



## Executive Committee Meeting

August 1, 2024 | 8:00 a.m.

### Virtually via Microsoft Teams:

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Meeting ID: 227 680 705 242

Passcode: LRpebE

### By phone

[+1 253-372-2181,873551307#](#)

Phone conference ID: 873 551 307#

### In person:

Board's Offices

605 11<sup>th</sup> Ave SE, Suite 201

Olympia WA 98506

**Committee:** Marjorie Lund, PE, SE, Board Chair  
Doug Hendrickson, PE, Vice Chair  
Dave Peden, PE, SE, Past Board Chair

**Support staff:** Shanan Gillespie, Regulatory Program Manager  
Ken Fuller, PE, Director  
Kris Horton, PLS, Deputy Director  
Mackenzie Wherrett, Executive Assistant  
Greg Schieferstein, Communication Manager  
Ian Shelley, Senior Financial Consultant  
Elizabeth Lagerberg, AAG Advisor

### Discussion topics

- Chair Committee Expectations
- Financial Report
- Discussion of potential fee increases (WAC 196-26A)
- Communication & Outreach Update
- Director's Report
- Discussion of Current Action Item
- Review of Strategic Planning Items

### Action Items

- Staff to work on a license review/report out document regarding all three of the professions Board regulates and provide it to the Board at a future meeting.

### Strategic Planning Items

- Remain engaged and informed on deregulation.
- Emphasis on outreach and education.

- Measure performance & gain stakeholder feedback that's relevant and useful for improving our agency.
- Measure the licensing system software functionality from stakeholders.
- Early engagement with professional organizations in rulemaking.

## **Expectations for Executive Committee**

### **1. Financial Stability Plan**

- Fees
- Staff
- Software
- Consultants

### **2. State Examination Upgrades**

- Policy / Processes
- LMS

### **3. UK MRA**

### **4. Action Item Completion**

Vice Chair and Past Chair will be assigned tasks.



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

July 22, 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: June 2024 FINANCIAL REPORTS - DRAFT**

Notes

- The June 2024 and Fiscal Year 2024 period closes in phases. June financials will continue to change during the adjustment periods and will not be final until late August.

June highlights

- \$161k in revenue this month.
- \$119k in expenses this month. However, \$46k in expenses due to DOL for POLARIS not yet included in expense figures.
- Fund 024 ended the month with a balance of \$1.73 million, an increase of \$42,000 from April. However, when DOL POLARIS expenses land June projects a slight fund balance decrease.

Biennium to date highlights

- Revenues:
  - \$2.01 million July-June FY24. Compared to \$2.13 million July-June in FY22.
- Expenses: \$1.82 million in expense July-June FY24. \$463k underspend against allotments year to date. Underspend largely composed of:
  - Salaries/benefits: \$51k less than planned BTD
  - CA Dainis/Vorsite: \$12.5k less than planned BTD
  - EM Attorney General: \$71k less than planned BTD
  - ER Other contracts: \$108k less than planned BTD
  - EY Software: \$161k less than planned BTD
- Fund balance:
  - BI23 began at \$1.54 million and the current balance is \$1.73 million.



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Projected BI25 end highlights

- Fund 024 balance of \$1.21 million. This is a decrease from the BI25 starting balance of \$1.54 million.
- Revenue projected at \$4.02 million. BI23 ended at \$4.32 million.
- Total expenses projected at \$4.34 million (higher expenses than revenues resulting in fund balance decrease. But expenses underspending authority by \$336k).

Changes from last month

- Double fill of Investigator 4 position 8/1/24-9/1/25 added to projections. This results in a \$102,000 increase in FY25 expenses.
- New position updated from Professional Licensing Specialist 2 starting 7/1/24 to Management Analyst 4 starting 10/1/24. \$5000 decrease in FY25 expenses due to timeline change. \$25,000 increase in expenses in FY26 and forward due to MA4 position being higher salaried than PLS2 position.



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1500 Jefferson Street SE, Olympia, WA 98501

July 26, 2024

**TO:** Ken Fuller, Executive Director  
Board of Registration for Professional Engineers and Land Surveyors

**FROM:** Ian Shelley, Senior Financial Consultant  
Department of Enterprise Services – Small Agency Financial Services

**SUBJECT: Licensing Fee Increase Proposal**

### Financial Overview

During biennium 2023-2025 covering the period of July 2023 to June 2025, the Office of Financial Management appropriated \$4,684,000 to BRPLS. This provides BRPLS with authority to incur up to \$4,684,000 in expenses. However, during this same period BRPLS is projected to generate only \$4,021,000 while actual agency expenses are projected to reach \$4,238,000. With expenses exceeding revenues BRPLS is expected to begin drawing down its reserve fund balance.

The above necessitates an analysis of fees to ensure that they are sufficient to cover operating costs and ensure that BRPLS can continue meeting the requirements of RCW Chapter 18.43.

### Key Assumptions

- Baseline revenue set at \$2.0 million per year. This is the historical average.
- Baseline expense set at \$2.15 million per year starting in Fiscal Year 2026.
  - \$1.29 million for salaries and benefits
  - \$0.43 million for State agency central services
  - \$0.24 million for DOL POLARIS contract
  - \$0.14 million for BORPELS discretionary (supplies, misc contracts/services, lease, training)
  - \$0.05 million for travel
- When inflation is assumed a percentage increase is applied to all expenses. This is a significant assumption that must be acknowledged. Some expenses such as the office lease and DOL contract for POLARIS are locked in for a number of years so will not see year over year increases. However, they may see larger increases upon renewal of lease/contract. Other expenses such as salary/benefits may or may not see increases depending on legislative action on general wage increases. The 1-3% year over year expense assumptions approximate likely actual outcomes.
- Target fund balance range is set as \$750,000 to \$1,250,000. The minimum suggested fund balance per Office of Financial Management is 3 months worth of routine expenses. Using the baseline expense figure of \$2.15 million per year, the target balance for BORPELS would be



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**DEPARTMENT OF ENTERPRISE SERVICES**

*1500 Jefferson Street SE, Olympia, WA 98501*

approximately \$540,000. However, BORPELS has chosen a higher target fund balance range to mitigate risk factors such as exam security issues, legal action, and to provide contingency funds should the Board decide to expand programs and/or pursue licensing system changes. Additionally, as BORPELS baseline expenses increase the target fund balance will shift upwards as well.

**Primary Drivers of Expense Increases**

- Establishment of new Management Analyst 4 salary range 60 position
  - Approximately \$110,000-\$115,000 per year
- Director salary increase
  - Amounts to be determined. This would be an ongoing expense increase.
- Reclassification of two Licensing Specialist (Customer Service Specialist 3) salary range 39 positions to Professional Licensing Representative 1 salary range 42
  - Approximately \$5,000 per position per year
- Temporary double fill of Investigator 4 position
  - Approx \$115,000-\$121,000 for 12 months double fill. One time draw down.
- Inflationary increases
  - WaTech and other central services (set during legislative and budget processes)
  - Salaries (general wage increases set during legislative session)
  - Goods, services, travel (influenced by general inflation)

**Fee Increase Details**

- The proposed 10% fee increase would apply to three fees:
  - PE/PLS renewal
  - Firm renewal
  - PE/PLS/OS late renewal
- The change in fee amounts is described below:

	Current	Proposed	Increase
PE/PLS renewal	\$116.00	\$127.60	\$11.60
PE/PLS/OS late renewal fee	\$174.00	\$191.40	\$17.40
Firm renewal	\$110.00	\$121.00	\$11.00

**Scenarios**

- No action: Fees and expenses assumed to have no change (See table 1)
- Worst case undershot: No change in fees and 1-3% expense increases assumed (See table 2)
- Worst case overshoot: Fees increased and expenses assumed to have no change (See table 3)
- Target scenario: 10% fee increase and 1-3% expense increases assumed (See table 4)



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**Conclusion**

A 10% increase in renewal fees is projected to increase revenues to approximately \$2.18 million per year, a level that closely approximates projected baseline expenses of \$2.15 million per year. This mitigates the risk of fund balance depletion due to expenses exceeding revenues. Further, this fee increase is conservative enough to minimize the risk of over collecting revenues. With a renewal fee increase of this level, the most likely scenarios where expenses increase 1-3% year over year project that BRPLS slightly exceeds the target fund balance from now until June 2026 to June 2028. Then BRPLS projects to be within the target fund balance range from July 2027 to June 2033. This is a large window of healthy financial status that provides BRPLS with the ability to cover all operating costs with fee revenue and to meet all requirements of BRPLS set forth in RCW 18.43.



**TABLE 1**

**No action on fees and expenses assumed to have no change**

If no action is taken on fees and expenses have no change then BRPLS is expected to fall below the target fund balance range of \$750k-\$1.25mil during Fiscal Year 2029 (July 2028-June 2029) and to deplete its fund balance completely by Fiscal Year 2034 (July 2033-June 2034).

Assumptions	BI21 actual	BI23 actual	BI25 projected	FY26 projected	FY27 projected	FY28 projected	FY29 projected	FY30 projected	FY31 projected	FY32 projected	FY33 projected	FY34 projected	FY35 projected
Revenue holds steady	\$ 3,989,733.00	4324820	4021131	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000
Expense no increase	\$ 4,776,668.00	\$ 3,723,938.00	4238880	2150000	2150000	2150000	2150000	2150000	2150000	2150000	2150000	2150000	2150000
Calculated Profit/Loss	(\$786,935.00)	\$600,882.00	(\$217,749.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)
Calculated Fund Balance	939391	1540273	1322524	1172524	1022524	872524	722524	572524	422524	272524	122524	-27476	-177476

**TABLE 2**

**Worst case undershot on revenues with assumed expense increases due to inflation**

If expenses increase annually by 1-3% due to inflationary increases and fees are not increased, then BRPLS would be expected to fall below its target fund balance of \$750k-\$1.25mil during Fiscal Year 2028 (July 2027-June 2028) and to deplete its fund balance completely by Fiscal Year 2030-2031 (July 2029-June 2031).

Assumptions	BI21 actual	BI23 actual	BI25 projected	FY26 projected	FY27 projected	FY28 projected	FY29 projected	FY30 projected	FY31 projected	FY32 projected	FY33 projected	FY34 projected	FY35 projected
Revenue holds steady	\$ 3,989,733.00	4324820	4021131	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000
1% expense increase per year	\$ 4,776,668.00	\$ 3,723,938.00	4238880	2171500	2193215	2215147.15	2237298.622	2259671.608	2282268.324	2305091.007	2328141.917	2351423.336	2374937.57
Calculated Profit/Loss	(\$786,935.00)	\$600,882.00	(\$217,749.00)	(\$171,500.00)	(\$193,215.00)	(\$215,147.15)	(\$237,298.62)	(\$259,671.61)	(\$282,268.32)	(\$305,091.01)	(\$328,141.92)	(\$351,423.34)	(\$374,937.57)
Calculated Fund Balance	939391	1540273	1322524	1151024	957809	742662	505363	245692	-36577	-341668	-669810	-1021233	-1396171

Assumptions	BI21 actual	BI23 actual	BI25 projected	FY26 projected	FY27 projected	FY28 projected	FY29 projected	FY30 projected	FY31 projected	FY32 projected	FY33 projected	FY34 projected	FY35 projected
Revenue holds steady	\$ 3,989,733.00	4324820	4021131	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000
2% expense increase per year	\$ 4,776,668.00	\$ 3,723,938.00	4238880	2193000	2236860	2281597.2	2327229.144	2373773.727	2421249.201	2469674.185	2519067.669	2569449.023	2620838.003
Calculated Profit/Loss	(\$786,935.00)	\$600,882.00	(\$217,749.00)	(\$193,000.00)	(\$236,860.00)	(\$281,597.20)	(\$327,229.14)	(\$373,773.73)	(\$421,249.20)	(\$469,674.19)	(\$519,067.67)	(\$569,449.02)	(\$620,838.00)
Calculated Fund Balance	939391	1540273	1322524	1129524	892664	611067	283838	-89936	-511185	-980859	-1499927	-2069376	-2690214

Assumptions	BI21 actual	BI23 actual	BI25 projected	FY26 projected	FY27 projected	FY28 projected	FY29 projected	FY30 projected	FY31 projected	FY32 projected	FY33 projected	FY34 projected	FY35 projected
Revenue holds steady	\$ 3,989,733.00	4324820	4021131	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000	2000000
3% expense increase per year	\$ 4,776,668.00	\$ 3,723,938.00	4238880	2214500	2280935	2349363.05	2419843.942	2492439.26	2567212.438	2644228.811	2723555.675	2805262.345	2889420.216
Calculated Profit/Loss	(\$786,935.00)	\$600,882.00	(\$217,749.00)	(\$214,500.00)	(\$280,935.00)	(\$349,363.05)	(\$419,843.94)	(\$492,439.26)	(\$567,212.44)	(\$644,228.81)	(\$723,555.67)	(\$805,262.35)	(\$889,420.22)
Calculated Fund Balance	939391	1540273	1322524	1108024	827089	477726	57882	-434557	-1001770	-1645998	-2369554	-3174817	-4064237

**TABLE 3**

**Worst case overshoot on revenues with expenses assumed to have no change**

If expenses experience no change and fees are increase by 10%, then BRPLS would be expected to remain above its target balance and experience a fund balance increase of approximately \$30k per year.

Assumptions	BI21 actual	BI23 actual	BI25 projected	FY26 projected	FY27 projected	FY28 projected	FY29 projected	FY30 projected	FY31 projected	FY32 projected	FY33 projected	FY34 projected	FY35 projected
10% rate increase	\$ 3,989,733.00	4324820	4021131	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000
Expense no increase	\$ 4,776,668.00	\$ 3,723,938.00	4238880	2150000	2150000	2150000	2150000	2150000	2150000	2150000	2150000	2150000	2150000
Calculated Profit/Loss	(\$786,935.00)	\$600,882.00	(\$217,749.00)	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Calculated Fund Balance	939391	1540273	1322524	1352524	1382524	1412524	1442524	1472524	1502524	1532524	1562524	1592524	1622524

**TABLE 4**

**Target scenario: 10% fee increase and inflationary expense increases assumed**

If expenses increase annually by 1-3% due to inflationary increases and a 10% rate increase to the PE/PLS renewal, Firm renewal, and PE/PLE/OS late renewal fee is enacted, then BRPLS would be expected to be within the \$750k-\$1.25mil target fund balance range from approximately Fiscal Year 2027-2033 (July 2026-June 2033).

Assumptions	BI21 actual	BI23 actual	BI25 projected	FY26 projected	FY27 projected	FY28 projected	FY29 projected	FY30 projected	FY31 projected	FY32 projected	FY33 projected	FY34 projected	FY35 projected
<b>10% rate increase</b>	\$ 3,989,733.00	4324820	4021131	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000
<b>1% expense increase per year</b>	\$ 4,776,668.00	\$ 3,723,938.00	4238880	2171500	2193215	2215147.15	2237298.622	2259671.608	2282268.324	2305091.007	2328141.917	2351423.336	2374937.57
<b>Calculated Profit/Loss</b>	<b>(\$786,935.00)</b>	\$600,882.00	<b>(\$217,749.00)</b>	\$8,500.00	<b>(\$13,215.00)</b>	<b>(\$35,147.15)</b>	<b>(\$57,298.62)</b>	<b>(\$79,671.61)</b>	<b>(\$102,268.32)</b>	<b>(\$125,091.01)</b>	<b>(\$148,141.92)</b>	<b>(\$171,423.34)</b>	<b>(\$194,937.57)</b>
<b>Calculated Fund Balance</b>	939391	1540273	1322524	1331024	1317809	1282662	1225363	1145692	1043423	918332	770190	598767	403829

Assumptions	BI21 actual	BI23 actual	BI25 projected	FY26 projected	FY27 projected	FY28 projected	FY29 projected	FY30 projected	FY31 projected	FY32 projected	FY33 projected	FY34 projected	FY35 projected
<b>10% rate increase</b>	\$ 3,989,733.00	4324820	4021131	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000
<b>2% expense increase per year</b>	\$ 4,776,668.00	\$ 3,723,938.00	4238880	2193000	2236860	2281597.2	2327229.144	2373773.727	2421249.201	2469674.185	2519067.669	2569449.023	2620838.003
<b>Calculated Profit/Loss</b>	<b>(\$786,935.00)</b>	\$600,882.00	<b>(\$217,749.00)</b>	<b>(\$13,000.00)</b>	<b>(\$56,860.00)</b>	<b>(\$101,597.20)</b>	<b>(\$147,229.14)</b>	<b>(\$193,773.73)</b>	<b>(\$241,249.20)</b>	<b>(\$289,674.19)</b>	<b>(\$339,067.67)</b>	<b>(\$389,449.02)</b>	<b>(\$440,838.00)</b>
<b>Calculated Fund Balance</b>	939391	1540273	1322524	1309524	1252664	1151067	1003838	810064	568815	279141	-59927	-449376	-890214

Assumptions	BI21 actual	BI23 actual	BI25 projected	FY26 projected	FY27 projected	FY28 projected	FY29 projected	FY30 projected	FY31 projected	FY32 projected	FY33 projected	FY34 projected	FY35 projected
<b>10% rate increase</b>	\$ 3,989,733.00	4324820	4021131	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000	2180000
<b>3% expense increase per year</b>	\$ 4,776,668.00	\$ 3,723,938.00	4238880	2214500	2280935	2349363.05	2419843.942	2492439.26	2567212.438	2644228.811	2723555.675	2805262.345	2889420.216
<b>Calculated Profit/Loss</b>	<b>(\$786,935.00)</b>	\$600,882.00	<b>(\$217,749.00)</b>	<b>(\$34,500.00)</b>	<b>(\$100,935.00)</b>	<b>(\$169,363.05)</b>	<b>(\$239,843.94)</b>	<b>(\$312,439.26)</b>	<b>(\$387,212.44)</b>	<b>(\$464,228.81)</b>	<b>(\$543,555.67)</b>	<b>(\$625,262.35)</b>	<b>(\$709,420.22)</b>
<b>Calculated Fund Balance</b>	939391	1540273	1322524	1288024	1187089	1017726	777882	465443	78230	-385998	-929554	-1554817	-2264237

## **WAC 196-26A Registered professional engineers and land surveyor fees**

### **Proposed new title: WAC 196-26A Fees.**

I recommend that the board repeal **WAC 196-30 Fees for on-site wastewater treatment designers and inspectors**, move fees from that section to WAC 196-26A and change the title of WAC 196-26A to "Fees."

The following changes are proposed:

WAC 196-26A-010 *State fee authority, applications and payment procedures.*

- Changed title to *State Fee authority and payment procedures.*
- Replaced director of DOL with board.
- Changed authority from RCW 43.24.086 to RCW 18.43.050, RCW 18.210.050 & RCW 18.210.140.
- Changed payable party from DOL to BRPELS.
- Plain talked language regarding non-refundable fee.
- Deleted language about paying fee for re-exam & withdrawing from exam without forfeiting fees.

WAC 196-26A-020 *Examination vendor, procedures and costs.*

- NO CHANGES

WAC 196-26A-025 *State fees for examinations.*

- Changed title to *State application fees.*
- Removed all notes.
- Changed FUNDAMENTAL EXAMINATIONS to FUNDAMENTALS CERTIFICATIONS.
- Deleted processing fee to retake exam for all NCEES exams (FE, FLS, PE, SE, PLS).
- Moved fees for comity licensure, temporary permit applications, and on-site (designer & inspector) application fees from other sections.
  - ✓ Recommend that fee for on-site comity application be repealed and not moved.
  - ✓ Recommend when amending fees, make all PE application fees the same.

WAC 196-26A-030 *Applications for comity licensure and temporary permits.*

- Recommend repeal of this section, as application requirements are discussed in WAC 196-12-010, -014 and -055.

WAC 196-26A-035 *State fees for comity licensure and temporary permit applications.*

- Recommend repeal of this section. Fees moved to 196-26A-025.

WAC 196-26A-040 *Renewals for professional engineer and professional land surveyor licenses.*

- Changed title to *Renewals.*
- Added on-site wastewater treatment system designers and certificate of competency holders (inspectors).
- Amended language regarding disclosure of legal background.
- Added on-site designer PDH language.
- Added on-site designer cancellation language.

WAC 196-26A-045 *Professional engineer, professional land surveyor renewal fees and penalties.*

- Changed title to *Renewal fees and penalties.*
- Added on-site designer & certificate of competency holders.

WAC 196-26A-050 *Application for certificate of authorization.*

- Recommend repeal of this section and add some of the language to WAC 196-25-010 *Application for certificate of authorization.*

WAC 196-26A-055 *Renewal of certificate of authorization.*

- Recommend repeal of this section and add some of the language to WAC 196-25-045 *Changes and renewals.*

WAC 196-26A-060 *Certificate of authorization application and renewal fees.*

- Amend fee amount once determined.

WAC 196-26A-100 *Suspended fees.*

- Recommend repeal of the suspension. Amend fee amount in 196-26A-025.

Chapter 196-26A WAC

~~REGISTERED PROFESSIONAL ENGINEERS AND LAND SURVEYOR FEES~~

(Formerly chapter 196-26 WAC)

Last Update: 3/1/23

**WAC**

- 196-26A-010 State fee authority, applications and payment procedures.
- 196-26A-020 Examination vendor, procedures and costs.
- 196-26A-025 State fees for examinations.
- 196-26A-030 Applications for comity licensure and temporary permits.
- 196-26A-035 State fees for comity licensure and temporary permit applications.
- 196-26A-040 Renewals for professional engineer and professional land surveyor licenses.
- 196-26A-045 Professional engineer, professional land surveyor renewal fees and penalties.
- 196-26A-050 Application for certificate of authorization.

196-26A-055 Renewal of certificate of authorization.

196-26A-060 Certificate of authorization application and  
renewal fees.

196-26A-100 Suspended fees.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

196-26A-070 Replacement document fees. [Statutory Authority:  
RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-  
26A-070, filed 6/17/02, effective 9/1/02.] Repealed  
by WSR 14-03-029, filed 1/8/14, effective 2/8/14.

Statutory Authority: RCW 18.43.080 and 43.24.086.

196-26A-110 Suspended fees. [Statutory Authority: RCW 18.43.080  
and 43.24.086. WSR 10-13-171, § 196-26A-110, filed  
6/23/10, effective 8/1/10. Statutory Authority: RCW  
43.24.086, 18.43.035, and 18.210.050. WSR 06-06-019,  
§ 196-26A-110, filed 2/21/06, effective 3/24/06.]  
Repealed by WSR 14-03-029, filed 1/8/14, effective  
2/8/14. Statutory Authority: RCW 18.43.080 and  
43.24.086.

**WAC 196-26A-010** ~~State fee authority, applications and payment procedures.~~ The board of registration for professional engineers and land surveyors (board) reviews and approves registration applications ~~for all examinations~~ under the provisions of chapter 18.43 RCW and chapter 18.210 RCW. The state fees listed in this chapter are adopted by the ~~director of the department of licensing (department) board~~ in accordance with RCW ~~43.24.086~~18.43.050, RCW 18.210.050, and RCW 18.210.140.

The required state fees ~~as listed in WAC 196-26A-025~~ must accompany all registration applications. If payment is made by check or money order, the payment should be made payable to ~~the department of licensing~~BRPELS. ~~Should an applicant be judged ineligible for examination, t~~The fee paid to the ~~department of licensing board~~ shall be retained to cover the costs of ~~processing~~is non-refundable.

~~An applicant who fails an examination may reapply to the board for examination by paying the required fee and providing any information requested. Applicants who fail to appear for their scheduled examination will forfeit their fees. Applicants may withdraw from an examination without forfeiting their fees~~

~~by submitting a written notice to the board by the date established by the board.~~

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-010, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-010, filed 6/17/02, effective 9/1/02.]

**WAC 196-26A-020 Examination vendor, procedures and costs.**

The board shall determine the vendor, if any, who will administer examinations on their behalf. In addition to applicable state fees, the vendor may collect from the applicants the charges of examination development, examination administration and grading. Terms and conditions for payment of the charges to the vendor are determined by the vendor.

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-020, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-020, filed 6/17/02, effective 9/1/02.]

**WAC 196-26A-025 State application fees ~~for examinations~~.**

**FUNDAMENTALS**  
**EXAMINATIONS****CERTIFICATIONS:**

**Fundamentals of Engineering (FE):**

Application fee (incl. wall certificate): \$30



~~Processing fee to retake the  
FE examination: \$20~~

**Fundamentals of Land Surveying (FLS):**

Application fee (incl. wall  
certificate): \$30

~~Processing fee to retake the  
FLS examination: \$20~~

~~**Note:** Additional charges to cover costs of NCEES  
fundamentals examinations, exam administration and  
grading will be charged by NCEES to approved  
applicants.~~

**PROFESSIONAL ENGINEERING EXAMINATIONS  
APPLICATIONS:**

**~~NCEES Examinations: (All branches other  
than board prepared examinations)~~**

Application ~~fee\_~~fee (incl.  
wall certificate and initial  
license): \$65

~~Processing fee to retake the  
NCEES PE exam: \$30~~

~~**Note:** Additional charges to cover costs of NCEES PE  
examinations, exam administration and grading will be  
charged by NCEES to approved applicants.~~

**Structural Engineering:**

~~**Note:** To become licensed in structural engineering an  
applicant is required to pass sixteen hours of structural  
examinations when determined eligible under  
Washington law. The examinations for structural  
licensing consist of the NCEES 16 hour structural  
examination.~~

Application fee (incl. wall  
certificate and initial license): \$65

~~Processing fee to retake the  
NCEES 16 hour structural  
exam: \$30~~

**Temporary permits:**

Temporary permit application \$110

~~**Note:** Additional charges to cover costs of NCEES 16 hour  
structural examination, exam administration and grading  
will be charged by NCEES to approved applicants.~~

**PROFESSIONAL LAND  
SURVEYING SURVEYOR:**

Additional charges to cover costs of NCEES PLS examination, exam administration and grading will be charged by NCEES to approved applicants.

~~**Note:** The examinations for licensure in professional land surveying include an NCEES PLS examination, and a Washington specific examination. One application is required and when determined eligible a candidate will sit for the NCEES PLS examination and the Washington specific examination on the same day.~~

Application fee for exam and comity (incl. wall certificate, initial state exams, and initial license): \$140

Processing and examination fee to retake the state PLS exam: \$100

~~**Note:** Additional charges to cover costs of NCEES LS examination, exam administration and grading will be charged by NCEES to approved applicants.~~

~~Processing fee to retake the NCEES PLS examination: \$30~~

**ON-SITE WASTEWATER TREATMENT SYSTEM DESIGNERS**

Application fee (incl. wall certificate, initial state exam, and initial license \$200

Processing and examination fee to retake the on-site designer exam \$140

**CERTIFICATE OF COMPETENCY (INSPECTOR)**

Application fee (incl. wall certificate, initial state exam, and initial license. \$175

Processing and examination fee to retake the on-site designer exam \$140

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-025, filed 1/8/14, effective 2/8/14. Statutory

Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-025, filed 6/17/02, effective 9/1/02.]

~~**WAC 196-26A-030 Applications for comity licensure and temporary permits.** For comity licensure under the provisions of chapter 18.43 RCW, a nonrefundable state fee must accompany all applications. Payment by check or money order must be made payable to the department of licensing.~~

~~A temporary permit to practice engineering in the state of Washington is available to nonresidents for a period of not to exceed thirty days total in any one-year period. Eligible applicants must have a valid license to practice engineering in the United States, have no outstanding disciplinary actions against their licensure and meet the experience requirements for licensure in Washington. Temporary permits must be issued prior to any authorized practice in Washington.~~

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-030, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-030, filed 6/17/02, effective 9/1/02.]

~~WAC 196-26A-035 State fees for comity licensure and temporary permit applications.~~

~~Professional engineering,  
comity licensure application: \$110~~

~~Note: For licensure by comity in structural engineering an applicant must have a current license as a professional engineer from a U.S. jurisdiction, meet the experience requirements and have passed sixteen hours of examinations in structural engineering approved by the board.~~

~~Professional engineering,  
temporary permit application: \$110~~

~~Professional land surveying,  
comity licensure application: \$140~~

~~Note: For licensure by comity in land surveying an applicant must meet the experience requirements approved by the board and have passed a written examination satisfactory to the board. Eligible applicants are required to pass the Washington specific examination on Washington laws and rules.~~

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-035, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-035, filed 6/17/02, effective 9/1/02.]

**WAC 196-26A-040 Renewals ~~for professional engineer and professional land surveyor licenses.~~** (1) Licenses for professional engineers, ~~or~~ professional land surveyors, on-site wastewater treatment system designers, or certificate of competency holders (inspectors) shall be renewed every two years. The date of expiration shall be the licensee's birthday.

The initial license issued to an individual shall expire no earlier than one year after the issue date.

(2) To renew your license, complete an application for renewal, pay the required renewal fee, and provide the information requested in the renewal notice and application form. This information may include email address or other contact information. In addition, you must disclose any criminal conviction or sanction against you including suspension, revocation, or restriction of your license by a licensing authority in any state, federal, or foreign jurisdiction ~~and information regarding prior unprofessional conduct~~ pursuant to RCW 18.235.110 and RCW 18.235.130. ~~Information regarding unprofessional conduct will be evaluated by the board to determine whether it is related to the practice of the applicant's profession.~~

(3) For a professional land surveyor the renewal application requires completion of professional development requirements and an attestation by the applicant that they have read chapters 58.09 RCW and 332-130 WAC as part of the renewal process.

(4) For a licensed on-site designer, the renewal application requires completion of professional development requirements as part of the renewal process.

(4~~5~~) If a completed application for renewal has not been received by the board by the date of expiration (postmarked before the date of expiration if mailed or transacted online before the date of expiration), the license is invalid. Renewals that remain expired over 90 days past the date of expiration require payment of a late fee equivalent to the fee for a one-year renewal in addition to the base renewal fee, and completing of a renewal application.

(5~~6~~) If your professional engineer or professional land surveyor license has been expired for five or more years, you must submit a renewal application and you will be required to take and receive a passing score on the board's law review examination. In the first year of reactivated practice professional land surveyors may be required by the board to collect an additional 15 professional development hours (PDH).

(7) Any on-site designer license that remains expired for more than two years would be canceled. After cancellation, a new

application must be made in accordance with chapter 18.210 RCW to obtain another license.

-The licensee is responsible for timely renewal whether or not they received a renewal notice from the department.

[Statutory Authority: RCW 18.43.035. WSR 23-06-073, § 196-26A-040, filed 3/1/23, effective 4/1/23. Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-040, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-040, filed 6/17/02, effective 9/1/02.]

**WAC 196-26A-045 ~~Professional engineer, professional land surveyor~~ Renewal fees and penalties.**

Professional engineer (two years):	\$116
Professional land surveyor (two years):	\$116
<u>On-site designer</u>	<u>\$116</u>
<u>Certificate of competency</u>	<u>\$116</u>
Late renewal penalty ( <del>PE and LS only</del> ):	\$58

[Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-045, filed 6/17/02, effective 9/1/02.]

~~**WAC 196-26A-050 Application for certificate of authorization. All corporations, joint stock associations and limited liability companies that offer engineering or land**~~

~~surveying services to the public must obtain a certificate of authorization from the board. Each application must be accompanied by the nonrefundable state fee made payable to the department of licensing.~~

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-050, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-050, filed 6/17/02, effective 9/1/02.]

~~**WAC 196-26A-055 Renewal of certificate of authorization.**~~

~~The date of renewal, renewal interval and renewal fee are established by the director of the department of licensing in accordance with chapter 43.24 RCW. A complete application for renewal requires payment of a fee, and any information specified by the board in the renewal notice such as changes to: Name of firm, services offered, business address, and names of licensee(s) designated in responsible charge for the services provided. The payment of the renewal fee must be received by the department by the date of expiration (postmarked if renewal is mailed by U.S. mail) or the certificate of authorization is invalid on the date of expiration.~~



[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-055, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-055, filed 6/17/02, effective 9/1/02.]

**WAC 196-26A-060 Certificate of authorization application and renewal fees.**

Application fee (incl. wall certificate and initial license):	\$150
Renewal fee (one-year):	\$110

[Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-060, filed 6/17/02, effective 9/1/02.]

~~**WAC 196-26A-100 Suspended fees.**~~

~~All applicants for the NCEES fundamentals of engineering examination and the fundamentals land surveying examination, administered after January 1, 2014, will have the board application processing fee suspended from collection.~~

Fee categories	Current Fees	Portion Suspended	Temporary Fees
<b>Fundamentals of Engineering (FE):</b>			
Application fee (incl. wall certificate):	\$30	\$30	\$0
Processing fee to retake the FE examination:	\$20	\$20	\$0
<b>Fundamentals of Land Surveying (FLS):</b>			
Application fee (incl. wall certificate):	\$30	\$30	\$0

Processing fee to  
retake the FLS  
examination:           \$20           \$30           \$0

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-100, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086, 18.43.035, and 18.210.050. WSR 06-06-019, § 196-26A-100, filed 2/21/06, effective 3/24/06.]

**Chapter 196-30 WAC**

**FEEES FOR ON-SITE WASTEWATER TREATMENT DESIGNERS AND  
INSPECTORS**

**Last Update:** 3/1/23

**WAC**

196-30-020 On-site wastewater treatment designer and inspector  
fees.

196-30-030 License renewals.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

196-30-100 Suspended fees. [Statutory Authority: RCW 43.24.086,  
18.43.035, and 18.210.050. WSR 06-06-019, § 196-30-  
100, filed 2/21/06, effective 3/24/06.] Repealed by  
WSR 07-10-126, filed 5/2/07, effective 6/2/07.

Statutory Authority: RCW 43.24.086 and chapter  
18.210 RCW.

196-30-110 Suspended fees. [Statutory Authority: RCW 43.24.086,  
18.43.035, and 18.210.050. WSR 06-06-019, § 196-30-  
110, filed 2/21/06, effective 3/24/06.] Repealed by

WSR 07-10-126, filed 5/2/07, effective 6/2/07.

Statutory Authority: RCW 43.24.086 and chapter

18.210 RCW.

~~WAC 196-30-020 On-site wastewater treatment designer and inspector fees.~~ The board of registration for professional engineers and land surveyors shall assess the following fees:

<del>Title of Fee</del>	<del>Amount (\$)</del>
<del>Designer license application</del>	<del>200.00</del>
<del>Designer license application (comity)</del>	<del>75.00</del>
<del>Designer license renewal</del>	<del>116.00</del>
<del>Designer license re-examination</del>	<del>140.00</del>
<del>Late renewal penalty</del>	<del>58.00</del>
<del>Certificate of competency (inspector)</del>	
<del>Application</del>	<del>175.00</del>
<del>Certificate of competency renewal</del>	<del>116.00</del>
<del>Late renewal penalty</del>	<del>58.00</del>
<del>Certificate of competency re-examination</del>	<del>140.00</del>

[Statutory Authority: RCW 18.43.035. WSR 23-06-073, § 196-30-020, filed 3/1/23, effective 4/1/23. Statutory Authority: RCW 43.24.086 and chapter 18.210 RCW. WSR 12-06-064, § 196-30-020, filed 3/6/12, effective 4/6/12; WSR 07-10-126, § 196-30-020, filed 5/2/07, effective 6/2/07. Statutory Authority: RCW 43.24.086 and 18.210.050. WSR 99-24-022, § 196-30-020, filed 11/23/99, effective 12/24/99.]

~~WAC 196-30-030 License renewals. (1) On-site licenses and certificates of competency shall be renewed every two years. The date of expiration shall be the licensee's birthday. The initial license issued to an individual shall expire no earlier than one year after the issue date.~~

~~(2) To renew your license, complete an application for renewal, pay the required renewal fee, and provide the information requested in the renewal notice and application form. This information may include email address or other contact information and information regarding prior unprofessional conduct pursuant to RCW 18.235.110 and 18.235.130. Information regarding unprofessional conduct will be evaluated by the board to determine whether it is related to the practice of the applicant's profession. No refunds will be made, or payments accepted for a partial year.~~

~~(3) It shall be the licensee's or certificate holder's responsibility to pay the prescribed renewal fee to the board on or before the date of expiration.~~

~~(4) If a completed application for renewal has not been received by the board by the date of expiration (postmarked~~

~~before the date of expiration if mailed or transacted online before the date of expiration), the license is invalid. Renewal that remain expired over 90 days past the date of expiration require payment of a late fee equivalent to the fee for a one-year renewal in addition to the base renewal fee, and completion of a renewal application.~~

~~(5) Any designer license that remains expired for more than two years would be canceled. After cancellation, a new application must be made in accordance with chapter 18.210 RCW to obtain another license.~~

[Statutory Authority: RCW 18.43.035. WSR 23-06-073, § 196-30-030, filed 3/1/23, effective 4/1/23. Statutory Authority: RCW 43.24.086 and chapter 18.210 RCW. WSR 12-06-064, § 196-30-030, filed 3/6/12, effective 4/6/12; WSR 07-10-126, § 196-30-030, filed 5/2/07, effective 6/2/07. Statutory Authority: RCW 43.24.086 and 18.210.050. WSR 99-24-022, § 196-30-030, filed 11/23/99, effective 12/24/99.]

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Good morning Board members,

I want to make sure you have this bill/new law in your mind. It specifically states “the intent of the legislature to establish a sunset review process for all professional licensing requirements regulated by the department of licensing...”. The process is to occur once every ten years for each professional license.

The requirements of the sunset review is similar to what is happening in other States for the PE/PLS boards. The report is to include

- a. Title of license
- b. Law and rules for authorization
- c. Board make up
- d. Board member qualifications
- e. Board meeting details
- f. Budget (history of last 5 years)
- g. Number of licenses and transaction details (issued, revoked, denied, assessed penalties, listed issues, reasons, etc..) over the last 5 years
- h. Basic assumption underlying the creation of license
- i. Comparison of how other states regulate the professional license.
- j. Licensing requirement review and analysis. (Education, training, experience requirements)
- k. Summary of regulatory changes made after the review in “j”.
- l. Recommendation from the department as to future of license.

The new law then specifies a review by a legislative committee and potential further analysis.

HB 1301 - Effective July 23, 2023. Bill Description - License review and reporting

I would like to discuss this at the next board executive committee as this bill does extend past the DOL in the citation to RCW 18.120 which is the Department of Health.

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## **The Board**

The Board of Registration for Professional Engineers and Land Surveyors (Board) provides consumer protection to the public through the licensing of professional engineers, professional land surveyors, and on-site wastewater designers, as well as recommends rules and regulations for administering licensing and regulatory laws.

The Governor appoints seven board members – consisting of five professional engineers and two professional land surveyors – for a five-year term. The terms are staggered, and no board member may serve more than two consecutive terms.

### Qualifications:

- Be actively engaged in the practice of engineering or land surveying for at least ten years after registration, five of which shall have been immediately prior to appointment to the board.
- Be a citizen of the United States and a resident of Washington for at least five years immediately preceding his or her appointment.

During the 2019 legislative session, Washington State legislators passed HB 1176 that established the Board as a separate state agency (Effective July 28, 2019). During the 2020 legislative session, further amendments were made to RCW 18.43 regarding how the Agency's Director is appointed, and to language regarding an agreement with the Department of Licensing (HB 2833).

## **Mission**

The Mission of the Board is to safeguard life, health, and property, and to promote the public welfare regarding engineering, land surveying and on-site wastewater system designs by assuring:

- THAT only qualified applicants are permitted to take the examinations for licensure.
- THAT only competent individuals are granted licensure to practice.
- THAT only licensed individuals are permitted to offer and/or provide services.
- THAT only registered businesses are authorized to provide services to the public.
- THAT all applicants, registrants, and licensees maintain a high standard of practice and compliance with applicable statutes, rules and regulations.

We accomplish these goals through balanced and fair treatment of our stakeholders, colleagues and citizens of Washington, while continuing to assure effective and efficient use of financial resources entrusted to us.

The Board accomplishes this mission by exercising its statutory authority and obligation to review and approve applications for licensure, as well as managing, updating and enforcing the rules that govern the practice of engineering, land surveying and on-site wastewater system designs within the State of Washington.

The Board further accomplishes this mission by serving the public through maintaining relationships with its licensees' professional associations and societies, by promoting the benefits of professional licensure to post-secondary educational institutions, by interfacing with other regulatory authorities and





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by increasing the public's understanding of laws and rules regulating Washington's licensed engineering, land surveying and on-site professionals.

**Vision?**

**Goals?**

**Values?**

### **Board & Committee meetings**

The Board meets in accordance with the Open Public Meetings Act (42.30 RCW).

The Board holds its annual meeting in the third week of June each year. At the annual meeting the board elects a chair and vice chair to hold office for one year commencing July 9. WAC 196-09-120

Typically, an additional five "special" board meetings are scheduled throughout the year. These meeting dates are determined by the Board during the second-to-last board meeting of the year.

Other special meetings may be called by the Board Chair. Notice of these meetings must be posted at least 24 hours before the time of the meeting as stated on the agenda.



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## **Laws and Rules**

### **Primary laws/rules for Professional Engineers, Professional Land Surveyors, On-Site Designers and On-Site Inspector Certificate of Competency Holders**

Chapter 18.43 RCW – Engineers and land surveyors

Chapter 18.210 RCW – On-site wastewater treatment system – Designer licensing

Chapter 18.235 RCW – Uniform regulation of business and professions act

Title 196 WAC – Board of registration for professional engineers and land surveyors

### **Additional laws/rules**

Professional Engineers and Professional Land Surveyors

Chapter 58.04 RCW – Boundaries

Chapter 58.09 RCW – Surveys – Recording

Chapter 58.17 RCW – Plats – Subdivisions – Dedications

Chapter 58.24 RCW – State agency for surveys and maps – Fees

Chapter 332-120 WAC – Survey monuments – Removal or destruction

Chapter 332-130 WAC – Minimum standards for land boundary surveys and geodetic control surveys and guidelines for the preparation of land descriptions.

On-Site Designers and Inspector Certificate of Competency Holders

Chapter 70.05 RCW – Local health departments, boards, officers – Regulations

RCW 70A.105.110 – Inspectors – Certificate of competency.

Chapter WAC 246-272A – On-site sewage systems



### License Requirements

	Required Exam	Experience	Application Fee	Renewal Frequency and Fee	Professional Development Hours	Requirements
Engineer-in-Training	6-hour national computer-based exam.	4 Years	No application fees.	N/A	N/A	WAC 196-20-007
Professional Engineer	National computer-based exam. Exam times vary by discipline.	8 Years	\$65 – Exam applicants \$65 – Initial license applicants \$110 - Applicants licensed in other jurisdictions	2 years. \$116	N/A	WAC 196-12-010
Structural Engineer	16-hour written national exam.	10 Years	\$65 – Exam applicants \$110 – Applicants licensed in other jurisdictions	2 years. \$116	N/A	WAC 196-12-047
Land Surveyor-in-Training	6-hour national computer-based exam.	4 Years	No application fees.	N/A	N/A	(will fill in once rulemaking is completed)
Professional Land Surveyor	6-hour national computer-based exam. 4-hour state specific written exam.	8 Years	\$140 – all applicants	2 years. \$116	15 hours a year	(will fill in once rulemaking is completed)
On-Site Wastewater Treatment System Designer	4-hour written state exam.	4 Years	\$200	2 years. \$116	30 hours in a 2-year renewal period	WAC 196-32-011



On-Site Certificate of Competency Holder (Inspector)	4-hour written state exam.	1 Year	\$175	2 years. \$116	N/A	WAC 196-32-030
Engineering and/or Land Surveying Corporation	N/A	N/A	\$150	1 year. \$110	N/A	WAC 196-25-005 & -010
Engineering and/or Land Surveying Limited Liability Company (LLC)	N/A	N/A	\$150	1 year. \$110	N/A	WAC 196-25-005 & -010

### Establishment of the On-site Wastewater Treatment System Designers Program

In 1999, the legislature passed 2SSB 5821, establishing the On-Site licensing program (Effective July 25, 1999) under the jurisdiction of the Board.

Beginning on July 1, 2000, practice permits were issued to anyone authorized to practice by any local health jurisdiction. All practice permits expired on June 30, 2003.

On July 1, 2003, anyone wishing to practice on-site system design must have a license issued after demonstration of required education, experience and passing a written examination.

Local health officials who review, inspect or approve designs are required to obtain a certificate of competency after passing the written designer exam.

### Statistics

Active licensees	2020	2021	2022	2023
Engineer-in-Training	20771		21822	22386*
Professional Engineer		25846	27231	27634*
Land Surveyor-in-Training			333	360*
Professional Land Surveyor	1013	1048	1037	1029*
On-Site Wastewater Treatment System Designer		216	218	218*
On-Site Certificate of Competency Holder (Inspector)			102	107*
Engineering and/or Land Surveying Corporation				
Engineering and/or Land Surveying Limited Liability Company (LLC)				

\*As of July 24, 2023



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Disciplinary	2020	2021	2022	2023
Complaints received	74	50	38	24*
Administrative closures	3	26	46	8*
Investigations	17	9	14	10*
Formal disciplinary actions				1*

\*As of April 30, 2023

### Other Agency Partners

- **Department of Natural Resources (DNR)** – Shared responsibility to apply standards of practice in land surveying.
- **Department of Health (DOH)** – Coordination of regulations over on-site wastewater design requirements.
- **Department of Licensing (DOL)** – Through written contract, provides the Board with licenses to access and use DOL’s Professional Online Licensing And Regulatory System (POLARIS).
- **Office of the Secretary of State (SECSTATE)** – Coordination of eligibility to issue engineering/land surveying firm’s Certificate of Authority.
- **Department of Revenue (DOR)** - Coordination of eligibility to issue engineering/land surveying firm’s Certificate of Authority.
- **Department of Enterprise Services (DES)** – Provides small agency support including Contracts and procurement support; financial services; human resource services; and One Washington support.
- **Washington Technology Solutions (WaTech)** – Provides consolidated IT services including desktop support and phone services.

#### Title of license

- ✓ **b. Law and rules for authorization**
- ✓ **c. Board make up**
- ✓ **d. Board member qualifications**
- ✓ **e. Board meeting details**
- f. Budget (history of last 5 years)**



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- g. Number of licenses and transaction details (issued, revoked, denied, assessed penalties, listed issues, reasons, etc..) over the last 5 years**
- h. Basic assumption underlying the creation of license**
- i. Comparison of how other states regulate the professional license.**
- j. Licensing requirement review and analysis. (Education, training, experience requirements)**
- k. Summary of regulatory changes made after the review in "j".**
- l. Recommendation from the department as to future of license.**