

1800.2900 PROCEDURES.

Subpart 1. **Admission to Fundamentals of Engineering (FE) examination.** For admission to the FE examination, an applicant shall apply directly to NCEES and follow the procedures outlined by NCEES.

Subp. 1a. **Request for certification as an engineer-in-training.** An applicant shall submit an application for certification as an engineer-in-training following passage of the FE examination as a Minnesota examination candidate and completion of the education requirement under part 1800.2500, subpart 2a. Payment of the application fee in Minnesota Statutes, section 326.105, must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs and verification of passing the FE examination must be submitted before the applicant may be certified as an engineer-in-training.

Subp. 2. **Request for admission to Principles and Practice (PE) examination.** An applicant shall submit an application for admission to the PE examination under part 1800.2700, subpart 2, accompanied by payment of the application fee in Minnesota Statutes, section 326.105. The application must be made on a form provided by the board. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs must accompany the completed form, unless previously submitted within the last year. The application must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5.

Subp. 2a. **Requirement for documentation of experience.** Before a license as a professional engineer may be issued, the applicant must provide the board with a detailed listing of qualifying engineering experience gained according to part 1800.2500, subpart 4. The experience listing must include the name and mailing address of the applicant's supervisor for each period of employment. The board shall provide the applicant an experience reference form that must be signed and submitted to the board by each supervisor for each period of employment during which the qualifying engineering experience was gained.

Subp. 3. [Repealed, 21 SR 1427]

Subp. 4. [Repealed, 48 SR 505]

Subp. 5. **PE examination administration and application deadline.**

A. An applicant may not take the PE examination until the applicant has submitted an application, the board has determined that the applicant has met the qualifications to take the examination, and the applicant has been notified of the applicant's eligibility.

B. The PE examination must be administered at a time and place determined by the examination delivery vendor to those applicants determined by the board to meet the requirements for admission to the examination.

C. The deadline for application for an examination that is administered on a specific date and time must be 75 days prior to the date set for the examination. Applications and supporting documentation must be postmarked on or before the deadline to be considered on time.

D. For an examination that is administered on multiple dates and times within an examination window, an application may be submitted at any time.

E. The board, if necessary, shall forward notification of the applicant's eligibility to the examination delivery vendor. Following the board's determination that an applicant is eligible to take an examination, the applicant shall independently contact the examination delivery vendor to schedule the time and place for the examination at an approved test site.

F. The board or examination delivery vendor shall report to the applicant the results of each examination. In order to pass the examination, the applicant shall attain the uniform passing grade established by the board through a psychometrically acceptable standard-setting procedure.

Subp. 6. **Examination windows.** The examination windows and the frequency with which an applicant may take the examination are determined by the applicable national testing agency.

Subp. 7. **Validity of application.**

A. An applicant may take one examination for each application approved by the board.

B. An applicant approved by the board for an examination administered on a specific date who fails to register, cancels, or fails to appear for the examination must submit a new application to take the examination on another date.

C. An applicant approved by the board for an examination administered continuously throughout the year, who does not take the examination within three years of the date of the application, must submit a new application in order to take the examination.

D. If an applicant fails an examination, the applicant must submit a new application to take the examination on another date.

E. An applicant who passes the PE examination and does not provide the board with a detailed listing of qualifying engineering experience within three years of the date of the application for examination must submit a new application to obtain a license as a professional engineer.

F. An applicant who passes the FE examination after applying to the board to take the FE examination and who does not provide the board with evidence of meeting the education requirements in part 1800.2500, subpart 2a, within one year of the examination date must submit an engineer-in-training application to obtain an engineer-in-training certificate.

Statutory Authority: *MS s 326.06*

History: *14 SR 2988; 21 SR 1427; 22 SR 90; 33 SR 2041; 38 SR 59; 43 SR 89; 43 SR 1301; 44 SR 987; 48 SR 505*

Published Electronically: *December 14, 2023*