

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 exam can also be taken after graduation.
- 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 year-round.
- You will register, pay for the exam and schedule to take your exam through the [MyNCEES account](#).
 - You will be able to select your exam location only 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 state application has 2 main parts: fill out the state application, and request/notarize the PE Signatures Page.
- The application can be filled out before or after you take the exam, these steps are independent of each other.
- **Request PE Signatures Page and Have it Notarized**
 - **Students must request the PE Signatures Page of the application (sections 3 and 4) BEFORE graduation if you want the ME department's help with getting the 3 PE signatures for you.** You will be responsible for obtaining your own PE signatures after you graduate with your BS degree.
 - Current ME and NRE students can request the PE Signatures Page through Canvas.
 - Self-enroll in the [EIT Canvas site](#) and complete the assessment to request a PE signatures page. This page of the form will have the PE signatures filled in for you.
 - You will receive a Canvas notification when your form is available. It is your responsibility to download the form and maintain it until after you need to submit it to the state. All participants will be removed from Canvas at the end of each semester.
 - Get the PE Signatures Page of your application notarized.
 - The form can be notarized anywhere but this service is available for free through the [Student Center Information Desk](#) in the GT Exhibition Hall.
 - To get a form notarized, you must bring a valid ID with you. Do NOT sign the form before you arrive; you must do that in front of the notary.

- **Fill Out the State Application**

- Go to the [Georgia Professional licensing Boards – Active Licenses](#), under the drop down menu listed as **Licensing Services**, select **Download Application Forms** and then enter **EIT** in the search box. The name of the application is **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 their bachelor’s degree.
- There are five signatures needed for **Section 4 (References)** on the state application—two friends and three PEs. After you receive the PE Signatures Page, have 2 friends sign it who have personal knowledge of your qualifications.

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

- 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.
- 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 showing your awarded degree) plus the required fee to state. Details are on the state application.
 - **Fee Schedule:** Go to the [Georgia Professional licensing Boards – Active Licenses](#), under the drop down menu listed as **Licensing Services**, select **Download Application Forms** and then enter **fee schedule engineers** (engineers with an S) in the search box. As of March 2022, the fee is \$30 which includes a \$10 processing fee.
- 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 and practice exams \(includes free exam prep materials\)](#)
- [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

