



Instructions for applicant

Provide complete explanations to describe the time spent on projects where you developed the knowledge, skills and abilities in the tasks typically performed in structural designs of **significant structures or the structural systems integrated within significant structures**. [RCW 18.43.020\(12\)](#).



- One sentence descriptions are not acceptable.
- The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope, and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.
- The work experience should show two of the four common materials used (steel, concrete, wood, and masonry) as the primary lateral force-resisting system with ductile detailing.
- Qualifying experience consists of structural design experience in:
 1. Determination of lateral/gravity forces —seismic and /or wind
 2. Selection of framing systems
 3. Selection of foundation systems
 4. Application of code requirements with emphasis on seismic provisions and ductile detailing
 5. Multi-story buildings or equivalent multi-level structures or bridges over 200ft

Describe your structural design experience of significant structures or the structural systems integrated within significant structures (RCW 18.43.020(12)) by listing a **minimum of three projects**, the experience projects must be submitted as part of your application with different verifiers where possible. Indicate whether you had full or partial responsibility. Provide detailed information for the following:

- Type of building structure or non-building structure and/or bridge with a total span (end to end) of 200 feet.
- Provide a detailed explanation of how the project incorporates the seismic provisions and ductile detailing requirements for Seismic regions similar to Washington State (SDC C or above or AASHTO Zone 3 or above)

Send the completed work experience descriptions and verification form (pages 1-9) to the persons verifying your engineering experience. Each project must be verified. The verifiers must complete their portion and send it directly from their email address to engineers@brpels.wa.gov

- Experience must be gained under the direct supervision of a licensed structural engineer, or a licensed professional engineer with the authority to practice structural engineering in their jurisdiction.
- For work experience to be accepted as satisfactory, each project must be separate and distinct.
- Missing information or poor explanations of structural experience will delay the review and could result in a denial of your application. Do not assume that there is a universal understanding by reviewers on how your experience satisfies Washington State requirements. **Do not use jargon or acronyms or one-line explanations**

NOTE: All items must be completed for each project listed. Each project must be summarized on the forms provided (“See Attached” is not acceptable). Additional sheets may be added, but not substituted for the form.

Work experience information—Applicant complete this section

Applicant name	
Employed by	
Dates of employment From	To
Total hours worked on project	
Verifier name and title	

Applicant name _____

Work experience descriptions—Applicant complete this section

Project 1: One sentence descriptions are not acceptable

Project description. Location, type, size, and define how this is a significant structure or is similar in design complexity to a significant structure. What was the approximate length of time you worked on this project?

General construction type/project description. Explain how your project meets IBC Seismic Design Category C or above or AASHTO Zone 3. If projects are not in these categories, provide a detailed explanation of how the project incorporates the seismic provisions and ductile detailing requirements associated with a project in SDC D or AASHTO Zone 4.

Primary gravity and Lateral force resisting system. Using two of the common construction materials (steel, concrete, wood, and masonry)

Scope of analysis and design responsibilities. Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above. Explain your level of involvement in seismic analysis and detailing for ductility.

Structural Documentation roles/responsibilities. Explain your role & responsibilities in the project and the decisions you made. The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.

Construction phase responsibilities. Explain your construction phase responsibilities.

Applicant name _____

Work experience descriptions—Applicant complete this section

Project 2: One sentence descriptions are not acceptable

Project description. Location, type, size, and define how this is a significant structure or is similar in design complexity to a significant structure. What was the approximate length of time you worked on this project?

General construction type/project description. Explain how your project meets IBC Seismic Design Category C or above or AASHTO Zone 3. If projects are not in these categories, provide a detailed explanation of how the project incorporates the seismic provisions and ductile detailing requirements associated with a project in SDC D or AASHTO Zone 4.

Primary gravity and Lateral force resisting system. Using two of the common construction materials (steel, concrete, wood, and masonry)

Scope of analysis and design responsibilities. Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above. Explain your level of involvement in seismic analysis and detailing for ductility.

Structural Documentation roles/responsibilities. Explain your role & responsibilities in the project and the decisions you made. The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.

Construction phase responsibilities. Explain your construction phase responsibilities.

Applicant name _____

Work experience descriptions—Applicant complete this section

Project 3: One sentence descriptions are not acceptable

Project description. Location, type, size, and define how this is a significant structure or is similar in design complexity to a significant structure. What was the approximate length of time you worked on this project?

General construction type/project description. Explain how your project meets IBC Seismic Design Category C or above or AASHTO Zone 3. If projects are not in these categories, provide a detailed explanation of how the project incorporates the seismic provisions and ductile detailing requirements associated with a project in SDC D or AASHTO Zone 4.

Primary gravity and Lateral force resisting system. Using two of the common construction materials (steel, concrete, wood, and masonry)

Scope of analysis and design responsibilities. Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above. Explain your level of involvement in seismic analysis and detailing for ductility.

Structural Documentation roles/responsibilities. Explain your role & responsibilities in the project and the decisions you made. The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.

Construction phase responsibilities. Explain your construction phase responsibilities.

Applicant name _____

Instructions to person verifying work experience of applicant

The competency of licensed engineers in Washington State is based on education, examination, and experience. You are declaring your knowledge of this applicant's experience and your belief of their readiness to seal construction documents for significant structures. **Verifiers must use full descriptions.**

The applicant should have sent you descriptions for 1 to 3 projects. Please refer to these descriptions for the verification below. After completing your verification, please return the project descriptions and your verification of work experience to engineers@brpels.wa.gov. Your email address must match the email address given below.

Work experience verification—Supervisor/verifier complete this section. **All sections must be completed.**

TYPE or PRINT Name of person completing this verification		Title	
Address			
City		State	ZIP code
(Area code) Phone number	Email address	Project numbers being verified	
Professional registration number	Expiration date	State	Branch of engineering
Describe your level of supervision over the applicant's work. Have you personally seen and reviewed the Applicant's structural engineering work? If you are not the applicant's supervisor, please explain your working relationship to the applicant and how you are able to provide this verification.			
If you are not licensed as a structural engineer in Washington State, please describe your substantial structural experience and the jurisdictions where you have lawfully practiced. If you are not a WA SE and the project was in WA that you are verifying, how are you able to provide this verification?			
During this time of employment, how long has the applicant been in a position of making structural engineering judgments and decisions? years/months			

Applicant name _____

How does the applicant's descriptions of experience, including the scope and complexity of the work match your evaluation? Describe how the applicant's roles/responsibilities are progressive in difficulty and magnitude; demonstrating sufficient breadth and scope and is reflective of their ability to design and apply engineering principles where their judgments and decisions are trusted and relied upon.

Provide any additional information that will assist in the determination of this applicant's eligibility for licensure as a structural engineer:

I declare that the statements and answers contained in this verification regarding the person named as applicant are true and correct to the best of my knowledge and the statements given regarding myself are true and correct.

TYPE or PRINT Name

X

Signature

Date and place

Affix Seal Here