



To: Applicants for the Fundamentals of Engineering Exam

The Japan PE•FE Examiners Council (JPEC)  
The National Council of Examiners for Engineering and Surveying (NCEES)

## **Instructions for Applicants, FE Exams in 2024**

Please read following instructions for FE Exam in 2020 carefully, and submit your application.

◇ **[Qualification for FE Exam Applicants]**

Those who reside in Japan, and have graduated Universities in Japan or in USA of 4 years education, or University students with senior status. You should (will) have degree of Bachelor of Engineering, or Bachelor of Science in Engineering. You should also have Japanese Pension No. (JPN), or Social Security No. (SSN) in USA. You do not have to hold a Japanese Citizenship. (If you have any doubt regarding your degree, please contact your graduated University for confirmation.). Those who have Master of Engineering or Doctor of Engineering in Japan or USA are also eligible to take the FE Exam. Those people, who have graduated Universities other than in Japan or USA, please contact JPEC Office prior to the application regarding the qualification.

◇ **[Exam Date]**

**Arbitrary date throughout the year.**

**(Depend on availability of the seat at Pearson VUE)**

◇ **[Exam Type]**

**Computer Based Testing (CBT)**

◇ **[Exam Place]**

**Pearson VUE Test Center Tokyo or Osaka**

◇ **[Deadline for Application]**

**Deadlines for FE Examinations are four time a year.**

**Please select suitable deadline for your exam schedule.**

**Year 2023, End of Feb. End of May End of Aug. End of Nov.**

Upon JPEC's approval on FE exam, registration for NCEES's account [My NCEES] and application of the exam date to VUE Test Center will be done at any time, and you may change the actual date for the exam at this stage. Registration to NCEES's account is valid only one year after your registration, and you have to take the exam within one year after the registration, If you register NCEES's account before JPEC approval, you may face difficulties due to limited time available for the exam. Therefore, please register NCEES's account only after JPEC approval.

### **= How to apply FE Exam =**

Exam application shall be in accordance with the following steps.

#### **1: From the Application to the Exam**

- 1) **Application:** The applicants shall pay the application fee in accordance with the Item 2 below, then send the necessary documents to JPEC by post.
- 2) **Review the Application Documents by JPEC:** JPEC will review the Application Documents in accordance with the NCEES/JPEC's criterion, and then decide whether the applicants are eligible to take the Examination.
- 3) **Inform results of the review to the Applicants:** JPEC will inform results of the review by post within 3-5 weeks depend on the number of applicants and review procedure.
- 4) **Web Application to NCEES:** Once accepted by JPEC, the applicants shall access NCEES Web site (<http://ncees.org/>), and register necessary information through [My NCEES] page.  
At the end of the registration, the Applicants are requested to pay exam fee directly to NCEES by credit cards. After the registration and payment to NCEES, JPEC will be able to give final approval to the applicants. Only after the JPEC's final approval, the applicants can make booking of the exam site

(Pearson VUE), and exam date, therefore please wait for approx. one week before the booking. Please refer NCEES Examinee Guide for details.

The applicants may change the exam date through this Web site.

**Important Note: The applicants are not supposed to register the NCEES Web site before getting JPEC's approval, since this may cause serious problems.**

- 5) **Data confirmation between JPEC and NCEES:** After confirming the applicant's data, e-mail will be sent to the applicants.
- 6) **FE Exam:** The applicant shall take the FE CBT Exam in accordance with their booking.
- 7) **Confirmation of Pass/Fail:** After approx. two weeks from the Exam, the applicants may receive e-mail from NCEES, and the applicants are requested to find Pass/Fail status on their [My NCEES] screen of NCEES home page.

**In case of re-taking the Exam, all the sequence from 1 ) above shall be observed.**

## **2: FE Exam Fees**

In order to take FE Exam, following two kinds of fees shall be paid. These fees are applicable in case of retaking the exam.

- 1) Application fee (by Postal Transfer)

Graduated Engineer	J¥ 25,000
Students (Senior Status or Graduate Students)	J¥ 17,000

Please pay by Postal Transfer at any Post Office with the following account number.

Account Number: 00130-8-781598

Account Name: NPO The Japan PE•FE Examiners Council

[Important] \*Please keep the receipt

The Application fee will not be refundable after approval of the Application regardless of its reason including cancellation or no-show. However, in case that the applicants are not eligible to take the exam as a result of JPEC's review, the above application fee will be refunded.

- 2) Exam Fee (by Credit Card)

During the registration process of NCEES's Web site, please pay US \$250 directly to NCEES by MasterCard or Visa card.

The Exam fee will be refundable with several conditions, please check the details with NCEES Examinee Guide (<http://ncees.org/exams/cbt/examinee-guide/>).

## **3: Application document and other necessary documents**

Please send the application document and other necessary documents shown below to the following address by post.

Administration, The Japan PE•FE Examiners Council  
107-0052 Ishii-Daisan Building 201, 2-15-9 Akasaka Minato-ku Tokyo  
Telephone: 03-3583-8781  
E-mail: [info@jpec2002.org](mailto:info@jpec2002.org) URL : <http://www.jpec2002.org>

## List of Necessary Documents

No	Documents Req'd	No.	✓	Instruction
1	NCEES Application <sup>*1</sup>	1		All the applicants including re-taker shall utilize this application. Signature bottom of the first page is to confirm that your information is correct and true. Please read through carefully all the pages.
2	Supplement Application <sup>*1</sup>	1		Please write your e-Mail address. The copy of Postal Transfer shall be attached on the backside of this document.
3	Graduate Certificate (Original document from the University)	1		Senior status students are not required to submit this document, however, after passing the Exam and graduation, this document shall be submitted to JPEC by the end of April.
4	Certificate of Academic Score (-ditto-)	1		Same as the above
5	Photo (5cm×5cm)	1		Please write your name on backside of the photo, then attached to the NCEES Application.
6	Copy of Postal Transfer	1		The <u>Copy of Postal Transfer</u> shall be attached on the backside of the Supplement Application. If the transfer is made from an online banking account, please print and paste a screenshot of the web screen.
7	Letter Pack Plus <sup>*3</sup>	If Necessary 1		For those who need it: Please enclose a "Letter Pack Plus", if you wish to have the original graduate certificate and original certificate of academic score returned.

<sup>\*1</sup> These documents will be downloaded from JPEC's home page (<http://www.jpec2002.org/>). Please read all the information carefully in the [Menu] page of the JPEC home page. Also please refer Q&A in the [MENU].

<sup>\*2</sup> If you require confirmation of receipt by JPEC, please include return postcard with your address.

<sup>\*3</sup> [https://www.post.japanpost.jp/service/letterpack/index\\_en.html](https://www.post.japanpost.jp/service/letterpack/index_en.html)

## 4: Exam Date

### [Exam Schedule]

No.1 Window			No.2 Window			No.3 Window			No.4 Window		
Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.

Exams will be available during above four windows throughout the year.

The applicants may choose any date, if the exam site is not fully booked.

The applicants may take Exam once for each window, but maximum 3 times per year.

### == Important Notice to the Applicants ==

- After receiving the application by JPEC, review will be carried out, and then the approval will be given. Then the Web registration to NCEES is required.
- Only English Signature is acceptable.  
Signature shall be by the applicants themselves, and shall be the same signature when you take the Exam. Signature with block letters is not acceptable.
- Please write First Name, Middle Initial (if applicable), Last Name (Ex. : TARO, J, SUZUKI,)
- Please bring official photo ID with your signature to the Exam site, such as Passport in accordance with the requirement of NCEES/Pearson VUE to confirm the applicants ID. Without this, you cannot enter the Exam site.
- There are strict regulations regarding the electronic calculators to be used in the Exam site, and some changes may be expected. Please check and confirm JPEC home page "<http://www.jpec2002.org/>" at any time.

Reference: Home page of "The Japan Society of Professional Engineers" contains important information regarding the FE Exam. It is highly recommendable to check this site (<http://www.jspe.org/>).

6. Once your exam date reservation with Pearson VUE is completed, you will receive a confirmation email from Pearson VUE. This email contains instructions and important information. Please read it carefully and follow the guidelines provided.
7. JPEC cannot access any information regarding candidates who have booked exams at the Pearson VUE test site. For inquiries related to exam reservation procedures, schedule changes, candidate verification on the exam day, or any other matters concerning the Pearson VUE test site, please contact Pearson VUE directly.

### **== Information on NCEES Certificate after passing the PE Exam ==**

After passing the FE & PE Exams, no certificate will be issued from NCEES (National Council of Examiners for Engineering and Surveying), however, the record is kept within NCEES.

If you wish to work in USA as a Professional Engineer, you are required to register at a certain State in USA by your own effort to get P.E. License. (License will be issued by each State, and renew as required.)

NCEES will provide the result of the exam to that State that you are passing the Exams in Japan. Then the Examination Council of that State will start reviewing your records. This will require only documents review, and no further Exams will be required except special situation.

Each State Council has its own standard of qualification, and they check applicants' academic record, professional experiences, and references, etc. Even though you have passed the PE Exam, some State Council may reject your application because of academic compatibility is not in accordance with the accreditation of ABET, or lack of academic credit and etc. Therefore, there may be some cases that you may not able to register your P.E. License at your designated State due to compatibility problems.

In any cases, JPEC is not in a position to bear any responsibilities if your registration application will be rejected. Requirements of each State are different and totally depend on the State, you are encouraged to contact the Examination Council of the State beforehand. You can find Examination Councils of States through the NCEES home page ([http://www.ncees.org/Licensing\\_boards.php](http://www.ncees.org/Licensing_boards.php)).

Please note that the passing the PE exam and P.E. License are quite different, and you are not supposed to act as licensed P.E. nor doing the job as P.E. only with the pass of the PE exam.