

DATE: April 23, 2014

TO: Member Board Administrators and Testing Services

FROM: Tim Miller, P.E., Director of Examination Services

RE: Notice of Future Changes to NCEES Exams and Supporting Materials

This letter provides Member Boards and testing services with the 1-year notice required by the NCEES *Manual of Policy and Position Statements*, Exam Development Policy (EDP) 9.

April 2015 Exam Changes

- **Structural Engineering (SE) 16-hour** — The SE 16-hour exam will have revised design standards starting in April 2015. The standards are attached and will be posted on the NCEES website after the October 2014 exam. To avoid confusing the examinees, please do not publish or distribute these standards until after the October 2014 administration.
- **PE Civil** — The PE Civil exam will have revised specifications starting in April 2015. There will also be new design standards for the Civil Construction, Geotechnical, Structural, and Transportation modules starting in April 2015. The specifications and standards are attached and will be posted on the NCEES website after the October 2014 exam. To avoid confusing the examinees, please do not publish or distribute the specifications or standards until after the October 2014 administration.
- **PE Agricultural and Biological Engineering** — The PE Agricultural and Biological Engineering exam will have new specifications starting in April 2015. The specifications are attached and are posted on the NCEES website. As a reminder, the PE Agricultural exam will *not* be administered in October 2014. It has been revised and renamed the PE Agricultural and Biological Engineering exam and will be administered starting in April 2015 and in every spring administration thereafter.

October 2014 Exam Changes

As a reminder, the following changes are in place for the October 2014 exam administration.

- **PE Petroleum** — The PE Petroleum exam will have revised specifications starting in October 2014. The specifications are posted on the NCEES website.

October 2014 NCEES Registration Deadlines

- **Fall 2014 Exam Dates** — The fall exams will be administered on **October 24 and 25, 2014**. The PS and PE exams and the Vertical Forces component of the SE exam will be administered only on Friday, October 24. The Lateral Forces component of the SE exam will be administered only on Saturday, October 25.

- **Fall 2014 Registration** — Registration for the fall exams will open on **June 16, 2014**, and close for examinees at 3:00 p.m. eastern time on **August 28, 2014**. The deadline for boards/testing services to mark candidates approved and confirm shipping information is 3:00 p.m. eastern time on **September 11, 2014**. To meet the fulfillment and shipping requirements, we cannot add candidates after this time. **We are now providing a 2-week reconciliation period to allow adequate processing time for board approvals and special accommodations requests.**
- **Special Accommodations** — All requests for testing accommodations must be submitted through the NCEES E3 system by the registration deadline of **August 28**. These include accommodations for ADA and religious reasons and for active military service. More information about special accommodations is posted on the NCEES website. Member boards/testing services must provide all override information for approved ADA and religious accommodations to ensure that correct information is shown on a candidate's exam authorization. Any other requests for deviations from the schedule must be submitted to Bob Whorton, P.E., manager of compliance and security, at bwhorton@ncees.org.
- **Exam Shipping** — The earliest day an exam order will be delivered to a site is **October 6**. The last day an exam order will be delivered to a site is **October 20**. Inventory must be completed by **October 21**. A packing list will be included with each shipment, identifying the exam booklet serial numbers. Discrepancies between the packing list and the actual contents of the boxes should be reported to Bob Whorton at bwhorton@ncees.org as soon as they are found.

If you have any questions about these changes or require additional information, please contact me.

C: NCEES Board of Directors
Bob Zahl, P.E., EPE Chair
Dave Whitman, Ph.D., P.E., EPE Vice Chair
Jerry Carter, Chief Executive Officer
Davy McDowell, P.E., Chief Operating Officer
Steven Matthews, Chief Technology Officer
Bob Whorton, P.E., Manager of Compliance and Security
Ashley Cheney, Manager of Exam Publications