

## Instructions to register for the FE Exam:

Please note that you **will need Adobe Reader** to complete the application. You can download it at (<https://get.adobe.com/reader/>). Submit your application, using Adobe Digital Signature (not Adobe Sign or a handwritten signature) to sign the form. Please follow these instructions:

1. Open the application in Adobe Reader. **Do not open it in a web browser.**
2. Complete the application.
3. Click on the space where your signature goes. Adobe will walk you through adding a digital signature. We cannot accept other forms of signature.
4. Save the application as your name (Last Name\_First Name) and email it to [lbomini@uwyo.edu](mailto:lbomini@uwyo.edu) for processing.
5. Do not print it as a pdf, print and scan, use non-Adobe pdf editors, or Adobe Fill and Sign, or send it through a link. We cannot accept the application in those formats.
6. You will receive a confirmation email within a few days of turning in your completed form.
7. Register and pay for the exam as directed below.
8. Receive authorization notification from NCEES to schedule an exam.
9. Schedule the exam (can be done at any Pearson VUE center including the UW Testing Center).
10. 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 <http://ncees.org/exams/> 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:

UW Major	FE Exam
Architectural*	Civil or Other Disciplines
Chemical	Chemical
Civil	Civil
Electrical & Computer	Electrical & Computer
Mechanical	Mechanical
Energy Systems	Other Disciplines
Petroleum	Other Disciplines

\*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 exam 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.

Go to <http://ncees.org/exams/study-materials/> and get a .pdf version of the Supplied Reference Manual. This will help you study for the exam. The Supplied Reference Manual also contains the detailed specifications of the exam.

**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 instructions 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](mailto:wyopepls@wyo.gov)