

If your state licensing board requires that you have one or both of the following, directions can be found below:

- Your FE or FS exam officially verified in your NCEES account
- Submittal of your transcript to NCEES for education verification

Be aware that if you are taking a paper and pencil format exam, these requirements must be met by the registration deadline. Some boards take longer than others to verify exams, and you should plan accordingly.

If you have questions about either of the processes, send a message through your NCEES account (click on the question mark at the top right of your dashboard, and then click on Ask).

### **FE/FS Verification Instructions**

To see if your exam has already been officially verified in your account, look on the right side of your dashboard when you log in, where there will be a link to *Exam Verification*. Click on that and review the section for *Verified Exams* to see if your exam is listed. If it has not been verified, click on *Request Verification* at the top of the page and follow the steps to make the request to your state board where you took and passed the exam. Your board may require a form and a fee, and this may take more time and processing – plan accordingly.

The system only shows information from October 2010 through the present. Most state boards participate in the auto-verification option that NCEES offers, but not all, so please do check to ensure it is verified, not just showing in your history.

### **Education Verification Instructions – Sending a Transcript to NCEES**

Transcripts must come directly from the school to NCEES.

If your school has only hard copy transcripts available, it should be sent to:

NCEES  
ATTN: XX-XXX-XX (Your NCEES ID)  
200 VERDAE BLVD  
GREENVILLE SC 29607-3900

If your school issues secure electronic PDFs of transcripts, it should be sent to:  
[transcripts@ncees.org](mailto:transcripts@ncees.org)

If your account still shows your registration as pending approval after you have completed the above steps, please contact NCEES through your account to see what else is required.