TO: All Engineering Technology Majors

FROM: Lawrence R. Dunn, P.E., Assoc. Professor, Engineering Technology

DATE: April 24, 2013

SUBJECT: Registration for F.E. Exam in New York State

Graduates of the TAC/ABET accredited Engineering Technology programs at SUNY Institute of Technology earn six years of education/experience credit towards licensure in New York State as a Professional Engineer. They are, therefore, eligible to register to take Part A of the Professional Engineering examination, Fundamentals of Engineering. The deadline for registration is June 1 for the exam which is scheduled in October.

The application process requires the completion of two forms. Form 1 – Application for Licensure and First Registration is completed by the applicant and submitted to the NYS Education Department. Form 20T – Certification of Completion of a Professionally Registered Program in Engineering Technology will be completed by the SUNYIT Registrar’s Office. The Registrar will submit a single form 20T for all graduates who are applying for the exam in lieu of an individual Form 2 for each student. Although the deadline for application is June 1, it is necessary for all applicants to provide the information required for Form 20T before they leave campus in the May. In order to be eligible to take the exam in October, you must follow the procedure outlined below.

1. Obtain the required application form from the NYS Education Department, Office of the Professions, Division of Professional Licensing Services. Forms may be downloaded from their web site at http://www.op.nysed.gov/prof/pels/peforms.htm

2. Complete Form 1 of the application. (Note that it is required that your signature on Form 1 be notarized.) Make a copy of the first page of the completed form. Submit the completed form along with a check for the required fee to the New York State Education Department. Students are responsible for the completeness and accuracy of their applications.

3. Submit the copy of the first page of Form 1 to me prior to 4:00 PM on Friday May 10. The form may be delivered to my office (Donovan 1199). If I am not there, slide the form under my office door or leave it with the secretary in the Engineering Technologies Office (Donovan 1191) to be placed in my mail box. The form may also be scanned and e-mailed to me at dunnl@sunyit.edu. In any case, please e-mail me after you have submitted the form to me to be sure I have received it. Shortly after the deadline, I will e-mail those students whose forms I have received.

4. As soon as graduates are cleared, the completed Form 20T will be forwarded to the State Education Department.