

REQUEST FOR PE EXAM

Alabama State Board of Licensure for
Professional Engineers and Land Surveyors
PO Box 304451
Montgomery, AL 36130-4451 **(Mailing Address)**
www.bels.alabama.gov (overnight address on website)

Board Use Only

Rec'd: _____

Receipt No. _____

This form is for Approved Applicants Only

New Applicants who have not been approved by the Board: We will let you know when to send in the exam request form and exam fee - it will be after a board meeting and after the deadlines

**\$250 exam fee made payable to PE & LS Fund must be received by:
Jan. 15 for the April exam or July 1 for the October exam
Exam fee is non-refundable and non-transferable**

I wish to be notified of the PE exam on _____ (dates on web site)

Print name and current mailing address:

Name _____ Date: _____

Street _____

City _____ State _____ ZIP _____

Daytime Telephone Number _____

Current Company Name _____

Email Address _____

IMPORTANT: The exam registration process has changed

There are 2 steps in the exam registration process. **Step 1** - To start the exam registration process, you must send this exam request form and exam fee to the Board Office by the deadline listed above. **Step 2** - After your exam fee has been received and processed, you will receive an email confirmation that the fee has been received and the instructions for continuing the exam registration process with ELSES, an affiliate of the National Council of Examiners for Engineering and Surveying (NCEES). No additional fee will be required. You will reserve your seat, select your exam discipline and location when you register with ELSES.

If you do not provide an email address, the notification with the instructions will be mailed to you.

If you do not complete the final step of the registration process with ELSES, you will not be able to sit for the exam even though you have paid the exam fee.

If you do not wish to be notified of this exam, you may use this form for later exams. It is your responsibility to contact this office regarding future exams.

If you fail to pass this exam, you will be required to file a re-exam request form and pay the re-exam fee in order to be notified of future exams.

Rule 330-X-8-.07 of the Administrative Code provides that an application will be closed after four attempts or five years, whichever occurs first. For further consideration after closing, a new application must be filed.

After the exam fee has been paid and the exams have been ordered, you may not be excused from the scheduled exam.

A financial obligation for the exam is incurred by the Board on your behalf, therefore, any unexcused absence from the scheduled exam will result in commitment of the exam fee which you have paid.

RE-EXAM

If you fail to appear for the exam, it is your responsibility to contact the Board office in writing regarding the next exam you wish to take.

If you fail to pass the exam, a re-exam form will be mailed with your results and you may apply for the next scheduled exam and pay the required exam fee as set by the Board.

If you fail to take and pass the exam within five years or four attempts, whichever occurs first, your application will be closed and you will be required to file a new application and meet the current requirements of the law.

IMPORTANT

NCEES/ELSES is now administering all exams for the Alabama Board. If you have questions concerning a specific testing location, information that can be brought to the exam, or questions concerning your admission notice, contact NCEES/ELSES at (877) 536-7729, www.els-examreg.org or www.ncees.org.

EXAM DATES

These dates are National exam dates and can not be changed

PE, PLS & ALLS

April 24, 2009
October 23, 2009
April 16, 2010
October 29, 2010
April 8, 2011
October 28, 2011
April 13, 2012
October 26, 2012
April 12, 2013
October 25, 2013

FE & FLS

April 25, 2009
October 24, 2009
April 17, 2010
October 30, 2010
April 9, 2011
October 29, 2011
April 14, 2012
October 27, 2012
April 13, 2013
October 26, 2013