

NCEES Registration FAQ's

All applicants are required to register with the National Council of Examiners for Engineering and Surveying (NCEES). This requirement is in addition to submitting a complete California application and filing fee to the California Board. This process will apply to all applicants, including those who are re-filing to retake an examination as well as those who are applying to take only state-specific exams.

1. Why must I register with NCEES?

You need to register with NCEES to obtain a National ID number, select the exam(s) you would like to take, and choose the exam location where you would like to take the exam(s). This reserves a seat and book at the exam site.

2. What is the purpose of the National ID number?

National ID numbers will facilitate record keeping for applicants, states, and NCEES.

3. When will NCEES open the website for registration?

NCEES will post the opening dates at <http://www.ncees.org/Exams/States/CA.php>
Please note the NCEES opening and closing dates do not coincide with the final filing dates for the California exams. California applicants must abide by the posted final filing dates found at http://www.pels.ca.gov/applicants/exam_schedule.shtml.

4. Do all exam candidates need to register with NCEES, or just the first time applicants?

ALL candidates taking a licensing exam in California are required to register with NCEES including refile candidates. See http://www.pels.ca.gov/applicants/exam_registration_information.shtml for more information.

5. What is the web address to register with NCEES?

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

6. I have registered with NCEES, what else do I need to do?

Please follow the instructions found on the Board website at http://www.pels.ca.gov/applicants/exam_registration_information.shtml

7. When and how will I receive my admission notice?

NCEES will email you 2-3 weeks before the exam with instructions on downloading and printing your Exam Authorization Notice(s) and Examinee Instructions. If you are taking more than one examination, you will have a separate Exam Authorization Notice for each examination. Read all forms carefully. You will be required to present the Exam Authorization notice along with a valid, government-issued identification (must contain your photograph and signature) upon arrival at the exam site. You will not receive a separate notice from the California Board.

8. I passed the FE, FS, PE, or PLS examination previously in another state. Do I need to send verification of those exams to California?

Yes, you are required to submit a complete application, including the verification forms found at <http://www.pels.ca.gov/pubs/forms/verification.pdf> to the California Board by the Final Filing Dates. Verification of licensure/examination information from the state(s) in which you are licensed or were examined are submitted on the Verification Form. If the state will not release the verification form to you, you must indicate in the Remarks section of the application that you have requested a verification form to be sent to the Board.

9. I submitted my application to the California Board before the NCEES registration site opened. What do I do now?

You need to register with NCEES to obtain a National ID number (if you don't already have one); select the exam(s) you would like to take, and choose the exam location. This reserves a seat and book at the exam site.

10. Will I have to register with NCEES every time I take an exam?

Yes. You will need to register for the exam(s) that you would like to take EACH exam cycle; your choices do not carry forward to the next exam cycle. Registering reserves a seat and book for you at the exam site you selected for that exam cycle only.

11. How do I postpone my exam?

Postponement requests are processed on a case by case basis and are approved at the discretion of the Board's Executive Office in accordance with Board Rule 446. The Postponement Request Form can be found at: <http://www.pels.ca.gov/pubs/forms/postponement.pdf>

12. Can I take the California exams out of state?

No, California exams are only administered in California.

13. Can I change my exam location or exam module?

You may login and change your examination site and module after completing the NCEES registration process. HOWEVER, once the California Board has approved your application, no exam site or module changes can be made. The California Board will be approving applications on a flow basis. If you have included two postcards with your application, one will be sent to you when your application has been approved. If you login to the NCEES website and cancel your exam to change location or module AFTER the California Board has approved your exam on the NCEES site, your exams will not be reapproved and you will not be permitted to take the examination(s).

14. I registered with NCEES but my application was not approved by the Board, can I still take the exam(s)?

If your application is not approved by the California Board then you will not be allowed to sit for the exam(s). Once the California Board has approved your application, you will use your National ID number to register for the next available exam cycle.

15. I registered with NCEES but did not mail my application by the Final Filing Date, is my application late?

Yes, all applications must be postmarked on or before the Boards posted final filing dates found online at http://www.pels.ca.gov/applicants/exam_schedule.shtml. Late applications will not be reviewed, and will be returned to the applicant.