

**BOARD REQUIREMENTS CONCERNING APPLICANTS THAT HAVE TAKEN
NCEES EXAMINATIONS FOR THREE OR MORE TIMES UNSUCCESSFULLY
(Effective December 2007)**

THREE FAILURES: (CANNOT TAKE AGAIN WITHIN 12 MONTHS)

Any applicant who has a combined record of three failures (to include unexcused absences), is required to complete the following in order for consideration to be given for reseating:

1. Submit a written request for re-exam with application fee+exam fee
2. Complete supplemental form to update experience
3. Submit evidence of successful completion of a programmed refresher course taken within 12 months of last seating of the exam. This course must be at least 16 weeks (4 months) in duration and designed primarily to improve proficiency with the specific NCEES national exam in which the applicant has failed. (This refresher course of study may include documented self-study that was completed).

The Applicant Must Not Have Taken This Course Previously.

4. **Applicants who originally applied on the Student application are required to complete and submit the following:**
 - Professional Engineering application
 - Three (3) references (one from a PE)
 - Official College transcripts sent directly to us from college
 - Board exam answer sheet
 - Application checklist
 - Picture ID of passport quality
 - Application fee + Engineering exam fee (see Schedule of Fees)
(NOTE: Item #3 above also applies to students)

FOUR or MORE FAILURES: (CANNOT TAKE AGAIN WITHIN 12 MONTHS)

Any applicant who has a combined record of four or more failures (to include unexcused absences), is required to complete the following in order for consideration to be given for reseating:

1. Submit a written request for re-exam with exam fee
2. During the 12 months since last taking the exam, applicant must complete a course of study in the technical areas where deficiency was identified to the applicant on previous exam results. The course can be taken through a technical society or a university that gives a final grade, and examination, or some other method used to show course competency. Examples: **ITRE, NSPE, UNCC** and **NCSU FE/PE** review courses. Proof of completion letter is required prior to Board review for seating.

NOTE: THE BOARD HAS RULED THAT REQUIRED COURSE STUDIES CAN BE OBTAINED FROM SEVERAL SOURCES: INTERNET, CORRESPONDENCE COURSES, TECHNICAL SOCIETIES, COMMUNITY COLLEGES OR UNIVERSITIES AS LONG AS A GRADE OR EXAM IS GIVEN TO THE APPLICANT UPON COMPLETION.

G:/Exams/3xReq (updated 11/6/09)