Instructions to register for the FE Exam – as of 10/1/15:

The basic process is as follows:
2. Complete it, print it and return it (unsigned) to Laurie Bonini in EN 2079. She will notarize it for you.
3. Wait for a confirmation email from Dr. Whitman. This should occur within a few days of turning in your completed form.
4. Register and pay for the exam as directed below.
5. Receive authorization notification from NCEES to schedule an exam.
6. Schedule the exam (can be done at any Pearson VUE center including the UW Testing Center).
7. Receive the appointment confirmation letter from Pearson VUE.

Read the NCEES Examinee Guide for more details. It can also be found on http://www.uwyo.edu/ceas/dean/fe-exam/index.html

To register and pay for the exam, go to cbt.ncees.org, choose Wyoming, and follow the directions.

You do not need any additional approval from the Wyoming Board of Registration, but the Board strongly encourages you to be within one year of graduation before you take the exam. Otherwise you may not have sufficient knowledge of the subject matter being tested.

You will be asked to report your major and to select which discipline-specific exam you wish to take. For assessment purposes and because you will have the greatest chance to pass, please select as follows:

<table>
<thead>
<tr>
<th>UW Major</th>
<th>FE Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural*</td>
<td>Civil or Other Disciplines</td>
</tr>
<tr>
<td>Chemical</td>
<td>Chemical</td>
</tr>
<tr>
<td>Civil</td>
<td>Civil</td>
</tr>
<tr>
<td>Electrical &amp; Computer</td>
<td>Electrical &amp; Computer</td>
</tr>
<tr>
<td>Mechanical</td>
<td>Mechanical</td>
</tr>
<tr>
<td>Energy Systems</td>
<td>Other Disciplines</td>
</tr>
<tr>
<td>Petroleum</td>
<td>Other Disciplines</td>
</tr>
</tbody>
</table>

*Structural Option should take the Civil module and Mechanical Option should take the Other Disciplines module

Please only select the majors listed above and be sure to specify your institution as the University of Wyoming.

You must pay the entire $225 fee by credit card (on-line)

If you are a first-time registrant, the UWEFE Council will reimburse you $100 if you pass the exam, but nothing if you fail. Please note that you will only be reimbursed if you pay the fees yourself. For example, if you use your parents’ credit card, neither you nor your parents will be reimbursed. A copy of the Pearson VUE confirmation letter will need to be submitted to the College’s Dean’s Office to get your reimbursement. If you are a no-show for your appointment or you fail and take the exam again, you are not eligible for another reimbursement.

**After you pass the exam and complete your degree:**

- You will need to request that an official copy of your transcript be sent by the Registrar to the Wyoming Board of Registration in order to complete your Engineer Intern certification. The on-line form can be found at http://www.uwyo.edu/registrar/.

  The Board’s address and email information is as follows:
  Board of Registration for Professional Engineers And Professional Land Surveyors
  6920 Yellowtail Drive, Suite 100
  Cheyenne, WY 82002
  E-mail: wyopepls@wyo.gov