

Application Information Checklist

SPE Petroleum Engineering Certification Programme

Items 1 – 4 must be sent to SPE

<input type="checkbox"/>	1. Complete application form
<input type="checkbox"/>	2. Provide proof of educational degree(s)
<input type="checkbox"/>	3. Complete Examinee Confidentiality Form
<input type="checkbox"/>	4. Complete Application Agreement form
<input type="checkbox"/>	5. Include application fee of US\$125.00 (non-refundable)

(SPE will confirm receipt of your application materials and application fee. If no mail or email confirmation received in 20 days since shipment of application, contact SPE Professional Development at professionaldevelopment@spe.org)

Items 5 – 7 will be of assistance in studying for the examination

<input type="checkbox"/>	5. Obtain a copy of the Guide for Professional Conduct from SPE offices or (web link here)
<input type="checkbox"/>	6. Request the Study Guide for the SPE Petroleum Engineering Certification Programme Examination from SPE (professionaldevelopment@spe.org)
<input type="checkbox"/>	7. Consider registering for an SPE-sponsored review course (check with SPE Professional Development professionaldevelopment@spe.org for schedule)

Items 8 – 10 are suggestions for preparation

<input type="checkbox"/>	8. Confirm date of examination and location
<input type="checkbox"/>	9. Secure and organize textbooks and reference materials for the exam
<input type="checkbox"/>	10. Secure travel plans and arrive early

IMPORTANT: Application fees are not refundable. If for any reason you are unable to attend the designated exam session, you must notify the SPE office as soon as possible. However, you can request to be assigned to the next available exam session on the schedule.