

# ENGINEER-IN-TRAINING (EIT) CERTIFICATION PROCESS

## TAKING THE FUNDAMENTALS OF ENGINEERING (FE) EXAM

Woodruff School at Georgia Tech - ME and NRE Undergraduate Students

### Why should I take the FE exam and become EIT certified?

- After you pass the Fundamentals of Engineering (FE) exam, graduate with your engineering degree and submit the paperwork, you will be certified as an Engineer-In-Training (EIT).
- If you want to pursue a Professional Engineering (PE) license in the future, then you first need to become EIT certified. The PE license is required and a necessary part of some areas of engineering.
- Licensed engineers also have more career options. As a PE, you would be able to perform certain tasks, such as stamp and seal designs, bid for government contracts, be principal of a firm, perform consulting services and offer services to the public.
- We recommend becoming EIT certified because you never know where your future will take you.
- If you earn your EIT certification in Georgia, you are eligible to obtain your PE license in any US state.

### Engineer in Training (EIT) Certification Process

#### STEP #1: Register for the Fundamentals of Engineering Exam (FE)

- Students can take the exam if they are within two semesters of graduation, including the semester of the exam.
- The FE Exam is a computer-based exam that is taken at approved [Pearson VUE testing centers](#).
- NCEES (National Council of Examiners for Engineering & Surveying) offers the test during these windows:
  - January-February
  - April-May
  - July-August
  - October-November
- Students do not have to take the exam before graduating. The exam can be taken after graduation.
- You will register, pay for the exam and schedule your appointment through [MyNCEES account](#).
  - You will be able to select your exam location after you pay the fee.
  - You have 12 months to take the exam after payment or you will forfeit your registration fee.

#### STEP #2: Complete the State of Georgia Board of Professional Engineers Application

- The application contains 3 main parts: filling it out, getting it notarized and obtaining PE signatures.
- **Students must complete the state application BEFORE graduation if you want the ME department to get the 3 PE signatures for you.** You will be responsible for obtaining your own PE signatures after you graduate with your BS degree.
- **Students may complete the state application before or after taking the exam;** the exam and the state application are independent of each other but both must be completed before STEP #3.
- The state application must be notarized. The ME department offers free notary during these times:

Semester	Notary Dates	Notary Locations
Fall 2018	Tuesday, October 2 <sup>nd</sup> from 2:30 – 4 PM	Outside the Invention Studio
Fall 2018	Thursday, October 4 <sup>th</sup> from 10:30 AM – noon	Outside of MRDC room 2404

- Twice a year, the ME department will obtain PE signatures for students. Drop off the form in MRDC room 3112 by the deadline and pick up the application (ID is required) after the pick-up date.

Semester	Deadline to Submit Application	Earliest Pick Up Date
Fall 2018	Friday, October 5 <sup>th</sup> @ 4 PM	Monday, November 5 <sup>th</sup>

- If you cannot come in to the office to drop off the form, mail the form to us so we receive it by the deadline. We will get the 3 PE signatures and mail the application back to you if you provide us the mailing address. However, you will need to have the application notarized on your own. Mail to:  
*ME Office of Student Services – Georgia Tech—801 Ferst Drive, NW – Atlanta, GA 30332-0405*

- **State Application Instructions**

- Go to the [Georgia Board of Professional Engineers and Land Surveyor's website](#), click on **Application/Forms Download** and then on **EIT Certification Application After Exam**.
- Print out the form and follow the instructions on the first page of the form.
- If you are a student pursuing a bachelor's degree, you can skip **Section 3 (Experience)** on the application—this section only applies to those who do not have nor plan to obtain their bachelor's degree.
- Use the Notary Dates on the other side of this paper to get your form notarized for free. You must bring a valid ID with you to have it notarized.
- There are five signatures needed for **Section 4 (References)** on the state application—two friends and three PEs. You are responsible for obtaining the signatures from two friends who have personal knowledge of your qualifications.
- Bring the notarized state application to the ME Office of Student Services located in MRDC 3112 by the deadline for the semester. The ME department will then get signatures from the three PE's to complete **Section 4 (References)**.
- You are responsible for picking up the completed application from MRDC room 3112 any time after the pick-up date. You will need to bring an ID to pick up the form.
- If you miss these deadlines, you must wait until the next semester to submit the forms.

**STEP #3: Mail Your Application, Supporting Documentation and Application Fee to the State (After Graduation and After Passing the Exam)**

- After you have both graduated and passed the exam, mail the completed state application, all supporting information (score letter, identification, references, consent form and transcripts) plus the fee to the Georgia State Board of Registration for Professional Engineers and Land Surveyors. Details about the supporting documentation can be found on the state application.
- Students must [request that a final copy of their transcript](#) (showing your BS degree) be sent to themselves in a sealed envelope so that it can be included in the final packet sent to the state.
- The mailing address for the State Board of Professional Engineers is:  
Georgia State Board of Registration for Professional Engineers and Land Surveyors  
 237 Coliseum Drive  
 Macon, GA 31217-3858

**Additional Information about the Exam**

- [Exam pass rates, reference materials, exam content and exam format](#)
- [Calculator policy for the exam](#)
- [Exam day policies](#)
- [Exam study materials](#)
- [Exam scoring information](#)
- Dr. Roberts (a GT Civil Engineering Professor) created an [on-line course in Coursera to give students ample review for the exam](#)

**Professional Engineering (PE) License Flow Chart**

