/Business/Professional-Engineer>

Click on the link labeled "Meeting Schedule." **These are tentative meeting dates and are subject to change.**

IV. REQUIREMENTS:

Education/Work Experience - To be eligible to take the PE examination, an applicant shall have one of the following:

- 1) A diploma or degree of not less than 4 years in an engineering course of study from an engineering school or college approved by the examining board and at least 4 years of engineering experience.
- 2) A diploma or degree from a course of study of not less than 2 years in an engineering related course of study from a technical college approved by the examining board and at least 6 years of engineering experience.

NOTE: Sec. A-E 4, Wis. Adm. Code, can be found on the web at:

<http://www.legis.state.wi.us/rsb/code/a-e/a-e004.pdf>

All qualifying experience must have been acquired by the exam filing deadline.

EXPERIENCE RECORD - The "Experience Record" (form #463) is used by the board to determine whether the experience you document meets the requirements outlined in the Wisconsin Administrative Code. To assure the board can make an accurate assessment of your experience, please use the following guidelines when completing this form. Incomplete or forms not in compliance with these guidelines may be rejected and delay the processing of your application.

The board is looking for experience that is within the definitions of engineering in Wis. Stat. § 443 and Wis. Admin. Code § A-E 4.03. Before you start completing this form, you should review these definitions.

It is important to include specific information about your role, responsibilities, and/or tasks for each engagement. A simple statement like, "I was a designer on project XYZ," gives the board little information. Information that is incomplete, overly broad and/or general will likely be determined by the board to be insufficient to meet the requirements outlined in the Wisconsin Administrative Code.

Engagements must be of a duration that provides an opportunity to acquire relative qualifying experience. Extremely short engagement durations, less than 6 months, may be determined to be insufficient to meet the requirements outlined in the Wisconsin Administrative Code.

Do not use abbreviations or acronyms. Include duties and degree of responsibilities for each engagement. Job applications, employment resumes, job position descriptions and marketing resumes do not contain the detail necessary for your application and generally should not be used for this purpose. Indicate when employment is full-time vs. part-time and specify the typical number of hours worked per week. Provide a complete chronological listing of your background beginning with your engineering education that satisfies the appropriate requirement. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Generally, experience gained prior to obtaining the education requirement is not evaluated for the credential experience requirement.

The information on this form must be typed. Not more than one year of satisfactory credit may be granted for any calendar year.

Experience gained in a cooperative educational program must be listed as a separate engagement and must be indicated as co-op experience. To obtain cooperative work experience credit, the cooperative educational program

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must be documented on the official transcript. A maximum of 1 year of experience may be claimed for cooperative educational programs.

The beginning and ending month and year of employment must be shown for each engagement. The total amount of experience for each engagement must be calculated and shown in decimal format. Length of engagements shall be rounded to one decimal point. Engagements shall not overlap.

References - Provide replies from 5 references having personal knowledge of your experience using the enclosed "Professional Engineer Applicant Reference Form" (Form #470). Each reference should complete Form #470 and return it to you in a sealed envelope with their signature on the envelope seal so you can submit all 5 references with your application. It is required that three references be registered professional engineers. Family members can act as supplemental references in support of an application, but not as one of the five required responses.

Official Transcripts - If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Transcripts for courses and degrees claimed in qualifying to sit for the exam are required. **Unofficial copies of transcripts are not acceptable.** Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college to you. You must send the transcript in the sealed envelope to the Professional Engineers Section with your application.

If the degree is from an international educational institution, you must provide an official detailed ABET accredited educational equivalency evaluation from NCEES Credentials Evaluations.

NCEES Credentials Evaluations - forms are provided in an online format on the website at www.ncees.org and can be processed with payment submitted by credit card. If the application data is not submitted online, there will be an additional fee. Mailing address is NCEES, Credential Evaluation Services, P.O. Box 1686, Clemson, SC 29633-1686, telephone 865-654-6824.

No credit will be allowed for education submitted without an educational evaluation.

If your education is from an international educational institution, you should place an "X" in the space "Combination of qualifying education and experience totaling at least 8 years." The transcript should also be submitted to the Professional Engineer Section.

V. NAME AND/OR ADDRESS CHANGE:

Any applicant scheduled for the examination who changes his or her name or address should notify the Department of Safety and Professional Services and Professional Credentialing Services.

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors is available on the web at <http://dsps.wi.gov/Licenses-Permits/Engineer> Click on the link labeled "Profession Specific Codebook." It is also available in most public libraries. If you wish to purchase a copy, contact Document Sales, Department of Administration by calling (608) 266-3358 or by e-mailing docsales@doa.state.wi.us.