

**PROCEDURES FOR TAKING THE  
FUNDAMENTALS OF ENGINEERING (FE) EXAM OPTION**

If you wish to write the Fundamentals of Engineering (FE) exam in order to complete the (CEQB) exams assigned to you, please follow these procedures:

<p>Note: If you have already signed up for confirmatory exams, courses-in-lieu, IEEQ or any other assessment options, please contact the respective coordinator to withdraw from these exams as soon as possible. For example, If you are currently signed up for IEEQ, you MUST notify Nusraat Masood to withdraw from the program prior to booking the FE. If you have signed up for exams, you must notify Claudia Shymko at <a href="mailto:cshymko@enggeomb.ca">cshymko@enggeomb.ca</a> to let her know that you are withdrawing from the examination option.</p>		
<u>Steps</u>		Complete
(1)	<p>Read the Engineers Geoscientists Manitoba Rules And Regulations.</p> <p>NOTE: The Examination Rules And Regulations can be found in your member profile.</p>	<input type="checkbox"/>
(2)	<p>Register for the FE exam by going to: <a href="https://ncees.org/engineering/">https://ncees.org/engineering/</a></p> <ol style="list-style-type: none"> <li>a. Toward the top of the page it will ask you to pick the country- please select "<u>Manitoba, Canada- Engineers Geoscientists Manitoba</u>".</li> <li>b. Next it will ask you to select your exam- please select on "<u>FE exam</u>" (Fundamentals of Engineering). Carefully review the information posted there. It is your responsibility to be familiar with the NCEES rules.</li> <li>c. Towards the middle of the page select "<u>Register or Log In to MyNCEES</u>" OR go to <a href="https://account.ncees.org/">https://account.ncees.org/</a></li> <li>d. Next, select "<u>Create an account</u>"</li> <li>e. When signing up at the NCEES website, please make sure that you use the last name, first name and birth date that you have indicated in your initial application to write the FE and make sure that you have government-issued signed photo ID that matches your name since this is an NCEES requirement. You will be asked to enter your academic information but you <u>don't have to submit transcripts</u> to NCEES. Good examples of this id are: driver's license or passport. Please keep the initial application and this notification in a safe place for your records.</li> </ol> <p>Notes: *Registration and Fee payment will go to NCEES directly and the payment will be charged in US funds.</p>	<input type="checkbox"/>

	<p>* <u>When you log into the NCEES website, You do NOT have to submit transcripts to NCEES, Engineers Geoscientists Manitoba HAS all your academic information – please proceed directly to pay the fee.</u></p> <p>* The registration fee includes a \$25 NONREFUNDABLE international fee- This is a Pearson VUE fee.</p> <p>*Study materials is available for PURCHASE on the NCEES website. Engineers Geoscientists Manitoba does not have copies of books or other study material for this particular exam.</p>	
<p>After you have registered. NCEES will contact Engineers Geoscientists Manitoba for approval for you to take the FE. <i>(Due to high volumes, Please allow ten (10) working days before approval is granted by our office.)</i></p> <p>When Engineers Geoscientists Manitoba office approves your FE option to NCEES, you will receive a notification from NCEES that you are ready to schedule the exam. At this point, you will be asked to select an approved Pearson VUE Test Centre. The test centre in Winnipeg is located at Sterling Lyon and Lorimer Boulevard and is not currently open every day. It is open on demand only and the exam bookings will be handled from NCEES to the Pearson Test Centres. At this time, there are no other Pearson VUE test centres in Manitoba. You are also eligible to write in any other Pearson VUE location anywhere within North America if you are able to travel there.</p> <p>When you go to schedule your exam, the system defaults to the closest location to the address in your account, but you can put in a city/postal code/US zip code and it will pull up the centers closest to whatever you put in. You will not be able to take an exam for our association (Engineers Geoscientists Manitoba) in another country than Canada or the U.S.</p>		
(3)	<p>Read the NCEES Examinee Guide found here  <a href="https://ncees.org/exams/examinee-guide/">https://ncees.org/exams/examinee-guide/</a></p>	<input type="checkbox"/>
(4)	<p>When your FE results are ready NCEES will send you an email notification with instructions on how to view your results (from your MyNCEES account).</p> <p>If you received a PASS OR FAIL grade please email  <a href="mailto:cshymko@enggeomb.ca">cshymko@enggeomb.ca</a> to inform her of your results.</p>	<input type="checkbox"/>

<p><b>NCEES links that are particularly important to review are as follows:</b></p> <ul style="list-style-type: none"> <li>• Exam day policies (computer-based):  <a href="http://ncees.org/engineering/exam-day-policies/">http://ncees.org/engineering/exam-day-policies/</a></li> <li>• Cancellations/refunds:  <a href="https://ncees.org/engineering/#engineers-geoscientists-manitoba">https://ncees.org/engineering/#engineers-geoscientists-manitoba</a></li> <li>• Info on the FE exam:  <a href="http://ncees.org/engineering/fe/">http://ncees.org/engineering/fe/</a></li> <li>• Helpful videos:  <a href="https://www.youtube.com/playlist?list=PLiZ0hjHNI9jzR8RW69ndkjlgH8bzi0ew-">https://www.youtube.com/playlist?list=PLiZ0hjHNI9jzR8RW69ndkjlgH8bzi0ew-</a></li> </ul>
--