



Annual Board Meeting

June 13, 2024

[WebEx Link](#)

Or

Tap to join from a mobile device (attendees only)

[+1-650-479-3208,,25571061845#97397579#](tel:+16504793208,25571061845#97397579) US Toll

Join from a video system or application

Dial 25571061845@webex.com

You can also dial 173.243.2.68 and enter your meeting number

Annual Board Meeting

Tab 1

Call to Order

- 1.1 Roll Call
- 1.2 Order of Agenda

Open session reconvenes
approximately 9:35 am



Annual Board Meeting Agenda

DATE & TIME: June 13, 2024 8:30 am

LOCATION: Field Arts & Events Hall [Webex Link](#)
 McGraw Room and Or
 201 W Front St
 Port Angeles, WA, 98362

Tap to join from a mobile device
[+1-650-479-3208,25571061845#97397579#](tel:+1-650-479-3208,25571061845#97397579#) US
 Toll

ATTENTION: All meetings are open to the public except when business calls for an Executive Session. During the Executive Session all guests will be excused. Start times are subject to change by the Board or Committee Chair.

OPEN SESSION

1. **Call to Order**
 - 1.1. Roll Call
 - 1.2. Order of Agenda

EXECUTIVE SESSION: The chair will announce the purpose and estimated duration for the Executive Session. No formal actions will be taken during the Executive Session. Once the Executive Session concludes, the Board will take a break to announce and invite visitors to the Open Session.

OPEN SESSION RECONVENES: APPROXIMATELY 9:35 AM

2. **Call to Order Continued**
 - 2.1. Approval of April 25, 2024 Meeting Minutes
 - 2.2. Public Comment Opportunity
3. **Disciplinary Action**
 - 3.1. Case Deliberation
 - 3.2. Disciplinary Report
4. **Committee Reports**
 - 4.1. Structural Committee
 - 4.2. Exam Qualifications Committee
 - 4.3. Survey Committee
 - 4.4. Executive Committee
 - 4.5. Practice Committee

5. New Business

- 5.1. Nominating Committee Report and 2024/2025 Officer Elections
- 5.2. US/UK Mutual Recognition Agreement
- 5.3. NCEES Motions
- 5.4. Approval of Language for RCW 18.43.033
- 5.5. Approval of Minor Edits to 18.43 RCW
- 5.6. Exam Policy

6. Director's Report

- 6.1. Financial Report
- 6.2. Agency Operations
- 6.3. Program Reports
 - 6.3.1. Communication & Outreach
 - 6.3.2. Regulatory
 - 6.3.3. Investigation & Compliance
 - 6.3.4. Licensing
 - 6.3.5. Admin
- 6.4. Other Items
 - 6.4.1. Outgoing Board Member Recognition

7. Other Business

- 7.1. Additional Public Comment
- 7.2. Upcoming Outreach and Events
- 7.3. Board/Staff Affiliate Involvement
 - 7.3.1. NCEES Western Zone Meeting
- 7.4. Action Items from This Meeting
- 7.5. Agenda Items for Next Meeting

8. Adjourn Meeting

Annual Board Meeting

Tab 2

Call to Order Continued

- 2.1 Approval of April 25, 2024 Meeting Minutes
- 2.2 Public Comment Opportunity



STATE OF WASHINGTON
**BOARD OF REGISTRATION FOR PROFESSIONAL
 ENGINEERS AND LAND SURVEYORS**
 P.O. Box 9025, Olympia, WA 98507-9025
 360.664.1575
 brpels.wa.gov

SPECIAL BOARD MEETING MINUTES

DATE: April 25, 2024
TIME: 9:00 a.m.
LOCATION: Heathman Lodge
 Chief Comcomly
 7801 NE Greenwood Dr.
 Vancouver, WA 98662

ATTENDANCE:

Board Members

Dave Peden, PE, SE, Chair
 Aaron Blaisdell, PLS, Vice Chair
 Doug Hendrickson, PE
 Ivan VanDeWege, PE
 James Wengler, PLS, CFedS
 Marjorie Lund, PE, SE
 Mike Harney, PE

Guest(s)

Sean Simmons (via WebEx)
 Aliz Horvath (via WebEx)
 Chris Hicks (via WebEx)
 Elizabeth Johnston, PE (via WebEx)
 Tim Kinder (via WebEx)
 Maureen Jackson (via WebEx)
 Chad (via WebEx)

Staff Members

Ken Fuller, PE, Director
 Kristina Horton, PLS, Deputy Director
 Mackenzie Wherrett, Executive Assistant
 Bryce Dickison, Administrative Assistant
 Shanan Gillespie, Regulatory Program Manager
 Jill Short, Investigations & Compliance Manager
 Vonna Cramer, Licensing Lead (via WebEx)
 Greg Schieferstein, Communications Manager
 Elizabeth Lagerberg, AGO, Advising AAG
 Ian Shelley, DES, Senior Financial Advisor
 (via WebEx)

1. Call to Order at 9:00 am

1.1. Roll Call

Mr. Peden took roll call.

1.2. Order of Agenda

A motion was made by Mr. Hendrickson, and seconded by Mr. Blaisdell, to accept the agenda as written. Motion to approved to accept the agenda as written.

Executive Session

Mr. Peden, Board Chair, announced that the Board would go into closed session to consult with the board attorney to discuss matters related to enforcement and cases in current litigation. It was estimated the Executive Session would last from 9:04 a.m. until 9:34 a.m.

Open Session Reconvened – 9:34 a.m.

2. Call to Order Continued

- 2.1. Approval of the February 22, 2024 Meeting Minutes
A motion was made by Ms. Lund, and seconded by Mr. Blaisdell, to accept the February 22, 2024 Meeting Minutes as written. Motion carried.
- 2.2. Public Comment Opportunity
No Public Comment

3. Disciplinary Action

- 3.1. Case Deliberation
No case deliberation.
- 3.2. Disciplinary Report
Ms. Short provided a summary of the Disciplinary Report that was included in the [board packet](#).

Discussion:
Mr. Hendrickson inquired about case assignments with two board member terms ending in July. Ms. Short replied that Pro-Tem Board Member Walt Dale will continue to review Professional Land Surveyor cases.

4. Committee Reports

- 4.1. Executive Committee (EC)
The meeting was canceled. No committee report.
- 4.2. Practice Committee (PC)
Mr. VanDeWege delivered the committee's report.
A motion was made by Ms. Lund, seconded by Mr. Wengler, to receive the committee's report.
Motion approved.
 - o [04/19/2024 PC Report](#)
 - o [04/19/2024 18.43 Task Force Report](#)

Discussion:

Ms. Lagerberg explained the previous Interagency Agreement (IAA) between BRPELS and the Washington State Department of Transportation (WSDOT) isn't valid. Mr. Peden directed an IAA Task Force be formed, comprising of Mr. Fuller, Ms. Horton, Mr. Wengler, Sean Simmons (WSDOT) and Pat Beehler (DNR).

4.3. Exam Qualifications Committee (EQC)

Mr. Wengler delivered the committee's report. Ms. Lund made a motion to accept the committee's report. Mr. Blaisdell seconded the motion.

- o [04/22/2024 EQC Report](#)

Discussion:

Ms. Cramer will schedule a meeting with Stef Goodenow of NCEES to provide more details to EQC. Ms. Cramer and Ms. Gillespie will develop a presentation regarding the current licensing process and decoupling for the EQC.

Ms. Lagerberg advised that 'accepting' committee reports is not necessary with the board's current reporting practice and instead to 'receive' committee reports. 'Receiving' committee reports doesn't require a vote. The board agreed.

Ms. Lund recalled the motion to accept EQC's report. Mr. Blaisdell agreed as second to the motion.

4.4. Structural Committee (SE)

The board received the committee's report as delivered by Ms. Lund.

- [04/22/2024 SE Report](#)

4.5. On-Site Wastewater Ad Hoc Committee (OSC)

The board received the committee's report as delivered by Mr. Hendrickson.

- [04/23/2024 On-Site Report](#)

4.6. Survey Committee (SC)

The board received the committee's report as delivered by Mr. Blaisdell.

- [04/24/2024 SC Report](#)

5. New Business

5.1. Approve Release of March Exam Results

A motion was made by Ms. Lund, seconded by Mr. VanDeWege, to release the March state exam results as presented by EQC. Motion carried.

5.2. Assign a Nominating Committee

Mr. Peden stated that assigning a nominating committee was still in discussion and not ready for direction. Mr. Peden will direct the formation of a nominating committee prior to the June board meeting.

5.3. Finalize Strategic Plan

Mr. Peden introduced the strategic plan. Mr. Wengler motioned to approve the strategic plan, seconded by Mr. Blaisdell. Motion approved.

- [04/23/2024 Strategic Planning Session Report](#)

Discussion:

The board requested staff make edits to the strategic plan document before it's finalized such as removing the word 'specific' from 'state specific exams' and other minor edits.

5.4. US/UK Mutual Recognition Agreement

The board reviewed the Mutual Recognition Agreement (MRA). Ms. Lund proposed no action but acknowledged that during the NCEES Western Zone meeting there will be collaboration with neighboring states to gain a better understanding of the agreement. The board will not participate in the ceremonial signing of the MRA in August. Ms. Lund will continue to collect information and asked the board to provide her with their questions for NCEES.

5.5. NCEES

- 5.5.1. Western Zone Elections

No action.

Ms. Johnston was in attendance via Microsoft Teams. Mr. Blaisdell asked Ms. Johnston's opinion regarding the MRA discussed under item 5.4. Ms. Johnston stated that she is on the international registry of engineers and the process was simple. Ms. Johnston believes it's a tool to translate credentials easier for NCEES member boards to receive consistently presented information from international candidates. Ms. Johnston added that the Alaska board doesn't have an opinion on the MRA.

Mr. Peden assigned delegates attending the NCEES Western Zone meeting the authority to vote on behalf of the Board.

5.5.2. Western Zone Action Items

No action. Ms. Johnston expressed that potential forum topics should be submitted early to NCEES.

5.5.3. Annual Meeting Delegates

The board discussed who will be attending the NCEES Annual Meeting. Mr. Peden directed staff to submit the names of funded delegates to NCEES. The funded delegates are Mr. Hendrickson, Ms. Lund, and Mr. Blaisdell, and Jill Short as the law enforcement delegate. The board will fund Ms. Horton.

5.5.4. Member Board Fee Structure Change

The board reviewed the NCEES member board fee structure change. No action.

5.6. Petition for Rulemaking

Ms. Gillespie gave an overview of the petition for rulemaking for WAC 196 which requests a change to pronouns used in the chapter. A CR105 will be filed because the requested changes do not substantially change the rule.

A motion was made by Mr. Hendrickson, seconded by Mr. Blaisdell, to advance the petition. Ms. Lund, Mr. Harney, Mr. Hendrickson, Mr. VanDeWege, and Mr. Blaisdell voted in favor, Mr. Wengler opposed, Mr. Peden abstained as board chair. Motion approved.

5.7. Discussion – RCW 18.43.030 & RCW 18.43.033

Ms. Lund presented the proposed language, previously approved by the board, for RCW 18.43.030 and 18.43.033.

Ms. Lund motioned for staff to clean up language in RCW 18.43.033 allowing for 3 pro-tem board members, 1 being on-site. Mr. Harney seconded the motion. Ms. Lund made a friendly amendment to the motion, seconded by Mr. Harney, to clean up language in 18.43.033 to allow for the option of an on-site pro-tem board member with qualification under RCW 18.210. Motion approved.

The proposed changes to RCW 18.43.030 allow for the option of an on-site board member. Mr. Hendrickson moved, second by Mr. Blaisdell, for advancement of 18.43.030 revisions to keep the same number of board members but adjust the board make-up. Mr. Peden called for

a vote. Mr. Hendrickson in favor. Ms. Lund, Mr. Wengler, Mr. Harney, Mr. Blaisdell, and Mr. VanDeWege opposed. Mr. Peden abstains as board chair. Motion does not pass.

Mr. Peden recommended adjusting the board make-up at a later date. Ms. Lund motioned not to act on RCW 18.43.030 for board make-up. Mr. VanDeWege second. Motion approved.

Discussion:

Board members offered their edits of the proposed language. The board discussed powers and protections the pro-tem board members may have. Mr. VanDeWege suggested adding a public member.

6. Director's Report

6.1. Financial Report

The financial report was included in the [board packet](#). The agency is in good financial condition and is projected to end the biennium with about \$1.31 million in its operating account and is on track to underspend appropriation this biennium by about \$455k. Reported from July-March, the agency generated \$1.5 million in revenue vs. \$1.59 million during the same period last biennium. This represents a reduction of about 5.5% relative to the last biennium.

6.2. Agency Operations

The board discussed changing the number of board meetings to five a year, with a sixth meeting being a workshop focusing on strategic planning and training. No action was taken.

6.3. Program Reports

Board staff provided summaries of the program reports included within the [board packet](#).

- 6.3.1. Communications & Outreach – Mr. Schieferstein
- 6.3.2. Regulatory – Ms. Gillespie
- 6.3.3. Investigation & Compliance – Ms. Short
- 6.3.4. Licensing – Ms. Cramer
- 6.3.5. Admin – Ms. Wherrett

6.4. Other Items

No other items.

7. Assistant Attorney General's Report

Nothing to report.

8. Other Business

8.1. Additional Public Comment

No comments provided.

8.2. Upcoming Outreach and Events

- Mid-May: NCEES graduation cords
- June 27: WSACE in Ritzville

8.3. Board/Staff Affiliate Involvement

Mr. Blaisdell announced a NCEES WZ Leadership Development refresher at the NCEES Western Zone meeting in May.

8.4. Action Items from This Meeting

- Ms. Cramer to schedule a meeting with Stef Goodenow of NCEES to gain more understanding of how decoupling will work
- Ms. Cramer will research how NCEES evaluates applications for all exams
- The board will submit questions about the Mutual Recognition Agreement to Ms. Lund
- The board will proceed with changes to RCW 18.43.033 to allow for an on-site wastewater pro-tem member
- Advance the petition for rulemaking
- Send NCEES the names of funded delegates for the NCEES annual meeting; Mr. Hendrickson, Ms. Lund, Mr. Blaisdell
- Release results of the March state exams for PLS and On-Site
- Form an Interagency Agreement Task Force to meet with DNR and WSDOT; Ms. Horton, Mr. Fuller, Mr. Wengler, Mr. Simmons (WSDOT), Mr. Beehler (DNR)

8.5. Agenda Items for Next Meeting

- Nominating committee report
- US/UK Mutual Recognition Agreement
- Approval of language for RCW 18.43.033
- Approval of minor edits to 18.43 (from 18.43 Task Force)
- NCEES motions

9. Adjourn Meeting

A motion was made by Mr. Harney, and seconded by Ms. Lund, to adjourn the meeting at 3:21 p.m. Motion approved.

Next Meeting:

June 13, 2024 – Special Board Meeting – Olympic Lodge, Port Angeles, WA & WebEx

Respectfully submitted,

Ken Fuller, PE, Director

Annual Board Meeting

Tab 3

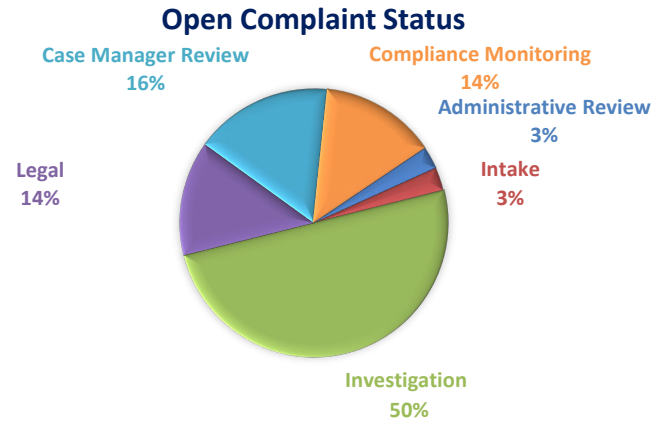
Disciplinary Action

- 3.1 Case Deliberation
- 3.2 Disciplinary Report

Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - June 2024

Open Case Status

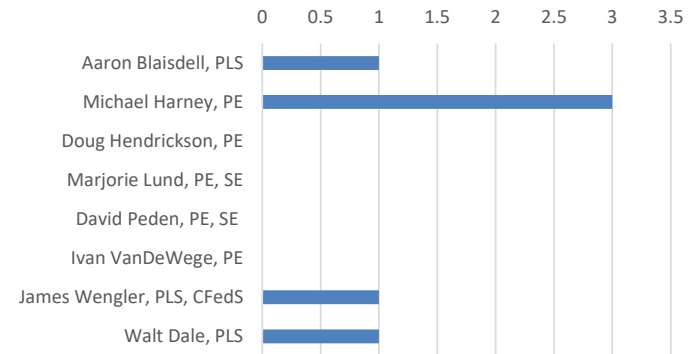
Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	1	0	0	1
Intake	0	1	0	1
Investigation	8	9	1	18
Legal	0	5	0	5
Case Manager Review	2	3	1	6
Compliance Monitoring	4	1	0	5
Total	15	19	2	36



Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	1	1
Michael Harney, PE	3	0	3
Doug Hendrickson, PE	0	0	0
Marjorie Lund, PE, SE	0	0	0
David Peden, PE, SE	0	0	0
Ivan VanDeWege, PE	0	0	0
James Wengler, PLS, CFedS	0	1	1
Walt Dale, PLS	0	1	1
Total	3	3	6

Case Manager Open Complaints



Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	1	0	0	1
Kristina Horton, PLS	0	0	0	0
Total	1	0	0	1

Annual Board Meeting

Tab 4

Committee Reports

- 4.1 Structural Committee
- 4.2 Exam Qualifications Committee
- 4.3 Survey Committee
- 4.4 Executive Committee
- 4.5 Practice Committee

Special Board Meeting

Tab 5

New Business

- 5.1 Nominating Committee Report and 2024/2025 Officer Elections
- 5.2 US/UK Mutual Recognition Agreement
- 5.3 NCEES Motions
- 5.4 Approval of Language for RCW 18.43.033
- 5.5 Approval of Minor Edits to 18.43 RCW
- 5.6 Exam Policy



STATE OF WASHINGTON
**BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS AND LAND SURVEYORS**
P.O. Box 9025, Olympia, WA 98507-9025
360.664.1575
brpels.wa.gov

05/23/2024

To: David Cox, NCEES Chief Executive Officer
From: Washington State Board
Subject: **BRPELS questions to NCEES for the UK MRA**

The Washington Board has reviewed the information packet and respectfully requests responses to the following questions. Please respond before June 12, 2024 so that we can discuss it at our board meeting.

1. Please clarify if the IRPE is intending to cover structural engineering specialty for those passing the PE Structural and licensed as SE in a jurisdiction?
2. Is the UK Engineering Council intending to include IStructE chartered members within the international registry?
3. UK MRA Information Packet April 4, 2024, Appendix 3 lists UK authorities but indicates they are subject to ratification. Will we be kept informed of the institutions that ratify (or don't) the agreement and any additional requirements they require?
4. UK and US have different codes and standards as well as methods of engineering analysis for all disciplines. NCEES exam specifications typically include knowledge of code provisions. Have the parties discussed their responsibilities for informing licensees of the code requirements and/or providing supplemental examinations?
5. If a jurisdiction signs on to the MRA, can they have amendments or additional requirements for licensure?
6. When an individual on the IntPE/IRPE roster applies to a US jurisdiction for licensure, will that board receive a copy of their full record of their application for IntPE/IRPE status?

Wherrett, Mackenzie (BRPELS)

From: David Cox <dcox@ncees.org>
Sent: Wednesday, May 29, 2024 6:19 AM
To: Horton, Kristina (BRPELS) <Kristina.Horton@brpels.wa.gov>
Cc: Fuller, Ken (BRPELS) <Ken.Fuller@brpels.wa.gov>
Subject: RE: Questions about the UK MRA

External Email

1. Please clarify if the IRPE is intending to cover structural engineering specialty for those passing the PE Structural and licensed as SE in a jurisdiction?

Yes, it is intended to cover structural engineering.

2. Is the UK Engineering Council intending to include IStructE chartered members within the international registry?

Yes, they are eligible if they meet the requirements for inclusion on the UK register just like other disciplines.

3. UK MRA Information Packet April 4, 2024, Appendix 3 lists UK authorities but indicates they are subject to ratification. Will we be kept informed of the institutions that ratify (or don't) the agreement and any additional requirements they require?

UK authorities are automatically included unless they decide that they want to opt out of the agreement. They will be asked to confirm their involvement prior to launch. We can inform the State Boards of the list at launch and can keep them informed of any changes of status if they occur. In terms of jurisdictional and/or discipline-specific requirements, the UK will put together a summary of these. They are likely to be mainly concerned with UK safety codes and other laws & rules.

4. UK and US have different codes and standards as well as methods of engineering analysis for all disciplines. NCEES exam specifications typically include knowledge of code provisions. Have the parties discussed their responsibilities for informing licensees of the code requirements and/or providing supplemental examinations?

The agreement includes the following text:

4.2 The Parties respect jurisdictional autonomy and recognise that there may be additional criteria imposed relevant to:

4.2.1 local jurisdictional practices, or the legislative or regulatory framework.

4.2.2 discipline-specific requirements of a Participating Authority or Participating Member Board.

An applicant will be informed of any additional criteria.

Appendix 2 states:

Interactive assessments or professional review interviews will only be used if their purpose is to assess local knowledge and/or discipline specific practice.

Written assignments or formal examinations may also be valid mechanisms for assessing local knowledge or discipline specific practice if they are used for the same purpose for assessing local engineers in the host jurisdiction.

5. If a jurisdiction signs on to the MRA, can they have amendments or additional requirements for licensure?

Yes, they can have additional requirements. Any requirements for UK Chartered Engineer applicants should be those that are standard requirements for your PE licensees.

6. When an individual on the IntPE/IRPE roster applies to a US jurisdiction for licensure, will that board receive a copy of their full record of their application for IntPE/IRPE status?

The Engineering Council will verify that they have met the CEng and IntPE requirements and are in good standing. We still need to finalize with the UK the details of what package of information is to be provided. The intent is for the information to be similar to what you get with a traditional NCEES Record.

From: Horton, Kristina (BRPELS) <Kristina.Horton@brpels.wa.gov>

Sent: Thursday, May 23, 2024 3:28 PM

To: David Cox <dcox@ncees.org>

Cc: Fuller, Ken (BRPELS) <Ken.Fuller@brpels.wa.gov>

Subject: Questions about the UK MRA

Hi David,

The Washington State Board has reviewed the UK MRA and has some question they would like NCEES to answer concerning the agreement. Please see the attached memo which outlines their questions.

Please let me know if you need any additional information.

Respectfully,



Kristina Horton, PLS

Deputy Director 2

Washington State
Board of Registration for
Professional Engineers &
Land Surveyors

cell: 360.968.3417

kristina.horton@brpels.wa.gov



Notice: This email and your response may be considered a public record and may be subject to disclosure under Washington's Public Records Act, Chapter 42.56 RCW.

RCW 18.43.010**General provisions.**

In order to safeguard life, health, and property, and to promote the public welfare, any person in either public or private capacity practicing or offering to practice engineering or land surveying, shall hereafter be required to submit evidence that he or she is qualified so to practice and shall be registered as hereinafter provided; and it shall be unlawful for any person to practice or to offer to practice in this state, engineering or land surveying, as defined in the provisions of this chapter, or to use in connection with his or her name or otherwise assume, use, or advertise any title or description tending to convey the impression that he or she is a professional engineer or a land surveyor, unless such a person has been duly registered under the provisions of this chapter.

RCW 18.43.020**Definitions.**

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Board" means the state board of registration for professional engineers and land surveyors, provided for by this chapter.

(2) "Director" means the ~~executive~~ director of the Washington state board of registration for professional engineers and land surveyors.

(3) "Engineer" means a professional engineer as defined in this section.

(4) "Engineer-in-training" means a candidate who: (a) Has satisfied the experience requirements in RCW [18.43.040](#) for registration; (b) has successfully passed the examination in the fundamental engineering subjects; and (c) is enrolled by the board as an engineer-in-training.

(5) "Engineering" means the "practice of engineering" as defined in this section.

(6) "Land surveyor" means a professional land surveyor.

(7) "Land-surveyor-in-training" means a candidate who: (a) Has satisfied the experience requirements in RCW [18.43.040](#) for registration; (b) successfully passes the examination in the fundamental land surveying subjects; and (c) is enrolled by the board as a land-surveyor-in-training.

(8)(a) "Practice of engineering" means any professional service or creative work requiring engineering education, training, and experience and the application of special knowledge of the mathematical, physical, and engineering sciences to such professional services or creative work as consultation, investigation, evaluation, planning, design, and supervision of construction for the purpose of assuring compliance with specifications and design, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works, or projects.

(b) A person shall be construed to practice or offer to practice engineering, within the meaning and intent of this chapter, who practices any branch of the profession of engineering; or who, by verbal claim, sign, advertisement, letterhead, card, or in any other way represents himself or herself to be a professional engineer, or through the use of some other title implies that he or she is a professional engineer; or who holds himself or herself out as able to perform,

or who does perform, any engineering service or work or any other professional service designated by the practitioner or recognized by educational authorities as engineering.

(c) The practice of engineering does not include the work ordinarily performed by persons who operate or maintain machinery or equipment.

(9) "Practice of land surveying" means assuming responsible charge of the surveying of land for the establishment of corners, lines, boundaries, and monuments, the laying out and subdivision of land, the defining and locating of corners, lines, boundaries, and monuments of land after they have been established, the survey of land areas for the purpose of determining the topography thereof, the making of topographical delineations and the preparing of maps and accurate records thereof, when the proper performance of such services requires technical knowledge and skill.

(10) "Professional engineer" means a person who, by reason of his or her special knowledge of the mathematical and physical sciences and the principles and methods of engineering analysis and design, acquired by professional education and practical experience, is qualified to practice engineering as defined in this section, as attested by his or her legal registration as a professional engineer.

(11) "Professional land surveyor" means a person who, by reason of his or her special knowledge of the mathematical and physical sciences and principles and practices of land surveying, which is acquired by professional education and practical experience, is qualified to practice land surveying and as attested to by his or her legal registration as a professional land surveyor.

(12) "Significant structures" include:

(a) Hazardous facilities, defined as: Structures housing, supporting, or containing sufficient quantities of explosive substances to be of danger to the safety of the public if released;

(b) Essential facilities that have a ground area of more than five thousand square feet and are more than twenty feet in mean roof height above average ground level. Essential facilities are defined as:

- (i) Hospitals and other medical facilities having surgery and emergency treatment areas;
 - (ii) Fire and police stations;
 - (iii) Tanks or other structures containing, housing, or supporting water or fire suppression material or equipment required for the protection of essential or hazardous facilities or special occupancy structures;
 - (iv) Emergency vehicle shelters and garages;
 - (v) Structures and equipment in emergency preparedness centers;
 - (vi) Standby power-generating equipment for essential facilities;
 - (vii) Structures and equipment in government communication centers and other facilities requiring emergency response;
 - (viii) Aviation control towers, air traffic control centers, and emergency aircraft hangars;
- and
- (ix) Buildings and other structures having critical national defense functions;
 - (c) Structures exceeding one hundred feet in height above average ground level;

(d) Buildings that are customarily occupied by human beings and are five stories or more above average ground level;

(e) Bridges having a total span of more than two hundred feet and piers having a surface area greater than ten thousand square feet; and

(f) Buildings and other structures where more than three hundred people congregate in one area.

RCW 18.43.030

Board of registration—Members—Terms—Qualifications—Compensation and travel expenses.

A state board of registration for professional engineers and land surveyors is hereby created which shall exercise all of the powers and perform all of the duties conferred upon it by this chapter. ~~After July 9, 1986, t~~The board shall consist of seven members, who shall be appointed by the governor and shall have the qualifications as hereinafter required. ~~The terms of board members in office on June 11, 1986, shall not be affected. The first additional member shall be appointed for a four-year term and the second additional member shall be appointed for a three-year term.~~ On the expiration of the term of any member, the governor shall appoint a successor for a term of five years to take the place of the member whose term on said board is about to expire. However, no member shall serve more than two consecutive terms on the board. Each member shall hold office until the expiration of the term for which such member is appointed or until a successor qualified as described in this chapter, shall have been duly appointed ~~and shall have qualified~~.

Five members of the board shall be registered professional engineers licensed under the provisions of this chapter. Two members shall be registered professional land surveyors licensed under this chapter. Each of the members of the board shall have been actively engaged in the practice of engineering or land surveying for at least ten years subsequent to registration, five of which shall have been immediately prior to their appointment to the board.

Each member of the board shall be a citizen of the United States and shall have been a resident of this state for at least five years immediately preceding his or her appointment.

Each member of the board shall be compensated in accordance with RCW 43.03.240 and, in addition thereto, shall be reimbursed for travel expenses incurred in carrying out the provisions of this chapter in accordance with RCW 43.03.050 and 43.03.060.

The governor may remove any member of the board for misconduct, incompetency, or neglect of duty. Vacancies in the membership of the board shall be filled for the unexpired term by appointment by the governor as hereinabove provided.

RCW 18.43.033

Pro tem board members—Limits—Duties.

Upon request of the board, ~~and with approval of~~ the director shall select a candidate for a pro tem board member position and upon approval of the board, the board chair shall make the appointment. ~~up~~Up to ~~two~~three individuals ~~to may~~ serve as pro tem board members ~~of the board. The appointments are limited, as defined by the board chair, for the purpose of A pro tem board member will be~~ participating as a temporary member of the board and perform services

~~as needed and determined by the director including ensuring sufficient case reviewers, forming a quorum at a board meeting, serving~~ on any combination of one or more committees or ~~participating as needed at~~ formal disciplinary hearings ~~s-panels~~. An appointed individual must ~~meet the same qualifications as a regular member of the board~~ be registered under chapter 18.43 RCW or licensed under chapter 18.210 RCW for a minimum of 5 years. While serving as a board member pro tem, an appointed person has all the powers, duties, and immunities of a regular member of the board and is entitled to the same compensation, including travel expenses, in accordance with RCW 18.43.030. A pro tem appointment may not last for more than ~~one hundred eighty~~180 days unless approved by the director.

RCW 18.43.035

Bylaws—Employees—Rules—Periodic reports and roster.

(1) The board may adopt and amend bylaws establishing its organization and method of operation, including but not limited to meetings, maintenance of books and records, publication of reports, code of ethics, and rosters, and adoption and use of a seal.

(2) Four members of the board shall constitute a quorum for the conduct of any business of the board.

(3) The board shall appoint its director, who must hold a valid Washington license as a professional engineer or professional land surveyor.

(4) The board may employ such persons as are necessary to carry out its duties under this chapter.

(5) It may adopt rules reasonably necessary to administer the provisions of this chapter. The board shall submit to the governor periodic reports as may be required. A roster, showing the names and ~~places of business~~mailing address of all registered professional engineers and land surveyors may be published for distribution, upon request, to professional engineers and land surveyors registered under this chapter and to the public.

RCW 18.43.040

Registration requirements.

(1) The following will be considered as minimum evidence satisfactory to the board that the applicant is qualified for registration as a professional engineer, engineer-in-training, professional land surveyor, or land-surveyor-in-training, respectively:

(a)(i) As a professional engineer: A specific record of eight years or more of experience in engineering work of a character satisfactory to the board and indicating that the applicant is competent to practice engineering; and successfully passing a written or oral examination, or both, in engineering as prescribed by the board.

(ii) Graduation in an approved engineering curriculum of four years or more from a school or college approved by the board ~~as of satisfactory standing~~ shall be considered equivalent to four years of such required experience. The satisfactory completion of each year of such an approved engineering course without graduation shall be considered as equivalent to a year of such required experience. Graduation in a curriculum other than engineering from a school or college approved by the board shall be considered as ~~equivalent up~~ to two years of

such required experience. However, no applicant shall receive credit for more than four years of experience because of undergraduate educational qualifications. The board may, at its discretion, give credit as experience not in excess of one year, for satisfactory postgraduate study in engineering.

(iii) Structural engineering is recognized as a specialized branch of professional engineering. To receive a certificate of registration in structural engineering, an applicant must hold a current registration in this state in engineering and have at least two years of structural engineering experience, of a character satisfactory to the board, in addition to the eight years' experience required for registration as a professional engineer. An applicant for registration as a structural engineer must also pass an additional examination as prescribed by the board.

(iv) An engineer must be registered as a structural engineer in order to provide structural engineering services for significant structures. ~~The board may waive the requirements of this subsection (1)(a)(iv) until December 31, 2010, if:-~~

~~(A) On January 1, 2007, the engineer is registered with the board as a professional engineer; and-~~

~~(B) Within two years of January 1, 2007, the engineer demonstrates to the satisfaction of the board that the engineer has sufficient experience in the duties typically provided by a professional structural engineer regarding significant structures.-~~

(b)(i) As an engineer-in-training: An applicant for registration as a professional engineer shall take the prescribed examination in two stages. The first stage of the examination may be taken upon submission of his or her application for registration as an engineer-in-training and payment of the application fee prescribed in RCW [18.43.050](#) at any time after the applicant has completed four years of the required engineering experience, as defined in this section, or has achieved senior standing in a school or college approved by the board. The first stage of the examination shall test the applicant's knowledge of appropriate fundamentals of engineering subjects, including mathematics and the basic sciences.

(ii) At any time after the completion of the required eight years of engineering experience, as defined in this section, the applicant may take the second stage of the examination upon submission of an application for registration and payment of the application fee prescribed in RCW [18.43.050](#). This stage of the examination shall test the applicant's ability, upon the basis of his or her greater experience, to apply his or her knowledge and experience in the field of his or her specific training and qualifications.

(c)(i) As a professional land surveyor: A specific record of eight years or more of experience in land surveying work of a character satisfactory to the board and indicating that the applicant is competent to practice land surveying, and successfully passing a written or oral examination, or both, in surveying as prescribed by the board.

(ii) Graduation from a school or college approved by the board as of satisfactory standing, including the completion of an approved course in surveying, shall be considered equivalent to four years of the required experience. Postgraduate college courses approved by the board shall be considered for up to one additional year of the required experience.

(d)(i) As a land-surveyor-in-training: An applicant for registration as a professional land surveyor shall take the prescribed examination in two stages. The first stage of the examination

may be taken upon submission of his or her application for registration as a land-surveyor-in-training and payment of the application fee prescribed in RCW [18.43.050](#) at any time after the applicant has completed four years of the required land surveying experience, as defined in this section, or has achieved senior standing in a school or college approved by the board. The first stage of the examination shall test the applicant's knowledge of appropriate fundamentals of land surveying subjects, including mathematics and the basic sciences.

(ii) At any time after the completion of the required eight years of land surveying experience, as defined in this section, the applicant may take the second stage of the examination upon submission of an application for registration and payment of the application fee prescribed in RCW [18.43.050](#). This stage of the examination shall test the applicant's ability, upon the basis of greater experience, to apply knowledge and experience in the field of land surveying.

(iii) The first stage shall be successfully completed before the second stage may be attempted. ~~Applicants who have been approved by the board to take the examination based on the requirement for six years of experience under this section before July 1, 1996, are eligible to sit for the examination.~~

(2) No person shall be eligible for registration as a professional engineer, engineer-in-training, professional land surveyor, or land-surveyor-in-training, who is not of good character and reputation.

(3) Teaching, of a character satisfactory to the board shall be considered as experience not in excess of two years for the appropriate profession.

(4) The mere execution, as a contractor, of work designed by a professional engineer, or the supervision of the construction of such work as a foreman or superintendent shall not be deemed to be practice of engineering.

(5) Any person having the necessary qualifications prescribed in this chapter to entitle him or her to registration shall be eligible for such registration although the person may not be practicing his or her profession at the time of making his or her application.

RCW [18.43.050](#)

Application—Registration fees.

Application for registration shall be on forms prescribed by the board and furnished by the director, shall contain statements made under oath, showing the applicant's education and detail summary of his or her technical work and shall contain verification of the technical work from professional engineers ~~and/or professional land surveyors,~~ that supervised the applicant's technical work and have personal knowledge of the applicant's engineering ~~and/or land surveying~~ experience.

The registration fee for professional engineers shall be determined by the board, which shall accompany the application and shall include the cost of ~~examination-application processing~~ and issuance of certificate. The fee for engineer-in-training shall be determined by the board, which shall accompany the application and shall include the cost of ~~examination application processing~~ and issuance of certificate.

The registration fee for professional land surveyors shall be determined by the board, which shall accompany the application and shall include the cost of ~~examination-application processing~~ and issuance of certificate. The fee for land-surveyor-in-training shall be determined by the board, which shall accompany the application and shall include the cost of ~~examination application processing~~ and issuance of certificate.

~~All registration fees are non-refundable.~~ Should the board find an applicant ineligible for registration, the registration fee shall be retained as an application fee.

RCW 18.43.060

Examinations.

When oral or written examinations are required, they shall be held at such time and place as the board shall determine. If examinations are required on fundamental engineering subjects (such as ordinarily given in college curricula) the applicant shall be permitted to take this part of the professional examination prior to his or her completion of the requisite years of experience in engineering work. The board shall issue to each applicant upon successfully passing the examination in fundamental engineering ~~or land surveying~~ subjects a certificate stating that the applicant has passed the examination in fundamental ~~engineering~~ subjects and that his or her name has been recorded as an engineer-in-training ~~or land surveyor-in-training~~.

The scope of the examination and the methods of procedure shall be prescribed by the board with special reference to the applicant's ability to design and supervise engineering works so as to ~~insure-ensure~~ the safety of life, health and property. Examinations shall be given for the purpose of determining the qualifications of applicants for registration separately in engineering and in land surveying. A candidate failing an examination may apply for reexamination. Subsequent examinations will be granted upon payment of a fee to be determined by the board.

RCW 18.43.070

Certificates and seals.

The board shall issue a certificate of registration upon payment of a registration fee as provided for in this chapter, to any applicant who, in the opinion of the board, has satisfactorily met all the requirements of this chapter. In case of a registered engineer, the certificate shall authorize the practice of "professional engineering" and specify the branch or branches in which specialized, and in case of a registered land surveyor, the certificate shall authorize the practice of "land surveying."

In case of engineer-in-training, the certificate shall state that the applicant has successfully passed the examination in fundamental engineering subjects required by the board and has been enrolled as an "engineer-in-training." In case of land-surveyor-in-training, the certificate shall state that the applicant has successfully passed the examination in fundamental surveying subjects required by the board and has been enrolled as a "land-surveyor-in-training." All certificates of registration shall show the full name of the registrant, shall have a serial number, and shall be signed by the chair and ~~the secretary of the board and~~ ~~by~~ the director.

The issuance of a certificate of registration by the board shall be prima facie evidence that the person named therein is entitled to all the rights and privileges of a registered professional engineer or a registered land surveyor, while the said certificate remains unrevoked and unexpired.

Each registrant hereunder shall upon registration obtain a seal of the design authorized by the board, bearing the registrant's name and the legend "registered professional engineer," or "registered professional land surveyor." Plans, specifications, plats, and reports prepared by the registrant shall be signed, dated, and stamped with said seal or facsimile thereof. Such signature and stamping shall constitute a certification by the registrant that the same was prepared by or under his or her direct supervision and that to his or her knowledge and belief the same was prepared in accordance with the requirements of the statute. It shall be unlawful for anyone to stamp or seal any document with said seal or facsimile thereof after the certificate of registrant named thereon has expired or been revoked, unless said certificate shall have been renewed or reissued.

RCW 18.43.075

Retired status certificate.

The board may adopt rules under this section authorizing a retired status certificate. An individual certificated under this chapter who has reached the age of sixty-five years and has retired from the active practice of engineering and land surveying may, upon application and at the discretion of the board, be exempted from payment of annual renewal fees thereafter.

RCW 18.43.080

Expiration and renewals of certificates—Fees—Continuing professional development.

(1) Certificates of registration, and certificates of authorization ~~and renewals thereof, shall expire on the last day of the month of December following their issuance or renewal and shall become invalid on that date unless renewed~~ issued under this chapter are valid for a period of time as determined by the board. It shall be the duty of the board to notify every person, firm, or corporation registered under this chapter of the date of the expiration of his or her certificate and the amount of the renewal fee ~~that shall be required for its renewal for one year. Such notice shall be mailed at least thirty days before the end of December of each year. Renewal may be effected during the month of December by the payment of a fee determined by the board.~~ In case any professional engineer ~~and/or~~ land surveyor registered under this chapter ~~shall fail~~s to pay the renewal fee ~~hereinabove provided for,~~ within ninety days ~~from the date when the same shall become due, the renewal fee~~ following the expiration date shall ~~be pay~~ the current renewal fee plus an amount equal to one year's fee.

(2) ~~Beginning July 1, 2007, t~~he board may not renew a certificate of registration for a land surveyor unless the registrant verifies to the board that he or she has completed at least fifteen hours of continuing professional development per year of the registration period. ~~By July 1, 2006, the board shall adopt rules governing continuing professional development for land surveyors that are generally patterned after the model rules of the national council of examiners for engineering and surveying.~~

RCW 18.43.100 New language effective 7/23/2023**Registration of out-of-state applicants – Waiver.**

(1) The board may, upon application and the payment of a fee determined by the board, issue a certificate as a professional engineer or land surveyor to any person who holds a certificate of qualification of registration issued to the applicant following examination by proper authority, of any state or territory or possession of the United States, the District of Columbia, or of any foreign country, if: (a) The applicant meets all requirements of this chapter and the rules established by the board to qualify for such waiver, and (b) the applicant is in good standing with the licensing agency in said state, territory, possession, district, or foreign country.

(2) The board shall waive the fundamentals examination for applicants who have passed the national council for examiners for engineering and surveying principles and practice examination, have met the experience and education requirements established by the board, and are in good standing with the licensing agency in a state, territory, possession, district, or foreign country.

RCW 18.43.105**Disciplinary action—Prohibited conduct, acts, conditions.**

In addition to the unprofessional conduct described in RCW 18.235.130, the board may take disciplinary action for the following conduct, acts, or conditions:

(1) Offering to pay, paying or accepting, either directly or indirectly, any substantial gift, bribe, or other consideration to influence the award of professional work;

(2) Being willfully untruthful or deceptive in any professional report, statement or testimony;

(3) Attempting to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone;

(4) Failure to state separately or to charge separately for professional engineering services or land surveying where other services or work are also being performed in connection with the engineering services;

(5) Violation of any provisions of this chapter;

(6) Conflict of interest—Having a financial interest in bidding for or performance of a contract to supply labor or materials for or to construct a project for which employed or retained as an engineer except with the consent of the client or employer after disclosure of such facts; or allowing an interest in any business to affect a decision regarding engineering work for which retained, employed, or called upon to perform;

(7) Nondisclosure—Failure to promptly disclose to a client or employer any interest in a business which may compete with or affect the business of the client or employer;

(8) Unfair competition—Reducing a fee quoted for prospective employment or retainer as an engineer after being informed of the fee quoted by another engineer for the same employment or retainer;

(9) Improper advertising—Soliciting retainer or employment by advertisement which is undignified, self-laudatory, false or misleading, or which makes or invites comparison between the advertiser and other engineers;

(10) Committing any other act, or failing to act, which act or failure are customarily regarded as being contrary to the accepted professional conduct or standard generally expected of those practicing professional engineering or land surveying.

RCW [18.43.110](#)

Discipline of registrant—Board's power—Unprofessional conduct—Reissuance of certificate of registration.

The board shall have the exclusive power to discipline the registrant and sanction the certificate of registration of any registrant.

Any person may file a complaint alleging unprofessional conduct, as set out in RCW [18.43.105](#), against any registrant. The complaint shall be in writing and shall be sworn to in writing by the person making the allegation. A registrant against whom a complaint was made must be immediately informed of such complaint by the board.

The board, for reasons it deems sufficient, may reissue a certificate of registration to any person whose certificate has been revoked or suspended, providing a majority of the board vote in favor of such issuance. A new certificate of registration to replace any certificate revoked, lost, destroyed, or mutilated may be issued, subject to the rules of the board, and a charge determined by the board shall be made for such issuance.

In addition to the imposition of disciplinary action under RCW [18.235.110](#) and [18.43.105](#), the board may refer violations of this chapter to the appropriate prosecuting attorney for charges under RCW [18.43.120](#).

RCW [18.43.120](#)

Violations and penalties.

Any person who shall practice, or offer to practice, engineering or land surveying in this state without being registered in accordance with the provisions of the chapter, or any person presenting or attempting to use as his or her own the certificate of registration or the seal of another, or any person who shall give any false or forged evidence of any kind to the board or to any member thereof in obtaining a certificate of registration, or any person who shall falsely impersonate any other registrant, or any person who shall attempt to use the expired or revoked certificate of registration, or any person who shall violate any of the provisions of this chapter shall be guilty of a gross misdemeanor.

It shall be the duty of all officers of the state or any political subdivision thereof, to enforce the provisions of this chapter. The attorney general shall act as legal adviser of the board, and render such legal assistance as may be necessary in carrying out the provisions of this chapter.

RCW [18.43.130](#)

Excepted services—Fees.

This chapter shall not be construed to prevent or affect:

- (1) The practice of any other legally recognized profession or trade; or

(2) The practice of a person not a resident and having no established place of business in this state, practicing or offering to practice herein the profession of engineering or land surveying, when such practice does not exceed in the aggregate more than thirty days in any calendar year: PROVIDED, Such person has been determined by the board to be legally qualified by registration to practice the said profession in his or her own state or country in which the requirements and qualifications for obtaining a certificate of registration are not lower than those specified in this chapter. The person shall request such a determination by completing an application prescribed by the board and accompanied by a fee determined by the board. Upon approval of the application, the board shall issue a permit authorizing temporary practice; or

(3) The practice of a person not a resident and having no established place of business in this state, or who has recently become a resident thereof, practicing or offering to practice herein for more than thirty days in any calendar year the profession of engineering or land surveying, if he or she shall have filed with the board an application for a certificate of registration and shall have paid the fee required by this chapter: PROVIDED, That such person is legally qualified by registration to practice engineering or land surveying in his or her own state or country in which the requirements and qualifications of obtaining a certificate of registration are not lower than those specified in this chapter. Such practice shall continue only for such time as the board requires for the consideration of the application for registration; or

(4) The work of an employee or a subordinate of a person holding a certificate of registration under this chapter, or an employee of a person practicing lawfully under provisions of this section: PROVIDED, That such work does not include final design or decisions and is done under the direct responsibility, checking, and supervision of a person holding a certificate of registration under this chapter or a person practicing lawfully under the provisions of this section; or

(5) The work of a person rendering engineering or land surveying services to a corporation, as an employee of such corporation, when such services are rendered in carrying on the general business of the corporation and such general business does not consist, either wholly or in part, of the rendering of engineering services to the general public: PROVIDED, That such corporation employs at least one person holding a certificate of registration under this chapter or practicing lawfully under the provisions of this chapter; or

(6) The practice of officers or employees of the government of the United States while engaged within the state in the practice of the profession of engineering or land surveying for the government of the United States; or

(7) Nonresident engineers employed for the purpose of making engineering examinations; or

(8) The practice of engineering or land surveying, or both, in this state by a corporation ~~or joint stock association~~: PROVIDED, That

(a) The corporation has filed with the board an application for certificate of authorization upon a form to be prescribed by the board and containing information required to enable the board to determine whether such corporation is qualified in accordance with this chapter to practice engineering or land surveying, or both, in this state;

(b) For engineering, the corporation has filed with the board a certified copy of a resolution of the board of directors of the corporation that shall designate a person holding a certificate of registration under this chapter as responsible for the practice of engineering by the corporation in this state and shall provide that full authority to make all final engineering decisions on behalf of the corporation with respect to work performed by the corporation in this state shall be granted and delegated by the board of directors to the person so designated in the resolution. For land surveying, the corporation has filed with the board a certified copy of a resolution of the board of directors of the corporation which shall designate a person holding a certificate of registration under this chapter as responsible for the practice of land surveying by the corporation in this state and shall provide full authority to make all final land surveying decisions on behalf of the corporation with respect to work performed by the corporation in this state be granted and delegated by the board of directors to the person so designated in the resolution. If a corporation offers both engineering and land surveying services, the board of directors shall designate both a licensed engineer and a licensed land surveyor. If a person is licensed in both engineering and land surveying, the person may be designated for both professions. The resolution shall further state that the bylaws of the corporation shall be amended to include the following provision: "The designated engineer or land surveyor, respectively, named in the resolution as being in responsible charge, or an engineer or land surveyor under the designated engineer or land surveyor's direct supervision, shall make all engineering or land surveying decisions pertaining to engineering or land surveying activities in the state of Washington." However, the filing of the resolution shall not relieve the corporation of any responsibility or liability imposed upon it by law or by contract;

(c) If there is a change in the designated engineer or designated land surveyor, the corporation shall notify the board in writing within thirty days after the effective date of the change. If the corporation changes its name, the corporation shall submit a copy of its amended certificate of authority or amended certificate of incorporation as filed with the secretary of state within thirty days of the filing;

(d) Upon the filing with the board the application for certificate for authorization, certified copy of resolution and an affidavit, and the designation of a designated engineer or designated land surveyor, or both, specified in (b) of this subsection, the board shall issue to the corporation a certificate of authorization to practice engineering or land surveying, or both, in this state upon a determination by the board that:

(i) The designated engineer or designated land surveyor, or both, hold a certificate of registration in this state in accordance with this chapter and the certificate is in force;

(ii) The designated engineer or designated land surveyor, or both, are not designated in responsible charge for another corporation or a limited liability company;

(iii) The corporation is licensed with the secretary of state and holds a current unified business identification number and the board determines, based on evaluating the findings and information in this section, that the applicant corporation possesses the ability and competence to furnish engineering or land surveying services, or both, in the public interest; and

(iv) The corporation is registered with the department of revenue pursuant to RCW [82.32.030](#).

The board may exercise its discretion to take any of the actions under RCW [18.235.110](#) or this chapter with respect to a certificate of authorization issued to a corporation if the board finds that any of the officers, directors, incorporators, or the stockholders holding a majority of stock of such corporation has engaged in unprofessional conduct as defined in RCW [18.43.105](#) or [18.235.130](#) or has been found personally responsible for unprofessional conduct under (f) and (g) of this subsection.

(e) ~~Engineers~~ Professional engineers or professional land surveyors organized as a professional service corporation under chapter [18.100](#) RCW are exempt from applying for a certificate of authorization under this chapter.

(f) Any corporation authorized to practice engineering or land surveying under this chapter, together with its directors and officers for their own individual acts, are responsible to the same degree as an individual registered engineer or individual registered land surveyor, and must conduct its business without unprofessional conduct in the practice of engineering or the practice of land surveying as defined in this chapter and RCW [18.235.130](#).

(g) Any corporation that is certified under this chapter is subject to the authority of the board as provided in RCW [18.43.035](#), [18.43.105](#), [18.43.110](#), [18.43.120](#), and chapter [18.235](#) RCW.

(h) All plans, specifications, designs, and reports when issued in connection with work performed by a corporation under its certificate of authorization shall be prepared by or under the direct supervision of and shall be signed by and shall be stamped with the official seal of a person holding a certificate of registration under this chapter.

(i) For each certificate of authorization issued under this subsection (8) there shall be paid an initial fee determined by the board and an annual renewal fee determined by the board.

(9) The practice of engineering and/or land surveying in this state by a partnership if the partnership employs at least one person holding a valid certificate of registration under this chapter to practice engineering or land surveying, or both. ~~The board shall not issue certificates of authorization to partnerships after July 1, 1998. Partnerships currently registered with the board are not required to pay an annual renewal fee after July 1, 1998.~~

(10) The practice of engineering or land surveying, or both, in this state by limited liability companies: Provided, That

(a) The limited liability company has filed with the board an application for certificate of authorization upon a form to be prescribed by the board and containing information required to enable the board to determine whether the limited liability company is qualified under this chapter to practice either or both engineering or land surveying in this state.

(b) The limited liability company has filed with the board a certified copy of a resolution by the company manager or managers that shall designate a person holding a certificate of registration under this chapter as being responsible for the practice of engineering or land surveying, or both, by the limited liability company in this state and that the designated person has full authority to make all final engineering or land surveying decisions on behalf of the limited liability company with respect to work performed by the limited liability company in this state. The resolution shall further state that the limited liability company agreement shall be amended to include the following provision: "The designated engineer or land surveyor,

respectively, named in the resolution as being in responsible charge, or an engineer or land surveyor under the designated engineer or land surveyor's direct supervision, shall make all engineering or land surveying decisions pertaining to engineering or land surveying activities in the state of Washington." However, the filing of the resolution shall not relieve the limited liability company of responsibility or liability imposed upon it by law or by contract.

(c) The designated engineer for the limited liability company must hold a current professional engineer license issued by this state.

The designated land surveyor for the limited liability company must hold a current professional land surveyor license issued by this state.

If a person is licensed as both a professional engineer and as a professional land surveyor in this state, then the limited liability company may designate the person as being in responsible charge for both professions.

If there is a change in the designated engineer or designated land surveyor, the limited liability company shall notify the board in writing within thirty days after the effective date of the change. If the limited liability company changes its name, the company shall submit to the board a copy of the certificate of amendment filed with the secretary of state's office.

(d) Upon the filing with the board the application for certificate of authorization, a certified copy of the resolution, and an affidavit from the designated engineer or the designated land surveyor, or both, specified in (b) and (c) of this subsection, the board shall issue to the limited liability company a certificate of authorization to practice engineering or land surveying, or both, in this state upon determination by the board that:

(i) The designated engineer or designated land surveyor, or both, hold a certificate of registration in this state under this chapter and the certificate is in force;

(ii) The designated engineer or designated land surveyor, or both, are not designated in responsible charge for another limited liability company or a corporation;

(iii) The limited liability company is licensed with the secretary of state and has a current unified business identification number and that the board determines, based on evaluating the findings and information under this subsection, that the applicant limited liability company possesses the ability and competence to furnish either or both engineering or land surveying services in the public interest; and

(iv) The limited liability company is registered with the department of revenue pursuant to RCW [82.32.030](#).

The board may exercise its discretion to take any of the actions under RCW [18.235.110](#) and [18.43.105](#) with respect to a certificate of authorization issued to a limited liability company if the board finds that any of the managers or members holding a majority interest in the limited liability company has engaged in unprofessional conduct as defined in RCW [18.43.105](#) or [18.235.130](#) or has been found personally responsible for unprofessional conduct under the provisions of (f) and (g) of this subsection.

(e) ~~Engineers~~ Professional engineers or professional land surveyors organized as a professional limited liability company are exempt from applying for a certificate of authorization under this chapter.

(f) Any limited liability company authorized to practice engineering or land surveying, or both, under this chapter, together with its manager or managers and members for their own individual acts, are responsible to the same degree as an individual registered engineer or registered land surveyor, and must conduct their business without unprofessional conduct in the practice of engineering or land surveying, or both.

(g) A limited liability company that is certified under this chapter is subject to the authority of the board as provided in RCW [18.43.035](#), [18.43.105](#), [18.43.110](#), [18.43.120](#), and chapter [18.235](#) RCW.

(h) All plans, specifications, designs, and reports when issued in connection with work performed by a limited liability company under its certificate of authorization shall be prepared by or under the direct supervision of and shall be signed by and shall be stamped with the official seal of a person holding a certificate of registration under this chapter.

(i) For each certificate of authorization issued under this subsection (10) there shall be paid an initial fee determined by the board and an annual renewal fee determined by the board.

RCW [18.43.150](#)

Fees—Duty of board to set—Disposition.

The board shall set fees at a level adequate to pay the costs of administering this chapter. All fees collected under the provisions of RCW 18.43.050, 18.43.060, 18.43.080, 18.43.100, and 18.43.130 and fines collected under RCW 18.43.110 shall be paid into the ~~professional engineers' board's~~ account, which account is hereby established in the state treasury to be used to carry out the purposes and provisions of RCW 18.43.050, 18.43.060, 18.43.080, 18.43.100, 18.43.110, 18.43.120, 18.43.130, and all other duties required for operation and enforcement of this chapter. ~~During the 2013-2015 and 2015-2017 fiscal biennia, the legislature may transfer moneys from the professional engineers' account to the state general fund such amounts as reflect the excess fund balance of the fund.~~

RCW [18.43.170](#)

Registration suspension—Noncompliance with support order—Reissuance.

The board shall immediately suspend the registration of a person who has been certified pursuant to RCW [74.20A.320](#) by the department of social and health services as a person who is not in compliance with a support order ~~or a *residential or visitation order~~. If the person has continued to meet all other requirements for ~~membership registration~~ during the suspension, reissuance of the certificate of registration shall be automatic upon the board's receipt of a release issued by the department of social and health services stating that the person is in compliance with the order.

RCW [18.43.180](#)

Uniform regulation of business and professions act.

The uniform regulation of business and professions act, chapter [18.235](#) RCW, governs unlicensed practice, the issuance and denial of licenses, and the discipline of licensees under this chapter.

RCW 18.43.190**Military training or experience.**

An applicant with military training or experience satisfies the training or experience requirements of this chapter unless the board determines that the military training or experience is not substantially equivalent to the standards of this state.

RCW 18.43.200**Agreement with department of licensing.**

The department of licensing, through an interagency agreement with the board, ~~must~~ shall provide specified technical services to the board as mutually agreed upon by both parties. ~~The initial interagency agreement must be for a term of three years and may be renewed by mutual agreement between the department of licensing and the board.~~

RCW 18.43.900**Short title.**

This chapter shall be known and may be cited as the "Professional Engineers' Registration Act."

Annual Board Meeting

Tab 6

Director's Report

- 6.1 Financial Report
- 6.2 Agency Operations
- 6.3 Program Reports
 - 6.3.1 Communication & Outreach
 - 6.3.2 Regulatory
 - 6.3.3 Investigations & Compliance
 - 6.3.4 Licensing
 - 6.3.5 Admin
- 6.4 Other Items
 - 6.4.1 Outgoing Board Member Recognition



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

May 17, 2024

TO: Ken Fuller, Executive Director
Kristina Horton, Deputy Director
Mackenzie Wherrett, Executive Assistant
Board of Registration for Professional Engineers and Land Surveyors

FROM: Ian Shelley, Senior Financial Consultant
DES, Small Agency Financial Services

SUBJECT: **April 2024 FINANCIAL REPORTS**

April highlights

- Fund 024 ended the month with a balance of \$1.67 million.
- \$172k in revenue this month

Biennium to date highlights

- Expenses: \$358k underspend against allotments year to date. Underspend largely composed of:
 - Salaries/benefits: \$47k less than planned BTD
 - EM Attorney General: \$53k less than planned BTD
 - ER Other contracts: \$75k less than planned BTD
 - EY Software: \$109k less than planned BTD
- Revenues:
 - \$1.67 million July-April FY24. Compared to \$1.76 million July-April in FY22.

Projected BI25 end highlights

- Fund 024 balance of \$1.30 million. This is a decrease from the BI25 starting balance of \$1.54 million.
- Revenue projected at \$4.01 million. BI23 ended at \$4.32 million.
- Total expenses projected at \$4.25 million (higher expenses than revenues resulting in fund balance decrease. But expenses underspending authority by \$430k).



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

Changes from last month

- Salary increases for staff and director effective 7/1/24 included in projections.
- Addition of Professional licensing rep 2 effective 7/1/24 included in projections.
- Overtime assumed to cease around Sept after new staff are hired and trained.
- Biennial EM Attorney General projection decreased from \$242k to \$230k. Expenses continue to trend low.

Ian Shelley
DES Small Agency Financial Services
360-489-5779
ian.shelley@des.wa.gov

Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of April 2024

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Capital Outlays	60,000	25,000	7,960	17,040	52,040
Employee Benefits	584,008	237,867	223,319	14,548	360,689
Goods and Services	2,092,776	838,488	573,455	265,033	1,519,321
Grants, Benefits & Client Services	0	0	900	(900)	(900)
Professional Service Contracts	72,000	30,000	12,550	17,450	59,450
Salaries and Wages	1,745,616	713,090	680,204	32,886	1,065,412
Travel	129,600	54,000	41,707	12,293	87,893
Sum:	4,684,000	1,898,445	1,540,094	358,351	3,143,906

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	72,609	70,271	2,338	713,090	680,204	32,886
A Salaries and Wages	1,000	0	1,000	10,000	0	10,000
AA State Classified	57,000	56,974	26	557,000	541,425	15,575
AC State Exempt	12,000	10,833	1,167	120,000	109,333	10,667
AE State Special	609	788	(179)	6,090	5,275	815
AS Sick Leave Buy-Out	500	0	500	5,000	0	5,000
AT Terminal Leave	500	0	500	5,000	0	5,000
AU Overtime and Call-Back	1,000	1,677	(677)	10,000	24,170	(14,170)
Employee Benefits	25,061	23,552	1,509	237,867	223,319	14,548
BA Old Age and Survivors Insurance	4,118	4,179	(61)	40,923	40,538	385
BB Retirement and Pensions	6,838	6,622	216	67,951	63,769	4,182
BC Medical Aid & Industrial Insurance	1,692	324	1,368	4,923	3,021	1,902
BD Health, Life & Disability Insurance	11,450	11,450	0	114,500	106,485	8,015
BH Hospital Insurance (Medicare)	963	977	(14)	9,570	9,481	89
BK Paid Family and Medical Leave	0	0	0	0	0	(0)
BZ Other Employee Benefits	0	0	0	0	25	(25)
Professional Service Contracts	3,000	0	3,000	30,000	12,550	17,450
CA Management and Organizational Services	3,000	0	3,000	30,000	12,550	17,450
CZ Other Professional Services	0	0	0	0	0	0
Goods and Services	84,947	59,357	25,590	838,488	573,455	265,033
E Goods and Other Services	3,000	0	3,000	30,000	0	30,000
EA Supplies and Materials	1,250	2,512	(1,262)	12,500	17,127	(4,627)
EB Communications/Telecommunications	800	629	171	8,000	7,837	163
EC Utilities	50	0	50	500	356	144
ED Rentals and Leases - Land & Buildings	2,500	1,938	562	25,000	19,378	5,622
EE Repairs, Alterations & Maintenance	1,000	0	1,000	10,000	(0)	10,000
EF Printing and Reproduction	1,250	1,231	19	12,500	9,533	2,967
EG Employee Prof Dev & Training	1,500	750	750	15,000	36,044	(21,044)
EH Rental & Leases - Furn & Equipment	1,250	1,096	154	12,500	10,956	1,544
EJ Subscriptions	100	0	100	1,000	657	343
EK Facilities and Services	5,000	8,637	(3,637)	50,000	56,853	(6,853)
EL Data Processing Services (Interagency)	15,333	14,064	1,249	141,333	128,198	13,135
EM Attorney General Services	14,917	5,088	9,829	149,170	95,834	53,336
EN Personnel Services	1,750	2,230	(480)	17,500	20,201	(2,701)
EP Insurance	85	86	(1)	1,865	2,404	(539)
ER Other Contractual Services	15,000	7,463	7,537	150,000	75,064	74,936
ES Vehicle Maintenance & Operating Cst	0	87	(87)	0	882	(882)
ET Audit Services	0	0	0	0	0	0
EU Office of Equity Services	0	280	(280)	0	1,121	(1,121)
EW Archives & Records Management Svcs	59	148	(89)	590	591	(1)
EY Software Licenses and Maintenance	20,000	13,031	6,969	200,000	91,131	108,869
EZ Other Goods and Services	103	69	34	1,030	(712)	1,742

Set aside for vaccine incentives

BITD healthy underspend

Underspend

April overspend, BITD overspend. April OT has decreased from Feb and March levels.

All benefits healthy underspend

Continued underspend.

April expenses slightly elevated, \$1.5k agency branded swag order. Slightly over year to date.

March was high expense month, \$17,000 for 2 attendees - Leading Organizations Training. Overspend to date.

FY24 supp adjustment expenses hit in April, and DES mailing costs have been high, normal fluctuation overall.

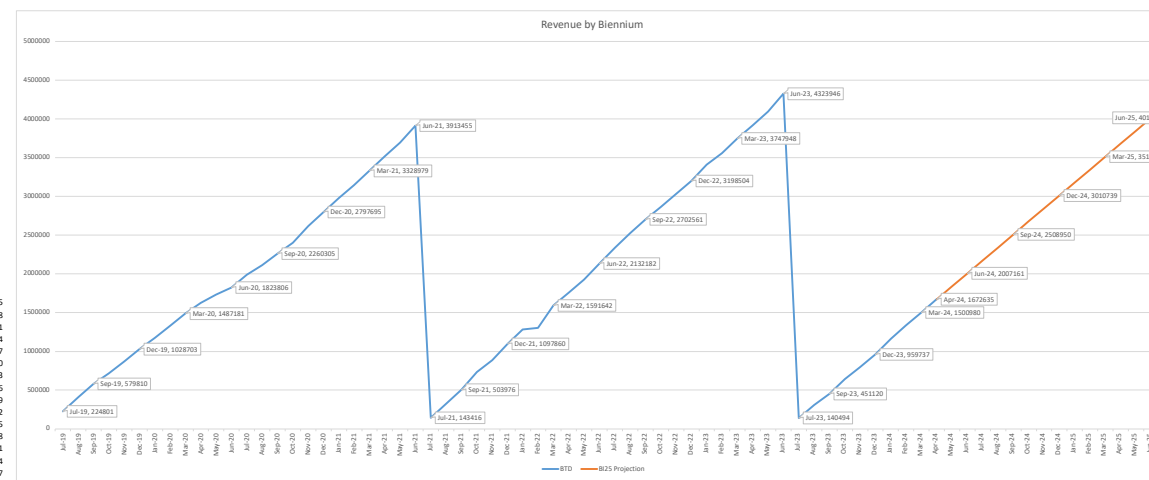
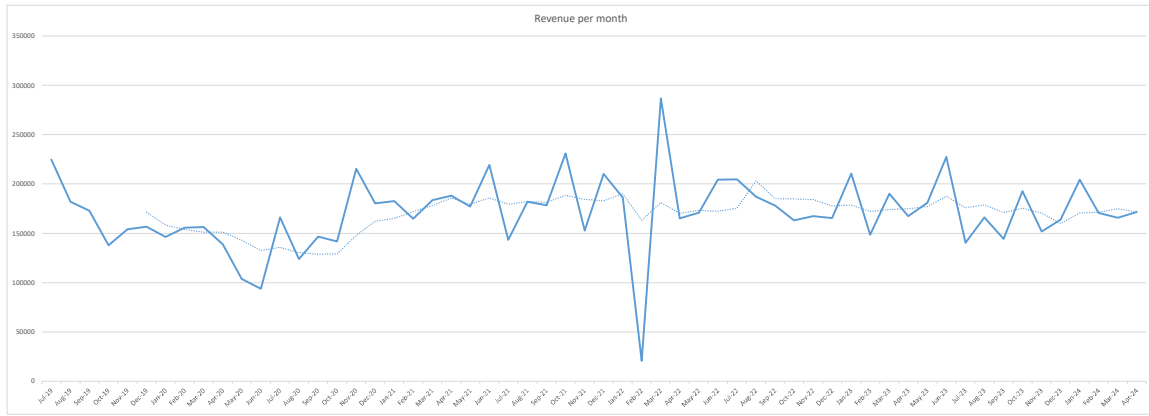
ATG costs continue to come in low, significant underspend against planned.

Large underspend due to new DOL contract having lower costs than planned allotments.

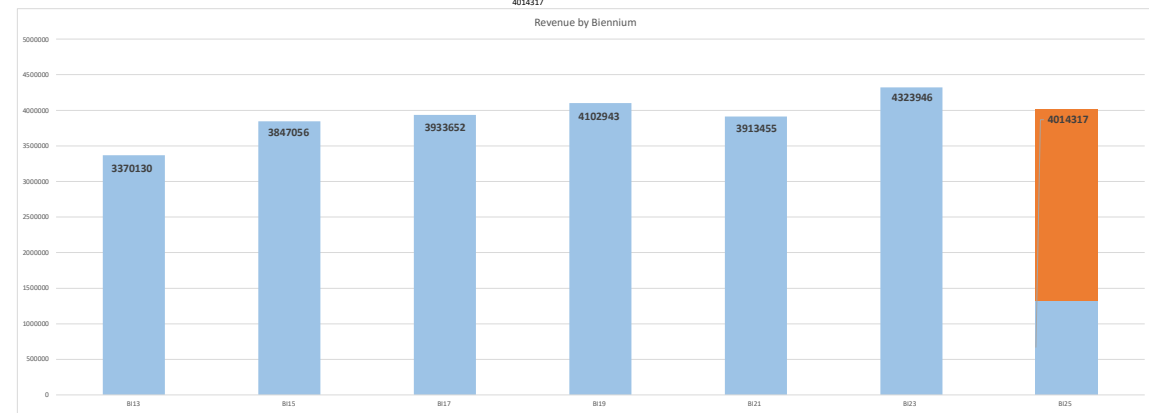
Large underspend due to new DOL contract having lower costs than planned allotments.

Travel		5,400	4,230	1,170	54,000	41,707	12,293	Overall travel has underspend against plan to date.
GA	In-State Subsistence & Lodging	2,000	2,063	(63)	20,000	23,001	(3,001)	
GB	In-State Air Transportation	700	381	319	7,000	4,694	2,306	
GC	Private Automobile Mileage	700	137	563	7,000	2,623	4,377	
GD	Other Travel Expenses	400	349	51	4,000	3,314	686	
GF	Out-of-State Subsistence & Lodging	600	0	600	6,000	2,715	3,285	
GG	Out-of-State Air Transportation	900	1,300	(400)	9,000	4,697	4,303	
GN	Motor Pool Services	100	0	100	1,000	664	336	
Capital Outlays		2,500	350	2,150	25,000	7,960	17,040	
JA	Noncapitalized Assets	2,500	350	2,150	25,000	7,960	17,040	
Grants, Benefits & Client Services		0	0	0	0	900	(900)	
NZ	Other Grants and Benefits	0	0	0	0	900	(900)	
Total Dollars		<u>193,517</u>	<u>157,761</u>	<u>35,756</u>	<u>1,899,445</u>	<u>1,540,094</u>	<u>358,351</u>	

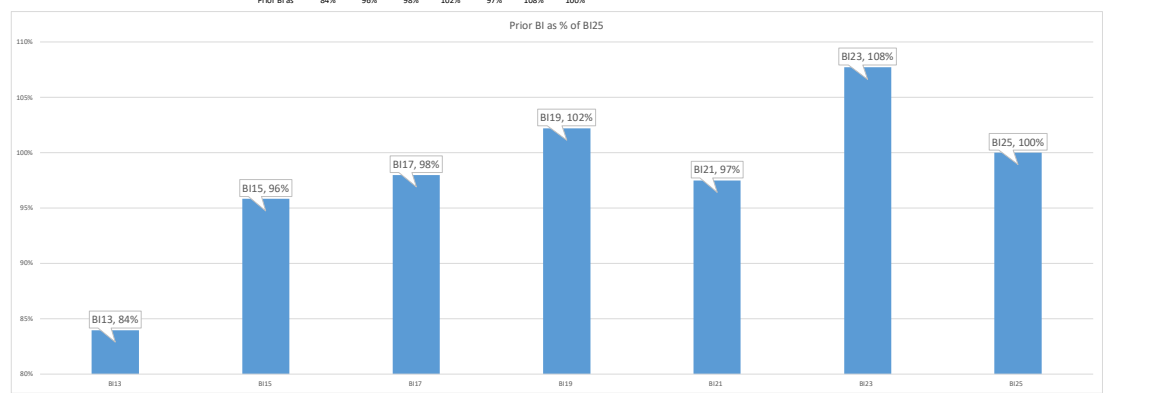
Month	Revenue	BDT	BI25 Projection
Jul-19	224801	224801	
Aug-19	181945	406746	
Sep-19	173064	579810	
Oct-19	137914	717724	
Nov-19	154192	871916	
Dec-19	156787	1020703	
Jan-20	146245	1174948	
Feb-20	155919	1330867	
Mar-20	156314	1487181	
Apr-20	139053	1626234	
May-20	103872	1745106	
Jun-20	93700	1823806	
Jul-20	166052	1989858	
Aug-20	123698	2113756	
Sep-20	146549	2260205	
Oct-20	141702	2400207	
Nov-20	215335	2617342	
Dec-20	180353	2797695	
Jan-21	182856	2980551	
Feb-21	164834	3145385	
Mar-21	183594	3328079	
Apr-21	188160	3517139	
May-21	177026	3694165	
Jun-21	219290	3913455	
Jul-21	143416	434416	
Aug-21	181952	325368	
Sep-21	178608	503976	
Oct-21	230947	734923	
Nov-21	152743	887666	
Dec-21	210194	1097860	
Jan-22	186351	1268211	
Feb-22	20769	1304980	
Mar-22	286662	1591642	
Apr-22	165089	1756731	
May-22	171108	1927839	
Jun-22	204343	2131182	
Jul-22	204795	2336977	
Aug-22	187366	2524343	
Sep-22	178218	2702561	
Oct-22	163289	2865850	
Nov-22	167333	3033183	
Dec-22	165321	3198504	
Jan-23	210559	3409063	
Feb-23	146523	3557686	
Mar-23	190262	3747948	
Apr-23	167355	3915303	
May-23	181056	4096359	
Jun-23	227587	4323946	
Jul-23	140494	440494	
Aug-23	166284	306778	
Sep-23	144342	451120	
Oct-23	192815	643935	
Nov-23	154836	795771	
Dec-23	163966	959737	
Jan-24	204510	1164247	
Feb-24	170737	1334964	
Mar-24	165996	1500980	
Apr-24	171655	1672635	
May-24	167263	1839898	
Jun-24	167263	2007161	
Jul-24	167263	2174424	
Aug-24	167263	2341687	
Sep-24	167263	2508950	
Oct-24	167263	2676213	
Nov-24	167263	2843476	
Dec-24	167263	3010739	
Jan-25	167263	3178002	
Feb-25	167263	3345265	
Mar-25	167263	3512528	
Apr-25	167263	3679791	
May-25	167263	3847054	
Jun-25	167263	4014317	



BI	Revenue	BDT	BI25 Projection
BI13	3370130	3370130	
BI15	3847056	3847056	
BI17	3933652	3933652	
BI19	4102943	4102943	
BI21	3913455	3913455	
BI23	4323946	4323946	
BI25	4014317	4014317	



BI	Revenue	Prior BI as % of BI25
BI13	3370130	84%
BI15	3847056	96%
BI17	3933652	98%
BI19	4102943	102%
BI21	3913455	97%
BI23	4323946	108%
BI25	4014317	100%





Communication Program Report Director's Report 6-12-2024

Action Items

- Researching Google Search Ads, to convince citizens to choose *professional* engineers or land surveyors.
- PE Exam study links are available on our current/upcoming website.
- Monument preservation education outreach presentations continue.

Committee Approved the following:

Interagency Committee of State Employed Women (ICSEW) advertising/sponsorship, \$5000 annual professional development conference in October. They reach many women we do not reach, who also communicate with the public. We receive full page ad in the conference program, logo on the agenda, website and facebook.

Get Kids Into Survey (GKIS), advertising/sponsorship \$1800

Includes a state theme poster for Washington and develops an agency character for us. Covers design of the poster, the design of the character, the printing and shipping cost to each sponsor. Our character is "Blaze," the BRPELS Bigfoot.

UPDATE:

New Website - WaTech finalizing all content, pages, architecture.



Regulatory Program Report 06/13/2024

Current Items:

- Rulemaking
 - * 196-09 CR101 filed. Indexing rule language being drafted (new section).
 - * 196-16 CR101 (current) withdrawn. New CR101 including PDH language filed.
 - * 196-26A & 196-30 CR101 filed. Draft language sent for comment.

- Public Records Requests
 - * 2024: 22 (as of 05/22/24)
 - * 2023: 85
 - * 2022: 85

- Standard Work Process documents
 - * Legislation Tracking – in progress.
 - * Rulemaking – in progress.
 - * Public Records Requests - in progress.
 - * Committee Structure/Practices – complete.
 - * Records Management - pending.



Investigation/Compliance Program Report 06/13/2024

Current Items:

- PDH Audits
 - Audit done in January 2024. There were 4 OS audited and 10 PLS audited.
 - A summary of results report was compiled and presented to the Practice Committee on 2/21/24.
 - Vonna and Jill are working with DOL on getting the audits completed by Polaris automatically.
 - DOL turned the automatic audits on in Polaris. Working with them to get the templates updated and a report sent on who was audited.
 - Vonna and Jill met with DOL 5/21/24. Report was created so staff knows who was audited by Polaris. DOL will update the templates to BRPELS language at no extra cost. Updates will occur in June 2024.

- Sanctions List
 - File created and is located on the Board Members' SharePoint site under Board Resources (an email link was sent to Board members and staff)
 - Working on sanctions from 2019 to current.

- Investigation Desk Reference Guide
 - The previous manual has been located.
 - Updates to new reference guide currently being drafted.
 - Staff meeting was held to work on manuals.
 - Updated processes.
 - Still in progress.

Completed Items:

- A document showing past violations and sanctions will be posted to the Board Resources SharePoint site (Indexing with Shanana in conjunction with the above Sanctions List project).
- Digital Signatures – article written and in Spring/Summer 2024 journal.

Committee and/or Board Action Items:

- None at this time.



Administration Program Report 04/25/2024

Current & Ongoing Items:

- * **Growth of Agency & Succession Planning**
 - * Recruitment for new board members - PE & PLS (Ms. Horton & Mr. Fuller)
 - * Reallocations for licensing staff
 - * New position: Professional Licensing Representative 2
 - Posted: 05/31/2024
 - Closes: 06/19/2024
 - * Desk Manuals/Standard Work Documents
 - Board Clerk/BAP 101, Executive Assistant Manual, Admin Assistant Manual, Board Member Manual
- * **Prepare for Audit & Fiscal Year Closeout**
 - * **FY24 ends June 30, 2024**
 - * BRPELS Performance Audit
 - 200 hours scheduled for July–December 2024
- * **Agency Internal Control Officer**
 - * Internal Control Assurance letter due in August
- * **Form Updates & Website**
 - * Accessibility review of forms
 - * Assisting with new website development
- * **Required Training**
 - * Culture of Military Spouses (due June 30, 2024)
 - * Diversity, Equity, Inclusion – instructor led modules 1-4 (no available seats)
- * **Admin Policies**
 - * Develop and establish any missing policies
 - Plain Talk Policy, Out-of-State Travel Policy, Assisting with Exam Policy
 - * Review and update any outdated policies
 - Continuity of Operations Policy & Plan (COOP)

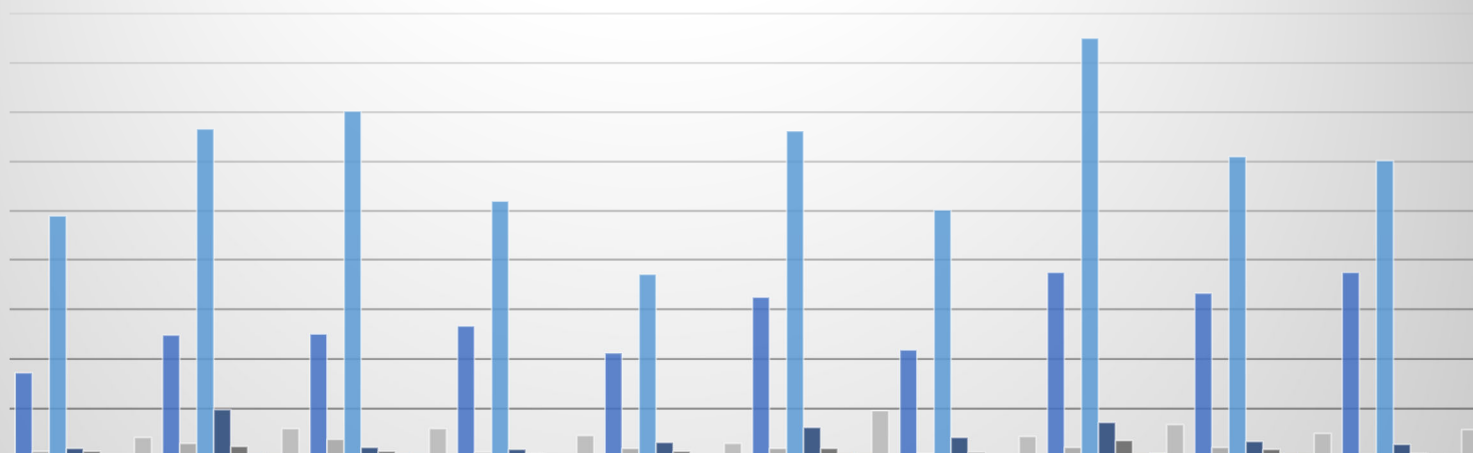
Completed Items:

- ✓ BRPELS Administrative Policies
 - * Salary Determination and Compensation Policy, Layoff Policy



Licensing Program Report June 13, 2024

Applications Recieved

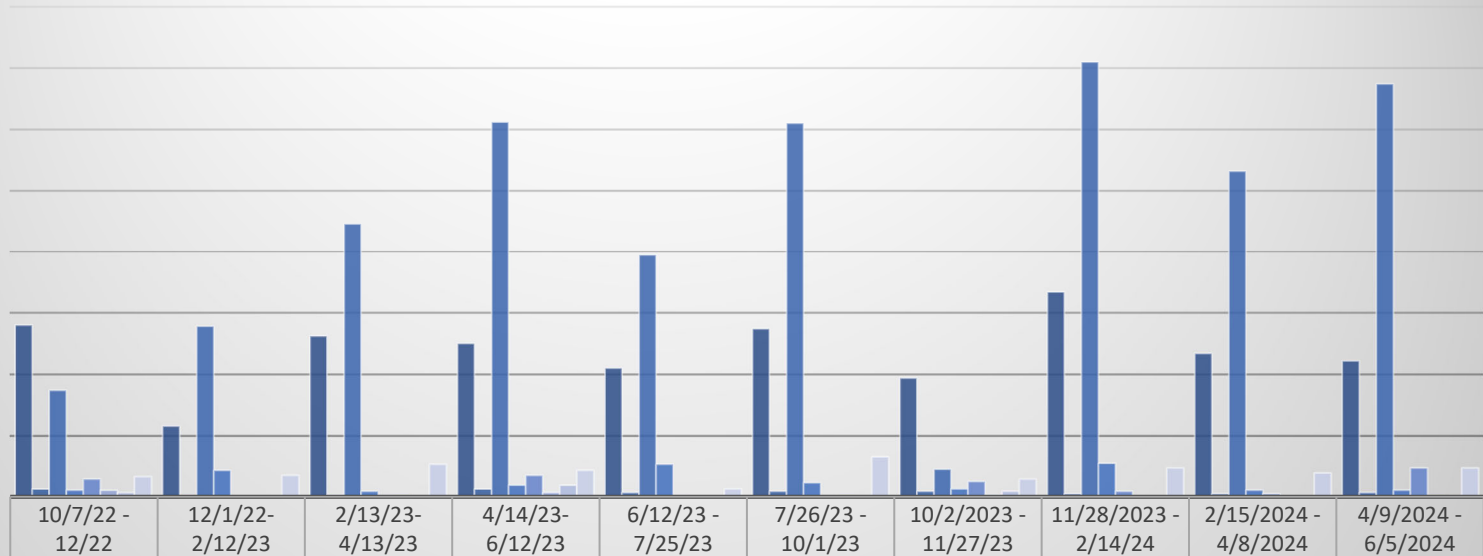


	10/7/22 - 12/22	12/1/22- 2/12/23	2/13/23- 4/13/23	4/14/23- 6/12/23	6/12/23 - 7/25/23	7/26/23 - 10/1/23	10/2/2023 - 11/27/23	11/28/2023 - 2/14/24	2/15/2024 - 4/8/2024	4/9/2024 - 6/5/2024
■ EIT	86	124	125	133	106	162	109	187	166	187
■ LSIT	7	15	19	6	10	10	5	11	11	4
■ PE	245	333	351	260	185	331	251	425	305	301
■ SE	10	49	11	9	16	31	21	36	17	14
■ PLS	7	12	7	5	7	10	6	18	9	5
■ OSW Designer	1	3	3	1	0	4	0	4	4	0
■ OSW Inspector	1	4	2	1	0	4	0	5	4	1
■ Corps/LLC	21	30	30	23	15	48	22	34	25	29



Licensing Program Report June 13, 2024

Licenses Issued

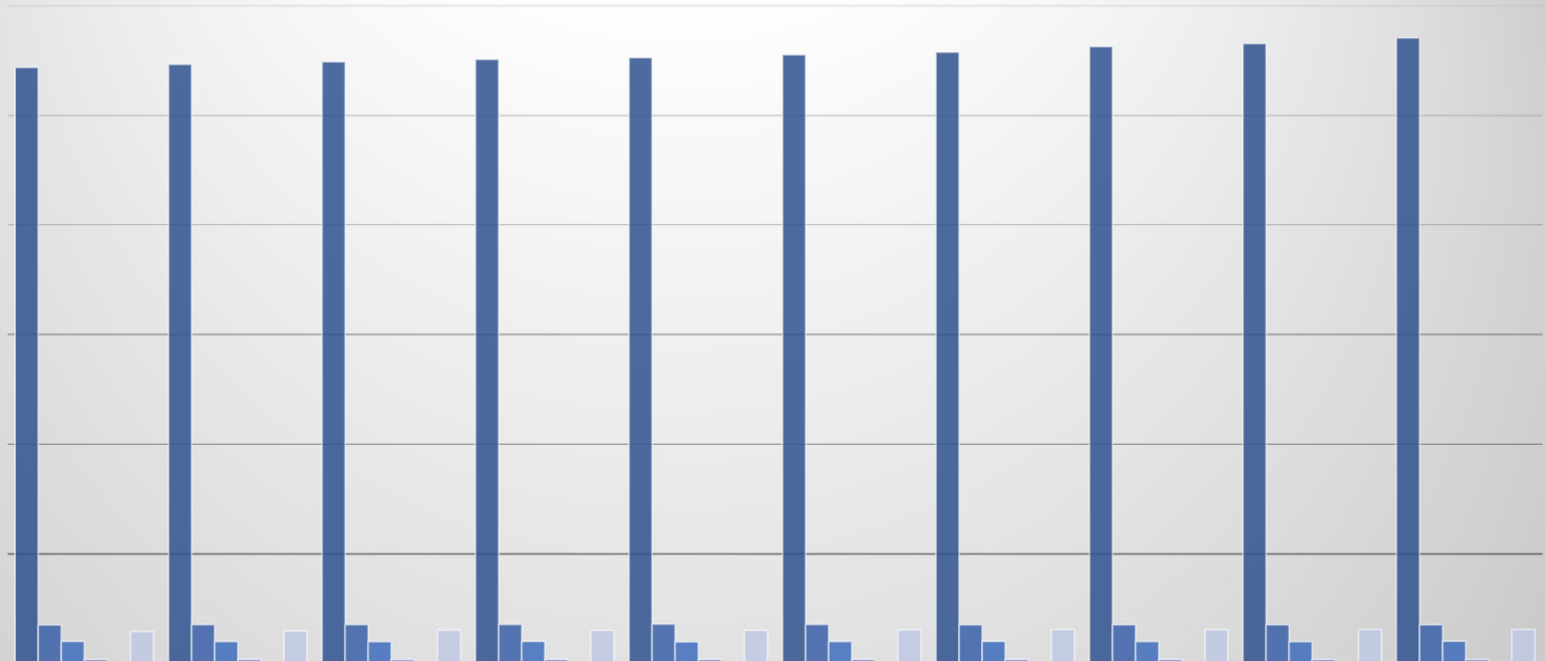


	10/7/22 - 12/22	12/1/22 - 2/12/23	2/13/23 - 4/13/23	4/14/23 - 6/12/23	6/12/23 - 7/25/23	7/26/23 - 10/1/23	10/2/2023 - 11/27/23	11/28/2023 - 2/14/24	2/15/2024 - 4/8/2024	4/9/2024 - 6/5/2024
■ EIT	140	58	131	125	105	137	97	167	117	111
■ LSIT	7	1	2	7	4	5	5	3	3	4
■ PE	87	139	223	306	197	305	23	355	266	337
■ SE	6	22	5	10	27	12	7	28	6	6
■ PLS	15	0	1	18	1	0	13	5	3	24
■ OSW Designer	6	0	1	4	0	1	2	0	0	1
■ OSW Inspector	4	0	0	10	0	0	5	0	0	1
■ Corps/LLC	17	18	27	22	7	33	15	24	20	24

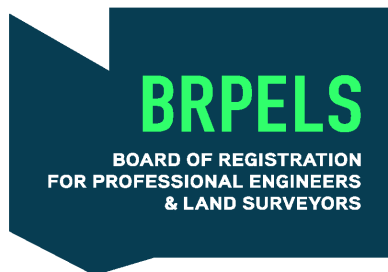


Licensing Program Report June 13, 2024

Active Licenses



	10/7/22 - 12/22	12/1/22 - 2/12/23	2/13/23 - 4/13/23	4/14/23 - 6/12/23	6/12/23 - 7/25/23	7/26/23 - 10/1/23	10/2/2023 - 11/27/23	11/28/2023 - 2/14/24	2/15/2024 - 4/8/2024	4/9/2024 - 6/5/2024
■ PE	27,189	27,327	27,440	27,548	27,634	27,762	27,882	28,133	28271	28529
■ SE	1784	1795	1794	1806	1819	1804	1792	1792	1788	1788
■ PLS	1036	1030	1023	1036	1012	1026	1038	1033	1024	1053
■ OSW Designer	216	216	214	218	218	219	221	221	220	220
■ OSW Inspector	100	102	100	109	107	107	113	111	111	110
■ Corps/LLC	1484	1514	1545	1539	1538	1559	1579	1571	1586	1584



Licensing Program Report

June 13, 2024

Currently working on:

- Dainis
 - JTA Validation Survey findings
- Monitor Polaris issues/bug
 - Polaris
 - DOL/BRPELS “bug” meeting:
 - Currently have 4 work “bugs” item
 - Currently have 3 user story items
- Law Review moving to CBT
 - Reviewing bids for a possible new vendor
- Scantron
 - Working with vendor to identify reports
- Desk manuals
 - Committee manuals
 - Licensing manuals
- Box cleanup
 - Continue to move items
- Monthly revenue data for financials to Ian
 - Apps received
 - New Endorsements
 - Renewals

Annual Board Meeting

Tab 7

Other Business

- 7.1 Additional Public Comment
- 7.2 Upcoming Outreach and Events
- 7.3 Board/Staff Affiliate Involvement
 - 7.3.1 NCEES Western Zone Meeting
- 7.4 Action Items from this Meeting
- 7.5 Agenda Items for Next Meeting



2024 Upcoming Events Calendar

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUN

- 12-13 BRPELS Board & Committee Meetings - Port Angeles
- 24 - 27 WSACE Statewide Conference - Ritzville
- 30 Fiscal Year End

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUL

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUG

- 7-8 BRPELS Board & Committee Mtgs - SeaTac
- 14-17 NCEES Annual Meeting - Chicago, IL
- 20 BRPELS Summer Staff Day

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEP

- 20 WA PLS & On-Site Designers Exam

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCT

- 8 Interagency Committee of State Employed Women Annual Conference - Thurston, Co
- 9-10 APWA Fall Conference - Kennewick
- 16-17 BRPELS Board & Committee Meetings

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOV

Board of Registration for Professional Engineers and Land Surveyors

Action Item List

Executive Committee (EC)

Date Assigned	Action Item	Assigned To	Status
06/21/23	Staff to work on a license review/report out document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting.	Board Staff	In Progress

Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
12/07/23	Seek stakeholder feedback before filing a CR102 for WAC 196-26A and WAC 196-30	Ms. Gillespie & Board Staff	Pending
02/20/24	Staff to provide information to the committee concerning receiving the NCEES record only.	Ms. Cramer	Pending
04/25/24	Actively engage with military applicants to assist and educate about licensing requirements	Committee, Ms. Cramer & Mr. Dickison	In Progress
04/25/24	Exam procedures – items, grading, SMEs, security, PAKS	Board Staff & Ms. Gillespie	In-Progress

Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
12/07/23	PC and 18.43 Task Force to proceed with options 1, 5, and 6 for RCW 18.43 and RCW 18.210 including composition and number of board members	Committee	In Progress
12/07/23	PC and 18.43 Task Force to move forward with title language, approved and placed on hold in June 2022, and stakeholder meetings	Committee	In Progress
04/19/24	Ensure all board orders are put on the updated BRPELS Website.	Ms. Wherrett, Ms. Short	pending new website
04/25/24	Learning management system development and potential training sessions initiated from complaints, contracts, ethics	Committee	Pending LMS System
04/25/24	Checklists for public officials (best practices) <ul style="list-style-type: none"> • Simplify RCW's into a check list or easier to follow document 	Committee	Pending
04/25/24	Revisit PDH rules for PLS and On-Site	Committee	In-Progress

Survey Committee (SC)

Date Assigned	Action Item	Assigned To	Status
06/21/23	Survey Committee to create a blueprint of required courses acceptable for approval to take the LSIT.	Committee	In Progress
04/24/24	Staff to engage with other professional boards, concerning the use of survey data by those professionals.	Board Staff	In Progress
04/24/24	Staff to contact the parties involved in the five (5) examples that Tom Barger provided of survey data being used and modified in plan sets.	Ms. Horton & Mr. Fuller	In-Progress
04/24/24	Ms. Short to track, separately, the PDH units used by PLS whom are respondents in a complaint. PDH info provided by the respondent for each case will be provided to the case manager.	Ms. Short	Pending

On-Site Committee

Date Assigned	Action Item	Assigned To	Status
4/12/22	Compile OS Designer & Inspector pass/fail & reexam statistics over the last 5 years.	Ms. Cramer	In Progress

Structural Committee (SEC)

Date Assigned	Action Item	Assigned To	Status
04/22/24	Staff to reach out to the Oregon and California staff to request a copy of their structural application and experience records.	Board Staff, Ms. Cramer	In-Progress
04/22/24	Ms. Lund to reach out to the Structural Engineers Association of Washington (SEAW)	Ms. Lund	In-Progress

18.43 Task Force

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

Communication Task Force (CTF)

Date Assigned	Action Item	Assigned To	Status
02/21/24	Communications Task Force to come up with a list of who we need to reach out to educate the public about licensure. (title companies, real estate associations, etc.)	Committee, Mr. Schieferstein	Pending
04/25/24	CTF to better define partnering with organizations who support STEM programs	Committee	Pending

Board Staff

Date Assigned	Action Item	Assigned To	Status
10/12/23	Learn more about AI and its impacts on Land Surveying and Engineering professions	Mr. Fuller & Board Staff	Pending
04/25/24	Progress of rulemaking on website	Ms. Gillespie, Ms. Wherrett	In-Progress
04/25/24	Facility/Office space plan	Mr. Fuller, Ms. Horton, Ms. Wherrett	In-Progress
04/25/24	Accessibility review of all business lines	Board Staff	Pending
04/25/24	Onboarding new board members	Ms. Horton & Mr. Fuller	In-Pending
04/25/24	Desk manuals/standard work documents	Board Staff	In-Progress
04/24/24	Determine level of training for board members, pro-tems, and staff <ul style="list-style-type: none"> • Investigative Training • Basics of Surveying • Basics of On-Site 	Board Staff & AGO	In-Progress

AGO

Date Assigned	Action Item	Assigned To	Status
04/27/23	Counsel to pursue civil action against Mr. Hawkins and against Mr. Huxel once the appeal decision has been reached.	Ms. Lagerberg Ms. Casselman	In Progress
04/24/24	Ms. Lagerberg to research how the architects board handles applications from the UK	Ms. Lagerberg	In-Progress

Annual Board Meeting

Tab 8

Adjourn Meeting