

NCEES

ACTION ITEMS AND CONFERENCE REPORTS



2024 NCEES ANNUAL MEETING
CHICAGO 103RD
AUGUST 14-17

**Action Items and Conference Reports
103rd NCEES Annual Meeting
Chicago, Illinois
August 14–17, 2024**

Vision

The vision of NCEES is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics in order to safeguard the health, safety, and welfare of the public and to shape the future of professional licensure.

Mission

The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

This mission is supported through its member boards, board of directors, staff, board administrators, and volunteers by:

- Providing outstanding nationally normed examinations for engineers and surveyors
- Providing uniform model laws and model rules for adoption by the member boards
- Promoting professional ethics among all engineers and surveyors
- Coordinating with domestic and international organizations to advance licensure of all engineers and surveyors



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Introduction

This publication includes all officer, committee, and task force reports from the 2023–24 fiscal year, along with the motions that will be presented for Council vote at the annual meeting. The proposed 2024–25 operating and capital budgets are also included. We encourage all member boards to review these reports and motions so that your board can decide on its vote before the annual meeting.

The latest meeting information and resources are posted at nces.org/annual_meeting.

Please contact NCEES if you have questions about any reports or motions so we can respond before the annual meeting.

Sincerely,



B. David Cox
NCEES Chief Executive Officer

Annual Meeting Business Agenda

NCEES President Laura Sievers, P.E., presiding

Thursday, August 15

9:15–10:30 a.m., Business Session 1

Call to order

Welcome

Pledge of Allegiance

Invocation

Introduction of NCEES board of directors and past presidents

Quorum report

Introduction of guests from other organizations

Announcements and practice motions

Officer reports

- President
- President-elect
 - Actions taken by board of directors
 - Approval of 2023 annual meeting minutes
 - Approval of consent agenda
- Treasurer
- Central Zone vice president
- Northeast Zone vice president
- Southern Zone vice president
- Western Zone vice president
- Chief executive officer
 - Speeches from nominees for 2024–25 president-elect (if election is contested)

Friday, August 16

9:00–10:00 a.m., Business Session 2

Call to order

Introduction of new motions to agenda

Election of 2024–25 president-elect

Committee and task force reports with motions

- Special Committee on Bylaws (36 motions)
- Advisory Committee on Council Activities (12 motions)
- Committee on Education (6 motions)

11:15 a.m.–12:15 p.m., Business Session 3

Call to order

Committee and task force reports with motions (continued)

- Committee on Examination Policy and Procedures (20 motions)
- Committee on Examinations for Professional Surveyors (1 motion)
- Committee on Finances (6 motions)
- Committee on Member Board Administrators (2 motions)

2:00–4:00 p.m., Business Session 4

Call to order

Committee and task force reports with motions (continued)

- Committee on Uniform Procedures and Legislative Guidelines (23 motions)
- Engineering Licensure Task Force (2 motions)
- Surveying and Mapping Sciences Licensure Task Force (2 motions)

Zone motions

- Northeast Zone (1 motion)

New business

Unfinished business

- Approval of budgets

Consent Agenda

The board of directors endorses the following motions as potential consent items. Council delegates will be asked to approve the individual motions on the consent agenda. It is proposed that this ratification be made with a single motion. However, any member board may request that an item be removed from the consent agenda and returned to the non-consent agenda for separate consideration and action by the Council.

- Bylaws Motions 1–36
- ACCA..... Motions 2–12
- Education Motions 1–6
- EPP..... Motions 1–20
- EPS..... Motion 1
- Finance..... Motions 1–3, 6
- UPLG..... Motions 1–23
- ELTF Motion 2
- SMSLTF Motions 1–2

Board of Directors' Positions on All Motions

Motion number	Topic	Board of directors' position	Consent agenda	Page number
Bylaws 1	Amend <i>Bylaws</i> 2.01	Endorses	Yes	36
Bylaws 2	Amend <i>Bylaws</i> 2.02	Endorses	Yes	36
Bylaws 3	Amend <i>Bylaws</i> 3.02	Endorses	Yes	37
Bylaws 4	Amend <i>Bylaws</i> 3.021	Endorses	Yes	37
Bylaws 5	Amend <i>Bylaws</i> 3.022	Endorses	Yes	38
Bylaws 6	Amend <i>Bylaws</i> 3.03	Endorses	Yes	38
Bylaws 7	Amend <i>Bylaws</i> 3.04	Endorses	Yes	38
Bylaws 8	Amend <i>Bylaws</i> 3.05	Endorses	Yes	39
Bylaws 9	Amend <i>Bylaws</i> 3.06	Endorses	Yes	39
Bylaws 10	Amend <i>Bylaws</i> 3.07	Endorses	Yes	39
Bylaws 11	Amend <i>Bylaws</i> 3.08	Endorses	Yes	40
Bylaws 12	Amend <i>Bylaws</i> 3.09	Endorses	Yes	40
Bylaws 13	Amend <i>Bylaws</i> 4.01	Endorses	Yes	41
Bylaws 14	Amend <i>Bylaws</i> 4.02	Endorses	Yes	41
Bylaws 15	Amend <i>Bylaws</i> 4.03	Endorses	Yes	42
Bylaws 16	Amend <i>Bylaws</i> 4.04	Endorses	Yes	42
Bylaws 17	Amend <i>Bylaws</i> 4.05	Endorses	Yes	43
Bylaws 18	Amend <i>Bylaws</i> 5.01	Endorses	Yes	43
Bylaws 19	Amend <i>Bylaws</i> 5.02	Endorses	Yes	44
Bylaws 20	Amend <i>Bylaws</i> 5.03	Endorses	Yes	44
Bylaws 21	Amend <i>Bylaws</i> 5.04	Endorses	Yes	45

Motion number	Topic	Board of directors' position	Consent agenda	Page number
Bylaws 22	Amend <i>Bylaws</i> 5.05	Endorses	Yes	45
Bylaws 23	Amend <i>Bylaws</i> 6.01	Endorses	Yes	45
Bylaws 24	Amend <i>Bylaws</i> 6.02	Endorses	Yes	46
Bylaws 25	Amend <i>Bylaws</i> 6.03	Endorses	Yes	46
Bylaws 26	Amend <i>Bylaws</i> 6.04	Endorses	Yes	47
Bylaws 27	Amend <i>Bylaws</i> 7.01	Endorses	Yes	47
Bylaws 28	Amend <i>Bylaws</i> 7.10	Endorses	Yes	48
Bylaws 29	Add <i>Bylaws</i> 7.11	Endorses	Yes	48
Bylaws 30	Amend <i>Bylaws</i> 7.11	Endorses	Yes	49
Bylaws 31	Amend <i>Bylaws</i> 10.01	Endorses	Yes	49
Bylaws 32	Amend <i>Bylaws</i> 10.0125	Endorses	Yes	49
Bylaws 33	Amend <i>Bylaws</i> 11.01	Endorses	Yes	50
Bylaws 34	Amend <i>Bylaws</i> 12.01	Endorses	Yes	50
Bylaws 35	Amend <i>Bylaws</i> 12.02	Endorses	Yes	51
Bylaws 36	Amend <i>Bylaws</i> 12.021	Endorses	Yes	51
ACCA 1	Adopt position statement on ethics and good character	Endorses	No	56
ACCA 2	Amend AP 12	Endorses	Yes	57
ACCA 3	Charge Bylaws Committee to amend <i>Bylaws</i> 3.05	Endorses	Yes	58
ACCA 4	Charge Bylaws Committee to amend <i>Bylaws</i> 3.03 and 3.04	Endorses	Yes	59
ACCA 5	Charge Bylaws Committee to amend <i>Bylaws</i> 4.01	Endorses	Yes	59
ACCA 6	Charge Bylaws Committee to amend <i>Bylaws</i> 4.01	Endorses	Yes	60
ACCA 7	Charge Bylaws Committee to amend <i>Bylaws</i> 4.01	Endorses	Yes	61
ACCA 8	Charge Bylaws Committee to amend <i>Bylaws</i> 6.02	Endorses	Yes	61
ACCA 9	Charge Bylaws Committee to amend <i>Bylaws</i> 4.07	Endorses	Yes	62
ACCA 10	Charge Bylaws Committee to amend <i>Bylaws</i> 6.03	Endorses	Yes	63
ACCA 11	Charge Bylaws Committee to amend <i>Bylaws</i> 12.01, 12.02, and 12.021	Endorses	Yes	63
ACCA 12	Charge Bylaws Committee to amend <i>Bylaws</i> 1.02	Endorses	Yes	64

Motion number	Topic	Board of directors' position	Consent agenda	Page number
Education 1	Amend NCEES <i>Engineering Education Standard</i>	Endorses	Yes	67
Education 2	Amend NCEES <i>Surveying Education Standard</i> policies	Endorses	Yes	68
Education 3	Modify NCEES <i>Surveying Education Award</i>	Endorses	Yes	69
Education 4	Charge UPLG Committee to amend <i>Model Rules 240.30 D</i>	Endorses	Yes	70
Education 5	Charge UPLG Committee to amend <i>Model Law 130.10 B-C</i> and <i>Model Rules 230.20</i>	Endorses	Yes	70
Education 6	Amend PS 16–18 and 25	Endorses	Yes	71
EPP 1	Amend EDP 1	Endorses	Yes	77
EPP 2	Amend EDP 3	Endorses	Yes	78
EPP 3	Amend EDP 4	Endorses	Yes	79
EPP 4	Amend EDP 5	Endorses	Yes	80
EPP 5	Amend EDP 6	Endorses	Yes	81
EPP 6	Amend EDP 7	Endorses	Yes	83
EPP 7	Amend EDP 8	Endorses	Yes	83
EPP 8	Amend EDP 9	Endorses	Yes	84
EPP 9	Amend EDP 11	Endorses	Yes	85
EPP 10	Delete EDP 12	Endorses	Yes	85
EPP 11	Amend EDP 13	Endorses	Yes	85
EPP 12	Amend EDP 14	Endorses	Yes	86
EPP 13	Amend EAP 1	Endorses	Yes	86
EPP 14	Amend EAP 3	Endorses	Yes	87
EPP 15	Amend EAP 4	Endorses	Yes	88
EPP 16	Amend EAP 6	Endorses	Yes	88
EPP 17	Amend EAP 7	Endorses	Yes	89
EPP 18	Amend EAP 9	Endorses	Yes	90
EPP 19	Amend EAP 11	Endorses	Yes	90
EPP 20	Amend AP 8	Endorses	Yes	91
EPS 1	Amend PS 18	Endorses	Yes	95
Finance 1	Postpone adoption of operating budget	Endorses	Yes	103
Finance 2	Postpone adoption of capital budget	Endorses	Yes	104
Finance 3	Amend FP 7	Endorses	Yes	104
Finance 4	Approve \$100,000 contribution to NCEES Foundation	Endorses	No	105

Motion number	Topic	Board of directors' position	Consent agenda	Page number
Finance 5	Approve \$3 million transfer to NCEES Foundation	Endorses	No	105
Finance 6	Amend FP 3B	Endorses	Yes	105
MBA 1	Charge UPLG Committee to amend <i>Model Law 150.20</i>	Endorses	No	117
MBA 2	Amend PP 5	Does not endorse	No	118
UPLG 1	Amend <i>Model Rules 240.30</i>	Endorses	Yes	122
UPLG 2	Amend <i>Model Rules 240.30</i>	Endorses	Yes	123
UPLG 3	Amend <i>Model Rules 240.30</i>	Endorses	Yes	123
UPLG 4	Amend <i>Model Law 110.20 A</i>	Endorses	Yes	123
UPLG 5	Amend <i>Model Law 110.20</i>	Endorses	Yes	124
UPLG 6	Amend <i>Model Law 120.10</i>	Endorses	Yes	125
UPLG 7	Amend <i>Model Law 120.20</i>	Endorses	Yes	126
UPLG 8	Amend <i>Model Law 120.60</i>	Endorses	Yes	126
UPLG 9	Amend <i>Model Law 120.80</i>	Endorses	Yes	127
UPLG 10	Amend <i>Model Law 140.10</i>	Endorses	Yes	127
UPLG 11	Amend <i>Model Law 130.10 B.2.b</i>	Endorses	Yes	128
UPLG 12	Amend <i>Model Rules 210.25</i>	Endorses	Yes	128
UPLG 13	Amend <i>Model Rules 220.30</i>	Endorses	Yes	129
UPLG 14	Amend <i>Model Rules 230.30</i>	Endorses	Yes	129
UPLG 15	Amend <i>Model Rules 230.40</i>	Endorses	Yes	130
UPLG 16	Amend <i>Model Rules 230.40</i>	Endorses	Yes	130
UPLG 17	Amend <i>Model Rules 230.60</i>	Endorses	Yes	131
UPLG 18	Amend <i>Model Rules 240.10</i>	Endorses	Yes	131
UPLG 19	Amend <i>Model Rules 240.15</i>	Endorses	Yes	132
UPLG 20	Amend <i>Model Rules 240.40</i>	Endorses	Yes	133
UPLG 21	Amend <i>Model Rules 250.30</i>	Endorses	Yes	134
UPLG 22	Amend <i>Model Law "An Act" section</i>	Endorses	Yes	135
UPLG 23	Amend <i>Model Rules 240.20</i>	Endorses	Yes	135
ELTF 1	Charge UPLG Committee to amend <i>Model Law 130.10 B.2.b</i>	Endorses	No	140
ELTF 2	Amend AP 17	Endorses	Yes	141
SMSLTF 1	Charge UPLG Committee to amend <i>Model Law 130.10 C.2.a</i>	Endorses	Yes	145
SMSLTF 2	Charge UPLG Committee to amend <i>Model Law 130.10 C.2.a</i>	Endorses	Yes	146
NZ 1	Charge UPLG Committee to amend <i>Model Law 130.10 B</i>	Endorses	No	25

Convention Rules

- In accordance with NCEES *Bylaws* 6.05, Rules of Order, “The Council shall be governed by the most recent edition of *Robert’s Rules of Order, Newly Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.”
- Individuals who desire to address the annual meeting delegates shall approach a microphone and wait to be recognized by the chair. When recognized, they will give their name and the name of their member board or organization.
- Any delegate wishing to make additions or changes to the published agenda must email the addition to Chief Executive Officer David Cox at dcox@ncees.org or Chief Operating Officer Davy McDowell at dmcowell@ncees.org no later than 8:00 a.m. (CDT) on Friday, August 16.
- All main motions, except those made by a committee, a task force, or the NCEES board of directors, shall be in writing on the official motions form. The official motions form is on page 11 of this publication. It is also available for download at ncees.org/annual_meeting and will be available electronically on the NCEES guest business office computers. NCEES staff will place a printed copy at each member board placard and email a copy to all registered meeting attendees prior to the start of Business Session 2.
- Motions proposed by committees, task forces, zones, and the board of directors do not need a second. Motions and amendments proposed by individuals/member boards do require a second.
- In all cases, the maker of the motion or resolution shall be entitled to speak first. The chair will then ask for those who wish to speak in favor and then those who wish to speak against the motion or resolution in alternating fashion. This procedure will continue until there are no persons desiring to speak on one side of the question, at which time debate will cease and the issue will be voted on.
- A delegate who moves to close debate must do so immediately upon recognition by the presiding officer. A delegate may not first make comments in favor or opposed to the motion on the floor and then move to close debate at the end of those comments.
- For contested offices, each candidate will be permitted to make a five-minute speech during Business Session 1. Immediately following the speech, each candidate will be given five minutes to answer questions from the floor.
- Where there is only one candidate for election, a ballot vote may be dispensed with and an election by acclamation shall be held. However, upon the request of a single member, a ballot vote will be conducted electronically.
- A consent agenda shall be presented to the delegates for adoption without debate. Upon request of a single member board, any item may be removed from the consent agenda for separate consideration and action by the Council.
- Voting on motions and the election of officers will be conducted using the electronic voting keypads placed at each board’s placard. In accordance with NCEES *Bylaws* 6.02, Quorum and Voting, “Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote.”
- An associate member may serve as a member board delegate for voting purposes only when so designated by the board’s chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For boards that require authorization from the state, such designation may come from the agency director for that board.
- A majority vote of the member boards represented shall be required for affirmative action on all motions except for amendments to the *Bylaws*. An affirmative vote of two-thirds of member boards present and in good standing shall be required to adopt amendments to the *Bylaws*.
- Any *Bylaws* amendment that is adopted shall take effect immediately.
- Should any delegate have an emergency that requires early departure from the meeting, the delegate must notify a member of the NCEES staff before departing.

Provisions of the *Bylaws* Relating to the 2024 Annual Meeting

Section 3.01 Member Boards. A Member Board of NCEES shall be a State Board, as defined in Article 1, Section 1.02, which is a member of the Council. Acceptance of a Member Board shall be by majority vote of the Council. Member Boards shall pay fees as set forth in the *Bylaws*.

Section 3.02 Members. A member of NCEES shall be a person who is a member of a Member Board.

Section 3.021 Associate Members. An Associate Member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an Associate Member of NCEES.

Recommendations for associate members of NCEES shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate Members of NCEES shall have the privilege of the floor at meetings of the Council. Associate Members may serve on any committee or task force to which duly appointed under the *Bylaws*. Associate Members are eligible to hold the elective office of zone Secretary but are not eligible to serve on the NCEES Board of Directors.

Section 3.022 Emeritus Members. An Emeritus Member of NCEES shall be a person who is a former member of a Member Board who is duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Emeritus Members of NCEES shall have the privilege of the floor at meetings of the Council. Emeritus Members may serve on any committee or task force to which duly appointed under the *Bylaws*.

Section 3.05 Delegates. A delegate shall be a member or an associate member designated by a Member Board to represent it at meetings of the Council. A Member Board may have as many delegates as it has members but may cast votes only as prescribed. Any delegate shall have the privilege of the floor.

Section 4.04 Elections and Terms of Office. The President-Elect shall be elected by the Council at each Annual Business Meeting in the manner prescribed in the *Bylaws*. The President-Elect shall serve the Council for a period of three years. The first year shall be as President-Elect. The second year, without further election, the President-Elect shall become President, holding that office until a successor has been installed. The third year, without further election, the President shall become Immediate Past President. Any member elected to the office of President-Elect shall be eligible to serve as President-Elect, President, and Immediate Past President, with full authority of the offices and board privileges. Past Presidents shall be ineligible for reelection as President-Elect of the Council.

The Treasurer shall be elected at the Annual Business Meeting every three years in the manner prescribed in the *Bylaws*. Treasurers shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Treasurer, a partial term served shall not be considered a term for term-limit purposes.

Vice Presidents shall be elected at their respective Zone Interim Meeting every two years in the manner prescribed in the *Bylaws*. Vice Presidents from the Northeast and Southern Zones shall be elected in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected in even-numbered years. Vice Presidents shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Vice President, a partial term served shall not be considered a term for term-limit purposes.

New members of the Board of Directors shall assume their duties at the conclusion of the Annual Business Meeting. Board members may continue to serve until the conclusion of the term of office to which they were elected even if their terms with Member Boards have ended.

Section 4.05 Qualifications. Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall be a licensed engineer or surveyor, shall have been a member of NCEES at least three years, and shall have attended at least two NCEES Annual Business Meetings.

Members of the Board of Directors may run for President-Elect if

- Their term on their state board has expired during their term as NCEES Treasurer or Vice President;
- They have obtained emeritus standing within the Council, they have the approval of their state board;
- It is their zone's rotation to elect a President-Elect; and
- They have been nominated by the zone.

The President-Elect shall not be from the same zone as the President.

To be eligible for the office of Treasurer, a person shall be a licensed professional engineer, licensed professional surveyor, or public member.

To be eligible for the office of Vice President, a person shall be a licensed professional engineer or surveyor and shall be from the zone that elects him or her.

Section 5.01 President. The President shall be the chair of the Board of Directors and shall preside over all meetings of the Board as well as the Annual Business Meeting of the Council. The President shall be an ex-officio member of all committees and task forces of the Council. The President shall perform all other duties ordinarily pertaining to the office of President. The President shall prepare and present to the Council at the Annual Business Meeting a report of the President's activities during the term of office.

The President shall appoint all members, chairs, vice-chairs, and consultants of the standing committees as defined in Article 7 of the *Bylaws*. The President shall also appoint all members, chairs, vice-chairs, and consultants of special committees and task forces unless specific action of the Council or of the Board of Directors names the personnel of the committee or task force. The President shall also appoint one member of the Board of Directors to serve as board liaison to each standing committee, special committee, and task force. The President shall appoint all official representatives of the Council to any other organizations. If needed during the annual meeting, the President shall appoint a Tellers Committee for the election of the President-Elect and/or Treasurer.

If the President is absent, the President-Elect will serve as the acting President in accordance with *Bylaws* 5.02. If both the President and the President-Elect are absent, the Vice President from the zone that will be nominating the next President-Elect will serve as the acting President. The acting President shall have all powers of the President while presiding in this capacity.

Section 6.01 Annual Business Meetings. The Annual Business Meeting of the Council shall be held at the time and place selected by the Board of Directors.

Notice of the Annual Business Meeting shall be provided to each Member Board, member, associate member, International Affiliate Organization, and Participating Organization not less than four weeks prior to each meeting.

The Board of Directors shall prepare a consent agenda for each Annual Business Meeting. Individual motions may be removed from the consent agenda upon request by any Member Board.

Section 6.02 Quorum and Voting. A quorum for the transaction of business at the Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. An associate member may serve as a Member Board delegate for voting purposes only when so designated by the Member Board's chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For Member Boards that require authorization from the state, such designation may come from the agency director for that board.

Voting by one Member Board on behalf of another Member Board not physically present in the meeting room at the time of the vote shall not be permitted.

Section 6.05 Rules of Order. The Council shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.

The order of business for the Annual Business Meeting shall be established by the President and published as part of the meeting agenda prior to the beginning of the meeting.

Section 9.01 Budget Preparation. The Committee on Finances shall submit a recommended annual budget for review by the Board of Directors. The Committee on Finances will present the budget as part of its committee report for Council approval at the Annual Meeting.

The fiscal year shall begin on October 1 and extend through September 30 of the following calendar year.

Section 10.012 Inactive Status. Any Member Board in arrears in membership fees 90 days prior to the Annual Business Meeting shall be placed in an inactive status by the Board of Directors. Member Boards in an inactive status shall not be entitled to vote. Individual members of Member Boards may not hold office or serve on committees. Representatives of boards in inactive status may attend meetings of the Council and may have the privilege of the floor. To be reinstated to an active status and to all the rights and privileges pertaining thereto, an inactive Member Board shall pay all fees and assessments in arrears plus those that have accrued during such inactive status period.

Section 11.01 Nominations. A nomination for the office of President-Elect shall be presented to the Board of Directors by the respective Zone Vice President as voted on by the respective zone at its Zone Interim Meeting. The order of rotation for President-Elect shall be Northeast Zone, Central Zone, Southern Zone, and Western Zone.

Member boards may submit nominations for qualified Treasurer candidates in the third year of the outgoing Treasurer's term. These nominations shall be filed with the Chief Executive Officer not later than 60 days prior to the opening of the Annual Business Meeting.

Any delegate shall have the privilege of making nominations for President-Elect and Treasurer from the floor. Such nominees from the floor must meet requirements set out in Section 4.05 and be seconded by at least four Member Boards.

Section 11.02 Tellers Committee. The Tellers Committee shall consist of five members, including a chair and one representative from each zone. No member of the committee is eligible to serve as a teller for an election in which he or she is a candidate. The Tellers Committee will tabulate the results for all votes taken and report the results to the President.

Section 11.03 Voting. All elections shall be by ballot at the Annual Business Meeting. All elections shall be by a majority of votes cast unless otherwise stipulated by the *Bylaws*.

Section 12.02 Amendments. The *Bylaws* may be amended at any annual business meeting by a two-thirds affirmative vote of the member boards present and in good standing. Any amendment proposed shall be sent to a Special Committee on Bylaws by the President at the President's initiative or as requested based on action by the Council. Any amendments recommended by a Special Committee on Bylaws shall be submitted to all member boards at least 60 days prior to the date of the earliest zone meeting preceding the next annual business meeting. Voting shall be by sections. All sections shall be considered in their proposed form, including punctuation and verbiage. Changes to the published amendments will not be permitted during the annual business meeting. Copies of the proposed amendments to be voted upon shall be distributed in written form to delegates at the annual business meeting.

Section 12.021 Effective Date of Amendments. An amendment to the *Bylaws* shall become effective upon certification by the presiding officer at the annual business meeting of a two-thirds affirmative vote of the member boards in good standing represented.

Acronyms and Abbreviations

AAEES	American Academy of Environmental Engineers and Scientists
ABET	Accreditation Board for Engineering and Technology, Inc.
ACCA	Advisory Committee on Council Activities
ACEC	American Council of Engineering Companies
ADA	Americans with Disabilities Act
AEI	Architectural Engineering Institute of ASCE
AIA	American Institute of Architects
AIChE	American Institute of Chemical Engineers
AIME	American Institute of Mining, Metallurgical, and Petroleum Engineers
ANS	American Nuclear Society
ANSAC/ABET	Applied and Natural Science Accreditation Commission of ABET
AP	NCEES administrative policy
APEC	Asia-Pacific Economic Cooperation
APEGA	Association of Professional Engineers and Geoscientists of Alberta
APEGBC	Association of Professional Engineers and Geoscientists of British Columbia
APEGM	Association of Professional Engineers and Geoscientists of Manitoba
APEGNB	Association of Professional Engineers and Geoscientists of New Brunswick
APEGS	Association of Professional Engineers and Geoscientists of Saskatchewan
ARPL	Alliance for Responsible Professional Licensing
ASABE	American Society of Agricultural and Biological Engineers
ASCE	American Society of Civil Engineers
ASEE	American Society for Engineering Education
ASHRAE	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASPE	American Society of Plumbing Engineers
ASPRS	American Society for Photogrammetry and Remote Sensing
AUC	American University in Cairo
AUS	American University of Sharjah
CBT	Computer-based testing
CEAB	Canadian Engineering Accreditation Board
CESB	Council of Engineering and Scientific Specialty Boards
CIDQ	Council for Interior Design Qualification
CIE	Chinese Institute of Engineers (Taiwan)
CLARB	Council of Landscape Architectural Registration Boards
CLEAR	Council on Licensure, Enforcement, and Regulation
CLSA	California Land Surveyors Association
CPC	Continuing professional competency
CSBSR	Colonial States Boards of Surveyor Registration
E.I.	Engineer intern
E.I.T.	Engineer-in-training
EAC/ABET	Engineering Accreditation Commission of ABET
EAP	NCEES examination administration policy
EDP	NCEES examination development policy
EES	Egyptian Engineers Syndicate
EPE	Committee on Examinations for Professional Engineers
EPP	Committee on Examination Policy and Procedures
EPS	Committee on Examinations for Professional Surveyors
ETAC/ABET	Engineering Technology Accreditation Commission of ABET
EWB–USA	Engineers Without Borders USA
EWeek	DiscoverE Engineers Week
FE exam	Fundamentals of Engineering examination
FP	NCEES financial policy
FS exam	Fundamentals of Surveying examination
ICOR	Interorganizational Council on Regulation
IEA	International Engineering Alliance
IEEE-USA	Institute of Electrical and Electronics Engineers-USA
IISE	Institute of Industrial and Systems Engineers

IPEA	International Professional Engineers Agreement
ISA	International Society of Automation
ITU	Istanbul Technical University
JPEC	Japan PE/FE Examiners Council
KPEA	Korean Professional Engineers Association
L.S.	Land surveyor
L.S.I.	Land surveyor intern
L.S.I.T.	Land-surveyor-in-training
MBA	Member board administrator
MLE	Model Law Engineer
MLS	Model Law Surveyor
MLSE	Model Law Structural Engineer
MSPS	Michigan Society of Professional Surveyors
NAE	National Academy of Engineering
NAFE	National Academy of Forensic Engineers
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and Surveying
NCSEA	National Council of Structural Engineers Associations
NICET	National Institute for Certification in Engineering Technologies
NIEE	National Institute for Engineering Ethics
NSAE	National Society of Architectural Engineers
NSBE	National Society of Black Engineers
NSPE	National Society of Professional Engineers
NSPS	National Society of Professional Surveyors
PAKS	Professional activities and knowledge study
P.E.	Professional engineer
PE exam	Principles and Practice of Engineering examination
P.L.S.	Professional land surveyor
POLC	Participating Organizations Liaison Council
PP	NCEES professional policy
PS	NCEES position statement
P.S.	Professional surveyor
PS exam	Principles and Practice of Surveying examination
SaGES	Surveying and Geomatics Educators Society
SAME	Society of American Military Engineers
SCE	Saudi Council of Engineers
S.E.	Structural engineer
SELC	Structural Engineering Licensure Coalition
SEI	Structural Engineering Institute of ASCE
SFPE	Society of Fire Protection Engineers
SHPE	Society of Hispanic Professional Engineers
S.I.	Surveyor intern
S.I.T.	Surveyor-in-training
SME	Society for Mining, Metallurgy, and Exploration
SNAME	Society of Naval Architects and Marine Engineers
SPE	Society of Petroleum Engineers
SWE	Society of Women Engineers
TAMUQ	Texas A&M University at Qatar
TMS	The Minerals, Metals, and Materials Society
UESI	Utility Engineering and Surveying Institute of ASCE
UPLG	Committee on Uniform Procedures and Legislative Guidelines

2023–24 NCEES Leadership

BOARD OF DIRECTORS/OFFICERS

President

Laura Sievers, P.E.
Iowa

President-Elect

Andrew Zoutewelle, P.L.S.
North Carolina

Immediate Past President

Christopher Duhamel, P.E., P.L.S.
Rhode Island

Treasurer

Karl Tonander, P.E.
New Mexico

Central Zone Vice President

Jan Bostelman, P.E.
Nebraska

Northeast Zone Vice President

Samuel Wilson, DBA, P.E.
Washington, D.C.

Southern Zone Vice President

James Kelly, P.E.
Virginia

Western Zone Vice President

Mohammad Qureshi, Ph.D., P.E.
California

Secretary/Chief Executive Officer

David Cox
South Carolina

ZONE ASSISTANT VICE PRESIDENTS

Central Zone

Ryan Callaghan, P.E.
South Dakota

Northeast Zone

Michael Brinkash, P.L.S.
Pennsylvania

Southern Zone

Chimin (Jimmy) Chao, P.E.
South Carolina

Western Zone

Elizabeth Beckett Johnston, P.E.
Alaska

ZONE SECRETARIES

Central Zone

Jason Suelter, P.E., S.E.
Nebraska

Northeast Zone

Azuanuka Etoniru, P.E., P.L.S.
Massachusetts

Southern Zone

Linda Bergeron, P.E.
Louisiana

Western Zone

David Peden, P.E., S.E.
Washington



President's Report

Laura Sievers, P.E.

It has been an honor serving you as the 2023–24 president. Wow, what a year! I asked you all to help make this the best year for NCEES, and I believe we did just that. I have loved every minute of it. It was wonderful getting to know everyone a bit more. There are so many amazing professionals amongst us, and we truly do embody the mission and vision of NCEES. Thank you for your leadership and excellence in promoting our professions. Thank you for your work on your member boards and with NCEES.

Thank you, Past President Duhamel, President-Elect Zoutewelle, and all past presidents, for your support this year. Another big thank you to each zone vice president. They truly represented their zones very well. The zone interim meetings had excellent turnouts, and the discussions were fantastic.

When laying out the committee charges this year, my thoughts were on our mission *to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public*. As I write my report, I have seen the drafts of the committee reports. The committee chairs helped everyone deep dive into the charges. The committees and task forces have brought good discussions and research into the reports to the Council and subsequent motions to work through at our annual meeting.

The board of directors has annually funded mission initiatives. This year, NCEES partnered with DiscoverE, the American Society of Civil Engineers, and the Society of American Military Engineers, among others. Additionally, NCEES staff, the Finance Committee, and the Foundation board of directors have created the groundwork for the NCEES Foundation to have an incredible first year to take on requests in 2025.

The United Kingdom mutual recognition agreement that was finalized this year will not only facilitate an easier pathway for professional engineers to practice in both countries but also provide our participating U.S. member boards further confidence in the International Engineering Alliance (IEA) agreements. The MRA is a testament to our proactivity as we anticipate a shrinking future workforce and the desire of our future professionals to work outside the United States. NCEES leadership and partnership within the IEA will continue to cultivate pathways for international licensure.

The Interorganizational Council on Regulation has worked through the overlapping practice of engineers, surveyors, architects, landscape architects, and interior designers. This joint effort between these groups will provide state licensing boards with guidance in the near future on acceptable practices. The Participating Organizations Liaison Council, made up of NCEES and other engineering and surveying societies, is going strong. These societies are truly our partners in licensure.

The FE and FS graduation honor cords have been showing up in my LinkedIn newsfeed since college graduations in May. Each time I notice them, it makes me smile. The same thing happens when I see the digital Credly badges being used by our future professionals. Both of these outreach efforts have been successful—a great investment in connecting with our recent examinees.

I bid farewell to our CEO David Cox, as this is his last annual meeting. I appreciate all he has done for NCEES. From helping individual member board members understand the intricate details of our organization to spearheading the U.K. MRA and leading his amazing staff, thank you, David. NCEES is an amazing organization because of David's leadership and the NCEES staff. They help facilitate and guide our volunteers on committees and exam development. David, we are wishing you the best retirement years. I am excited to see Davy McDowell, P.E., in the CEO role and the other NCEES staff who have stepped up to take on more in their new roles.

In closing, I will say thank you one more time. My heart is overflowing with gratitude that this year was a great success. We removed barriers, we brought on a new way of supporting our professions, and we found more ways to encourage our careers to all different audiences, on top of leading the way in safeguarding the health, safety, and welfare of the public. We encompassed all that our mission and vision ask of us. Thank you all.



President-Elect's Report

Andrew Zoutewelle, P.L.S.

This year, I was honored to serve as NCEES president-elect. I am appreciative of the leadership of the other board members. I am especially appreciative of the support of President Laura Sievers, P.E.; Past President Christopher Duhamel, P.E., P.L.S.; and Treasurer Karl Tonander, P.E. Together, with each of the four zone vice presidents, your board of directors has been very cohesive this year—and it has been a good one. I am grateful for the many NCEES committee members and committee chairs I worked with this year. Their service to our Council is greatly appreciated. I also enjoyed having another opportunity to learn from NCEES staff this year. They have been a pleasure to work with.

The Council has been very active this year. I was assigned as board of directors liaison to the Committee on Examinations for Professional Surveyors and to the Surveying and Mapping Sciences Licensure Task Force. Committee chairs Coleen Johnson, R.P.L.S., and Shannon Stanfill led their respective committees well. Please refer to their committee reports elsewhere within this publication. As president-elect, I also attended the meetings of the Committee on Finances and the Investment Advisory Group, both of which were held in early March 2024. Finance Committee chair Andrew Ritter and Chief Financial Officer Joe Scheving, CPA, both did excellent jobs leading these two committees, as did Treasurer Tonander.

Beyond NCEES committees, I attended the board of directors meetings in October 2023 and February and May 2024. Also as president-elect, I attended each of the four zone interim meetings to personally connect with Council members from all the zones in advance of the 2024 annual meeting in August. In addition, I attended the ICOR meeting in January 2024 with other design-related national councils to discuss common issues. I attended the POLC meeting in March 2024 to meet with representatives of three dozen related professional societies. In June 2024, I traveled to India to attend the International Engineering Alliance meeting to coordinate with related councils in other countries and promote the progress of the International Professional Engineers Register. I also attended the Principles and Practice of Surveying Exam Development Committee meeting to conduct item writing. In short, it has been a busy and productive year.

Consistent with my duties as president-elect, I have worked with staff to develop committee charges for the coming year. I look forward to finalizing those charges in the days following the conclusion of the annual meeting. I have received your responses to the committee preference survey and have met personally with many of you at the zone interim meetings. I am working to develop committee assignments that will both satisfy the goals of the Council and—hopefully—place volunteers on the committees that they would most like to serve. There were many who expressed interest, and I hope those whom I was not able to place will continue to express interest next year. We all owe a debt of gratitude to the committee members who come together to advance the mission of NCEES.

We will meet together in August at the 2024 NCEES annual meeting in Chicago. The agenda includes professional development sessions, the plenary discussion session, zone meetings, and, of course, the full Council business meeting. I look forward to seeing you there.

In closing, I thank each of you for your service and also for your trust in me to serve you as your president-elect and as your president in the coming year.

Board of Directors Action Items

Action items from the fifth meeting of the 2022–23 board of directors

August 18, 2023, Boston, Massachusetts

- Approved minutes of the fourth meeting of the 2022–23 board of directors after a correction of Motion 22-17 to indicate that it passed by majority vote
- Approved appointment of emeritus and associate members
- Ratified nomination of Patty Mamola, P.E., to the IEA Governing Group
- Approved new dates of the 2024 annual meeting in Chicago, Illinois
- Approved dates and locations for the 2025–26 zone interim meetings
- Approved revised *Zone Meeting and Continuity Guidelines* document
- Approved revisions to the *Manual of Policy and Position Statements* with the addition of a numbering classification system
- Approved additional 4 percent contribution to the 401(k) retirement plan for all eligible NCEES staff participants
- Accepted EPS Committee recommendation to develop a PLSS exam

Action items from the first meeting of the 2023–24 board of directors

August 18, 2023, Boston, Massachusetts

- Approved proposed resolution authorizing the CEO to execute contracts and other documents on behalf of the board and to select banks or other thrift institutions for the deposit of Council funds

Action items from the second meeting of the 2023–24 board of directors

October 20–21, 2023, Portland, Maine

- Approved minutes of the fifth meeting of the 2022–23 board of directors
- Approved minutes of the first meeting of the 2023–24 board of directors
- Ratified ABET commission representatives
- Approved appointment of emeritus and associate members
- Approved Participating Organizations Liaisons Council (POLC) dues at \$0
- Approved International Affiliate Organizations (IAO) dues at \$0
- Approved amended motion to approve NCEES Foundation financial policies with the addition of adding the text “Foundation” for clarification purposes to references of “board of directors” and “chair” in Financial Policies 2, 3, and 5
- Approved NCEES Foundation financial policies with the addition of changing the cover page to include the text “NCEES Foundation” for clarification purposes
- Approved exam item replacement costs for 2023–24 as \$3,398 for each computer-based testing (CBT) item and approved \$6.6 million in designated assets as replacement costs in the event of a total examination breach
- Approved holding a combined zone meeting in 2027 and every four years thereafter
- Approved proposed location and dates for the 2026 annual meeting
- Approved Treasurer Karl Tonander as the NCEES representative to Engineering Change Lab-USA
- Approved resolution to terminate the Nonqualified Deferred Compensation Plan effective October 21, 2023
- Approved \$75,000 budget variance to fund a new staff position for international matters
- Approved documents as presented with references to pencil-and-paper exams removed

Action items from the third meeting of the 2023–24 board of directors

February 23–24, 2024, Key West, Florida

- Approved minutes of the second meeting of the 2023–24 board of directors
- Approved emeritus and associate member nominations
- Approved audit report of the 2022–23 NCEES financial records
- Approved firm Cherry Bekaert to conduct the 2023–24 fiscal year audit
- Approved proposed 2026 zone interim meeting locations and dates
- Approved mutual recognition agreement with the Engineering Council of the United Kingdom
- Approved Engineering Change Lab-USA funding request in the amount of \$25,000



Treasurer's Report

Karl Tonander, P.E., P.G.

I recently saw commercials from a bank that billed itself as “brilliantly boring,” a nod to the idea that they produce no drama and that your money is safe. I am very happy to say that NCEES is also brilliantly boring regarding finances, thanks in large part to the foresight and actions of those who preceded me in my position as treasurer and the ongoing stewardship provided by the NCEES chief financial officer, Joe Scheving, CPA, and the Committee on Finances. Boring, with respect to finances, is a very good thing.

In this first year of my three-year term, I have served as board liaison to the Committee on Finances, the Financial Audit Committee, and the Investment Advisory Group. I also participated in the Council's annual budget development process. This was the first time I was exposed to many of the NCEES staff leaders, and I was impressed by the level of detail and rationalization provided in their requests. I believe this reflects well upon the overall leadership of NCEES.

I was also asked to serve as board liaison to the Special Committee on Bylaws and as the NCEES representative to the Engineering Change Lab-USA (ECL-USA). My time with the Bylaws Committee felt very familiar, given prior service as a member of the Committee on Uniform Procedures and Legislative Guidelines, and it was interesting to see the same thoughtful methodologies employed by this group of professionals. Unlike an NCEES committee, ECL-USA is an outside organization that is funded in part by NCEES and focuses on a variety of emerging topics in engineering, including licensure models. Participating in this group has been eye-opening at times, as it revealed the perspectives of a range of participants, some of whom have had limited contact with licensure policies and NCEES. I hope that my participation is helping ECL-USA broaden its licensure knowledge, and I particularly appreciate the assistance of CEO David Cox in this regard.

Revenues and profit

Although we have essentially no direct control over exam volumes, the good news is that almost all are trending positively (or at least are not in decline) and above projections. I believe this is the mark of a *successful* transition of all exams to computer-based testing (CBT). The anticipated drop in the PE Civil exam when converting (early) to CBT was not as substantial as projected and is already trending positively. This is critical given the fact that this one exam helps mitigate the expense of many other smaller-volume exams that are still critical to the mission of advancing licensure to protect the public. While the exam volumes are studied in depth by a number of people, the reasons for the improvements are not readily apparent or agreed upon. Post-COVID recovery, improved compensation for professionals and efforts to raise awareness of the value of professional licensure are likely all contributing in the near term. Looking further out, however, anticipated declines in the number of engineering students, driven in part by significant reductions in the college-aged population, requires heightened diligence in longer-term projections as well as continued investment on college campuses in students and faculty alike. Failure to do so will obviously imperil the organization and our mission by challenging our ability to stay in the black.

While profit isn't everything, without profit there is nothing. No meetings, no ability to support volunteers, no way to address concerns that arise with the jurisdictional bodies or the regulated population. At present, NCEES has a solid foundation and modestly improving fiscal results. However, the projected profit margin is still very slim—uncomfortably so considering the many factors outside of the control of the organization. As mentioned during the zone interim meeting presentations, I have only now begun to fully appreciate the financial impact of transitioning the pencil-and-paper exams to CBT format. While absolutely necessary and timely, the transition's impact on the costs associated with testing centers was significant to the organization's bottom line. A new contract with those testing centers is proverbially around the corner, and with the testing center seat fees tied to an inflationary index, NCEES needs to adjust its exam cost accordingly.

Outside of exams, other revenue sources need to be considered, especially if we want to maintain the remarkable affordability of our exams relative to other peer professions. While there are no immediate changes recommended for the various exams and services charged by NCEES, I am advocating for an annual review of all revenue sources, given the narrow profit margin and dynamic expense structure required by CBT. This exercise in financial stewardship is completed annually by most jurisdictional boards, universities, and private companies.

Investments

NCEES carries a considerable reserve balance that is held in investments managed by Wealth Enhancement Group (WEG). The investment strategy is fairly conservative, which reflects the intention of minimizing losses and maintaining liquidity, despite perhaps sacrificing some returns. This is important because the reserve balance represents the funds considered necessary to address a number of contingencies (such as exam breach). These contingency values are regularly reviewed for adequacy, with the remainder of the balance being available for immediate use in a variety of mission initiatives or for transfer to the NCEES Foundation. Speaking of which, the Foundation is envisioned as the future managing agent of our investments in mission initiatives, having been funded initially last year and with a recommendation this year for additional modest funding. Additional transfers will likely be recommended in future years tied to the NCEES balance in excess of contingencies.

It is also important to be aware that these transfers add to the corpus of monies within the Foundation. This is to say that only income derived from the investment of these funds (and as approved annually by the NCEES board of directors) plus contributions are actually used for Foundation initiatives, not the core funding itself. Investments for the Foundation are also managed by WEG but with a slightly less conservative focus to target a larger potential growth. Both groups of investments (those of NCEES and the Foundation) have done well so far this year, mirroring the stock market in general. With the appointment of a well-seasoned Foundation board and an approved budget for expenditure, the Foundation should be well equipped for a solid first-year effort in supporting mission initiatives.

In closing

NCEES is in an enviable position—adequate reserves, modestly improving financials, and talented staff members. All of that, however, should not leave us feeling overconfident. Despite some looming challenges, a proactive approach to managing our revenue sources will allow NCEES to continue to thrive into the future.



Central Zone Vice President's Report

Jan Bostelman, P.E., PMP

Greetings from the Central Zone!

Committee meetings

I had the honor of serving as board of directors liaison to the Committee on Examination Policy and Procedures. This year, I participated in committee meetings via virtual means due to air travel interruptions.

Board of directors meetings

I was able to attend all 2023–24 NCEES board of directors meetings in person.

I am excited that the NCEES Foundation has been established during my term and that NCEES has advanced in areas of international cooperation. It has been a fantastic experience working with other zone vice presidents and NCEES staff members these past two years. I will relish the time spent, and please let me know if you have questions.

2024 Central Zone interim meeting

Over 75 people attended the Central Zone interim meeting hosted by the Iowa board. All enjoyed Iowa's Midwest hospitality. A big thanks goes to my fellow Central Zone officers—Assistant Vice President Ryan Callaghan, P.E., and Secretary Jason Suelter, P.E., S.E.—and Marlon Vogt, P.E., for support before and during the meeting, especially with handling some weather issues.

All 17 member boards were present at the zone interim meeting in Iowa. We were able to hear from all boards present during the Central Zone business sessions. My compliments to those who spoke on behalf of their board's issues, trends, and questions that they presented to the group. It is always humbling to learn of all the volunteer efforts that boards conduct on behalf of supporting licensure. The Ohio board shared information about the 2026 zone interim meeting, which will now be combined with the Northeast Zone in Ohio.

The Awards Committee identified a very deserving Central Zone Distinguished Service Award winner in Kelly Fedele, P.E., P.S., of Michigan. The award was presented to Kelly at a luncheon during the zone interim meeting, with her husband and the Michigan board members present.

Elections were held for the positions of zone vice president, zone assistant vice president, and—as a result of these elections—zone secretary. We appreciate the Missouri board for nominating Kevin Skibiski P.E., S.E., P.L.S., for secretary. The election results are noted below.

I will be ending my term in August 2024, and it has been a humbling honor to serve. If you have a desire to serve on a zone committee, please let me know, and I will pass along the information to the incoming zone vice president. Serving on a zone committee is a great way to learn more about NCEES if you are a new board member.

Election results

The Central Zone held the following elections at its interim meeting:

- 2024–26 Central Zone vice president—Jason Suelter, P.E., S.E. (NE-PE)
- 2024–26 Central Zone assistant vice president—James Hollandsworth, P.E., P.S. (MI-PS)
- 2024–25 Central Zone secretary—Kevin Skibiski, P.E., S.E., P.L.S. (MO) [election was held after the 2023–25 Central zone secretary was elected vice president]

These officers will be installed at the conclusion of the 2024 annual meeting.

We closed out the Central Zone meeting with a presentation from Karl Tonander, P.E., of the New Mexico board on the upcoming 2025 Central/Western Zone joint interim meeting, which will be held in Albuquerque, New Mexico. We look forward to that meeting.

2023–24 zone committees

I would like to recognize our Central Zone committee volunteers and thank them for their service. Without their efforts, work would not be accomplished in a timely matter within the zone.

Awards Committee

- Chair—Larry Graham P.E., P.S. (KS)

Leadership Committee

- Chair—Ryan Callaghan, P.E. (SD)

Nominating Committee

- Chair—Opal Kuhl, P.E. (IN-PE)

Resolutions Committee

- Co-chairs—Deveron Sanders, P.E. (MI-PE) and Ryan Callaghan, P.E. (SD)

Site Selection Committee

- Chair—Marlon Vogt, P.E. (IA-emeritus)

Future NCEES and Central Zone meetings

2024 annual meeting: August 14–17; Chicago, Illinois

2025 Central/Western Zone interim meeting: Albuquerque, New Mexico

2025 annual meeting: August 19–22; New Orleans, Louisiana

2026 Central/Northeast Zone interim meeting: Ohio

In closing, I want to thank each zone member for allowing me this opportunity to serve you as Central Zone vice president, and I hope to see many of you in Chicago, Illinois, in August. It has been a pleasure to work with NCEES staff as well. As I always sign off on emails, “Later.”



Northeast Zone Vice President's Report

Samuel Wilson, DBA, P.E.

I am truly honored and thankful for the opportunity to have served as the Northeast Zone vice president for the past year. It has been an incredibly fulfilling and eventful experience. I want to express my gratitude for the unwavering support of zone leadership, especially Zone Assistant Vice President Michael Brinkash, P.L.S. (PA) and Azuanuka (Azu) Etoniru, P.E., P.L.S. (MA), who served as 2022–24 Northeast Zone secretary. Their dedication and contributions, along with the hard work of the committee chairs, have been pivotal to the success of the Northeast Zone throughout the past year. Thank you for your support and collaboration.

Member board visits

I regret that I was unable to attend any of the member board visits in person due to completing my doctoral degree this past year. However, after successfully completing the doctorate, I am looking forward to next year's scheduled visits, and I hope to be able to attend more board meetings in the upcoming year. If you would like me to visit your board, please let me know. I am committed to making that happen, either in person or virtually. Thank you for your understanding.

Zone interim meeting

The zone interim meeting was held May 2–4, 2024, at the Watergate Hotel in Washington, D.C. It was a resounding success, with a significant number of first-time attendees contributing meaningfully. NCEES CEO David Cox presented on the mutual recognition agreement with the Engineering Council of the United Kingdom, and the opening reception was a testament to the strong international ties we foster. Representatives from the Embassy of the United Kingdom of Great Britain and Northern Ireland were in attendance, further highlighting the importance of international recognition. We can all be proud of these achievements.

Our 2024 Northeast Zone Distinguished Service Award recipient was Christopher Duhamel, P.E., P.L.S. (RI-PE). A Vice President's Award was presented to Howard Gibbs, P.E. (DC-Emeritus), for his past leadership, guidance, and mentorship.

Joseph Flynn, L.S. (VT-PS) chaired the Nominating Committee, and we are fortunate to have identified an outstanding individual to serve as zone secretary for the next two years: Ryan Thompson, P.E., P.L.S., a land surveyor member on the Connecticut Board of Examiners for Professional Engineers and Land Surveyors.

Additional committee chairs that I would like to thank include Assistant Vice President Brinkash, who chaired the zone's Leadership Committee, and Secretary Etoniru, who chaired the zone's Awards Committee.

Zone forums

The zone forums during the meeting were well attended and informative. The sessions were

- Member Board Administrators Forum, led by Lesley Rosier-Tabor, P.E. (WV-PE)
- Surveying Forum, led by Michael Brinkash, P.L.S. (PA)
- Engineering Forum, led by Rosaleen Nogle, P.E. (NY)

During the Engineering Forum, a spirited discussion led to an important action item. The group delved into the topic of degrees from programs accredited by the Engineering Technology Accreditation Commission of ABET (ETAC/ABET) and realized that all jurisdictions in the zone, except for one, allowed ETAC/ABET four-year degree recipients to pursue a path leading to engineering licensure. The lone exception arose from a jurisdiction that strictly adheres to following the *Model Law*. A change to the *Model Law* that more closely follows the reality of the jurisdictions will allow other jurisdictions to create a similar path and allow for more mobility and better comity among the states. As a result, the zone voted to submit a motion to the Council to have the matter reviewed, and the resulting motion will be voted on at the 2024 annual meeting in Chicago.

Future zone meetings

Site Selection Committee Chair Barry Lucas, P.E. (DC) presented a report on future zone interim meetings, which included the following schedule:

- April 10–12, 2025: Cambridge, Massachusetts
- 2026: Joint meeting with Central Zone, Ohio
- 2027: Joint zone meeting, TBA
- 2028: Maryland
- 2029: Pennsylvania

Several states volunteered to host future meetings, demonstrating excitement over the prospect of increased involvement. Connecticut, Delaware, and New York have expressed interest in hosting future zone interim meetings. A schedule for future meetings will be formalized and voted on at the next zone interim meeting in Massachusetts. Thanks and appreciation to former zone vice president and NCEES treasurer Paul Tyrell, P.E., P.L.S. (MA), who will serve as host board contact for the Cambridge, Massachusetts, meeting in 2025. The zone looks forward to convening there next year.

In closing

In closing, I must thank every board and every board member of the Northeast Zone for their participation and contributions to the engineering and surveying professions. I am grateful for the zone allowing me to represent them at the board of directors meetings this year. I am looking forward to next year and building upon our successes of the past year.

I want to express my sincere gratitude to Past President Duhamel and Past President Jim Purcell, P.E. (NJ) for their invaluable advice and guidance. I am grateful to former treasurer Tyrell for his continued support and contributions to NCEES as well as his wise counsel. I also want to thank my predecessor, 2021–23 Vice President Tom Orisich, P.L.S., for his leadership of the zone. The professionalism and attention to detail exhibited by the NCEES staff and leadership have been instrumental in the organization’s success, and I am thankful for their dedication to their roles. Above all, I am deeply honored by the trust placed in me by the Northeast Zone, as they have given me the great responsibility of serving as zone vice president.

MOTIONS

NZ Motion 1

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following language into *Model Law* 130.10 B and to make additional modifications throughout the *Model Law* and *Model Rules* to include the general premise that an ETAC/ABET degree is allowed to satisfy the education requirements for engineering licensure:

130.10 General Requirements for Licensure

B. Engineering

1. Certification or Enrollment as an Engineer Intern

The following shall be considered as minimum evidence that the applicant is qualified for certification as an engineer intern.

- a. Graduating from an engineering program of four years or more accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), graduating from an engineering master’s program accredited by EAC/ABET, [graduating from an engineering technology program of four years or more accredited by the Engineering Technology Accreditation Commission of ABET \(ETAC/ABET\)](#), or meeting the requirements of the NCEES *Engineering Education Standard*
- b. Passing the NCEES Fundamentals of Engineering (FE) examination

2. Licensure as a Professional Engineer

The board may designate a professional engineer as being licensed in a specific discipline or branch of engineering, signifying the area in which the engineer has demonstrated competence.

a. Initial Licensure as a Professional Engineer

An applicant who presents evidence of meeting the applicable education, examination, and experience requirements as described below shall be eligible for licensure as a professional engineer.

(1) Education Requirements

An individual seeking licensure as a professional engineer shall possess one or more of the following education qualifications:

- (a) A degree in engineering from an EAC/ABET-accredited bachelor's program
 - (b) A degree in engineering from an EAC/ABET-accredited master's program
 - (c) A degree in engineering technology from an ETAC/ABET-accredited bachelor's program
 - (ed) A bachelor's, master's, or doctoral degree in engineering from a non-EAC/ABET-accredited program. This individual's education must be shown to meet the NCEES *Engineering Education Standard*.
- (2) Examination Requirements
An individual seeking licensure as a professional engineer shall take and pass the NCEES Fundamentals of Engineering (FE) examination and the NCEES Principles and Practice of Engineering (PE) examination, and any jurisdiction-specific examination.
- (3) Experience Requirements
An individual seeking licensure as a professional engineer shall present evidence of a specific record of four years of progressive engineering experience after a qualifying degree is conferred as described in a(1)(a), a(1)(b), or a(1)(d) above or evidence of a specific record of six years of progressive engineering experience after a qualifying degree is conferred as described in a(1)(c). This experience should be of a grade and character that indicate to the board that the applicant may be competent to practice engineering. The following educational criteria may apply as a substitute to the length of experience set forth above:
- (a) An individual with a master's degree in engineering acceptable to the board: three years of experience after the qualifying bachelor's degree is conferred as described in a(1)(a) or a(1)(ed) above
 - (b) An individual with a master's degree in engineering acceptable to the board: five years of experience after the qualifying bachelor's degree is conferred as described in a(1)(c) above
 - ~~(bc)~~ An individual with an earned doctoral degree in engineering acceptable to the board and who has passed the FE exam: two years of experience
 - (ed) An individual with an earned doctoral degree in engineering acceptable to the board and who has elected not to take the FE exam: four years of experience
- A graduate degree that is used to satisfy education requirements cannot be applied for experience credit toward licensure. To be eligible for experience credit, graduate degrees shall be relevant to the applicant's area of professional practice.
- Experience credit for a graduate degree cannot be earned concurrently with work experience credit.

Rationale

Throughout the Northeast Zone, the ETAC/ABET degree is accepted as a valid qualification for licensure together with meeting experience requirements. All jurisdictions in the zone accept the four-year ETAC/ABET degree, except the District of Columbia, which follows the *Model Law*.

The jurisdictions in the Northeast Zone have found practicing engineers with an ETAC/ABET degree to be equally competent to professional engineers with an EAC/ABET degree.

The American Society for Engineering Education (ASEE) strongly endorses the acceptance of the ETAC/ABET baccalaureate degree and notes that a 2017 report by the National Academy of Engineering indicates that ETAC/ABET baccalaureate programs have significantly more economically disadvantaged students than EAC/ABET engineering programs and the lack of a clear pathway to licensure erects an unnecessary barrier to full participation in the engineering profession.

The proposed change acknowledges the prevalence of practicing professional engineers with an ETAC/ABET degree throughout the nation. The National Society of Professional Engineers (NSPE) reported in 2018 that there were 40 jurisdictions that have a path for ETAC/ABET degree holders. Adjusting the *Model Law* to reflect current practice will promote comity and decrease barriers to mobility among states. This change will provide an opportunity for jurisdictions that currently do not recognize ETAC/ABET degrees for licensure to amend their laws and accept these degrees.



Southern Zone Vice President's Report

James Kelly, P.E.

It has been my honor and privilege to serve as the vice president of the Southern Zone and work with so many amazing leaders. Many thanks to Jimmy Chao, P.E., from South Carolina for doing such an admirable job as the assistant vice president of the Southern Zone and to Linda Bergeron, P.E., from Louisiana for her service as the Southern Zone secretary. I truly appreciate all the work Jimmy and Linda do behind the scenes to serve the members of the Southern Zone and to prepare our future leaders. Well done.

In April 2024, the Southern Zone conducted its first stand-alone, in-person zone interim meeting since the 2018 meeting in Charlottesville, Virginia. The meeting was hosted by the North Carolina board in the beautiful city of Asheville, North Carolina. As expected, Asheville did not disappoint, with tours of the Biltmore House and the Sierra Nevada Brewery as well as a guided bus tour of the city for guests, which was very well received. Andrew Ritter, the MBA from North Carolina, and his team did an amazing job planning, preparing, and executing this exciting meeting. The presenters for the committee reports did an exceptionally good job presenting the work of each committee and providing clarity to the proposed motions. It was great to hear the NCEES officer reports on the work being done by NCEES leadership in forwarding our mission. Congratulations to Linda Bergeron, P.E., on being reelected to serve as the Southern Zone secretary. Aaron Morris, P.L.S., from Oklahoma was presented with the Southern Zone Distinguished Service Award, which was well deserved and long overdue. Thanks again to the North Carolina board for being such wonderful hosts. We will not soon forget the Funkatorium and the wonderful city of Asheville.

The Southern Zone will meet again at the annual meeting in Chicago, and we are looking forward to our upcoming zone interim meetings in Little Rock, Arkansas, in 2025 and in San Juan, Puerto Rico, in 2026. I visited Little Rock in March 2024 and San Juan in February 2024 and am excited about the possibilities of those future Southern Zone meetings.

I was privileged to visit the Kentucky board in April and meet with those members to discuss the work NCEES does to forward licensure and protect the health, safety, and welfare of the public. Thanks to all those boards for being such gracious hosts and letting me learn about the great work they do for their citizens.

In addition, I was privileged to be part of the NCEES delegation to the United Kingdom to discuss the mutual recognition agreement (MRA) between NCEES and the Engineering Council of the United Kingdom. It was an incredible opportunity to learn about the process for becoming a Chartered Engineer in the United Kingdom and how the MRA will work in both directions. I believe we all learned a lot and developed lasting friendships with folks on both sides of the Atlantic.

In addition to those mentioned above, I want to thank so many people for supporting me and showing me the ropes as I stepped into the role of the Southern Zone vice president. Andy Zoutewelle, P.L.S., from North Carolina, and Tim Lingerfelt, P.L.S., from Tennessee are both former Southern Zone vice presidents and have been immensely helpful in answering questions and providing advice. I appreciate their patience and am grateful for their guidance. I have learned so much from the NCEES staff and fellow members of the board of directors, especially CEO David Cox, COO Davy McDowell, P.E., and President Laura Sievers, P.E. NCEES is an amazing organization with exceptional leadership throughout.

I also have to thank Kate Nosbisch, the MBA from Virginia, who has guided me during my time on the Virginia board and in my more active role in NCEES.

I appreciate those members of the Southern Zone who served on zone committees and especially the chairs for their leadership. The Southern Zone committees for this past year were as follows:

Awards Committee

- Chair—Dennis Hoyle, P.E., P.L.S. (NC)
- Michael (Blake) Collins, P.S. (MS)
- Pankaj (PJ) Shah, P.E. (FL-PE)

Leadership Committee

- Chair—Chimin (Jimmy) Chao, P.E. (SC)
- Vickie Anglin, P.L.S. (VA)
- Linda Bergeron, P.E. (LA)
- Patricia (Liz) Compton (FL-PS)
- Iarelis (Ia) Hall, P.S.M. (FL-PS)
- Gregory Meredith, P.E. (KY)
- Andrew Ritter (NC)

Nominating Committee

- Chair—James (Jay) Caughman III, P.L.S. (TN-PS)
- Joseph Breighner, P.L.S. (AL)
- Richard Bursi, P.E. (TN-PE)
- Brenda Moore, P.E. (NC)
- Dennis Truax, Ph.D., P.E. (MS)

Site Selection Committee

- Chair—Kathy Hart (OK)
- Antonio Medina-Delgado, P.E. (PR)
- James (Don) Pedigo, P.L.S. (KY)
- Heather Richardson (AR)
- Darien Sykes, P.E. (GA)

In closing, I would like to thank each member of the Southern Zone for allowing me the opportunity to serve you as vice president.



Western Zone Vice President's Report

Mohammad (Dr. Q) Qureshi, Ph.D., P.E.

My final year as Western Zone vice president started off on a bittersweet personal note. While we were enjoying our desserts at the 2023 annual meeting in Boston, I found out my father had passed. Without my father's persistent reminders to take my FE and PE exams, I would not find myself in the position I am today.

Unfortunately, as a result, I was not able to visit individual boards this year as I had hoped. I did host a virtual meeting before the February board of directors meeting to present agenda items with anticipated decisions and to solicit opinions from the Western Zone.

Our Leadership Development Committee created a series of webinars that were offered on a bimonthly basis between September and March. They hosted a summary session of their webinars to kick off the 2024 zone interim meeting.

We were able to return to our customary separate zone interim meetings this year, and the Western Zone was hosted by the Montana board in Bozeman. The venue was warm and friendly, the location was beautiful, the meeting went well, and even the weather cooperated. For me, the highlights were meeting youngsters "Lewis and Clark" and the amazing sights at the Museum of the Rockies.

The board of directors voted to hold an all-zone interim meeting every four years, so the next one will be in 2027, with a location to be determined. This will bump our Utah meeting to 2028.

I would like to congratulate Elizabeth Beckett Johnston, P.E.; Aaron Blaisdell, P.L.S.; and Scott Sayles, P.E., for being elected by our zone to serve as president-elect nominee, zone vice president, and zone assistant vice president, respectively.

Future Western Zone interim meetings are currently scheduled as follows:

- May 15–17, 2025 New Mexico (joint with Central Zone)
- 2026 Oregon
- 2027 All-zone meeting

Contracts are in place for the 2025 Western Zone interim meeting in Albuquerque, New Mexico, and negotiations are already in the works for the 2026 meeting in Oregon.

I want to thank all the Western Zone committee members for their service. The following were the committee appointments for 2023–24:

Awards Committee

- Chair—Richard (Ric) Moore, P.L.S. (CA)
- Denn Manglona, P.E. (NMI)
- Frank Ruffino (CA)
- Judith Stapely (AZ)

Leadership Committee

- Chair—Elizabeth Beckett Johnston., P.E. (AK)
- Wendy Amann, P.E. (CO)
- Aaron Blaisdell, P.L.S. (WA)
- Dave Fehringer, P.E., L.S. (WY)
- Cevin Imus, L.S. (WY)

Nominating Committee

- Chair—Cevin Imus, L.S. (WY)
- Daren Cone, P.E., P.L.S. (OR)

- Marie Elizabeth (Maily) Cristi, P.E. (GU)
- Christina Wong (CA)

Resolutions Committee

- Renee Clough, P.E., P.L.S (OR)
- Miranda Gonzales (NM)
- Jeffrey Jones, P.L.S. (WY)
- Colin Maynard, P.E., S.E. (AK)
- Sondra Miller, Ph.D., P.E. (ID)
- Scott Sayles, P.E. (AZ)

It has truly been my pleasure to serve as your zone vice president, and I look forward to the next time our paths may cross after our 2024 annual meeting in Chicago.



Chief Executive Officer's Report

David Cox

NCEES staff is committed to supporting the member boards in protecting the public through engineering and surveying licensure. This report highlights some of our efforts in 2023–24 to implement and support various NCEES initiatives.

Transition to computer-based testing

NCEES completed the transition of all exams to computer-based testing (CBT) format with the launch of the CBT PE Structural exam in April. This marks 10 years of actively transitioning our exams from pencil-and-paper to CBT. To see NCEES reach this milestone has been very rewarding, especially considering all the hard work that our staff and exam development volunteers have poured into the past decade to make CBT a reality. The transition to CBT has enhanced the security of our exam content and increased testing opportunities for examinees by offering year-round testing when feasible.

International engagement

NCEES has always been committed to facilitating state-to-state mobility and determining national licensing standards. However, it is also necessary for us to think more globally in terms of licensure. We administer exams internationally and are part of multiple International Engineering Alliance (IEA) agreements that encourage international mobility through the International Registry. To better support this growing area, NCEES created an international engagement strategist position to help guide and facilitate these efforts. Marie Nebesky, former manager of Credentials Evaluations and Records, transitioned into this role in March and is now responsible for maintaining our international relationships with IEA; supporting mutual recognition agreements, accords, and registries; expanding exam availability into new countries; and working with foreign licensure authorities.

U.K. mutual recognition agreement

The mutual recognition agreement (MRA) between the United States and the United Kingdom has now been officially adopted by the NCEES board of directors and the U.K. Engineering Council. The MRA provides a more direct path for licensed engineers to practice in the United Kingdom and vice versa, much like the mobility we have between states.

The impetus for the MRA came from British Prime Minister Rishi Sunak when he visited Washington, D.C., in June 2023 to discuss the economic partnership between the United Kingdom and the United States and his desire to see mutual recognition in professions across both countries, specifically mentioning engineering. Since the United Kingdom is also part of the IEA, NCEES had a good foundation to create the MRA in accordance with the International Registry and its licensing standards.

A ceremonial signing for the U.K. MRA will take place at the annual meeting in Chicago. All member boards that express an interest in pursuing participation in the MRA are invited to take part in the event. However, I would like to note that there is no deadline to join the agreement; boards may choose to join the MRA at any time in the future.

NCEES Foundation

The NCEES Foundation officially launched in March with a news release and webpage to announce its inaugural board of directors. As a reminder, the Foundation will consolidate and formalize funding requests and financial contributions, which will allow the NCEES board of directors to remain focused on Council operations.

In November, the NCEES board of directors solicited applications to serve on the Foundation board of directors. Almost 60 applicants were vetted by the board of directors at their meeting in February. The following six were selected to establish the inaugural Foundation board:

- **Dale Jans, P.E.**, chair, is an emeritus member of the South Dakota board. He also served as NCEES president in 2011–12.
- **Brian Hanson, P.E.**, vice chair, is an emeritus member of the Alaska board. He also served as NCEES Western Zone vice president in 2016–18.
- **Ia Hall, P.S.M.**, treasurer, is a member of the Florida surveying board.

- **Sina Nejad, P.E.**, is a member of the Texas board.
- **Rita Perea** is a public member of the Iowa board.
- **Paul Tyrell, P.E., P.L.S.**, is a member of the Massachusetts board. He also served as NCEES treasurer in 2020–23 and Northeast Zone vice president in 2017–19.

The Foundation’s funding cycle will run annually from October 1 to September 30 in conjunction with the fiscal year. Each year, the Committee on Finances will develop a spending limit for the Foundation, which will go to the NCEES board of directors for approval. Any monies moved from NCEES to the Foundation must be approved by the full Council.

Mission initiatives

Mission initiatives are a cornerstone of our work at NCEES. Through these activities and programs, we reach the next generation of engineers and surveyors and ensure that our mission to advance licensure continues in the years ahead.

ACEC scholarships

Last year, the board of directors approved a partnership with the American Council of Engineering Companies (ACEC) to create an NCEES scholarship program to award annual \$5,000 scholarships in each state. The first round of scholarships will be awarded in August for the 2024–25 academic year. ACEC invites all scholarship recipients to attend its fall conference in October, where they will be recognized at a breakfast by NCEES leadership and paired with a mentor from an ACEC member firm.

Pursuing a degree in engineering or surveying is an important first step on the path to licensure, and this program is designed to support students who have made that step. The goal is to help them understand the importance and value of licensure for their future career in protecting the health, safety, and welfare of the public.

FE Ambassadors

The FE Ambassador Program tasks student ambassadors to serve as peer-to-peer influencers responsible for promoting licensure and the FE exam on their respective campuses to their fellow students.

The 2023–24 FE Ambassadors included eight students from four universities: Clemson University, Kennesaw State University, North Carolina A&T University, and the University of North Carolina Charlotte. During the fall and spring terms, the FE Ambassadors successfully increased on-campus engagement related to the FE exam through activities such as career fairs, classroom and student chapter presentations, and office hours. Based on the program’s success, the 2024–25 program will launch in August with three additional schools: Campbell University, the University of Georgia, and the University of South Carolina.

FE and FS honor cords

Current engineering and surveying students who pass the FE or FS exam before their graduation from an ABET-accredited program are eligible to receive a free NCEES honor cord to wear at their graduation ceremony. Since launching the program in 2023, it has grown to include almost 175 participating schools, and more than 15,000 cords have been distributed.

Future City Competition expansion

This year, in an effort to build on the success of the Future City Competition for middle school students, DiscoverE launched a pilot competition for high school students. As the signature sponsor for the high school competition, NCEES provided \$1,012,000 in support for its first two years. The expansion of this program allows middle school teams to extend their participation into high school. As part of its funding, NCEES is providing college scholarships to the grand prize winners if they enroll in a college-level engineering or surveying program. With the increasing decline in the number of students graduating from high school and entering college, it is critical that we increase our engagement with these students and keep them on a path that leads to an engineering or surveying degree.

ASCE National Education Partner

NCEES has partnered with the American Society of Civil Engineers (ASCE) to serve as its National Education Partner through 2025. Part of this partnership supports ASCE’s new IMAX film, *Cities of the Future*, which

imagines smart, sustainable cities of the future that engineers are already working on today. *Cities of the Future* is currently showing in giant-screen theaters. The streaming version of the film, which includes a short intro on NCEES and the value of licensure, is being featured through campus-wide hosting events for students throughout the country.

Beyond *Cities of the Future*, this partnership provides direct access to ASCE's student members through hosted webinars, student-focused competitions, and on-campus chapter activities.

Signing off

In October, I will retire as CEO of NCEES. Forgive the cliché, but the end of this chapter is bittersweet. I would like to thank everyone on our member boards, committees and task forces, board of directors, past presidents, and NCEES staff. It has been my honor to serve with you in this role since 2018.

As many of you know, my time with NCEES began long before I was named CEO. For 18 years, I was the member board administrator for the Kentucky board. Based on my experience, I can tell you that NCEES is one of the best organizations there is. The people make all the difference, from the members to the staff, to the volunteers—it is just a great organization from top to bottom. Like all organizations, NCEES has changed a lot over the years, but the quality of its people never has.

That said, I am eager to see the great things NCEES will accomplish under my successor, Chief Operating Officer Davy McDowell, P.E. Fortunately, we have had ample time to prepare and execute the leadership succession plan, which also includes Chief Officer of Examinations Jason Gamble, P.E., assuming the role of COO. This has been a very thoughtful and deliberate process that will make for a smooth transition for both staff and member boards. I am more than confident in these leaders and their abilities to tackle the challenges of tomorrow and lead the organization into the future. NCEES is in good hands.

Thank you all again—and here's to another 100 years of licensure.



Special Committee on Bylaws

Nancy Gavlin, P.E., S.E.

ABSTRACT

The 2023–24 Special Committee on Bylaws was established to provide revisions to the *Bylaws* based on actions by the Council at the 2023 annual meeting.

The committee was assigned four charges. This year's charges required that the committee undertake a thorough review of the entire *Bylaws*. The committee held two meetings virtually and one meeting in-person to accomplish the task. In February 2024, emails were sent to NCEES members, associate members, and board administrators to inform them that the proposed amendments to the *Bylaws* were posted online in the Board Resources of MyNCEES. This notification was made in accordance with *Bylaws* 12.02, which requires member boards to be notified about proposed amendments to the *Bylaws* at least 60 days prior to the first zone interim meeting.

Bylaws 12.02 states that voting shall be by sections and that changes to the published amendments will not be permitted during the annual meeting. An affirmative vote of two-thirds of boards present and in good standing is required to adopt amendments to the *Bylaws*.

The committee will present 36 motions. **The motions begin on page 36.**

CHARGES

Charge 1

Review all Category 1 items from 2022–23 Special Committee on Bylaws report, make the appropriate revisions, and propose amendments as appropriate.

One charge of the 2022–23 Bylaws Committee was to review the NCEES parliamentarian's comments from her review of the *Bylaws*. The 2022–23 committee divided the responses to the review comments into two categories. Category 1 comments consisted of minor wording clean-up changes, while Category 2 comments were more substantive. This year's Bylaws Committee was charged with undertaking a second review of the Category 1 comments and proposing *Bylaws* revisions, as appropriate. Often, a simple proposed revision was repeated in several different sections of the *Bylaws*. Because *Bylaws* 12.02 states that voting shall be by sections, a simple revision could require several motions, one for each section in which it occurs.

During its review of the Category 1 comments, the committee found that one Category 1 comment required more than minor word cleanup: the comment regarding Section 4.06. The case of a vacancy in the president-elect position needs to be clarified. The committee recommends that this issue be referred to an appropriate committee for further review next year.

The committee will present **Motions 1–3, 5–16, 18–26, 28, and 30–36** as a result of this charge.

Charge 2

Review revisions to Bylaws 3.021 as presented by the Advisory Committee on Council Activities (ACCA) and approved by the Council at the 2023 annual meeting. Propose an amendment to clarify that member board administrators are automatically designated associate members.

The proposed changes to *Bylaws* 3.021 are exactly as approved by the Council at the 2023 annual meeting. The committee will present **Motion 4** as a result of this charge.

Charge 3

Review revisions to Bylaws 4.05 as presented by ACCA and approved by the Council at the 2023 annual meeting. Propose an amendment to clarify that current members of the board of directors can continue through the leadership path even if their term on their member board has expired.

The proposed changes to *Bylaws* 4.05 are as approved by the Council at the 2023 annual meeting. The committee will present **Motion 17** as a result of this charge.

Charge 4

With assistance from the Engineering Licensure Task Force, incorporate into Bylaws Article 7 a new Committee on Licensure as presented by the Engineering Licensure Model Task Force and approved by the Council at the 2023 annual meeting. Propose an amendment that describes the committee responsibilities and the committee membership makeup.

The committee worked with the chair of the Engineering Licensure Task Force and the parliamentarian to develop appropriate language to define the new Committee on Licensure. The committee will present **Motions 27 and 29** as a result of this charge.

Respectfully submitted, the **Special Committee on Bylaws:**

Nancy Gavlin, P.E., S.E., Chair

Members

Gene Dinkins, P.E., P.L.S.
Azuanuka (Azu) Etoniru, P.E., P.L.S.
Jason Henderson, P.S.
Karen Purcell, P.E.

Board liaison

Karl Tonander, P.E.

Staff liaison

Davy McDowell, P.E.

MOTIONS

Bylaws Motion 1

Move that *Bylaws* 2.01 be amended as follows:

Section 2.01 Purpose. The purpose of this Council shall be to provide an organization through which sState bBoards may act and counsel together to better discharge their responsibilities in regulating the practice of engineering and surveying as it relates to safeguarding the health, safety, and welfare of the public. The Council shall also provide such services as may be required by the boards in their mandate to safeguard the public.

Rationale

For clarification and simplification, when a term first appears and is defined in the *Bylaws*, primarily in Articles 1–3, it is capitalized, and the capitalization of that term is continued throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location of their occurrence.

Board of directors’ position

Endorses, consent agenda

Bylaws Motion 2

Move that *Bylaws* 2.02 be amended as follows:

Section 2.02 Objectives. In the public interest, NCEES shall provide to licensing boards services that assist in the development and administration of the licensing process by promoting

- (1) Improvements of licensing laws for engineering and surveying, including the administration and effectiveness of these-those laws;
- (2) Uniformity of standards and practices used in engineering and surveying licensure;
- (3) General acceptance and recognition of comity for engineering and surveying licensure among boards;
- (4) Definition and maintenance of nationally recognized licensing qualifications to become professional engineers and professional surveyors;
- (5) Identification and observation of international engineering and surveying licensing procedures and the maintenance of a liaison with international licensing agencies;

- (6) Improvement and uniformity of standards for law enforcement and disciplinary action in engineering and surveying licensing laws and their administration; and
- (7) Value of the licensure of engineers and surveyors as it relates to safeguarding the health, safety, and welfare of the public.

Rationale

A minor wording revision is proposed for conciseness and clarity.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 3

Move that *Bylaws* 3.02 be amended as follows:

Section 3.02 Members. A ~~m~~Member of NCEES shall be a person who is a member of a Member Board.

Rationale

When a term first appears and is defined in the *Bylaws*, it is capitalized, and the capitalization of that term is continued throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 4

Move that *Bylaws* 3.021 be amended as follows:

Section 3.021 Associate Members. An Associate Member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an Associate Member of NCEES.

[Member board administrators shall automatically be designated as Associate Members.](#) Recommendations for ~~other a~~Associate m~~Members of NCEES~~ shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate Members ~~of NCEES~~ shall have the privilege of the floor at meetings of the Council. Associate Members may serve on any committee or task force to which duly appointed under the *Bylaws*. ~~Associate Members are eligible to hold the elective office of zone Secretary but are not eligible to serve on the NCEES Board of Directors.~~

Rationale

The revision to the first sentence of the second paragraph of Section 3.021 is as proposed by ACCA and approved at the 2023 annual meeting. The rationale at that time was that member board administrators (MBAs) are a vital part of NCEES, and almost every MBA is named an associate member in due course. This change would streamline the process for designating MBAs associate members. Other member board staff who wish to be designated associate members would need to continue to go through the formal process.

The remaining revisions to Section 3.021 are a result of Charge 1 considerations. They consist of capitalizations and minor wording cleanup for conciseness and clarity and to eliminate repetition. Eligibility to hold office is covered in Sections 3.09 and 4.05 and should not be included in this section.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 5

Move that *Bylaws* 3.022 be amended as follows:

Section 3.022 Emeritus Members. An Emeritus Member of NCEES shall be a person who is a former member of a Member Board who is duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Emeritus Members ~~of NCEES~~ shall have the privilege of the floor at meetings of the Council. Emeritus Members may serve on any committee or task force to which duly appointed under the *Bylaws*.

Rationale

A minor wording revision is proposed for conciseness and clarity and to eliminate repetition. In the first sentence of this section, Emeritus Member is defined as including “of NCEES.” Subsequently, the capitalization of Emeritus Member indicates that the complete definition applies, as provided in the first paragraph, and noting “of NCEES” is not necessary.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 6

Move that *Bylaws* 3.03 be amended as follows:

Section 3.03 International Affiliate Organization. An International Affiliate Organization of NCEES shall be a legally constituted entity located outside the United States having a collateral and supportive position with the licensure of engineers or surveyors. International Affiliate Organizations are entitled to representation at Council meetings ~~without voting privileges~~ and, on approval of the presiding officer, may have the privilege of the floor. Acceptance of an International Affiliate Organization shall be by majority vote of the Council.

Rationale

A minor wording revision is proposed to eliminate repetition. Voting privileges are defined in Section 6.02.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 7

Move that *Bylaws* 3.04 be amended as follows:

Section 3.04 Participating Organizations. A Participating Organization shall be a society, institute, association, or organization of national scope whose membership is composed predominantly of engineers and/or surveyors engaged in work at the professional level and whose policies include advancement of professional ethics and standards and encouragement of licensure, and which actively supports the policies and objectives of the Council. Participating Organizations are entitled to representation at meetings of the Council ~~without voting privileges~~ and, on approval of the presiding officer, may have the privilege of the floor. They shall

be privileged to communicate with the officers and Board of Directors of the Council on matters of mutual concern. Acceptance of a Participating Organization shall be by majority vote of the Council.

Rationale

A minor wording revision is proposed to eliminate repetition. Voting privileges are defined in Section 6.02.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 8

Move that *Bylaws* 3.05 be amended as follows:

Section 3.05 Delegates. A ~~d~~D~~e~~legate shall be a ~~m~~M~~e~~mb~~e~~r or an ~~a~~A~~s~~soci~~a~~te ~~m~~M~~e~~mb~~e~~r designated by a Member Board to represent it at meetings of the Council. A Member Board may have as many ~~d~~D~~e~~legates as it has members but may cast ~~v~~otes only the number of votes as prescribed in the *Bylaws*. Any ~~d~~D~~e~~legate shall have the privilege of the floor.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

In addition, minor wording revisions are proposed for conciseness and clarity.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 9

Move that *Bylaws* 3.06 be amended as follows:

Section 3.06 Representatives. A ~~r~~R~~e~~presentative shall be a member of an International Affiliate Organization or a Participating Organization designated to represent his or her respective organization at meetings of the Council.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 10

Move that *Bylaws* 3.07 be amended as follows:

Section 3.07 Past Presidents. Past ~~p~~P~~r~~esidents of the Council who are not members of Member Boards shall be considered as honorary participants in the Council eligible to serve on the committees, to have the privilege of the floor at meetings of the Council, to take part in discussions, and to perform all functions of ~~m~~M~~e~~mb~~e~~rs except to hold office and vote.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 11

Move that *Bylaws* 3.08 be amended as follows:

Section 3.08 Zones. ~~The~~ Member Boards ~~of the Council~~ shall be divided into four zones as follows: **Central Zone:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin; **Northeast Zone:** Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia; **Southern Zone:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands (U.S.), Virginia; **Western Zone:** Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming.

Rationale

Minor wording revisions are proposed for conciseness and clarity and to eliminate repetition.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 12

Move that *Bylaws* 3.09 be amended as follows:

Section 3.09 Zone Organization. Each zone shall adopt the *Zone Meeting and Continuity Guidelines* for its organization and operation consistent with and in conformity to the NCEES *Bylaws*.

Each zone shall submit copies of its minutes to the Council at the Annual Business Meeting of the Council. Each zone shall elect an Assistant Vice President who shall serve a two-year term concurrent with the Vice President. The Assistant Vice President shall assist the Vice President, shall perform the duties outlined in the *Zone Meeting and Continuity Guidelines*, and shall perform all duties of the Vice President in the event that the Vice President is unable to perform them for any reason. This shall include fulfilling the duties as Vice President on the Board of Directors.

Each zone shall elect a Secretary. Members and ~~a~~Associate ~~m~~Members shall be eligible to hold the office of Secretary. The Secretary shall keep and have published zone minutes and maintain records of zone activities.

Administration of the financial affairs of the zone shall be consistent with those of the Council as governed by the Council's Articles of Incorporation and the *Bylaws*.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

In addition, a minor wording revision is proposed for conciseness and clarity.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 13

Move that *Bylaws* 4.01 be amended as follows:

Section 4.01 Board of Directors. The Board of Directors shall be the executive board of [the National Council of Examiners for Engineering and Surveying NCEES](#). The Board of Directors shall exercise the corporate powers as set forth in the South Carolina Nonprofit Corporation Act.

The Board of Directors shall function as the executive board of the Council and may authorize all expenditures, provide direction to the office of the Chief Executive Officer through the President, authorize the borrowing of funds for Council purposes, and do all things necessary to conduct the affairs of the Council between the Annual Business Meetings.

The Board of Directors shall not take any action that shall interfere with the rights of any Member Board in the regulation of licensees or determine the licensing requirements of applicants within any Member Board's jurisdiction. The Board of Directors shall not be authorized to make expenditures in excess of its annual income and general reserves. In no event shall the Board of Directors be authorized to increase NCEES membership fees of a constituent member.

Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present. The President shall call meetings of the Board of Directors. A majority of the [Board](#) members may submit a written request to the President to call such meeting, and the President shall call such meeting within 30 days of receiving such request.

Rationale

A minor wording revision is proposed to eliminate repetition.

In addition, defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 14

Move that *Bylaws* 4.02 be amended as follows:

Section 4.02 Board Membership. The Board of Directors shall consist of the President, the President-Elect, the Immediate Past President, the Treasurer, and the four [zone](#) Vice Presidents (one from each zone).

Rationale

A minor wording revision is proposed for clarity.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 15

Move that *Bylaws* 4.03 be amended as follows:

Section 4.03 Officers. Officers of the Council shall be the President, the President-Elect, the Immediate Past President, the Treasurer, the four [zone](#) Vice Presidents (one from each zone), and the Chief Executive Officer as the Secretary.

Rationale

A minor wording revision is proposed for clarity.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 16

Move that *Bylaws* 4.04 be amended as follows:

Section 4.04 Elections and Terms of Office. The President-Elect shall be elected by the Council at each Annual Business Meeting in the manner prescribed in the *Bylaws*. The President-Elect shall serve the Council for a period of three years. The first year shall be as President-Elect. The second year, without further election, the President-Elect shall become President, holding that office until a successor has been installed. The third year, without further election, the President shall become Immediate Past President. Any ~~m~~Member elected to the office of President-Elect shall be eligible to serve as President-Elect, President, and Immediate Past President, with full authority of the offices and board privileges. Past Presidents shall be ineligible for reelection as President-Elect of the Council.

The Treasurer shall be elected at the Annual Business Meeting every three years in the manner prescribed in the *Bylaws*. Treasurers shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Treasurer, a partial term served shall not be considered a term for term-limit purposes.

Vice Presidents shall be elected at their respective Zone Interim Meeting every two years in the manner prescribed in the *Bylaws*. Vice Presidents from the Northeast and Southern Zones shall be elected in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected in even-numbered years. Vice Presidents shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Vice President, a partial term served shall not be considered a term for term-limit purposes.

New members of the Board of Directors shall assume their duties at the conclusion of the Annual Business Meeting. Board members may continue to serve until the conclusion of the term of office to which they were elected even if their terms with Member Boards have ended.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 17

Move that *Bylaws* 4.05 be amended as follows:

Section 4.05 Qualifications. Any ~~m~~Member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate ~~m~~Members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall be a licensed engineer or surveyor, shall have been a ~~m~~Member of NCEES at least three years, and shall have attended at least two NCEES Annual Business Meetings.

Members of the current Board of Directors whose term on their Member Board has expired may run for President-Elect if

- ~~• Their term on their state board has expired during their term as NCEES Treasurer or Vice President;~~
- They have obtained emeritus standing within the Council; and
- ~~†~~They have the approval of their state Member bBoard; and
- It is their zone’s rotation to elect a President-Elect; and
- They have been nominated by the zone.

The President-Elect shall not be from the same zone as the President.

To be eligible for the office of Treasurer, a person shall be a licensed professional engineer, licensed professional surveyor, or public member.

To be eligible for the office of Vice President, a person shall be a licensed professional engineer or surveyor and shall be from the zone that elects him or her.

Rationale

The proposed revisions to the third paragraph of Section 4.05 are presented as passed by the Council at the 2023 annual meeting. The changes were recommended by ACCA based on the belief that once a member board member is elected zone vice president or treasurer, they should be able to continue through the entire leadership pathway (vice president/treasurer, president-elect, president, and immediate past president) even if their term on their member board expires prior to the end of this pathway.

The remaining proposed revisions to Section 4.05 are minor wording revisions to eliminate repetition and to capitalize defined terms.

Board of directors’ position

Endorses, consent agenda

Bylaws Motion 18

Move that *Bylaws* 5.01 be amended as follows:

Section 5.01 President. The President shall be the chair of the Board of Directors and shall preside over all meetings of the Board as well as the Annual Business Meeting of the Council. The President shall be an ex-officio member of all committees and task forces of the Council. The President shall perform all other duties ordinarily pertaining to the office of President. The President shall prepare and present to the Council at the Annual Business Meeting a report of the President’s activities during the term of office.

The President shall appoint all members, chairs, vice-chairs, and consultants of the standing committees as defined in Article 7 of the *Bylaws*. The President shall also appoint all members, chairs, vice-chairs, and consultants of special committees and task forces unless specific action of the Council or of the Board of Directors names the personnel of the committee or task force. The President shall also appoint one member of the Board of Directors to serve as board liaison to each standing committee, special committee, and task force. The President shall appoint all official representatives of the Council to any other organizations. If needed

during the annual meeting, the President shall appoint a Tellers Committee for the election of the President-Elect and/or Treasurer.

If the President is absent, the President-Elect will serve as the acting President in accordance with *Bylaws* 5.02. If both the President and the President-Elect are absent, the Vice President from the zone that will be nominating the next President-Elect will serve as the acting President. The acting President shall have all powers of the President while [presiding-serving](#) in this capacity.

Rationale

A minor wording revision is proposed for conciseness and clarity.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 19

Move that *Bylaws* 5.02 be amended as follows:

Section 5.02 President-Elect. ~~The President Elect shall serve as a member of the Board of Directors.~~ In the absence of the President or the incapacity of the President, the President-Elect shall exercise the duties of and possess all the powers of the President, including the appointment of committees. The President-Elect shall serve as an ex-officio member of the Committee on Finances.

Rationale

The first sentence has been removed to eliminate repetition. The deleted information is already provided in Section 4.02.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 20

Move that *Bylaws* 5.03 be amended as follows:

Section 5.03 Treasurer. ~~The Treasurer shall serve as a member of the Board of Directors.~~ The Treasurer shall, under the direction of the Board of Directors, oversee the financial operation of the Council and shall obtain an annual audit of Council finances and submit such audit to the Board of Directors. The Treasurer shall serve as an ex-officio member of the Committee on Finances.

Rationale

The first sentence has been removed to eliminate repetition. The deleted information is already provided in Section 4.02.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 21

Move that *Bylaws* 5.04 be amended as follows:

Section 5.04 Vice Presidents. Vice Presidents shall be identified as Central Zone Vice President, Northeast Zone Vice President, Southern Zone Vice President, and Western Zone Vice President. The Vice President of each zone shall be the administrative officer of their zone ~~and serve as a member of the Board of Directors.~~

Rationale

The revision has been proposed to eliminate repetition. The deleted information is already provided in Section 4.02.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 22

Move that *Bylaws* 5.05 be amended as follows:

Section 5.05 Secretary. The Chief Executive Officer shall serve as the Secretary of the Corporation. As such, the Secretary shall serve as the custodian for corporate records of the Council and shall be the officer responsible for preparing minutes of the ~~Board of d~~Directors' and ~~m~~Members' meetings and for authenticating all corporate records. The Secretary shall have the authority to execute documents on behalf of the Council and as directed by the Board of Directors.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 23

Move that *Bylaws* 6.01 be amended as follows:

Section 6.01 Annual Business Meetings. The Annual Business Meeting of the Council shall be held at the time and place selected by the Board of Directors.

Notice of the Annual Business Meeting shall be provided to each Member Board, ~~m~~Member, ~~a~~Associate ~~m~~Member, Past President, Emeritus Member, International Affiliate Organization, and Participating Organization not less than four weeks prior to each meeting.

The Board of Directors shall prepare a consent agenda for each Annual Business Meeting. Individual motions may be removed from the consent agenda upon request by any Member Board.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

In addition, Past President and Emeritus Member are added to the list of those receiving notice of the annual meeting to conform with the practice of the Council.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 24

Move that *Bylaws* 6.02 be amended as follows:

Section 6.02 Quorum and Voting. A quorum for the transaction of business at ~~the an~~ Annual Business Meetings of the Council shall be ~~a~~Delegates from a majority of Member Boards. A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. An ~~a~~Associate ~~m~~Member may serve as a Member Board ~~a~~Delegate for voting purposes only when so designated by the Member Board's chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For Member Boards that require authorization from the ~~s~~State, such designation may come from the agency director for that board.

Voting by one Member Board on behalf of another Member Board not physically present in the meeting room at the time of the vote shall not be permitted.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

In addition, a minor wording revision is proposed for clarity.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 25

Move that *Bylaws* 6.03 be amended as follows:

Section 6.03 Special Meetings. Special meetings of the Council may be called by the President, or by the ~~a~~Delegates, representatives, or officers of the majority of the Member Boards. The same *Bylaws* relative to quorum, voting, procedure and conduct of business at an Annual Business Meeting shall apply to special meetings.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 26

Move that *Bylaws* 6.04 be amended as follows:

Section 6.04 Zone Meetings. Zone meetings may be held each year. A quorum for the transaction of business at zone meetings shall be ~~e~~D~~e~~legates from a majority of Member Boards of the zone. The Vice President from the zone shall preside at the zone meetings and submit copies of its minutes to the Council Secretary.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 27

Move that *Bylaws* 7.01 be amended as follows:

Section 7.01 Standing Committees. The standing committees of the Council shall be the following: Advisory Committee on Council Activities (ACCA), Awards, Education, Examination Audit, Examinations for Professional Engineers (EPE), Examinations for Professional Surveyors (EPS), Examination Policy and Procedures (EPP), Finances, Law Enforcement, Licensure, Member Board Administrators (MBA), and Uniform Procedures and Legislative Guidelines (UPLG).

The structure and membership of all standing committees shall be commensurate with the charges unless otherwise provided for in the *Bylaws*. The composition of the committees should reflect the diversity of the Council membership.

A committee member may be appointed to serve on only one standing committee during any administrative year.

Appointments shall limit the tenure on any one committee to a maximum of four consecutive years, including any time as chair, except that (1) an individual may serve for three years as an EPS Committee member, two additional years as the EPS Committee vice chair, and two additional years as the EPS Committee chair; and (2) an individual may serve for three years as an EPE Committee member, two additional years as the EPE Committee vice chair, and two additional years as the EPE Committee chair. The chairs of the EPE and EPS Committee shall have had experience in developing NCEES examinations before assuming the position of chair. This experience is defined as involvement in at least two of the following activities: item writing or review, participation on a cut score panel, involvement in a Professional Activities and Knowledge Study (PAKS) committee or on examination specification committees, or participation on an examination development committee. The ascension track to the chair shall also include psychometric training approved by NCEES. A committee chair appointment shall be limited in tenure to a maximum of two consecutive years on any one committee.

Members, ~~a~~A~~s~~sociates, ~~m~~M~~e~~mbers, ~~p~~P~~a~~st ~~p~~P~~r~~esidents, and ~~e~~E~~m~~eritus ~~m~~M~~e~~mbers shall be eligible to serve on any committee or task force. Committee members may continue to serve until the conclusion of the term of office to which they were appointed even if their terms with Member Boards have ended.

Rationale

The Committee on Licensure has been added to the list of standing committees, as approved by Council at the 2023 annual meeting.

In addition, defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 28

Move that *Bylaws* 7.10 be amended as follows:

Section 7.10 Committee on Law Enforcement. The Committee on Law Enforcement shall consist of a chair and members from each zone. At least one member shall be a surveyor. The committee shall receive comments and suggestions from Member Boards regarding ~~s~~State ~~b~~Board regulatory functions and submit recommendations for action to the Board of Directors. The committee will consider and recommend methods for Member Boards to achieve more effective and uniform enforcement of licensing acts and for greater interstate coordination of enforcement actions, including better utilization of available technologies. The committee is responsible for periodically updating the *Investigation and Enforcement Guidelines* to assist Member Boards in investigative techniques, hearing procedures, and settlements.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 29

Move that *Bylaws* 7.11 be added as follows and that subsequent sections be renumbered accordingly:

Section 7.11 Committee on Licensure. The Committee on Licensure shall consist of a chair and two members from each zone. At least two members of the committee shall be professional engineers, at least two members shall be professional surveyors, and at least one member shall be a member board administrator. Committee appointments shall strive to include those currently active in academia, private practice, industry, and government. In addition, the President shall appoint consultants as necessary.

The chair or a designee of this committee shall be a liaison to the Participating Organizations Liaison Council and to the Committee on Uniform Procedures and Legislative Guidelines and shall provide advice to the President and the Board of Directors.

The committee shall provide ongoing holistic review of the engineering and surveying licensure systems. It shall respond to licensure issues and concerns as they arise by developing and recommending licensure processes and amendments to position statements, the *Model Law*, and the *Model Rules* as necessary.

Rationale

The Bylaws Committee worked with the Engineering Licensure Task Force to develop a committee description that adequately serves the purpose of the Licensure Committee. It provides for a forum where a wide range of licensure issues can be addressed and provides connectivity between existing standing committees in addressing licensure-related issues.

Board of directors' position
Endorses, consent agenda

Bylaws Motion 30

Move that *Bylaws* 7.11 be amended as follows:

Section 7.11 Committee on Member Board Administrators. The Committee on Member Board Administrators shall consist of a chair, who shall be a member board administrator; at least two member board administrators from each zone; and two current ~~m~~Members or ~~e~~Emeritus ~~m~~Members ~~of Member Boards~~. The committee shall arrange for the conference of administrators at the Annual Meeting and Interim Meetings of the NCEES zones. Throughout the year, the committee shall strive to provide close cooperation between administrators and to facilitate and assist any efforts by the Member Boards in addressing licensure processes and practices.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Note: This section will be renumbered from 7.11 to 7.12 if Motion 29 is adopted.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 31

Move that *Bylaws* 10.01 be amended as follows:

Section 10.01 Fees. Member Board annual membership fees are due ~~within~~ 30 days ~~within of~~ receipt of an invoice from NCEES. The fee schedule for Member Boards shall be based on the number of licensees of record as of December of the preceding calendar year.

Rationale

A minor wording revision is proposed for clarity.

Board of directors' position

Endorses, consent agenda

Bylaws Motion 32

Move that *Bylaws* 10.0125 be amended as follows:

Section 10.0125 Examinees. Examinees may register and sit for NCEES examinations even when their NCEES ~~m~~Member ~~b~~Board is in arrears.

Rationale

Defined terms are capitalized throughout the *Bylaws*. Whenever these capitalized terms are used in the *Bylaws*, the definitions automatically apply, eliminating the need for additional explanation at each location.

Board of directors' position

Endorses, consent agenda



Advisory Committee on Council Activities

Dean Ringle, P.E., P.S., Chair

ABSTRACT

The Advisory Committee on Council Activities (ACCA) provides advice and briefing to the NCEES president and board of directors on new policy issues, problems, and plans that warrant preliminary assessment of policy choices and procedures not yet assigned to a standing committee or involving several existing committees.

ACCA used Basecamp to conduct the preliminary work on charges, held an organizational meeting through Zoom on September 26, 2023, held one virtual meeting through Zoom on December 14, 2023, and met in person in Tampa, Florida, January 12–13, 2024, to finalize the work to make recommendations to the Council.

ACCA was assigned 12 charges and will present 12 motions. **The motions begin on page 56.**

CHARGES

Charge 1

Accomplish all recurring committee activities:

- *Review all administrative policies, professional policies, and position statements in the Manual of Policy and Position Statements. Determine if each policy and position statement remain relevant and whether any are covered in other NCEES manuals. Propose revisions as necessary.*

All committee members were charged with reviewing these documents and bringing forth any suggested changes. The committee discussed proposing some process changes related to approving motions once those motions have been approved by the Council and referred to another committee to incorporate into the *Model Law, Model Rules, Bylaws*, etc. This would have resulted in a change to Administrative Policy 8, Motions, which is also being studied by the committees on Examinations for Professional Engineers, Examinations for Professional Surveyors, and Examination Policy and Procedures. Staff conferred with the NCEES parliamentarian to determine what language would be best, and she suggested that ACCA be charged next year with looking at the entire way that motions are handled.

The committee recommends that ACCA be charged with looking into the motion-approval process in more detail in 2024–25.

Charge 2

Determine if NCEES should have a position statement on ethics, good character, reputation, etc. (see Model Law 130.10 A.1).

NCEES references ethics in its vision and mission statements and requires that applicants for licensure demonstrate good character and reputation in the *Model Law*. A policy statement that supports the vision and mission and demonstrates that NCEES promotes professional ethics among all engineers and surveyors is appropriate.

The language chosen is similar to the Preamble to the National Society of Professional Engineers (NSPE) Code of Ethics and captures the essence of ethical professional behavior for both engineers and surveyors. NSPE has authorized NCEES to adopt the language.

The committee will present **Motion 1** as a result of this charge.

Charge 3

Consider amending Administrative Policy 12 to add a Meritorious Service Award with Special Commendation to honor individuals who continue to serve with distinction after receiving the Meritorious Service Award.

The committee discussed the addition of this award and determined that it makes sense to add an award to recognize the service of NCEES associate members who demonstrate distinguished service prior to and after receiving the Meritorious Service Award.

The committee will present **Motion 2** as a result of this charge.

Charge 4

Review Bylaws 3.022 Emeritus Members. Consider the following related to emeritus member appointments to promote an active and engaged membership. Propose revisions as appropriate.

- *Review the nomination process for emeritus members.*
- *Study the decision process of member boards in selecting emeritus members (including if boards have a maximum number of emeritus members allowed or why some boards have none).*
- *Consider whether a limit on the number of emeritus members from each member board is needed.*
- *Consider whether a term limit for emeritus appointments is needed.*
- *Consider whether criteria for obtaining emeritus status is needed, such as requiring attendance at one or more state board meetings or active engagement in NCEES activities (attendance at meetings, outreach, ABET, etc.). Develop criteria as appropriate.*

NCEES Bylaws Section 3.022 states, “An Emeritus Member of NCEES shall be a person who is a former member of a Member Board who is duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.”

After researching the current list of emeritus members and discussing potential term limits, limits on the number of emeritus members from each member board, required active engagement in NCEES activities, and related concerns, the committee concluded that member boards should be responsible for recommending individuals to the board of directors to become emeritus members and that individuals should remain emeritus members until notified otherwise by a member board.

Historically, once an individual is approved by the NCEES board of directors, that individual has remained in emeritus status. The committee recommends that NCEES staff annually ask member boards to review their list of emeritus members and report any changes to NCEES for review by the board of directors. The request to review should be sent to the state board president and the member board administrator or executive director. If no response is received, emeritus members will remain.

Additionally, emeritus members of NCEES have the privilege of the floor at meetings of the Council and therefore can participate in debate. However, the committee feels that they should not be able to make motions or propose amendments to motions. ACCA is proposing a *Bylaws* amendment to stipulate that only delegates (a member or an associate member designated by a member board to represent it at meetings of the Council) can make motions or amendments to motions. The president, chief executive officer, and chief operating officer would need to monitor this at the annual meeting to make sure that a motion is not put forward by an emeritus member.

The committee will present **Motion 3** as a result of this charge.

Charge 5

Review Bylaws 3.03 and 3.04 to consider if acceptance of an affiliate organization or a participating organization is indefinite or if the Bylaws should stipulate renewal or termination possibilities. Propose revisions as necessary.

Section 3.03

Currently, there are no International Affiliate Organizations in NCEES. As NCEES does more business outside of the United States, this category may provide additional benefits for collaboration. While organizations are voted on by majority vote of the Council, there is no mechanism for renewal or termination of these organizations after acceptance. To ensure these organizations still provide a collateral and supportive position with the licensure of engineers and surveyors, ACCA recommends that the board of directors performs an annual review of these organizations.

Section 3.04

NCEES has only added two or three participating organizations over the past 10 years. While these organizations are also voted on by majority vote of the Council, there is no mechanism for renewal or termination of these organizations after acceptance. To ensure that these participating organizations continue to align and actively

support the policies and objectives of the Council, ACCA recommends that the board of directors performs an annual review of these organizations.

Section 3.04 states, “They shall be privileged to communicate with the officers and Board of Directors of the Council on matters of mutual concern.” After review by ACCA, there was not a clear understanding of the meaning or intent of this statement. By the nature of this bylaw, the participating organizations are entitled to representation at meetings of the Council without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. Participating organizations also meet on an annual basis with NCEES at the Participating Organizations Liaison Council (POLC) meetings. ACCA recommends removing this statement from the *Bylaws*.

The committee will present **Motion 4** as a result of this charge.

Charge 6

Review Bylaws 4.01 to determine if a schedule of regular meetings of the board of directors should be included. Propose revisions as necessary.

At the recommendation of the parliamentarian, ACCA reviewed whether a schedule of regular meetings of the board of directors should be included in the *Bylaws*. Board of directors meeting schedules are set just prior to the annual meeting. Five meetings are scheduled annually, with one being more informational, with very little business taking place. Based upon review of comparable organization bylaws, to set expectations and ensure transparency around board of directors meetings, ACCA recommends that the *Bylaws* include the number of regular board meetings.

The committee will present **Motion 5** as a result of this charge.

Charge 7

Review Bylaws 4.01 to determine if further explanation is needed for calling a special meeting of the board of directors. Propose revisions as necessary.

ACCA has reviewed *Bylaws* 4.01 to determine if further explanation is needed for calling a special meeting of the board of directors. At the recommendation of the parliamentarian, ACCA looked at adding specific requirements to a request a special meeting. Currently, the president calls all meetings of the board of directors, and there may be a situation whereby a special meeting is requested by a board member. The current *Bylaws* does not require any information other than a written request by a majority of the board members to the president. ACCA agrees with the parliamentarian and recommends that additional information be required, with the written request including the names of the board members requesting the meeting and the specific purpose of the meeting. A notice of the date, time, place, and specific purpose of the meeting should be given to all board members at least 15 days prior to the day of the meeting. This additional information is also included in the bylaws of comparable organizations that support professional engineers and surveyors.

The committee will present **Motion 6** as a result of this charge.

Charge 8

Review Bylaws 4.01 and 6.02 to determine if a standard definition of a quorum should be developed and if voting should be by majority of member boards or by majority of member boards present. Propose revisions as necessary.

At the recommendation of the parliamentarian, ACCA reviewed *Bylaws* Section 4.01 and Section 6.02 to determine whether a standard definition of the word “quorum” is needed. Section 4.01 concerns decisions by the NCEES board of directors and states, “Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present.” This section is silent on what constitutes a quorum of the board of directors. Section 6.02 establishes a quorum for the purposes of conducting an annual meeting as “...delegates from a majority of Member Boards.” Section 6.02 also stipulates, “A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.”

ACCA finds that the definition of a quorum for the purposes of conducting an annual meeting (Section 6.02) is defined and needs no further definition. A quorum for the board of directors, however, should be defined in the *Bylaws* for the purposes of conducting business at regularly scheduled or called meetings. ACCA agreed that, traditionally, a quorum is a simple majority of members. Therefore, ACCA recommends that a quorum of the board of directors should consist of five members.

ACCA further recommends that action taken by the Council at an annual meeting should be by a majority of the member boards voting, not the majority of those represented. In a system in which a majority of those represented must be considered, any votes that are not cast are considered as against an action, and that should not be the intent of the Council. In practice, if all 69 member boards are represented and all 69 member boards vote, then an action is adopted if 35 member boards vote in the affirmative. Under a system in which a majority of those represented is required but only 60 member boards vote, for example, then 35 affirmative votes are still required. ACCA feels that, in this example, 31 votes should be required.

The committee will present **Motions 7–8** as a result of this charge.

Charge 9

Review Bylaws 4.07 regarding how votes are decided for removal or sanction of a member of the board of directors. Also determine if there should be different criteria for removal versus sanction. Propose revisions as necessary.

ACCA has reviewed *Bylaws 4.07* regarding how votes are decided for the removal or sanction of a member of the board of directors and if different criteria should apply for removal versus sanction. At the recommendation of the parliamentarian, ACCA has reviewed the language and agrees that the vote should be clarified to a majority vote of the board members. Because the process for removal or sanction has a high level of rigor with the Grievance Committee, ACCA does not believe that there should be any different criteria of voting for a sanction or removal.

A comprehensive review of the *Bylaws* also led to the addition of clarifying language around the Grievance Committee. It was not clear who would convene the committee when needed; therefore, ACCA is recommending that the ACCA chair be added as the one who would convene the Grievance Committee and that once the committee is convened, they would select the chair of the committee.

The committee will present **Motion 9** as a result of this charge.

Charge 10

Review Bylaws 6.03 regarding how special meetings of the Council can be called. Propose revisions as necessary.

Bylaws Section 6.03 regarding special meetings states, “Special meetings of the Council may be called by the President, or by the delegates, representatives, or officers of the majority of the Member Boards. The same *Bylaws* relative to quorum, voting, procedure and conduct of business at an Annual Business Meeting shall apply to special meetings.”

In reviewing this section of the *Bylaws*, the parliamentarian noted that it lacked specificity as to how a special meeting is to be called, for what purpose, and how notice of such a meeting is to be made. ACCA reviewed Section 6.03 and determined that a call for a special meeting should require more specificity as to the methods, reasons, and notice for special meetings of the Council.

ACCA found that it is appropriate to require that there be a specific purpose for a special meeting, and that the notice of the date, time, place, and specific purpose should be provided to the Council in a sufficient amount of time in advance of said meeting. ACCA further determined that a “written request” need not be defined, as it is common that “written” may be in different forms but is clearly not intended to be “oral.”

The committee will present **Motion 10** as a result of this charge.

Charge 11

Review Bylaws Article 12 regarding how amendments are made to the Bylaws and propose revisions to clarify the meaning of “in good standing.”

Article 12 of the *Bylaws* states that amendments to the *Bylaws* require a two-thirds affirmative vote of the member boards “present and in good standing.” ACCA was charged with determining the meaning of “in good standing” but determined that, in the context of Article 12, “good standing” has no relevance. Amendments to the *Bylaws* are only made at business meetings of the Council, at which only member boards in good standing (i.e., having paid NCEES dues) may be in attendance. Therefore, all member boards present at an annual meeting are in good standing.

As discussed under Charge 8, ACCA determined that it is appropriate instead to revise this section of the *Bylaws* to require amendments to be adopted by two-thirds of the members voting, not the members present.

The committee will present **Motion 11** as a result of this charge.

Charge 12

Define the term “privilege of the floor” used throughout the Bylaws. Propose revisions as necessary to add the definition to the Bylaws.

The term “privilege of the floor” is used throughout the NCEES *Bylaws*, specifically in Sections 3.021, 3.022, 3.03, 3.04, 3.05, 3.07, and 10.012. “Privilege of the floor” is commonly used for the purposes of allowing a person who is not a member of the deliberative body to simply attend the proceedings. In practice, NCEES has used the term in reference to allowing a member who is not a delegate to have the right to speak. The parliamentarian noted in her report to the 2023–24 Special Committee on Bylaws that the term was not previously defined. ACCA determined that the most effective and efficient method to resolve this issue is to explain this term in *Bylaws* Section 1.02, Definitions and Abbreviations.

The committee will present **Motion 12** as a result of this charge.

Respectfully submitted, the **Advisory Committee on Council Activities:**

Dean Ringle, P.E., P.S., Chair

Members

Scott Bishop, P.S.
Kelly Fedele, P.E., P.S.
Kathy Hart
Coby King
Christopher Knotts, P.E.
James Purcell, P.E.
Sam Reed, P.E.
David Widmer, P.L.S.

Board liaison

Laura Sievers, P.E.

Staff liaison

Donna Moss, SHRM-CP, PHR

MOTIONS

ACCA Motion 1

Move that a position statement on ethics and good character be adopted as follows:

PS XX Ethics and Good Character

Engineering and surveying are important and learned professions. As members of these professions, licensees have a direct and vital impact on the quality of life for all people and are expected to exhibit the highest standards of honesty and integrity. Accordingly, professional engineers and professional surveyors must be dedicated to the protection of the public health, safety, and welfare. Professional engineers and professional surveyors must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct.

Rationale

NCEES references ethics in its vision and mission statements and requires that applicants for licensure demonstrate good character and reputation in the *Model Law*. A policy statement that supports the vision and mission and demonstrates that NCEES promotes professional ethics among all engineers and surveyors is appropriate. As professionals, engineers and surveyors are expected to exhibit high ethical standards and are recognized by the public as trustworthy and of good character. ACCA agrees that a position statement reinforcing the tenets of honesty and integrity should be incorporated into the *Manual of Policy and Position Statements*.

Board of directors' position

Endorses, non-consent agenda

ACCA Motion 2

Move that Administrative Policy 12 be amended as follows:

AP 12 Awards

NCEES will officially recognize members, associate members, emeritus members, and other volunteers who provide or have provided outstanding service to NCEES. The members of the Committee on Awards and the board of directors shall not be nominated for these awards while serving on the Committee on Awards or on the board of directors. In evaluating nominations, the following guidelines are to be observed:

Distinguished Service Award

- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the state or national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in member board activities
- Must include distinguished service on at least one NCEES committee
- May be nominated by a member board

Distinguished Service Award with Special Commendation

- Must have received the Distinguished Service Award at least six years prior to receiving the Distinguished Service Award with Special Commendation. Any exception based on extraordinary circumstances must be approved by the NCEES board of directors with recommendation by the Committee on Awards.
- Must demonstrate service prior to and after receiving Distinguished Service Award
- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in member board activities
- Must include leadership or exemplary service on at least one NCEES committee
- May be nominated by a member board

Meritorious Service Award

- Must be a current or former associate member
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission, vision, and goals of his or her board and NCEES
- Must participate in member board activities
- Must participate in the promotion of licensure or the enforcement of member board laws and rules
- Must include distinguished service on at least one NCEES committee
- May be nominated by a member board

Meritorious Service Award with Special Commendation

- Must have received the Meritorious Service Award at least six years prior to receiving the Meritorious Service Award with Special Commendation. Any exception based on extraordinary circumstances must be approved by the NCEES board of directors with recommendation by the Committee on Awards.
- Must demonstrate distinguished service prior to and after receiving the Meritorious Service Award
- Must be a current or former associate member
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- Must demonstrate active participation in member board activities
- Must participate in the promotion of licensure and/or the enforcement of member board laws and rules
- Must include leadership or exemplary distinguished service on at least one NCEES committee
- May be nominated by a member board

Distinguished Examination Service Award

- Must demonstrate positive contributions and longtime commitment to the NCEES examination program
- Must have served on at least one of the Council’s examination committees or exam-related task forces
- Must demonstrate exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process
- May be nominated by a member board, an exam committee, or the board of directors

President’s Award

- May be given by the president to recognize an individual for outstanding service in support of NCEES

Rationale

Adding the Meritorious Service Award with Special Commendation recognizes the service of associate members who demonstrate distinguished service after receiving the Meritorious Service Award.

Board of directors’ position

Endorses, consent agenda

ACCA Motion 3

Move that a Special Committee on Bylaws be charged with incorporating the following amendment into *Bylaws* Section 3.05:

Section 3.05 Delegates. A delegate shall be a member or an associate member designated by a Member Board to represent it at meetings of the Council. A Member Board may have as many delegates as it has members but may cast votes only as prescribed. Any delegate shall have the privilege of the floor. Only delegates may make motions or propose amendments to motions.

Rationale

This will clarify that only delegates are allowed to make motions or propose amendments to motions.

Board of directors' position
Endorses, consent agenda

ACCA Motion 4

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Sections 3.03 and 3.04:

Section 3.03 International Affiliate Organization. An International Affiliate Organization of NCEES shall be a legally constituted entity located outside the United States having a collateral and supportive position with the licensure of engineers or surveyors. International Affiliate Organizations are entitled to representation at Council meetings without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. Acceptance or removal of an International Affiliate Organization shall be by majority vote of the Council.

Section 3.04 Participating Organizations. A Participating Organization shall be a society, institute, association, or organization of national scope whose membership is composed predominantly of engineers and/or surveyors engaged in work at the professional level and whose policies include advancement of professional ethics and standards and encouragement of licensure, and which actively supports the policies and objectives of the Council. Participating Organizations are entitled to representation at meetings of the Council without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. ~~They shall be privileged to communicate with the officers and Board of Directors of the Council on matters of mutual concern.~~ Acceptance or removal of a Participating Organization shall be by majority vote of the Council.

Rationale

The proposed amendments provide a mechanism for termination of these organizations after acceptance and also remove language regarding the privilege to communicate with NCEES leadership, which ACCA finds unclear in meaning and intent.

Board of directors' position
Endorses, consent agenda

ACCA Motion 5

Move that a Special Committee on Bylaws be charged with incorporating the following amendment into *Bylaws* Section 4.01:

Section 4.01 Board of Directors. The Board of Directors shall be the executive board of the National Council of Examiners for Engineering and Surveying. The Board of Directors shall exercise the corporate powers as set forth in the South Carolina Nonprofit Corporation Act.

The Board of Directors shall function as the executive board of the Council and may authorize all expenditures, provide direction to the office of the Chief Executive Officer through the President, authorize the borrowing of funds for Council purposes, and do all things necessary to conduct the affairs of the Council between the Annual Business Meetings.

The Board of Directors shall not take any action that shall interfere with the rights of any Member Board in the regulation of licensees or determine the licensing requirements of applicants within any Member Board's jurisdiction. The Board of Directors shall not be authorized to make expenditures in excess of its annual income and general reserves. In no event shall the Board of Directors be authorized to increase NCEES membership fees of a constituent member.

Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present. The President shall call meetings of the Board of Directors [no less than four times per year](#). A majority of the board members may submit a written request to the President to call such meeting, and the President shall call such meeting within 30 days of receiving such request.

Rationale

This amendment will set expectations and ensure transparency around board of directors meetings.

Board of directors' position

Endorses, consent agenda

ACCA Motion 6

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 4.01:

Section 4.01 Board of Directors. The Board of Directors shall be the executive board of [the National Council of Examiners for Engineering and Surveying NCEES](#). The Board of Directors shall exercise the corporate powers as set forth in the South Carolina Nonprofit Corporation Act.

The Board of Directors shall function as the executive board of the Council and may authorize all expenditures, provide direction to the office of the Chief Executive Officer through the President, authorize the borrowing of funds for Council purposes, and do all things necessary to conduct the affairs of the Council between the Annual Business Meetings.

The Board of Directors shall not take any action that shall interfere with the rights of any Member Board in the regulation of licensees or determine the licensing requirements of applicants within any Member Board's jurisdiction. The Board of Directors shall not be authorized to make expenditures in excess of its annual income and general reserves. In no event shall the Board of Directors be authorized to increase NCEES membership fees of a ~~constituent m~~Member [Board](#).

Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present. The President shall call meetings of the Board of Directors. A majority of the board members may submit a written request to the President to call such meeting, and the President shall call such meeting within 30 days of receiving such request.

[The written request must include the names of the board members requesting the meeting and the specific purpose for the meeting. Notice of the date, time, place, and specific purpose of the meeting shall be sent to each member of the Board of Directors at least 15 days prior to the start of the meeting.](#)

Rationale

ACCA recommends that additional information be required with the written request for a special meeting of the board of directors. The other proposed amendments in this section follow the recommendation of the NCEES parliamentarian.

Board of directors' position

Endorses, consent agenda

ACCA Motion 7

Move that a Special Committee on Bylaws be charged with incorporating the following amendment into *Bylaws* Section 4.01:

Section 4.01 Board of Directors. The Board of Directors shall be the executive board of the National Council of Examiners for Engineering and Surveying. The Board of Directors shall exercise the corporate powers as set forth in the South Carolina Nonprofit Corporation Act.

The Board of Directors shall function as the executive board of the Council and may authorize all expenditures, provide direction to the office of the Chief Executive Officer through the President, authorize the borrowing of funds for Council purposes, and do all things necessary to conduct the affairs of the Council between the Annual Business Meetings.

The Board of Directors shall not take any action that shall interfere with the rights of any Member Board in the regulation of licensees or determine the licensing requirements of applicants within any Member Board’s jurisdiction. The Board of Directors shall not be authorized to make expenditures in excess of its annual income and general reserves. In no event shall the Board of Directors be authorized to increase NCEES membership fees of a constituent member.

Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present. A quorum of the Board of Directors shall consist of five members, unless otherwise provided in these *Bylaws*. The President shall call meetings of the Board of Directors. A majority of the board members may submit a written request to the President to call such meeting, and the President shall call such meeting within 30 days of receiving such request.

Rationale

ACCA recommends that a quorum of the board of directors consist of five members, a simple majority of members.

Board of directors’ position

Endorses, consent agenda

ACCA Motion 8

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 6.02:

Section 6.02 Quorum and Voting. A quorum for the transaction of business at the Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. A majority ~~vote~~ of the Member Boards ~~represented-voting~~ shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. An associate member may serve as a Member Board delegate for voting purposes only when so designated by the Member Board’s chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For Member Boards that require authorization from the state, such designation may come from the agency director for that board.

Voting by one Member Board on behalf of another Member Board not physically present in the meeting room at the time of the vote shall not be permitted.

Rationale

Under the current *Bylaws*, affirmative action is taken by a majority of the member boards represented, not by a majority that vote on a matter. Under this system of participation, it is possible to have an action fail to be passed based solely on inaction by a member board. In practice, if all 69 member boards are represented and all 69 member boards vote, then an action is taken if 35 member boards vote in the affirmative. Under a system in which a majority of those represented is required but only 60 member boards vote, for example, then 35 affirmative votes are still required. ACCA feels that a majority of boards voting should be required—in the example of 60 member boards voting, for example, 31 affirmative votes would result in an action being taken.

Board of directors’ position

Endorses, consent agenda

ACCA Motion 9

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 4.07:

Section 4.07 Sanction or Removal. By a majority vote [of the members](#) and pursuant to the grievance procedure of the Council’s *Manual of Policy and Position Statements*, which shall set forth appropriate due process, the Board of Directors may recommend the removal or sanction of a member of the Board of Directors. Upon a finding of the Board of Directors that the Board member has violated the ethics policy set forth in Section 4.08 of the *Bylaws*, that finding, along with stated grounds therefor, shall be transmitted to the chair of the Advisory Committee on Council Activities, [who shall convene a Grievance Committee appointed as follows: A Grievance Committee shall be appointed to address the removal or sanction recommended by the Board of Directors. The Grievance Committee members shall be selected as follows:](#) two members of the Board of Directors, selected by the Board; one member from each zone, selected by the Assistant Vice President of each respective zone; and three members of the Advisory Committee on Council Activities, selected by said committee. [The Grievance Committee shall select its chair.](#)

If by a majority vote of its members, the Grievance Committee concurs with the Board-recommended removal or sanction, the Board of Directors shall implement such removal or sanction.

A sanction may include a period of suspension from Board activities, including attendance at Board of Directors or Council conferences and meetings.

In the event of removal of a Board member, the vacancy on the Board of Directors shall be filled pursuant to Section 4.06 of the *Bylaws*.

Rationale

ACCA believes that clarifying language on the Grievance Committee is needed in the *Bylaws*. ACCA is recommending that the ACCA chair be added as the one who would convene the Grievance Committee, and then the committee would select the chair.

Board of directors’ position

Endorses, consent agenda

ACCA Motion 10

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 6.03:

Section 6.03 Special Meetings. Special meetings of the Council may be called by the President, ~~or by the delegates, representatives, or officers of the majority of the Member Boards~~ or shall be called by the President within 60 days of receiving the written request of authorized representatives of the majority of the Member Boards.

The specific purpose of the meeting shall be stated in the written request. Notice of the date, time, place, and specific purpose of the meeting shall be sent to each member of the Council or published on the Council website at least 15 days prior to the start of the meeting.

The same *Bylaws* relative to quorum, voting, procedure and conduct of business at an Annual Business Meeting shall apply to special meetings.

Rationale

ACCA believes that the current wording of the *Bylaws* is insufficient and lacks specificity as to who can call a special meeting, for what purpose, and where and when such meeting is to take place. The president, under the *Bylaws*, is the only person who can officially call a meeting, so it is necessary to provide for a method in which the Council can request that the president call a special meeting. Specific procedures for a special meeting to be called at the request of Council should be included in the *Bylaws*. ACCA determined that the president should call a special meeting of the Council when requested by a majority of the member boards and that the meeting should be held within 60 days of the receipt of that request. Furthermore, the request should be for a specific purpose, a notice to all member boards should be provided to every member of the Council, and the notice should be provided in a reasonable time prior to the meeting for the Council to prepare. Given that a special meeting of the Council should be a very rare occurrence and only called for an urgent matter, providing the president and board of directors 60 days to arrange for the meeting and the Council 15 days to arrange for attendance was determined to be appropriate.

Board of directors' position

Endorses, consent agenda

ACCA Motion 11

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Sections 12.01, 12.02, and 12.021:

Section 12.01 Adoption. The *Bylaws* shall become effective upon adoption by the Council at its annual business meeting. For such adoption, a two-thirds affirmative vote of the member boards ~~present and in good standing voting~~ shall be required.

Section 12.02 Amendments. The *Bylaws* may be amended at any annual business meeting by a two-thirds affirmative vote of the member boards ~~present and in good standing voting~~. Any amendment proposed shall be sent to a Special Committee on Bylaws by the President at the President's initiative or as requested based on action by the Council. Any amendments recommended by a Special Committee on Bylaws shall be submitted to all member boards at least 60 days prior to the date of the earliest zone meeting preceding the next annual business meeting. Voting shall be by sections. All sections shall be considered in their proposed form, including punctuation and verbiage. Changes to the published amendments will not be permitted during the annual business meeting. Copies of the proposed amendments to be voted upon shall be distributed in written form to delegates at the annual business meeting.

Section 12.021 Effective Date of Amendments. An amendment to the *Bylaws* shall become effective upon certification by the presiding officer at the annual business meeting of a two-thirds affirmative vote of the member boards ~~in good standing represented voting~~.

Rationale

The current *Bylaws* allows adoption of amendments by an affirmative vote of a supermajority of member boards present, not a supermajority of those voting in favor. Under this system of participation, member boards that choose to not vote are considered as negative votes. Considering the procedure for adoption of amendments, whereby a Special Committee is charged with proposing them after they have been agreed to by Council at the recommendation of other committees, it is appropriate that they be adopted by a two-thirds affirmative vote of those member boards voting.

Board of directors' position

Endorses, consent agenda

ACCA Motion 12

Move that a Special Committee on Bylaws be charged with incorporating the following amendment into *Bylaws* Section 1.02:

Section 1.02 Definitions and Abbreviations. Wherever the word “Council” is used, it shall mean the National Council of Examiners for Engineering and Surveying, for which the official abbreviation shall be NCEES. The words “State Board” shall mean a legally constituted board of any state, territory, or political subdivision of the United States of America that administers an Act regulating the practice of professional engineering, a single branch of professional engineering or surveying, or a combination of professional engineering and surveying; or a board that serves in an advisory capacity to a state agency in the administration of such an Act. Wherever the word “State” is used, it shall mean any state, territory, or political subdivision of the United States of America. The words “privilege of the floor” shall mean the right to speak to the subject or situation being considered.

Rationale

The term “privilege of the floor” is used throughout the NCEES *Bylaws*, specifically in Sections 3.021, 3.022, 3.03, 3.04, 3.05, 3.07, and 10.012. “Privilege of the floor” is commonly used for the purposes of allowing a person who is not a member of the deliberative body to simply attend the proceedings. In practice, NCEES has used the term in reference to allowing a member who is not a delegate to have the right to speak. The parliamentarian noted in her report to the 2023–24 Special Committee on Bylaws that the term was not previously defined. ACCA determined that the most effective and efficient method to resolve this issue is to include this term in *Bylaws* Section 1.02, Definitions and Abbreviations. To codify the meaning of the term, adding a definition to the Definitions and Abbreviations section of the *Bylaws* is recommended.

Board of directors' position

Endorses, consent agenda



Committee on Education

Sina Nejad, P.E., Chair

ABSTRACT

The Committee on Education serves in an advisory role for education issues related to ABET, requirements prior to initial licensure, continuing professional competency (CPC), and foreign degree or unaccredited program evaluation.

The committee was assigned six charges that relate to the NCEES Engineering and Surveying Education awards, several NCEES education-related documents, continuing education, and other engineering and surveying education-related issues. The committee met two times virtually and in person on January 11–12, 2024, in Dallas, Texas, to discuss and address its charges.

The 2023–24 committee will present six motions. **The motions begin on page 67.**

CHARGES

Charge 1

Accomplish all recurring committee activities:

- *Review the NCEES Engineering Education Standard and Surveying Education Standard. Propose revisions as necessary.*
- *Review the Continuing Professional Competency Guidelines. Propose revisions as necessary.*

The Committee on Education completed a review of both education standards as well as a review of the *CPC Guidelines*.

The committee reviewed the *CPC Guidelines* and recommends no revisions. It was again noted that the lack of uniformity in CPC requirements around the country is one of the biggest complaints from engineers and surveyors licensed in multiple jurisdictions: number of hours, timing/cycle/year, in-person versus virtual, and technical versus non-technical content. Also, licensees are seeing more nuances in specific jurisdictions regarding synchronous versus asynchronous courses.

The committee reviewed the *Engineering Education Standard* and recommends revisions to A.2 to clarify the wording on basic sciences in order to remove some ambiguity and to C.1 to clarify accepted engineering science courses.

The committee reviewed the *Surveying Education Standard* and recommends deleting the bullet regarding online degree programs.

The committee will present **Motions 1–2** as a result of this charge.

Charge 2

Study if the current NCEES CPC Standard should include carryover hours especially for hours earned for the successful completion of college courses. Recommend revisions, if appropriate, to the board of directors.

The committee noted that the current NCEES CPC Standard does not allow for carryover hours, while the *CPC Guidelines* do allow for carryover. The committee suggests no changes to the *Model Rules* or the NCEES CPC Standard at this time but does recommend that next year's committee review the *CPC Guidelines*, Position Statement (PS) 19, and *Model Rules* 240.30 to find any other potential discrepancies.

Charge 3

Review recommendations from NCEES staff for the NCEES Engineering Education Award and NCEES Surveying Award programs. Propose modifications as necessary.

Surveying

The committee discussed the Surveying Education Award's purpose, noting that it is intended to encourage surveying and geomatics programs to promote licensure, engage their students with other surveying and geomatics professionals, and introduce students to new and historical technology and methods. The committee

reviewed past jury members' comments, the judging rubric, and the listing of schools that previously won the award.

For the 2024 award cycle, the committee selected the program criteria (35 percent) as the focus area for judging and made minor clarification changes to the Surveying Education Award criteria.

Appendix A shows the updated Surveying Education Award criteria.

In 2023, the Council adopted an Education Committee motion to initiate a process to modify the award program to include associate degree programs (two-year programs) offering surveying education through articulation agreements with bachelor's degree programs (four-year college/university). The committee will present **Motion 3** to modify the existing award program to provide two programs with separate applications for bachelor's degree programs and associate's degree programs with articulation agreements. Each program would provide \$75,000 in prize money to five winning schools, for a total of 10 awards and \$150,000. An additional \$50,000 per year will be needed to implement this change.

Appendix B shows these changes in the Surveying Education Award information.

Engineering

The committee discussed the Engineering Education Award's intent, noting that it recognizes college engineering programs for engaging their students in collaborative projects with licensed professional engineers to promote an understanding of the value of licensure and to encourage partnerships between the engineering profession and education.

The committee discussed several different aspects of the program. Is the award meeting its intended goals? Is there a better method for rewarding schools that engage professional engineers in the education process? Should engineering technology programs be included?

The committee revisited several ideas to modify the program, including completely shifting the award from what has become a project-based award program to a program in which schools are rewarded for showing innovative and creative ways of encouraging professional licensure and involvement of professional engineers in an academic setting.

Additionally, to further the goal of connecting professional practice and education, the committee revisited the possibility of NCEES hosting a symposium for invited academia to learn more about licensure, provide feedback to NCEES on educational issues, and designate a "champion" on campus for initiatives related to professional licensure.

The committee recommends that the anticipated symposium include the Alliance for Responsible Professional Licensing (ARPL), provide for 40 participating programs and/or five per zone, and last for a day and a half. The objective would be to increase or improve the number of students entering the pipeline for licensure.

The committee will look into ways to adjust the rubric of the award to get more participation and to get licensure as a more forward-facing aspect. One such option would be to require that winners not be allowed to reapply for three years.

The committee recommends that data on percentage of students in selected programs be gathered, including the percentage of students who take the FE exam prior to graduation and the number of students in the selected programs. This data should be for the past five years. This would perhaps show what, if any, impact the award program is having on encouraging licensure. Also helpful would be information on whether or not students are encouraged or required to take the FE exam.

The committee will have staff look into the limitations, if any, on which institutions may receive monetary awards and the limitations on the use of NCEES data in judging such awards.

The committee recommends that the awards program stay as is for the 2024 cycle and that staff develop plans to modify the program and provide recommendations to the 2024–25 Education Committee.

Charge 4

Work with the Engineering Licensure Task Force to consider if a pathway for programs accredited by the Engineering Technology Accreditation Commission of ABET should be included in the Model Law.

The committee noted that the Engineering Licensure Task Force is still investigating the ramifications of this change and that consideration of the issue is ongoing. Details are included in the task force's report.

Charge 5

Review Model Rules 240.30 C.6, D.7, and E.4 and determine if earning two professional development hours for an accreditation visit is an accurate reflection of the work conducted.

The committee discussed this issue, and the consensus was that two professional development hours per accreditation visit was appropriate as long as the person claiming them was a program evaluator or evaluation team chair. There should be no credit when acting as an observer.

The committee will present **Motion 4** as a result of this charge.

Charge 6

Review Model Law, Model Rules, and position statements for use of the term "four-year degree" and determine if it should be replaced by "baccalaureate degree" or "bachelor's degree."

The committee concluded that each instance of the term "four-year degree" should be replaced with "bachelor's degree." The committee will present **Motions 5–6** as a result of this charge.

Similarly, while the phrase "two-year degree" is not currently used in these documents, the committee recommends using the term "associate's degree" instead of "two-year degree" in any future amendments or additions.

Respectfully submitted, the **Committee on Education:**

Sina Nejad, P.E., Chair

Members

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Board liaison

Jan Bostelman, P.E.

Staff liaison

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MOTIONS

Education Motion 1

Move that the NCEES *Engineering Education Standard* be amended as follows:

NCEES Engineering Education Standard

Applicants having engineering degrees from programs that are not accredited by the Engineering Accreditation Commission (EAC) of ABET must demonstrate the following:

- A. 32 college semester credit hours of higher mathematics, ~~and~~ basic sciences, ~~and~~ [additional sciences](#)
 1. Credits in [higher](#) mathematics must be beyond algebra and trigonometry and must emphasize mathematical concepts and principles rather than computation. Courses in differential and integral calculus are required. Additional courses may include differential equations, linear algebra, numerical analysis, probability and statistics, and advanced calculus.

2. Credits ~~in basic sciences~~ must include at least two courses in basic sciences. These courses must be in general chemistry, general calculus-based physics, or general biological sciences; the two courses may not be in the same area. ~~Additional basic sciences courses may include earth sciences (geology, ecology), advanced biology, advanced chemistry, and advanced physics. Computer skills and/or programming courses may not be used to satisfy mathematics or basic science requirements. Basic engineering science courses or sequence of courses in this area are acceptable for credit but may not be counted twice.~~
3. Courses in additional sciences may include earth sciences (geology, ecology), advanced biology, advanced chemistry, and advanced physics. Computer skills and/or programming courses may not be used to satisfy mathematics or basic science requirements. Basic engineering science courses or sequence of courses in this area are acceptable for credit but may not be counted twice.

- C. 48 college semester credit hours of engineering science and/or engineering design courses
1. Courses in engineering science must be taught within the college/faculty of engineering and/or approved for engineering credit by an EAC/ABET-accredited program on a publicly listed course equivalency list. The courses must have their roots in mathematics and basic sciences but carry knowledge further toward creative application of engineering principles. Examples of approved engineering science courses are mechanics, thermodynamics, heat transfer, electrical and electronic circuits, materials science, transport phenomena, engineering economics, and computer science (other than computer programming skills).
 2. Courses in engineering design must stress the establishment of objectives and criteria, synthesis, analysis, construction, testing, and evaluation. Graduate-level engineering courses may be included to fulfill curricular requirements in this area.

Engineering technology courses cannot be considered to meet engineering topic requirements.

Rationale

NCEES staff has had pushback from candidates who maintain that current wording would lead one to believe that the “additional basic sciences courses” qualify for the two of three “basic sciences.” These changes should clarify the original intent of paragraph A. In paragraph C, wording was added so that NCEES staff had clear guidance on how to accept credits transferred from non-accredited programs.

Board of directors’ position

Endorses, consent agenda

Education Motion 2

Move that the NCEES *Surveying Education Standard* policies be amended as follows:

NCEES Credentials Evaluations Policies

The NCEES *Surveying Education Standard* was developed by the NCEES Committee on Education for use by the NCEES Credentials Evaluations service and member boards. An educational evaluation provided by NCEES should be accepted as the only official assessment of whether the *Surveying Education Standard* has been met.

NCEES Credentials Evaluations will adhere to the following in conducting evaluations.

- Evaluations will be conducted on the following:
 1. Foreign surveying degree programs
 2. U.S.-based, non-ABET-accredited degree programs in surveying
 3. U.S.-based B.S./B.A. programs for applicants that have met the “surveying core” program requirements

Evaluations may be conducted on programs that do not meet these criteria if specifically requested by an NCEES member board. Such requests must come directly from the member board to the NCEES Manager of Credentials Evaluations.

- NCEES will evaluate all programs against the NCEES standard. NCEES will no longer determine substantial equivalence to an ABET-accredited program.
- In conducting the evaluation, NCEES will consider the breadth of the applicant’s education, to include bachelor’s degree coursework, master’s degree coursework, and doctorate coursework in determining satisfaction of the NCEES standard.
- NCEES will provide credit for any advanced coursework earned prior to college enrollment that is deemed appropriate for college-level academic credit (such as Advanced Placement, A-levels, Abitur, French Baccalaureate, International Baccalaureate, Lebanese Baccalaureate, etc.).
- A maximum of 6 hours’ credit will be granted for thesis, special topics, and independent study at any level.
- Cooperative training, practicums, internships, and continuing education activities will not receive educational credits to satisfy the NCEES standard.
- ~~NCEES will not conduct evaluations of degrees that are offered entirely via the internet.~~
- NCEES will note any deficiencies in the applicant’s educational history compared to the NCEES standard.

For applicants whose educational record indicates satisfaction of the NCEES standard, NCEES will report that the applicant possesses the education required in order to be considered by a member board for entry into the professional practice of surveying.

For applicants whose educational record indicates deficiencies relative to the NCEES standard, those deficiencies will be noted for any action deemed appropriate by a member board. NCEES will also provide any relevant information concerning the educational requirements and/or any prerequisites for entry into surveying programs in the applicant’s country for consideration and overall qualification by a member board.

Rationale

The committee feels that removing this item will better align with the NCEES white paper *Benefits to Requiring a Bachelor’s Degree for Professional Surveying Licensure*, which was revised last year and includes online education.

Board of directors’ position

Endorses, consent agenda

Education Motion 3

Move that the NCEES Surveying Education Award be modified to provide two programs with separate applications for bachelor’s degree programs and associate’s degree programs with articulation agreements, with each program providing \$75,000 in prize money to five winning schools, for a total of 10 awards and \$150,000.

Financial impact

Additional \$50,000 per year, beginning with the 2025 award cycle as part of the 2024–25 operating budget

Rationale

The committee feels that two-year programs that lead to a four-year degree in surveying, geomatics, etc., should be recognized for their work through the NCEES Surveying Education Award program. Following from last year’s adopted Education Motion 1, the committee requests that staff develop the award program expansion and incorporate the changes for the 2025 award cycle.

Board of directors’ position

Endorses, consent agenda

Education Motion 4

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendment into *Model Rules* 240.30 D:

240.30 Continuing Professional Competency

D. Units

The conversion of other units of credit to PDHs is as follows:

- 1. 1 semester hour 45 PDHs
- 2. 1 quarter hour 30 PDHs
- 3. 1 continuing education unit 10 PDHs
- 4. 1 hour of professional development in coursework, seminars, or professional or technical presentations made at meetings, conventions, or conferences 1 PDH
- 5. For teaching in 1 through 4 above, apply multiple of 2*
- 6. Publications
 - a. Each published peer-reviewed paper or book in the licensee’s area of professional practice 10 PDHs
 - b. Each published paper or article (other than 6.a above) in the licensee’s area of professional practice 5 PDHs
- 7. Active participation in professional and technical society (each organization) 2 PDHs
- 8. Each patent 10 PDHs
- 9. Active volunteer participation in standards or code development commissions or technical committees up to 4 PDHs
- 10. 1 hour of outreach activities 1 PDH (not to exceed 3 PDHs)
- 11. [Active participation in an accreditation visit as a program evaluator or evaluation team chair](#).....2 PDHs

* Teaching credit is valid only for the first offering or presentation. Full-time faculty may not claim teaching credit associated with their regular duties.

Rationale

The committee feels that an added item 11 is needed for clarification on PDH units regarding ABET accreditation participation.

Board of directors’ position

Endorses, consent agenda

Education Motion 5

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendment into *Model Law* 130.10 B–C and *Model Rules* 230.20:

130.10 General Requirements for Licensure

B. Engineering

- 1. Certification or Enrollment as an Engineer Intern

The following shall be considered as minimum evidence that the applicant is qualified for certification as an engineer intern.

 - a. Graduating from an engineering ~~bachelor’s~~ program ~~of four years or more~~ accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), graduating from an engineering master’s program accredited by EAC/ABET, or meeting the requirements of the NCEES *Engineering Education Standard*
 - b. Passing the NCEES Fundamentals of Engineering (FE) examination

C. Surveying

1. Certification or Enrollment as a Surveying Intern

The following shall be considered as minimum evidence that the applicant is qualified for certification as a surveying intern.

- a. Graduating from a surveying bachelor's program ~~of four years or more~~ accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), the Engineering Technology Accreditation Commission of ABET (ETAC/ABET), or the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET); graduating from a bachelor's program ~~of four or more years~~ related to surveying with 30 or more semester course hours in core surveying topics; or meeting the requirements of the NCEES *Surveying Education Standard*
- b. Passing the NCEES Fundamentals of Surveying (FS) examination

2. Licensure as a Professional Surveyor

a. Initial Licensure as a Professional Surveyor

An applicant who presents evidence of meeting the applicable education, examination, and experience requirements as described below shall be eligible for licensure as a professional surveyor.

(1) Education Requirements

An individual seeking licensure as a professional surveyor shall possess one or more of the following education qualifications (a degree in surveying includes surveying, surveying engineering, mapping, geodesy, and geomatics):

- (a) A bachelor's degree in surveying ~~of four years or more~~ accredited by the Engineering Accreditation Commission of ABET (EAC/ABET)
- (b) A bachelor's degree in surveying ~~of four years or more~~ accredited by the Engineering Technology Accreditation Commission of ABET (ETAC/ABET)
- (c) A bachelor's degree in surveying ~~of four years or more~~ accredited by the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET)
- (d) A bachelor's degree related to surveying ~~of four years or more~~ with 30 or more semester course hours in core surveying topics
- (e) A bachelor's, master's, or doctoral degree from a non-accredited program related to surveying. This individual's education must be shown to meet the NCEES *Surveying Education Standard*

230.20 Experience

A. As a Professional Engineer

In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered:

8. Teaching experience must be in engineering or engineering-related courses at a junior-, senior-, or graduate-level in a college or university offering an engineering bachelor's program ~~of four years or more~~ that is approved by the board.

Rationale

The committee feels that the term "bachelor's degree" is more appropriate than "four-year degree" because the level of degree is more accurate than the length of a degree program.

Board of directors' position

Endorses, consent agenda

Education Motion 6

Move that Position Statements 16–18 and 25 be amended as follows:

PS 16 Bachelor of Science Degree in Engineering Technology

NCEES recommends that the boards of licensure, whose statutes do not otherwise prohibit, require any applicant who has a degree in engineering technology, who applies for engineering licensure in any jurisdiction of the United States, and who has not previously been licensed to practice by one of the boards of licensure be required to first demonstrate that he or she possesses at least a ~~four-year~~ bachelor of science degree in

engineering technology, acquired through the successful completion of an ETAC/ABET-accredited program or through a board-approved program.

PS 17 Bachelor of Science Degree in Engineering

NCEES recommends that the boards of licensure require any applicant who applies for engineering licensure in any jurisdiction of the United States and who has not previously been licensed to practice by one of the boards of licensure be required first to demonstrate that he or she possesses at least a ~~four-year~~ bachelor of science degree in engineering, acquired through the successful completion of an EAC/ABET-accredited program or through a board-approved program.

PS 18 Bachelor of Science Degrees in Surveying Engineering, Surveying and Mapping, and Geomatics

NCEES recommends that the boards of licensure require any applicant who applies for surveying licensure in any jurisdiction of the United States and who has not previously been licensed to practice by one of the boards of licensure for professional surveyors be required to first demonstrate that they possess at least a ~~four-year~~ bachelor of science degree in surveying, acquired through the successful completion of an ABET-accredited surveying program or through a board-approved program.*

NCEES expects all of its examination development to follow current *Model Law* and *Model Rules*. Model Law Surveyors should be utilized to prepare FS examinations, and Model Law Surveyors should be utilized to establish cut scores for FS examinations.

The content of the FS examination shall test the knowledge obtained in a baccalaureate surveying degree that will enable the individual to protect the public.

* Refer to the NCEES position paper “Benefits to Requiring a Bachelor’s Degree for Professional Surveying Licensure” (2023), available as a PDF on ncees.org under MyNCEES.

PS 25 NCEES-Recommended Education/Experience Guidelines for P.E. Licensing

4-Year or More Degree	Years of Experience Required	Comments
EAC/ABET accredited	4	NCEES PS 17
Canada (CEAB) accredited	4	
Non-EAC/ABET or non-CEAB accredited	4 or more	Education should be evaluated using the NCEES Engineering Education Standard.
Recommendations below are only for member boards that must evaluate applicants who do not meet the minimum education of an EAC/ABET or equivalent degree as specified in PS 17.		
ETAC/ABET accredited	6	NCEES PS 16
Related science*	8	Education should be evaluated using the NCEES Engineering Education Standard.
No degree	20	Needed by some boards

*A related science curriculum from a school or college approved by the board is defined as a ~~four-year~~ curriculum leading to a bachelor of science degree in chemistry, physics, mathematics, or similar science curriculum.

Rationale

The committee feels that the term “bachelor’s degree” is more appropriate than “four-year degree” because the level of degree is more accurate than the length of a degree program.

Board of directors’ position

Endorses, consent agenda

APPENDIX A: SURVEYING EDUCATION AWARD CRITERIA

Program (35%-emphasis)

- Describe the program type (e.g., certification, two year, four year) and provide the name of the program (e.g., surveying, geomatics). What surveying courses are offered/required in the program?
- What is unique and innovative about the program?
- What are the qualifications of the instructors? How many are full-time? Adjunct?
- Is the program accredited? If so, by what commission or association? (not a disqualifier but extra)
- What surveying tools, equipment, and technologies are used to teach students?
- How does the program remain current with surveying technology?

Student Outcomes/Student Involvement (15%)

- What is the primary learning objective for the program?
- What are the student outcomes, and how are they assessed? Are surveying internships incorporated into your program?
- Are students engaged in assignments or projects that involve real-world application?
- Are instructors and/or students involved in research and development activities? Provide brief examples.
- Are students active in surveying clubs and professional associations? What activities do they do?
- Have students participated in any surveying competitions in the last two academic years?
- Are students engaged in community service projects? If so, briefly describe them, differentiating nontechnical humanitarian projects from those that are tied to the curriculum or that required the use of surveying skills.

Outreach/Recruitment (15%)

- What is special? Are there best practices that could be used by other programs?
- How, and from where, does the program recruit students?
- What are the enrollment numbers for the program for the past three years? Describe trends.
- Does the program seek assistance or support from external associations, societies, or firms?
- What efforts have been made to grow the program? What efforts are planned for the future?
- Does your program have marketing materials for outreach/recruitment purposes? If so, please include with the submittal.

Licensure (15%)

- How is professional licensure promoted to students?
- Are students encouraged or required to take the FS exam? What support is given to them?
- How many and what percentage of students take and pass the FS exam before graduation?
- How do you track if students attain licensure post-graduation? Provide data if available.
- Are external licensed surveyors involved in the program? If so, how?

Summary/Benefits/Merits (Essay Format, 20%)

- Why should the program receive this award?
- How would this award, if received, benefit the program?
- How will this award, if received, advance professional licensure for surveyors and promote the surveying profession?

APPENDIX B: SURVEYING EDUCATION AWARD INFORMATION

Who can apply?

~~All surveying/geomatics programs are encouraged to submit applications. Other disciplines that offer minimal surveying courses will not be considered. The committee is proposing separate applications for bachelor's degree programs and associate's degree programs with articulation agreements.~~

Applications due May 1, 2023 at 5:00 p.m. (EDT) ~~Modifications are proposed for 2025.~~

The NCEES Surveying Education Award includes up to 10 cash awards. Currently, \$100,000 is appropriated for the Surveying Education Award. The committee is requesting this allocation be increased by \$50,000.

With the additional \$50,000 appropriated for the Surveying Education Award, the following would be available for both the bachelor's degree programs and the associate's degree programs:

- Grand prize: \$25,000
- Up to ~~three~~ two prizes: \$15,000
- Up to ~~three~~ two prizes: \$10,000

Evaluation Criteria

Evaluation criteria remains the same for the bachelor's degree programs. The following changes are proposed for the associate's degree programs:

Program

- Describe the program type (e.g., ~~certification, two-year associate's degree, four-year bachelor's degree~~) and provide the name of the program (e.g., surveying, geomatics). What surveying courses are offered/required in the program?
- What is unique about the program compared to other surveying programs?
- What are the qualifications of the instructors? How many are full-time? Adjunct?
- Is the program accredited or in the process of seeking accreditation? If so, by what commission or association?
- What surveying tools, equipment, and technologies are used to teach students?
- How does the program remain current with surveying technology?
- What articulation agreements are in place?
- How are students encouraged to continue their education?

Student Outcomes

- What is the primary learning objective for the program?
- ~~What are the student outcomes, and how are they assessed? Are surveying internships incorporated into your program?~~
- Are students engaged in assignments or projects that involve real-world application?
- ~~Are instructors and/or students involved in research and development activities? Provide brief examples.~~

Student Involvement

- ~~Are students active in surveying clubs and professional associations? What activities do they do?~~
- ~~Have students participated in any surveying competitions in the last two academic years?~~
- ~~Are students engaged in community service projects? If so, briefly describe them, differentiating nontechnical humanitarian projects from those that are tied to the curriculum or that required the use of surveying skills~~

Outreach/Recruitment

- How, and from where, does the program recruit students?
- What are the enrollment numbers for the program for the past three years?
- Are external licensed surveyors involved in the program? If so, how?
- Does the program seek assistance or support from external associations, societies, or firms?

- What efforts have been made to grow the program? What efforts are planned for the future?
- Does your program have marketing materials for outreach/recruitment purposes? If so, please include with the submittal.

Licensure

- How is professional licensure promoted to students?
- ~~▪ Are students encouraged or required to take the FS exam before graduation? What support is given to them?~~
- ~~▪ How many and what percentage of students take and pass the FS exam before graduation?~~
- ~~▪ How do you track if students attain licensure post-graduation? Provide data if available.~~

Summary/Benefits/Merits (Essay Format)

- Why should the program receive this award?
- How would this award, if received, benefit the program?
- How will this award, if received, advance professional licensure for surveyors and promote the surveying profession?



Committee on Examination Policy and Procedures

Jason Suelter, P.E., S.E., Chair

ABSTRACT

The Committee on Examination Policy and Procedures (EPP) is responsible for reviewing the effectiveness of the examinations and recommending policies, specifications, and procedures consistent with trends in the engineering and surveying professions. The committee met virtually via Zoom as well as in person January 26–27, 2024, in Tampa, Florida, and performed additional work through the Basecamp collaboration website.

The EPP Committee was assigned four motions and will present 20 motions for Council action. **The motions begin on page 77.**

Charge 1

Accomplish all recurring committee activities:

- *Review all examination development policies (EDPs) and examination administration policies (EAPs) in the Manual of Policy and Position Statements for redundancy and clarity. Propose revisions as appropriate.*
- *Review exam volumes regarding EDP 7 and provide recommendations to the board of directors.*
- *Review the NCEES Examinee Guide for content and effectiveness.*

EDP and EAP review

The committee reviewed EDPs and EAPs for clarity and consistency and proposed minor editorial changes, as reflected in **Motions 8–9, 11–12, and 16–18**. The committee proposes amendments to EDPs 8 and 12, along with EAPs 1, 3 and 4, as reflected in **Motions 7, 10, and 13–15**. Reviews of EDPs 1 and 3 were considered separately under Charge 2, and EDPs 4–7 were considered separately under Charge 3.

Exam volumes

The committee reviewed all exam volumes per EDP 6 along with the PE Nuclear Examination Remedial Action Plan. The PE Agricultural and Biological Engineering exam did not meet the EDP 6 requirements for the October 2023 administration, and it will also be monitored throughout the 2024 administration.

Recommendation

The EPP Committee recommends the continued monitoring of the PE Nuclear examination through its second exam administration, in accordance with the previously established probation conditions. The committee does not recommend the acceptance of PE Nuclear Examination Remedial Action Plan recommendations of administering exams on Mondays or moving the exam to the month of April. The board of directors should evaluate the specific recommendations of the remedial action plan for further action.

Rationale

The PE Nuclear exam development committee and the supporting technical society's remedial action plan failed to provide evidence that offering the exam on Monday or changing its administration to April would increase the number of first-time takers. NCEES staff provided data indicating that the majority of candidates who possess a nuclear engineering degree take the PE Nuclear exam even with the option of taking PE Mechanical: Thermal and Fluid Systems exam, which is offered year-round. Staff also reported that offering the exam on Monday has logistical challenges for the potential scheduling of candidates who need a two-day accommodation, because the day before, which would be Sunday, is when the accommodation starts, and test centers are typically closed on Sunday.

NCEES Examinee Guide review

The committee reviewed the *NCEES Examinee Guide* and forwarded recommendations related to clarity and consistency to NCEES staff.

Charge 2

Propose revisions to EDP and EAP sections as appropriate to incorporate information on the Public Land Survey System module of the Principles and Practice of Surveying examination as recommended by the Committee on Examinations for Professional Surveyors and approved by the NCEES board of directors.

EDPs 1 and 3 require modifications to incorporate the information pertaining to the Public Land Survey System (PLSS) exam. The proposed amendments are shown in **Motions 1–2**.

Charge 3

Assist the committees on Examinations for Professional Engineers (EPE) and Examinations for Professional Surveyors (EPS) in the review of the Exam Development Procedures Manual (EDPM) and the Manual of Policy and Position Statements with respect to how new examinations, including modules or sections, are approved. Propose revisions to the Manual of Policy and Position Statements as appropriate.

The committee reviewed the EDPM (Section 1.8) and forwarded recommendations related to clarity and consistency to the EPE and EPS committees.

EDPs 4–6, which all concern adding, deleting, or modifying an examination, were reviewed together, with a specific look at the total combined result. These proposed amendments are reflected in **Motions 3–5**. EDP 7 was edited for clarity and consistency, and minor editorial changes were proposed, as reflected in **Motion 6**.

Charge 4

In conjunction with the EPE Committee and EPS Committee, consider proposing the following amendment to Administrative Policy 8, Motions:

- *Any motion to amend examination policies presented at an annual meeting by an entity other than EPE, EPS, or EPP shall be referred to one or more of these committees for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.*

The committee had a lengthy internal discussion as well as open dialogue with the EPE and EPS committees about this motion. The proposed amendment is reflected in **Motion 19**.

Respectfully submitted, the **Committee on Examination Policy and Procedures**:

Jason Suelter, P.E., S.E., Chair

Members

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MOTIONS

EPP Motion 1

Move that Exam Development Policy 1 be amended as follows:

EDP 1 Examinations

Examination shall be defined as an assessment tool (such as exam, module, division, or section) that produces a score/result on which a decision is being based.

It shall be the policy of NCEES in all publications and correspondence to refer to the respective examinations only as follows:

- A. Fundamentals of Engineering (FE) examination
- B. Principles and Practice of Engineering (PE) examination, which includes the PE Structural examination
- C. Fundamentals of Surveying (FS) examination
- D. Principles and Practice of Surveying (PS) examination
- E. Public Land Survey System (PLSS) examination

The purpose of the examinations is to assess licensure candidates' abilities to practice competently as engineers or surveyors and to assist member boards in the regulation of the practice of engineering and surveying as it relates to safeguarding the health, safety, and welfare of the public.

Rationale

The committee worked with Pearson VUE to define "examination" as the term that can be used to refer to all NCEES exams or parts of exams (such as modules, divisions, or sections). The committee believes that adding the definition of "examination" and using it throughout the *Manual of Policy and Position Statements* provides more clarity and consistency. The proposed amendments also incorporate the directed updates involving the PLSS exam.

Board of directors' position

Endorses, consent agenda

EPP Motion 2

Move that Exam Development Policy 3 be amended as follows:

EDP 3 Engineering and Surveying Examinations and Formats

A. Fundamentals of Engineering Examination

The Fundamentals of Engineering (FE) examination shall be administered via computer-based testing (CBT) and have supplied references.

B. Principles and Practice of Engineering Examinations

The Principles and Practice of Engineering (PE) examinations shall be offered in the following ~~disciplines practice areas~~ and shall be ~~offered closed book via~~ administered in CBT ~~with format and have~~ supplied references ~~as defined in EAP 4:~~

24. Structural

The PE Structural examination shall consist of ~~two components~~ four sections and shall be considered and referred to as one examination.

C. Survey Examinations

The surveying examinations shall be available as follows:

1. The Fundamentals of Surveying (FS), Principles and Practice of Surveying (PS), and Public Land Survey System (PLSS) examinations shall be administered ~~via in~~ CBT format and have supplied references.

~~2. The Principles and Practice of Surveying examination shall be administered via CBT and have supplied references.~~

~~3. Member boards shall~~ reserve the right to administer, score, and report state-specific examinations.

F. Examination Preparation Material Development

Exam preparation material shall be developed for each NCEES examination. This material shall include ~~both a standard-supplied~~ reference handbook and ~~sample questions and solutions a practice exam~~ on each major topic area sufficient to provide candidates with a sense of the structure, scope, and difficulty of the examination. ~~Standard-The supplied~~ reference handbooks and practice exam shall be made available to candidates six months prior to the exam administration during an exam re-specification year and a minimum of three months prior to the exam administration during a standard exam administration year. ~~Sample questions and solutions materials shall remain current and be available six months prior to the administration of an examination during a re-specification year.~~

Rationale

The committee felt that the policy information regarding the PE Structural exam needed to be updated to reflect the current exam terminology. The proposed amendments also incorporate the directed updates involving the PLSS exam to provide clarity and consistency. The committee provided additional updates to the nomenclature regarding the practice exam and supplied reference handbook.

Board of directors' position

Endorses, consent agenda

EPP Motion 3

Move that Exam Development Policy 4 be amended as follows:

EDP 4 Entry of a New Discipline or Depth Module PE Examination or Reinstatement ~~to of a PE Examination-Status~~

A. Accreditation Requirement

No discipline examination shall be added or reinstated to the examination program unless there is an EAC/ABET-accredited program in the discipline that offers an undergraduate degree program or a graduate degree program focused on the examination topic area.

B. Professional or Technical Society Involvement Requirement

No discipline examination shall be added or reinstated unless a national professional or technical society agrees to support the examination. All professional or technical societies that support examinations shall sign an agreement with NCEES delineating the responsibilities of both parties.

C. Member Board Requirement

Requests for examinations ~~and/or depth modules~~ shall be made supported in writing by no fewer than 10 member boards collectively who can each demonstrate a need for the examination ~~or depth module~~ in their jurisdiction by each providing a letter of support for the new discipline or depth module examination in accordance with paragraph D herein. A request older than four years must be reaffirmed-resubmitted by the member boards.

D. Letters of Support

All requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public. ~~Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination or module and that additional knowledge areas and skills required for the discipline are sufficient to support a new examination or module. The estimate of usage shall include the methodology used to derive that estimate.~~

E. Minimum Number of Exam Candidates Estimate of Usage

No ~~discipline or depth module examination~~ shall be added or reinstated to the examination program unless the number of candidates for an ongoing examination estimate of usage conforms to NCEES policies and procedures. ~~If that is demonstrated, a professional activities and knowledge study (PAKS) shall be conducted to establish that the addition in question comprises a unique body of knowledge important for safeguarding the health, safety, and welfare of the public. The estimate of usage shall include the methodology used to derive the estimate. Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination and that additional knowledge areas and skills required are sufficient to support a new examination.~~

F. Application Review

If the Committee on Examinations for Professional Engineers (EPE) determines that the proposed application meets the requirements, then it will recommend to the board of directors that the process continues with a professional activities and knowledge study (PAKS). The board of directors shall either approve or reject the recommendation.

FG. CBT Format Exam Format

The new exam or reinstatement request shall ~~include a plan to develop the exam be developed~~ in CBT format.

GH. Notification to Member Boards

Member boards shall be notified one year in advance of the addition or reinstatement of any ~~discipline or depth module examination~~ to the ~~PE examination~~ program.

HI. Requests to Divide an Existing Examination

Requests to divide an existing examination into multiple examinations shall be made to the ~~Committee on Examinations for Professional Engineers (EPE) Committee~~. Requests shall include proof of such need in accordance with sections A–~~DE of this policy herein~~.

Rationale

These changes align with the definition of “examination” as stated in the recommended revision to EDP 1, while providing more clarity and consistency to the process for a new or reinstated examination as also stated in EDP 5 and EDP 8. The step of “Application Review” was added to provide a direct review by the EPE Committee in order to make a recommendation to the board of directors about the new or reinstated examination.

Board of directors’ position

Endorses, consent agenda

EPP Motion 4

Move that Exam Development Policy 5 be amended as follows:

EDP 5 ~~Adoption-Entry~~ of a New ~~Discipline-Specific~~ FE Examination

A. Accreditation Requirement

No ~~discipline specific new~~ FE examination shall be added to the examination program unless there is an EAC/ABET-accredited program in the ~~discipline examination topic area~~.

B. Member Board Requirement

~~A request for a discipline specific FE examination must be made by no fewer than 10 member boards collectively who can each demonstrate a need for that discipline in their jurisdiction. Requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public. Proof of such need shall include evidence that knowledge areas and skills are not adequately measured in an existing FE examination and evidence that those knowledge areas and skills required for the discipline are sufficient to support a new FE examination. The estimate of usage shall include the methodology used to derive that estimate.~~

Requests for examinations shall be supported in writing by no fewer than 10 member boards who can each demonstrate a need for the examination in their jurisdiction by each providing a letter of support for the new examination in accordance with paragraph C herein. A request older than four years must be resubmitted by the member boards.

C. Letters of Support

All requests shall include proof of such need, an estimate of usage, and the impact of safeguarding the health, safety, and welfare of the public.

D. Estimate of Usage

No examination shall be added or reinstated to the examination program unless the estimate of usage conforms to NCEES policies and procedures. The estimate of usage shall include the methodology used to derive that estimate. Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination and that additional knowledge areas and skills required are sufficient to support a new examination.

E. Application Review

If the EPE Committee determines that the proposed application meets the requirements, then it will recommend to the board of directors that the process continues with a professional activities and knowledge study (PAKS). The board of directors shall either approve or reject the recommendation.

F. Exam Format

The new exam or reinstatement request shall be developed in CBT format.

~~CG~~. Notification to Member Boards

Member boards shall be notified at least one year in advance of the addition of any ~~discipline-~~
~~specific-new~~ FE examination.

Rationale

These changes align with the definition of “examination” as stated in the recommended revision to EDP 1 while providing more clarity and consistency to the process for a new or reinstated examination as also stated in EDP 4 and EDP 8.

Board of directors’ position

Endorses, consent agenda

EPP Motion 5

Move that Exam Development Policy 6 be amended as follows:

EDP 6 ~~Deleting/Discontinuing/~~ Combining/ ~~Renaming a Discipline or Module from the Examination~~ Program an Examination and Pertinent Requirements

A. ~~Deleting/Combining of~~ Discontinuation of an Examinations

If the population of the first-time examinees from NCEES jurisdictions for any two consecutive administrations of an NCEES ~~CBT~~-examination ~~or module~~ is not adequate to provide for accurate psychometric analysis, the EPP Committee shall review the desirability-viability of continuing the subject examination ~~or module~~ and make one of the following recommendations to the board of directors, which may include such actions as the EPP Committee deems appropriate:

1. Continue to prepare the examination ~~or module~~.
2. Request the appropriate exam development committee and the supporting professional or technical society to prepare and submit a specific remedial action plan for increasing the number of first-time takers to a level that meets or exceeds the minimum candidate requirements within the time period specified by the EPP Committee.
3. Place the examination, ~~section, or module~~ on probation. The EPP Committee shall specify the conditions of the probation, including a time frame for corrective action. ~~The recommendation may include such action as the EPP Committee deems appropriate.~~
4. Discontinue the examination, ~~section, or module~~.
- ~~5. Combine the examination, section, or module with another examination, section module.~~

B. Request to ~~Delete/Discontinue~~ an Examination, ~~Section, Module~~

If an NCEES committee, professional or technical society, or other group-suitable entity desires to have an examination, ~~section, or module deleted discontinued~~, it ~~should shall~~ make a request to the EPE/~~or~~ EPS Committee. The EPE/~~or~~ EPS Committee shall review the request and make a recommendation to the board of directors.

C. Request to Rename an Examination

Any requests to rename an examination ~~or module or to combine two or more discipline examinations or modules should shall also~~ be made to the appropriate committee (EPE/~~or~~ EPS Committee). ~~Requests shall include proof of such need, estimate of usage, and impact on safeguarding the health, safety, and welfare of the public. Proof of such need shall include evidence that knowledge areas and skills are not measured adequately in an existing examination or module and evidence that those knowledge areas and skills required for the discipline are sufficient to support a new, combined, or renamed examination or module.~~ The ~~EPE/EPS C~~committee ~~will shall~~ review the request and make a recommendation to the board of directors.

D. Request to Combine Two or More Examinations

Any requests to combine two or more examinations shall be made to the EPE or EPS Committee. Proof of such need shall include evidence that knowledge areas and skills are not measured adequately in an existing examination and evidence that those knowledge areas and skills required for the competency are sufficient to support a combined examination. The committee shall review the request and make a recommendation to the board of directors.

DE. Adequate Examination Item Bank Requirement

If an examination fails to have an adequate item bank as specified in paragraph D of EDP 3, including solutions and knowledges being assessed, the EPP Committee shall review the desirability-viability of continuing the examination ~~or module~~ and make one of the following recommendations to the board of directors, which may include such actions as the EPP Committee deems appropriate:

1. Continue to prepare the examination ~~or module~~.
- ~~2. Discontinue the examination or module.~~
- ~~3.2.~~ Place the examination ~~or module~~ on probation and recommend specific remedial action that may include contracting for item writing with an outside entity or other such action as the EPP Committee deems appropriate. If such remedial action the examination entity fails to cause the provide sufficient data to successfully complete the next scheduled examination ~~to meet the requirements of paragraph D of EDP 3 within one year after the examination was put on probation audit~~, the EPP Committee shall recommend appropriate action to the board of directors.
3. Discontinue the examination.

EF. Sufficient Data for Examination Audit Requirement

If an examination fails to provide the Committee on Examination Audit with sufficient data to conduct an adequate audit for two consecutive audit cycles, the EPP Committee shall review the desirability-viability of continuing the examination ~~or module~~ and make one of the following recommendations to the board of directors, which may include such actions as the EPP Committee deems appropriate:

1. Continue to prepare the examination ~~or module~~.
- ~~2. Discontinue the examination or module.~~
- ~~3.2.~~ Place the examination ~~or module~~ on probation and recommend specific remedial action that the EPP Committee deems appropriate. If the examination entity fails to provide sufficient data to successfully complete the next scheduled examination audit, the EPP Committee shall recommend appropriate action to the board of directors.
3. Discontinue the examination.

FG. Temporary Suspension of an Examination

If, upon the chief executive officer’s recommendation and an EPE ~~or~~ EPS Committee evaluation, the board of directors determines that an examination does not meet the policies, specifications, and/or guidelines of the Council, the board of directors may temporarily suspend the offering of an examination in that particular discipline practice area.

Rationale

These changes align with the definition of “examination” as stated in the recommended revision to EDP 1 while providing more clarity and consistency to the process for a new or reinstated examination as stated in EDP 4, EDP 5, and EDP 8.

Board of directors’ position

Endorses, consent agenda

EPP Motion 6

Move that Exam Development Policy 7 be amended as follows:

EDP 7 Changes in Examination Procedures or Format

Member ~~B~~boards shall be notified one year in advance of any change in the examination administration procedures or any change in examination format that requires dissemination to applicants.

Rationale

These changes align with the definition of “examination” as stated in in the recommended revision to EDP 1.

Board of directors’ position

Endorses, consent agenda

EPP Motion 7

Move that Exam Development Policy 8 be amended as follows:

EDP 8 ~~Adoption~~ Entry of a New ~~Depth Module or Division of an Existing Examination into Multiple Examinations for the PS Surveying~~ Examination

A. Member Board Requirement

Requests for ~~depth modules~~ examinations shall be made by no fewer than 10 member boards ~~collectively~~ who can each demonstrate a need for the ~~depth module examination~~ in their jurisdiction by each providing a letter of support for the new examination in accordance with paragraph B herein. A request older than four years must be ~~reaffirmed resubmitted~~ by the member boards. ~~Requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public. Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination or module and that additional knowledge areas and skills required for the discipline are sufficient to support a new module. The estimate of usage shall include the methodology used to derive that estimate.~~

B. Letters of Support

All requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public.

~~BC. Minimum Number of Exam Candidates~~ Estimate of Usage

~~No discipline or depth module examination shall be added or reinstated to the examination program unless the number of candidates for an ongoing examination conforms to NCEES policies and procedures. If that is demonstrated, a professional activities and knowledge study (PAKS) shall be conducted to establish that the addition in question comprises a unique body of knowledge important for safeguarding the health, safety, and welfare of the public estimate of usage conforms to the NCEES policies and procedures. The estimate of usage shall include the methodology used to derive that estimate. Proof of need shall include evidence that knowledge areas and skills required are sufficient to support a new examination.~~

~~CD. Statutory Requirement for a Depth Module Application Review~~

~~A depth module must address a distinct PS practice area included within statutory coverage of the jurisdiction in the member boards requesting the module. If the EPS Committee determines that the proposed application meets the requirements, then it will recommend to the board of directors that the process continues with a professional activities and knowledge study (PAKS). The board of directors shall either approve or reject the recommendation.~~

~~DE. CBT Format Requirement~~ Exam Format

The new examination or reinstatement request shall include a plan to develop the exam in CBT format.

~~EF. Notification to Member Boards~~

Member boards shall be notified one year in advance of the addition of any ~~depth module to the PS surveying~~ examination.

~~FG. Requests to Divide an Existing Examination~~

Requests to divide an existing examination into multiple examinations shall be made to the ~~Committee on Examinations for Professional Surveyors (EPS)~~ Committee. Requests shall include proof of such need in accordance with paragraphs ~~A and B-D~~ of this policy.

Rationale

These changes align with the definition of “examination” as stated in the recommended revision to EDP 1 while providing more clarity and consistency to the process for a new or reinstated examination as stated in EDP 4 and EDP 5.

Board of directors’ position

Endorses, consent agenda

EPP Motion 8

Move that Exam Development Policy 9 be amended as follows:

EDP 9 Requirements for Item Writers, Pass-Point Evaluators, and Reviewers, and Scorers

A. Qualification Requirement

Each person involved as an item writer, pass-point evaluator, or reviewer, ~~or scorer~~ for the any NCEES ~~PE or PS~~ examinations must have an active professional license issued by an NCEES member board, must be qualified in the appropriate discipline be a subject-matter expert, and must be familiar with requirements for and capabilities of candidates who are minimally qualified to practice in that ~~discipline~~ subject matter. Engineers and surveyors with licenses that have inactive or retired status are ineligible to serve in these positions.

B. Pass-Point Evaluation Team Requirements

Exam committees shall require that at least one person who participates on the pass-point evaluation team be a person who has worked on the current development of an examination undergoing a pass-point evaluation. The number of current exam development members participating in the pass-point evaluation shall be no more than one-quarter of the pass-point evaluation team.

C. Restriction on Teaching Exam Refresher Courses

Any person serving on an NCEES examination development committee or involved in a pass-point evaluation panel shall not teach an exam refresher course related to the preparation for that examination within three years of serving on the committee or panel.

D. Exam Developers Disclosure Requirement

Any person involved in the development of an NCEES examination who is later required by a member board to sit for that examination must inform that member board of their involvement in the development of that examination.

Rationale

These changes align with all exams now being offered in CBT and there no longer being a need for exam grading by hand. The term “subject matter” is proposed because it aligns with currently used language for disciplines and for participants in the exam development process.

Board of directors’ position

Endorses, consent agenda

EPP Motion 9

Move that Exam Development Policy 11 be amended as follows:

EDP 11 Foreign Examination Language Requirement

NCEES shall prepare examinations only in the English language.

Rationale

The policy title modification is being proposed for clarity.

Board of directors' position

Endorses, consent agenda

EPP Motion 10

Move that Exam Development Policy 12 be deleted.

EDP 12 Reporting of Scores

~~All examination results shall be reported to member boards.~~

Rationale

The release of results is covered by EAP 7. Subsequent EDPs will be renumbered if this motion is adopted.

Board of directors' position

Endorses, consent agenda

EPP Motion 11

Move that Exam Development Policy 13 be amended as follows:

EDP 13 EPE and EPS Committee Membership Qualifications

~~Members of the~~ The EPE and EPS Committees should include members of their current ~~and/or~~ past representatives from their respective exam development committees.

Rationale

Minor editorial changes are proposed for clarity.

Board of directors' position

Endorses, consent agenda

EPP Motion 12

Move that Exam Development Policy 14 be amended as follows:

EDP 14 Examination Audits

The Committee on Examination Audit shall audit all examinations developed by NCEES. The following constraints shall be used:

- A. ~~CBT representative e~~Examinations ~~(as created by the testing service psychometrician)~~ from ~~the benchmark item pool, which is~~ the first item pool following a PAKS, shall be audited.
- B. ~~CBT representative e~~Examinations shall be audited at least once between ~~benchmark item pool audits~~ PAKS.
- C. There shall be no more than four years between audits.

The president-elect shall, in developing charges for the Committee on Examination Audit, develop a list of examinations for audit in consultation with the current chair of the Committee on Examination Audit and the NCEES chief officer of examinations. Circumstances may prevail that would affect which examinations are selected for audit in ~~a~~any given year.

The Committee on Examination Audit shall review each exam~~ination~~ audited as to its conformance with specified criteria set forth in the Committee on Examination Audit procedures.

Rationale

These changes provide more clarity and consistency to constraints of the examination audit process.

Board of directors' position

Endorses, consent agenda

EPP Motion 13

Move that Exam Administration Policy 1 be amended as follows:

EAP 1 Administration of Examinations

- B. ~~Testing Examination~~ Regulations
NCEES will provide the *NCEES Examinee Guide* to each candidate approved to take NCEES examinations. The *NCEES Examinee Guide* includes information regarding regulations to be observed during the examinations and actions that may be taken in the event of ~~a testing-an exam~~ irregularity.
- C. Candidate Admission
Approval of candidates applying to take NCEES examinations ~~may be is~~ by the individual member boards or their designated representative. To be admitted to an NCEES examination, candidates will be required to create an account with NCEES.
- D. Restriction of Retaking an Examination
~~Candidates Examinees~~ who have passed an examination may not retake that same examination unless required by a member board.
- E. Irregularity Restriction
If ~~a candidate's an examinee's~~ examination results are not released due to a suspected exam irregularity, the ~~candidate-examinee~~ will not be allowed to register for another exam until the investigation is complete and the irregularity has been resolved per the *Security and Administrative Procedures Manual*.
- F. Examination Scheduling Restriction
A candidate for ~~a CBT-an~~ exam may take the examination only one time per ~~testing-exam~~ window and no more than three times in a 12-month period.

H. Banned Registration Requirements

If a member board bans an examinee candidate from registering for an examination, it shall be the responsibility of that member board to notify NCEES of the specific terms and reasons for the ban. NCEES will update the examinee's candidate's account to make this information available to all member boards. The decision as to whether another member board agrees to honor the terms of the original member board's decision to ban this examinee's candidate's registration will remain with the individual member boards.

Rationale

These changes are consistent with the recommended definitions of "examinee" and "candidate" outlined in the *Exam Development Procedures Manual*.

Board of directors' position

Endorses, consent agenda

EPP Motion 14

Move that Exam Administration Policy 3 be amended as follows:

EAP 3 Materials Permitted and Not Permitted in Examination Room

~~Devices or materials that might compromise the security of the examination or examination process are not permitted. These include any devices with copying, recording, or communication capabilities.~~

~~Only NCEES-supplied reference materials are permitted for use in the examination room.~~

~~Only models of calculators as specified or supplied by NCEES are permitted in the examination room.~~

~~Only NCEES-supplied marking and erasing instruments are permitted for use in the examination room.~~

A. Other items specifically allowed by the current NCEES *Examinee Guide* are permitted.

B. Only NCEES-supplied reference materials are permitted for use in the examination room. The current version of the NCEES *Supplied Reference Handbook* will be supplied on-screen as a searchable PDF. If additional required design standards are being supplied during the exam, they will be listed as part of the exam specifications.

Rationale

These changes are consistent with the current permissible materials allowed in a room during an exam administration.

Board of directors' position

Endorses, consent agenda

EPP Motion 15

Move that Exam Administration Policy 4 be amended as follows:

EAP 4 NCEES Examination Jurisdiction Requirements

A. Jurisdiction Requirements

~~Individual applicants should~~ Candidates shall apply to a member board in accordance with that jurisdiction’s operating policies and procedures.

B. Approved Test Centers

~~Approved examinees~~ Candidates may sit for an CBT examination at any NCEES-approved test center ~~located in North America or any U.S. territory.~~

C. Military Accommodations

~~Approved examinees~~ Candidates from the U.S. military serving outside of the United States and U.S. territories and their ~~spouses~~ dependents residing outside of the United States and U.S. territories may request to take an CBT examination at an NCEES-approved test center ~~located outside of these areas.~~ NCEES will review all requests and make recommendations regarding the approval of the request.

Rationale

These changes are consistent with the recommended definitions of “examinee” and “candidate” outlined in the *Exam Development Procedures Manual*. The change from “spouses” to “dependents” is more inclusive and consistent with the military environment during international assignments.

Board of directors’ position

Endorses, consent agenda

EPP Motion 16

Move that Exam Administration Policy 6 be amended as follows:

EAP 6 Requests for Special Examination Accommodations

NCEES must determine reasonable, fair, and equitable methods to be employed to administer examinations ~~to~~ candidates. All such accommodations shall comply with applicable federal and state laws and regulations. NCEES will review all requests for accommodation and make recommendations regarding the approval of the request.

Rationale

This change is proposed for consistency and clarity.

Board of directors’ position

Endorses, consent agenda

EPP Motion 17

Move that Exam Administration Policy 7 be amended as follows:

EAP 7 Release and Use of Examination Results

A. Results Reporting

Examination results ~~for examinees~~ shall be released only to the respective member board ~~or its designee and directly to and the~~ examinees. Examination results for ~~candidates-examinees~~ suspected of an exam irregularity shall not be released until the irregularity has been resolved per the *Security and Administrative Procedures Manual*. Reporting of examination results for ~~candidates-examinees~~ will be reported only as pass or fail. All failing ~~candidates-examinees~~ will be provided with a diagnostic report to indicate performance on those ~~sections~~-attempted ~~examinations~~.

B. Validity and Integrity

NCEES shall strive to ensure that the validity and integrity of the examinations are preserved and examinees are treated in a fair and equitable manner. NCEES reserves the right to treat exam scores as final and not subject to change after one year has passed from the date of release from NCEES to the member boards. If there is a change in the exam scores within a year of the date NCEES releases the examination results roster to the member boards, then NCEES will notify the member board only if the change in the exam scores alters ~~a candidate's-an examinee's~~ status from fail to pass.

NCEES reserves the right to notify the member boards at any time if it learns that ~~a candidate-an examinee~~ engaged in any improper conduct relating to the exam on which the score was obtained or took any action that jeopardized the security of any other NCEES exam or exam administration.

C. Exam Irregularities

All NCEES exam irregularities should be evaluated by NCEES with regards to invalidation of exam results. If ~~a candidate-an examinee~~ fails to comply with the conditions stated in the *NCEES Examinee Guide*, NCEES shall have the authority to invalidate exam results and, furthermore, shall have the authority to suspend ~~a candidate's-an examinee's~~ ability to take an NCEES examination for up to three years. If deemed appropriate, NCEES shall also have the right to pursue additional restrictions on future testing, civil remedies, ~~and/or~~ criminal remedies.

NCEES will notify the member board selected by the examinee of the specific terms and reasons for the invalidation ~~and/or~~ ban. NCEES will update the examinee's account to make this information available to all member boards.

If a member board objects to NCEES' decision to ban an examinee's registration, NCEES will update the examinee's account to allow the examinee to select that member board and register for an examination in accordance with the terms set forth by that member board.

D. Structural Engineering Examinations

A section results notice will be transmitted to the member board for each administration in which ~~a candidate-an examinee~~ takes a section. ~~Receiving an acceptable result on Passing~~ only one section shall not be sufficient for any licensure purposes. After ~~a candidate-an examinee~~ has ~~received an acceptable result on passed~~ all sections, an examination pass notice will be transmitted to the member board to indicate that the ~~candidate-examinee~~ has passed the PE Structural examination.

E. Release to Universities and Colleges

NCEES may provide ~~directly to a university or college~~ **institutional reports containing** FE or FS examination data ~~directly to a university or college~~ that ~~will may~~ help measure learning outcomes of the total engineering or surveying education.

Rationale

These changes are consistent with the recommended definitions of "examinee" and "candidate" captured by the *Exam Development Procedures Manual*.

Board of directors' position

Endorses, consent agenda

EPP Motion 18

Move that Exam Administration Policy 9 be amended as follows:

EAP 9 NCEES Examinations Offered at Foreign Sites

A. Contracting with Foreign Entities

The chief executive officer is authorized to enter into discussions with foreign entities concerning the administration of NCEES examinations ~~to examinees via computer based testing (CBT)~~. Any agreement resulting from such discussions requires the approval of the NCEES board of directors.

B. Minimum Criteria

For any approved agreement, NCEES will establish minimum criteria for ~~examinees~~ candidates of the foreign entity that are in general conformance with the existing NCEES *Model Law* and *Model Rules*. Such agreements shall require that any additional costs to NCEES to administer the exams shall be reimbursed by the foreign entity and that ~~CBT~~ examinations shall be administered in accordance with the NCEES examinee testing agreement.

C. Use of Examination Results for Licensure

Results of the examinations may be used to assist examinees interested in applying for licensure as a professional engineer or professional surveyor with an NCEES member board. NCEES makes no representations that passing such exams will qualify the examinees for licensure in any NCEES member board jurisdiction. The results may also be used as an outcomes assessment tool to assist in measuring the outcomes of foreign-based ABET-accredited programs.

F. Other Foreign Offerings

The chief executive officer is authorized to approve other foreign sites without foreign entity involvement for use by U.S. military personnel and their ~~spouses~~ dependents and by other individuals approved by the chief executive officer.

Rationale

These changes are consistent with the recommended definitions of “examinee” and “candidate” outlined in the *Exam Development Procedures Manual*. The change from “spouses” to “dependents” is more inclusive and consistent with the military environment during international assignments.

Board of directors’ position

Endorses, consent agenda

EPP Motion 19

Move that Exam Administration Policy 11 be amended as follows:

EAP 11 Exam Administration Audits

Examination forensics, including a secret shopper-type program (which shall include a person who is requested to take the exam at a test center to verify quality assurance of the examination process), may be performed in accordance with the vendor-NCEES contract. Secret shopper exposure to NCEES examination content is restricted to an NCEES staff member or a ~~licensed~~ professional engineer or professional surveyor who has already passed the appropriate NCEES exam.

Rationale

These changes are proposed made for consistency in defining a professional engineer and professional surveyor.

Board of directors' position
Endorses, consent agenda

EPP Motion 20

Move that Administrative Policy 8 be amended as follows:

AP 8 Motions

- A. Motions before the Council at the annual business meeting shall not be voted upon at the same business session in which they are introduced and initially discussed or prior to zone meetings. This policy shall not apply to privileged or subsidiary motions and may be suspended for other motions upon approval by a two-thirds majority vote.
- B. Any motion to amend the *Model Law* or *Model Rules* presented at an annual business meeting by an entity other than the Committee on Uniform Procedures and Legislative Guidelines (UPLG) shall be referred to the UPLG Committee for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.
- C. Any motion to amend exam prices in Financial Policy 6 that is presented at an annual business meeting by an entity other than the Committee on Finances shall be referred to the Committee on Finances for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.
- D. Any motion to amend examination policies presented at an annual business meeting by an entity other than the Committee on Examination Policy and Procedures (EPP), the Committee on Examinations for Professional Engineers (EPE), or the Committee on Examinations for Professional Surveyors (EPS) shall be referred to the EPP Committee for review and revision of the language in consultation with any other appropriate committee before it is presented for Council vote at the next scheduled annual business meeting.

Rationale

The committee recommends that this section of the *Manual of Policy and Position Statements* be subdivided like others for consistency. The suggested revision was made in conjunction with the EPE Committee and the EPS Committee to provide a means to review amendments to motions on exam policies to avoid unintended consequences.

Board of directors' position
Endorses, consent agenda



Committee on Examinations for Professional Surveyors

Coleen Johnson, R.P.L.S., Chair

ABSTRACT

The Committee on Examinations for Professional Surveyors (EPS) supervises the preparation of exam specifications (blueprints), reviews item performance, monitors the training of exam development volunteers and recommends changes to exam policies and procedures for the Fundamentals of Surveying (FS) and Principles and Practice of Surveying (PS) exams.

The committee was assigned seven charges. It held three virtual meetings via Zoom and one in-person meeting at NCEES headquarters in Greenville, South Carolina, and performed additional work through the Basecamp collaboration website. Chair Coleen Johnson served as a consultant to the Committee on Examination Policy and Procedures (EPP) and attended the EPP virtual meeting and in-person meeting held in Tampa, Florida.

The committee will present one motion for Council action. **The motion is shown on page 95.**

CHARGES

Charge 1

Accomplish all recurring committee activities:

- *Oversee the development and maintenance of necessary exam items for future Fundamentals of Surveying and Principles and Practice of Surveying examinations in accordance with existing exam development policies.*
- *Review and evaluate exam administrations for conformity of results; prepare, review, and refine future examinations.*
- *Review the pass rates and item performance for recent exam administrations.*
- *Review the Committee on Examination Audit recommendations and implement any changes approved by the board of directors.*

Exam Development and Performance

The FS and PS exams are statistically strong in performance, reliability, and volume. Approximately 40 percent of the pre-test items are alternative item types (AITS), which are performing well and accomplishing the intended goals. The volume of test takers for both FS and PS exams is at the highest level it has been in the last decade and is currently on a continual climb upward. For the 2022–23 pool, the FS Pretest Item survival rate was 70 percent, and the PS Pretest Item survival rate was an impressive 96.6 percent. Some of the data that computer-based testing provides is the average examinee response time for each item. This data is used to ensure that no exam is overloaded with time-consuming items. The average response time is just under 3 minutes per item for the FS exam and roughly 3.6 minutes per item for the PS exam.

The PS exam with its updated specifications from the latest professional activities and knowledge study (PAKS) will be administered no sooner than July 2027. It will continue to be delivered in a linear-on-the-fly (LOFT) format with 85 operational items and 15 pre-test items. Notifications to member boards will be sent one year prior to the first administration of the updated exam. The exam fee is \$375.

The impending Public Land Survey System (PLSS) exam will be a linear, fixed-form (LFF) format with 60 operational items and 15 pre-test items. The exam time will be 4.5 hours, with a seat time of 5 hours. The exam development meetings for the PLSS exam are scheduled for March, July, and December 2024. The PLSS exam will be administered no sooner than October 2027. Notifications to member boards will be sent one year prior to the exam being administered. The exam fee is \$325.

Exam Audit

The EPS Committee reviewed the 2023–24 PS exam audit results. There were six findings, with two items requiring further action:

- 1) The exam development committee will ensure that sufficient rationales exist for all items in the bank.
- 2) The item bank is short by approximately 350 items. With an average net of 23 active items per year being added to the bank, the committee plans to achieve the required 11:1 ratio by training more subject-matter experts to be proficient in item writing and having them write items during virtual meetings as well as on their own.

No motions resulted from this charge.

Charge 2

Review exam development committee member data. Compare them with benchmarks as established by the Committee on Examinations for Professional Surveyors as part of the NCEES Exam Development Volunteer Diversity Monitoring plan and make recommendations to update recurring charges to monitor progress.

NCEES staff sent out a diversity questionnaire via email to recent FS exam passers. More than 4,500 FS passers were sent the questionnaire, and over 1,000 responses were received. Diversity benchmarks were calculated for gender and ethnicity, and they will be compared to each of the surveying exam development committees (FS, PS, and PLSS) for comparison to determine how closely they align. The PLSS passer subset is planned to be refined as states adopt the use of the exam. In the future, subject-matter expert diversity will be included in the recurring items in Charge 1 for this committee.

No motions resulted from this charge.

Charge 3

Aid NCEES Exam Development staff with identifying subject-matter experts for development of the Public Land Survey System module of the PS examination.

A PLSS exam development committee was initiated, with over 44 members currently targeted as PLSS subject-matter experts from diverse jurisdictions and considerations given for gender and ethnic diversity. The PLSS exam development committee meetings are scheduled to have 15 subject-matter experts attend each meeting on the following dates:

- March 22–23, 2024
- July 19–20, 2024
- December 6–7, 2024
- March 21–22, 2025
- May 16–17, 2025
- August 7–8, 2025
- November 14–15, 2025

No motions resulted from this charge.

Charge 4

Review Position Statement 18 and determine if the statement should include the portion alluding to using only Model Law Surveyors to develop the FS examination. Propose revisions as necessary.

The committee reviewed PS 18, Bachelor of Science Degrees in Surveying Engineering, Surveying and Mapping, and Geomatics, and recommends that it be amended to allow more leeway in the selection of subject-matter experts for the FS exam development committee.

The proposed amendment to PS 18 is shown in **Motion 1**.

Charge 5

In conjunction with the Committee on Examinations for Professional Engineers and Committee on Examination Policy and Procedures, review the Exam Development Procedures Manual and the Manual of Policy and Position Statements with respect to how new examinations, including modules or sections, are approved. Propose appropriate revisions to the Examination Development Procedures Manual to be consistent with policy.

The committee reviewed examination development policies (EDPs) in the *Manual of Policy and Position Statements* and the *Exam Development Procedures Manual* (EDPM) and proposed editorial changes for clarity and consistency.

The EPP Committee is presenting motions to amend EDPs based on comments and suggestions from members of the EPS and EPE committees.

Recommended revisions to EDPM Section 1.8, as developed by the EPP, EPE, and EPS committees, are shown in **Appendix B**.

Charge 6

In conjunction with the Committee on Examinations for Professional Engineers and Committee on Examination Policy and Procedures, consider proposing the following amendment to Administrative Policy 8 motions:

- *Any motion to amend examination policies presented at an annual meeting by an entity other than the Examinations for Professional Engineers (EPE), the Examinations for Professional Surveyors (EPS), or the Examination Policy and Procedures (EPP) shall be referred to one or more of these three committees for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.*

The EPP Committee is presenting a motion to amend AP 8 based on comments and suggestions from the EPE and EPS committees.

Charge 7

In conjunction with the Committee on Examinations for Professional Engineers, review the EDPM where it defines the knowledge levels (basic knowledge and skills, intermediate knowledge and skills, and advanced knowledge and skills) regarding specification areas. Work with Pearson VUE to update the definitions of these knowledge levels used during cut-score/standard-setting procedures to be more precise.

The committee worked collaboratively with the EPE Committee to review the EDPM and recommends that the revisions shown in **Appendix A** be incorporated into the EDPM.

No motions resulted from this charge.

Respectfully submitted, the **Committee on Examinations for Professional Surveyors:**

Coleen Johnson, R.P.L.S., Chair

Members

James Chustz, P.L.S.
Todde Folkerts, P.E., P.L.S.
Joyce Hastings, P.L.S.
Kayce Keane, P.L.S.
Christina Martin, P.L.S.
John Mettee III, P.L.S.
Ginger Michalski-Wallace, P.S.
Richard (Ric) Moore, P.L.S.
Aaron Morris, P.L.S.
Lisa Peterson, P.E., P.L.S.
James Riney, P.E., P.S.
Paul Santos, P.L.S.

Board liaison

Andrew Zoutewelle, P.L.S.

Staff liaison

Jason Gamble, P.E.

APPENDIX A: REVISIONS TO EXAM DEVELOPMENT PROCEDURES MANUAL (CHARGE 7)

1.5.2.1 PE, SE, and PS exams

The standard of competence is the minimum level of knowledge and skills an individual must demonstrate in order to practice and be in responsible charge in a manner that will safeguard the health, safety, and welfare of the public. The minimally competent engineer/surveyor must demonstrate on the exam the minimum acceptable level of ability to apply his or her working knowledge and understanding across the subject areas in the applicable discipline exam specification.

Standard-setting panelists categorize each major domain of the exam specification into one of the following three tiers of achievement to help estimate the percentage of minimally competent engineers/surveyors that should answer the item correctly:

- Basic knowledge and skills—~~Demonstrating familiarity with the concept or topic~~The minimally competent candidate has a basic understanding of the blueprint topic area and demonstrates familiarity with the concept or topic (recall).
- Intermediate knowledge and skills—~~Interpreting the concept or explaining it to someone else (not applying it)~~The minimally competent candidate has an intermediate understanding of the blueprint topic area and can interpret the concept or explain it to someone else and can apply it with supervision.
- Advanced knowledge and skills—~~Applying the knowledge to a new situation~~The minimally competent candidate has an advanced understanding of the blueprint topic area and can apply the knowledge to a new situation.

1.5.2.2 FE and FS exams

The standard of competence is the minimum level of knowledge and skills an individual must demonstrate in order to enter the licensure process. The minimally competent examinee must demonstrate on the exam the minimum acceptable level of basic knowledge and understanding across the subject areas in the applicable discipline exam specification.

Standard-setting panelists categorize each major domain of the exam specification into one of the following tiers of achievement to help estimate the percentage of minimally competent examinees that should answer the item correctly:

- Basic knowledge and skills—~~Demonstrating familiarity with the concept or topic~~The minimally competent candidate has a basic understanding of the blueprint topic area and demonstrates familiarity with the concept or topic (recall).
- Intermediate knowledge and skills—~~Interpreting the concept or explaining it to someone else (not applying it)~~The minimally competent candidate has an intermediate understanding of the blueprint topic area and can interpret the concept or explain it to someone else and can apply it with supervision.

APPENDIX B: REVISIONS TO EXAM DEVELOPMENT PROCEDURES MANUAL (CHARGE 5)

1.8 ADDING NEW EXAMINATIONS OR MODULES

Requests for new examinations or depth modules are reviewed by the Board of Directors and referred to the EPE or EPS Committee according to the following guidelines applicable policy in the *Manual of Policy and Position Statements: EDP 4, EDP 5, or EDP 8*.

1. ~~The EPE or EPS Committee, with assistance from the requesting Member Boards, determines whether a sufficient number of candidates exist to support an on-going exam program that conforms to NCEES policy and procedures and ensures the proposed new discipline or depth module is not merely a narrow specialty area within an existing discipline. The EPE or EPS Committee also determines whether the new discipline or depth module requires a national exam or whether a regional exam will suffice.~~

~~If the EPE or EPS Committee determines that the proposed application meets the above policy requirements, then it recommends to the Board of Directors that the process continue. The Board of Directors may either approve or disapprove the recommendation or opt to have the recommendation presented before the full Council at the next annual meeting.~~

Remedial Action

~~If the EPE or EPS Committee determines that the request does not represent a new discipline or depth module examination or does not warrant a national examination, it will may recommend to the Board of Directors that the application process be terminated.~~

2. ~~If the new exam is a society-sponsored exam and is approved by the EPE Committee and the Board of Directors (or Council) for further development, the appropriate sponsoring technical society will be required to sign an agreement with NCEES delineating the rights and responsibilities of both parties regarding cost sharing, resource responsibilities, and other Council requirements for exam development. If the new examination meets all requirements, a professional activities and knowledge study (PAKS) shall be conducted in accordance with NCEES policy. If NCEES receives an insufficient number of qualifying responses to the PAKS, then the EPE or EPS Committee will recommend to the Board of Directors that the application process be terminated. If the PAKS does not result in exam specifications that are clearly representative of a new examination or if an insufficient number of qualified SMEs participate in the PAKS and in creating the exam specifications, the EPE or EPS Committee may recommend to the Board of Directors that the exam process be terminated.~~
3. ~~If the new exam is an NCEES-sponsored exam, a surveying exam, or a new depth module, NCEES will conduct a PAKS analysis in accordance with NCEES procedures. If the new exam is a society-sponsored exam, NCEES staff will solicit the appropriate society to prepare an NCEES-approved PAKS analysis for EPE or EPS committee review, as appropriate. The EPE or EPS Committee reviews the PAKS report and the scope of the examination. If the committee approves the exam specifications, it will notify the Board of Directors that the examination should be offered on a provisional basis.~~

Remedial Action

~~If NCEES receives fewer than 200 qualifying responses to the PAKS, then the EPE or EPS Committee will recommend to the Board of Directors that the application process be terminated. If the PAKS does not result in exam specifications that are clearly representative of a new discipline or depth module or if an insufficient number of qualified SMEs participate in the PAKS and in creating the exam specifications, EPE or EPS will recommend to the Board of Directors that the exam process be terminated. In either case, the Board of Directors may choose to have the recommendation presented before the Council at the next annual meeting.~~

4. ~~The EPE or EPS Committee reviews the scope, breadth, and depth of the exam. If the committee approves the exam specifications, it will notify the Board of Directors and direct the technical society or exam subcommittee to write sufficient items and assemble two exams in accordance with the exam specifications. The two assembled exams must be pilot tested, independently keyed, and commented on for difficulty and time to answer by at least five recently licensed engineers or surveyors, as appropriate, from a related discipline or by five unlicensed SMEs~~

~~working in the subject discipline, none of whom have worked on the exam. All approved items and all assembled exams are maintained solely at NCEES headquarters. After approval by the EPE or EPS Committee, the exam subcommittee will be directed to write sufficient items to maintain the item bank and develop exam forms to support administration.~~

Remedial Action

~~If, after 1 year, two exams have not been assembled in accordance with the exam specifications, pilot-tested, and independently keyed and are not of reasonable difficulty, the EPE or EPS Committee will place the exam on probation and recommend specific remedial actions intended to produce sufficient items to permit assembly and pilot testing of two exams. Remedial actions may include special item writing workshops or outsourcing of item writing. If the two pilot tested exams are not completed within 1 year of probationary status, the EPE or EPS Committee recommends to the Board of Directors that the exam development process be terminated. The Board of Directors may opt to have the recommendation presented to the Council at the next annual meeting.~~

- ~~5. The EPE or EPS Committee reviews the two assembled exams and the pilot test results and recommends to the Board of Directors whether to approve the exams for offering to Member Boards on a provisional basis. Once offered, after two administrations of the new exam, the EPP Committee reviews the exam to ensure compliance with exam policy and procedures and recommends to the Board of Directors that the provisional status be removed. If the new examination has not met all NCEES policy and procedure requirements during its first two administrations, the EPP Committee will recommend action in accordance with the relevant subsection of EDP 6, Deleting/Combining/Renaming a Discipline or Module from the Examination Program.*~~
- ~~6. After approval by the EPE or EPS Committee and the Board of Directors, the request for an exam is presented by the Board of Directors or its designee to the Council for approval, to be offered on a provisional basis. If, after 3 years, sufficient items have not been developed in accordance with the exam specifications to maintain item banks and develop exam forms, the EPE or EPS Committee may recommend that the exam be placed on probation and specific remedial actions intended to produce sufficient items to support its administration be taken. Remedial actions may include special item-writing workshops or outsourcing of item writing. If sufficient items are not developed within 1 year of probationary status, the EPE or EPS Committee may recommend to the Board of Directors that the exam development process be terminated.~~
- ~~7. After two administrations of the new exam, the EPP Committee reviews the exam to ensure compliance with exam policy and procedures and recommends to the Board of Directors that the provisional status be removed.~~

Remedial Action

~~If the new exam has not met all NCEES policy and procedure requirements during its first two administrations, the EPP Committee will recommend action in accordance with the relevant subsection of EDP 7, Deleting/Combining/Renaming a Discipline or Module from the Examination Program.~~

* The current title of EDP 6 is shown, but EPP Motion 5 proposes a title change for the policy to “Discontinuing, Combining, Renaming an Examination and Pertinent Requirements.” The title will be updated in EDPM 1.8 as appropriate following the 2024 annual meeting.



Committee on Finances

Andrew Ritter, Chair

ABSTRACT

The Committee on Finances was established under the NCEES *Bylaws* to study the financial needs of NCEES, to recommend sources of income, to recommend ways and means of securing adequate funds for the proper operation of NCEES, and to assist the board of directors in financial matters. The committee reviews the previous year's budget performance and recommends the next year's budget.

The committee was assigned nine charges. The committee met throughout the year virtually, including for the work of three subcommittees, and met in person on March 1, 2024, in Kansas City, Missouri.

The committee will present six motions. **The motions begin on page 103.**

CHARGES

Charge 1

Accomplish all recurring committee activities:

- *Review the results of the 2022–23 financial audit and the current financial condition of the Council.*
- *Recommend a 2024–25 budget for the board of directors to approve before it is presented to the Council for final approval at the annual meeting.*
- *Study the financial needs of the Council, recommend sources of income, ways and means of securing adequate funds for the proper operation of the Council, assist the board of directors in assessing the financial year's budget performance, and report these findings to the Council.*
- *Review all financial policies. Determine if all are necessary or if changes are needed. Propose revisions as necessary.*

2022–23 audit review

The committee reviewed and discussed the independent auditor's report and financial statements for the 2022–23 fiscal year. The committee noted that no errors, irregularities, or audit adjustments were identified in the audit report. In addition, all financial statement disclosures were neutral, consistent, and clear.

The committee also reviewed the January 2024 financial statements and noted that the year-to-date (YTD) results are favorable to budget. This positive variance is primarily due to greater-than-budgeted exam delivery volumes. In addition, Records and Credentials revenue is more than the YTD budget, and total expenses are less than budgeted.

2024–25 budget

The committee reviewed and discussed the proposed operating and capital budgets prepared by staff for the 2024–25 fiscal year. The committee noted that the proposed operating budget—before mission initiatives—projects a gain from operations of approximately \$828,000, or 2 percent of total operational revenue. NCEES has experienced a gain in exam volumes in its largest volume exam, the Fundamentals of Engineering (FE) examination, in the past year. In addition, the Principles and Practice of Engineering (PE) Civil exams have transitioned successfully from a pencil-and-paper format to computer-based testing (CBT), which occurred in early 2022. This budget also reflects a full year of the PE Structural exam in CBT format, a substantial increase in CBT seat fees, and a new interactive practice exam product for the FE examination.

In reviewing the 2024–25 proposed budget, the committee compared the gain from operations to the five-year financial projections developed by the 2021–22 Finance Committee during the exam pricing review, and the committee found the result reasonable. The committee did not recommend any changes to the proposed 2024–25 operating budget. The committee also discussed the capital budget and recommended no changes. Finally, the budget package recommended by the committee will include contribution and transfer amounts to the NCEES Foundation for 2024–25. These two recommendations will be discussed with Charge 7.

The operating budget, including the proposed NCEES Foundation transfer and contribution, and capital budget are included in **Appendices B–C** of this report. The committee will present **Motions 1–2** as a result of this charge.

Financial needs study

The committee reviewed the current financial condition of the Council through the review of the 2022–23 audited financial statements and report, the 2024–25 proposed budget, the NCEES reserve balances (Charge 3), and the CBT exam volume trends (Charge 4) and through the development of a five-year financial projection (Charge 7). Through these reviews, the committee concluded that the overall financial condition of NCEES remains very strong, despite the overall loss in 2022–23. The financial loss in 2022–23 was a known and planned loss; it was the result of the transition of the largest PE exam (Civil) to CBT. As stated earlier, FE exam volumes are increasing toward pre-pandemic levels, and PE volumes have transitioned well to CBT. These two exams represent approximately 95 percent of the total delivered exam volumes; therefore, the volume success of these exams is a financial success for the Council. In addition, expenses continue to be well-monitored. Like many organizations, NCEES experienced a significant unrealized gain to the investment reserves balance on September 30, 2023, due to growth in the market. This came after a substantial negative market adjustment as of September 30, 2022.

Exam revenue is approximately 80 percent of all revenue for NCEES and must generate a sufficient amount of positive income to ensure that short- and long-term resources are available to the Council. This income is used to fund many programs and services that support the NCEES mission and provide value to the member boards. The committee considered these needs during its discussion of the CBT exam-volume transition trends and the resulting revenue.

As stated, the committee also reviewed the NCEES reserve funds and concluded that the Council currently has adequate reserve funds to satisfy the various requirements of Financial Policy (FP) 1C. These requirements were discussed further, as part of Charge 3.

Financial policy review

Prior finance committees have reviewed and revised the financial policies. The 2023–24 Finance Committee also reviewed the financial policies, making formatting changes to FP 6 (no motion) and substantive changes related to Charges 6 and 8 (Motions 3 and 6).

Charge 2

Review procedures used to set the exam breach reserve now that all examinations are converted to computer-based testing.

In 2004, the NCEES board of directors approved estimated replacement costs for NCEES exam items and directed that these costs be annually reviewed and approved by the board. The purpose of this was to establish a determinate cost for the development of items for each exam, assessing a value to each examination in the event of a breach. As this amount has been calculated over the years, it has evolved from being entirely based on pencil-and-paper exams, to a mix of both pencil-and-paper and CBT exams, to one now entirely based on CBT exams.

For 2023–24, the calculation is based on the compilation of all direct and indirect exam development costs, plus organization overhead, and the summation of the number of items needed to deliver an appropriate number of exams each year, in the event of an exam breach. That cost-per-item amount was then multiplied by the number of items needed to deliver a select group of 23 exams—exams with a history of delivering approximately 1,000 exams per year.

The committee reviewed the procedures used to set the exam breach reserve and found them reasonable.

The committee has no motions as a result of this charge.

Charge 3

Review all reserve amounts contained in Financial Policy 1C. Propose revisions as necessary.

The committee reviewed and discussed the current requirements within FP 1C:

- (1) 75 percent of the annual operating budget
- (2) Exam breach

(3) Non-exam data breach

(4) Long-term capital system and/or component replacements for the headquarters building

The 2022–23 Finance Committee reviewed the reserve requirements and reduced the operating budget percentage (from 100 percent), reconciled the non-exam breach reserve with insurance, and computed a long-term headquarters amount through a replacement schedule. The 2023–24 committee reviewed each of the requirements for continuing reasonableness, understanding that the resulting amount (after the requirements) is available for mission initiatives. In reviewing the current requirement amounts, the goal of the committee was to consider the probability of the potential reserve events and the financial impact of those potential events, while ensuring sufficient reserve funds for mission initiatives and the long-term financial health of NCEES.

While the committee did not make any changes to the reserve requirements, the committee recommends a future review of the reserve requirements, specifically the operating budget percentage requirement. As the operating budget grows annually, the operating budget percentage amount may become too high, unnecessarily reducing the amount available for mission initiatives.

The committee has no motions as a result of this charge.

Charge 4

Continue to monitor the revenue and cost trends throughout the transition of all examinations to CBT, monitoring both exam volumes and exam recovery rates.

This has been a charge for several years, as a means of ensuring adequate operational revenue for the Council as the examinations transition to CBT. As the examinations transition from a pencil-and-paper format to CBT, it has typically taken five to seven years for an exam to return to the original pencil-and-paper exam volume. With that, it is important to understand the individual exam recovery rates, as those rates assist in projecting the future exam volumes, which in turn, assist in projecting the exam revenue.

This year's committee continued the review of exam volumes and exam recovery rates, noting that the FE exam is recovering toward pre-pandemic volume levels, both the Fundamentals of Surveying (FS) exam and the Principles and Practice of Surveying (PS) exam are seeing tremendous growth, and the PE Civil exam, which moved to CBT in early 2022, is transitioning very well. Specifically related to PE exams, the largest nine PE exams—the Mechanical exams, Electrical and Computer: Power exam, and Civil exams—account for 90 percent of all PE exam deliveries. The first of these exams began transitioning to CBT in 2020; therefore, they are all within four-plus years of transitioning. The recovery of these nine exams to their pencil-and-paper volume levels is very important to the Council's long-term financial health.

The committee recommends continued monitoring of the exam volumes and recovery trends associated with CBT exams over the next several years.

The committee has no motions as a result of this charge.

Charge 5

Continue to monitor building replacement items and associated costs.

The NCEES headquarters building was constructed in 2016, with NCEES purchasing the facility in 2019. Since the purchase, proactive measures have been taken to ensure the condition of the building. The 2022–23 Finance Committee used an outside consultant to assist in developing a capital replacement schedule—with replacement costs—for the building. Examples of these replacement items are an HVAC or roof replacement. It would not include maintenance and repair items, as these costs are part of the annual operating budget. The 2023–24 Finance Committee reviewed that schedule and received confirmation from the property manager related to no immediate replacement expectations. While the building is in good condition, it is nearing 10 years since construction, and it houses the very important exam development process.

The committee recommends future monitoring of the replacement items and the associated costs.

The committee has no motions as a result of this charge.

Charge 6

Review FP 7, assessing the registrant numbers assigned to each fee. Propose revisions to the registrant categories as necessary.

Currently, the member board fee schedule, per FP 7, is as follows:

- (1) 1–200 registrants = \$750 annually
- (2) 201–500 registrants = \$2,600 annually
- (3) 501 or more registrants = \$6,500 annually

While the two smaller-level categories were revised, effective the beginning of 2018, the largest registrant category has been the same since the beginning of 2007. In addition, the current allocation is not properly balanced among the three categories: one category has one member board in it, one has six in it, and the third has 62 member boards in it. Finally, in reviewing the member board registrant numbers, the committee questioned the equity of having a member board with 50,000–100,000+ registrants paying the same annual fee as a member board with 501 registrants.

To bring a more balanced allocation and equity to the member board fee structure, several variations of computation were considered; each was reviewed for pros and cons from the standpoint of the member board. One of the challenges in finding equity is that the member board registrant totals range from approximately 200 to over 100,000 registrants. In addition, there was consideration of the current revenue generated by these fees; the goal was to approximate the current revenue total.

After reviewing several scenarios, the committee chose to expand the current three categories to five. In addition, it developed the respective categories by graphing the registrant totals, by member board, and finding natural breakpoints in registrant totals. Finally, the proposed fee structure was sent to the member board administrators for comment; the feedback was overwhelmingly favorable. Under the proposed categories, the total revenue projects to be within 2 percent of the current budgeted revenue.

The committee will present **Motion 3** as a result of this charge.

Charge 7

Develop a five-year NCEES operational financial projection, providing a funding plan for the NCEES Foundation. In addition, calculate an annual spending limit for the Foundation. Provide recommendations to the board of directors.

There are two charges within this charge: first, develop a five-year NCEES operational financial projection to determine the feasibility of transferring funds from the NCEES Reserves Available for Mission balance to the NCEES Foundation. Before any consideration of a potential transfer, two things must be understood: the current mission reserve balance and the financial result of the five-year projection. As of February 2024, the mission reserve balance was \$10 million.

Using the 2024–25 proposed budget as the first year, four more projection-years were developed. As part of building the projection, the work of Charge 4—reviewing exam volume trends—was instrumental in establishing projected exam volumes and revenue. Based on the work performed, the five-year Operational Gain total is \$3.6 million, and—including investment income—the five-year Net Gain is nearly \$8.5 million. Considering both the \$10 million mission reserve balance and the projected five-year totals, the committee proposed a \$3 million transfer to the NCEES Foundation as part of the 2024–25 budget package. In addition, the committee is proposing a \$100,000 contribution to the NCEES Foundation as part of the 2024–25 budget package. This contribution was received by NCEES in January 2024 as part of a copyright infringement settlement.

The second part of Charge 7 directs the committee to calculate an annual spending limit for the Foundation. Annually, the Finance Committee will calculate this amount and submit it to the NCEES board of directors for approval. However, in this first year, the committee also had to develop the methodology for the calculation.

The committee used resources from two investment institutions that NCEES currently uses, as well as other foundation experience that committee members had. The committee chose to calculate the annual NCEES Foundation spending limit by multiplying the average balance, over a 12-quarter period, by 4 percent. This rate

is an industry standard. From that, any contributions/donations received during the year would be added. The committee felt that using a 4-percent rate would both provide funding for the Foundation while preserving and accelerating the growth of the market balance.

The committee will present **Motions 4–5** as a result of this charge. The annual spending limit recommendation will not result in a motion, as it will be presented to the NCEES board of directors for approval.

Charge 8

Propose revisions to FP 3 as necessary to add B.9 “Chair of the NCEES Foundation” to fund that individual for the annual meeting.

FP 3 relates to travel expenses, and the policy lists the various attendees to NCEES meetings that the Council funds. With the creation of the NCEES Foundation, there needs to be an inclusion for the Foundation board for annual meeting attendance. The committee is proposing to add B.9, “NCEES Foundation Board Members” to FP 3 to give the Council the flexibility to fund any or all Foundation board members to the annual meeting.

The committee will present **Motion 6** as a result of this charge.

Charge 9

Review Bylaws 5.03 to determine if the description of the treasurer position needs to be updated to reflect current practice. Propose revisions as necessary.

The committee read *Bylaws 5.03* with an intent to see if the duties as prescribed were current with the responsibilities of the treasurer. The committee noted that the description of the duties was written very broadly, accounting for the many activities of the position, and a more thorough review of other *Bylaws* provisions and policies is necessary.

The committee recommends a review of *Bylaws 5.03*, ensuring cohesiveness with other policies.

The committee has no motions as a result of this charge.

Respectfully submitted, the **Committee on Finances:**

Andrew Ritter, Chair

Members

Brian Hanson, P.E.
Edward Hubner, P.E.
Joseph Jakubowski III, P.E.
Dale Jans, P.E.
Michael Kidd, P.L.S.
Timothy Rickborn, P.E., S.E.
Deveron Sanders, P.E.
Kiran Shah

Consultant

Paul Tyrell, P.E., P.L.S.

Ex officio member

Andrew Zoutewelle, P.L.S.

Board liaison

Karl Tonander, P.G, P.E.

Staff liaison

Joe Scheving, CPA

MOTIONS

Finance Motion 1

Move that the adoption of the 2024–25 operating budget as shown in **Appendix B** be postponed to the end of the last business session.

Rationale

The committee proposes postponing consideration of the motion in order to take into account any subsequent actions adopted by the Council that may affect this budget.

Board of directors' position
Endorses, consent agenda

Finance Motion 2

Move that the adoption of the 2024–25 capital budget as shown in **Appendix C** be postponed to the end of the last business session.

Rationale

The committee proposes postponing consideration of the motion in order to take into account any subsequent actions adopted by the Council that may affect this budget.

Board of directors' position
Endorses, consent agenda

Finance Motion 3

Move that Financial Policy 7 be amended as follows:

FP 7 Membership Fees

All membership fees will be reviewed and approved by the Council. The current approved schedule is included here for reference.

Member boards	Current fee	Date effective	<u>Future Fee</u>	<u>Date effective</u>
1 through 200 registrants	\$750 annually	01/01/18	=	=
201 through 500 registrants	\$2,600 annually	01/01/18	=	=
501 or more registrants	\$6,500 annually	01/01/07	=	=
<u>Less than 500 registrants</u>	=	=	<u>\$2,000 annually</u>	<u>01/01/26</u>
<u>500–4,999 registrants</u>	=	=	<u>\$4,000 annually</u>	<u>01/01/26</u>
<u>5,000–9,999 registrants</u>	=	=	<u>\$6,000 annually</u>	<u>01/01/26</u>
<u>10,000–29,999 registrants</u>	=	=	<u>\$7,500 annually</u>	<u>01/01/26</u>
<u>30,000 or more registrants</u>	=	=	<u>\$8,500 annually</u>	<u>01/01/26</u>

Rationale

The current member board fee structure is not properly balanced among the categories and is not equitable. The proposed fee structure results in strong representation across the categories and provides equity. The proposed fee structure results in projected revenue within 2 percent of the current revenue.

Board of directors' position
Endorses, consent agenda

Finance Motion 4

Move to approve a \$100,000 contribution to the NCEES Foundation.

Rationale

Based on the financial condition and needs of the organization, the \$100,000 copyright infringement award is available as a contribution to the NCEES Foundation. These funds could be spent by the Foundation in 2024–25.

Board of directors’ position

Endorses, non-consent agenda

Finance Motion 5

Move to approve a \$3 million transfer to the NCEES Foundation.

Rationale

Based on both the current Reserves Available for Mission balance and the results of the five-year NCEES operational financial projection, the transfer is available without negatively impacting the long-term financial health of NCEES. These funds would become part of the investment corpus, or basis, of the Foundation and are not available to be directly spent. Instead, they are used to create investment income for the Foundation, which can be spent.

Board of directors’ position

Endorses, non-consent agenda

Finance Motion 6

Move that Financial Policy 3B be amended as follows:

FP 3 Travel Expenses

B. NCEES annual business meetings

1. Members of the current NCEES board of directors, incoming vice presidents, nominees for the incoming NCEES president-elect and treasurer positions, and past presidents. Registration fees shall be waived for a guest of each.
2. A minimum of three funded delegates from each member board as specified by the member board. Member boards must meet the *Bylaws* requirements for voting to receive the benefits of funded delegates.
3. Member board members who are attending their first annual meeting and who have been appointed to their board within 24 months before the annual meeting
4. The designated member board administrator (MBA) of each member board. When an MBA represents more than one board, the funding shall be for the designated MBA only and not for the assistant MBA or for member board staff. Member boards must meet the *Bylaws* requirements for voting to receive the benefits of a funded MBA.
5. Chairs of NCEES standing committees and task forces
6. NCEES service award recipients. Registration fees shall be waived for a guest of each.
7. Zone assistant vice presidents and zone secretary-treasurers

APPENDIX A: OPERATING BUDGET SUMMARY

	2024–25 Proposed Budget	2023–24 Approved Budget
	<u> </u>	<u> </u>
INCOME		
Support Services Revenue	557,425	559,020
Examination Services Revenue	30,606,122	29,109,937
Member Services Revenue	<u>7,520,740</u>	<u>5,863,712</u>
Total Income	<u>38,684,287</u>	<u>35,532,669</u>
EXPENSES		
General and Administrative	8,522,029	8,408,728
Meetings and Outreach Services	4,692,004	4,806,228
Examination Services	23,142,661	20,895,118
Member Services	<u>1,499,385</u>	<u>1,420,092</u>
Total Expenses	<u>37,856,079</u>	<u>35,530,166</u>
NET OPERATING INCOME (LOSS)	828,208	2,503
Mission Initiatives	<u>905,000</u>	<u>1,680,000</u>
Subtotal	(76,792)	(1,677,497)
NONOPERATING ITEMS		
Interest and Investment Income	1,695,144	1,675,000
Other Income	<u>0</u>	<u>0</u>
NET INCOME	<u><u>1,618,352</u></u>	<u><u>(2,497)</u></u>
TRANSFER		
Transfer to NCEES Foundation	<u>3,000,000</u>	<u>7,000,000</u>
CONTRIBUTION		
Contribution to NCEES Foundation	<u>100,000</u>	<u>0</u>

APPENDIX B: 2024–25 PROPOSED OPERATING BUDGET

SUPPORT SERVICES REVENUE

Member Board Fees	419,350
Participating Organizations Liaison Council (POLC) Fees	0
Annual Meeting Fees	64,450
Other Meeting Fees	50,375
Miscellaneous Income	23,250
Total Support Services Revenue	<u>557,425</u>

SUPPORT SERVICES OPERATING EXPENSES

Officer/Staff Travel

President	35,000
Past President	17,250
President-Elect	29,000
Central Zone Vice President	17,000
Northeast Zone Vice President	17,000
Southern Zone Vice President	17,000
Western Zone Vice President	17,000
Treasurer	17,000
Chief Executive Officer	33,000
Staff	26,168
International	105,700
Subtotal	<u>331,118</u>

Committee Travel and Expenses

Advisory Committee on Council Activities	20,000
Bylaws Committee	1,800
Committee on Licensure	20,000
Finance Committee	30,000
Member Board Administrators (MBA) Committee	20,000
Law Enforcement Committee	20,000
POLC	17,000
Education Committee	29,000
Uniform Procedures and Legislative Guidelines Committee	19,000
Ad Hoc Committees	76,000
Subtotal	<u>252,800</u>

Annual Meeting

Staff Travel	40,407
Expenses	806,378
Publications	60,000
Award Recipient Travel	9,621
Awards and Presentations	11,405
Funded Delegate Travel	513,425
Subtotal	<u>1,441,236</u>

Board Presidents/MBA Assembly	0
MBA Meeting and Board Attendee	87,930
Zone Meeting Expenses	523,978
Meeting Registration Expenses	13,092

APPENDIX B: 2024–25 PROPOSED OPERATING BUDGET**Promotion and Outreach**

Engineering Education Award	101,450
Surveying Education Award	105,400
Discretionary Outreach	500,000
Licensure Outreach	582,500
Marketing	752,500
Newsletter	0
Subtotal	<u>2,041,850</u>

Total Meetings and Outreach**4,692,004****GENERAL AND ADMINISTRATIVE****Personnel and Human Resources**

Salaries	4,348,909
Payroll Taxes (FICA)	300,463
Payroll Insurance (State)	2,500
Group Insurance	542,071
Employee Retirement Fund	461,650
Recruiting	7,408
Employee Development	156,593
Subtotal	<u>5,819,594</u>

Office

Rent and Property Tax	5,100
Electricity	119,447
Water	9,087
Building Security	19,260
Building Maintenance	77,999
Cleaning and Ground Maintenance	166,853
Subtotal	<u>397,746</u>

Administrative

Postage	5,694
Supplies	33,158
Credit Card/Bank Fees	11,641
Administrative Printing	20,000
Strategic Planning	23,000
Noncapitalized Purchases	7,500
Subtotal	<u>100,993</u>

Technology Services

Communications	217,495
Equipment Lease/Rental	81,100
Software	288,172
Noncapitalized Purchases	95,300
Hardware Maintenance	41,000
Subtotal	<u>723,067</u>

Insurance and Bond

Travel	5,344
Building and Liability	10,720
Directors and Officers	20,306
Professional Liability	43,672
Workers' Compensation	11,922
Subtotal	<u>91,964</u>

APPENDIX B: 2024–25 PROPOSED OPERATING BUDGET

Dues and Professional Fees	
ABET Dues and Meetings	20,570
Federations of Associations of Regulatory Boards	10,800
Alliance for Responsible Professional Licensing	53,000
Other Memberships and Dues	12,429
Legal Fees	109,500
Audit and Payroll Fees	78,310
Lobbying	35,000
Other Professional and Consulting Fees	130,538
Subtotal	<u>450,147</u>
 Depreciation and Interest	
Interest Expense	11,450
Amortization Expense	223,327
Equipment and Furniture Depreciation	286,832
Building Depreciation	416,909
Subtotal	<u>938,518</u>
 Total General and Administrative Expenses	 <u>8,522,029</u>
 TOTAL SUPPORT SERVICES OPERATING EXPENSES	 <u>13,214,033</u>
GAIN/(LOSS) FROM SUPPORT SERVICES	<u>(12,656,608)</u>
 EXAMINATION SERVICES OPERATING REVENUE	
EXAMINATIONS	
Fundamentals of Engineering	13,887,500
Principles and Practice of Engineering	12,153,375
Structural Engineering	787,500
Fundamentals of Surveying	605,325
Principles and Practice of Surveying	560,350
Examination Regrading	0
Subtotal	<u>27,994,050</u>
 STUDY MATERIALS	
Publication Sales	2,612,072
Postage and Shipping Revenue	0
Subtotal	<u>2,612,072</u>
 TOTAL EXAMINATION SERVICES OPERATING REVENUE	 <u>30,606,122</u>
 EXAMINATION SERVICES OPERATING EXPENSES	
EXAMINATIONS	
Fundamentals of Engineering	
Computer-Based Testing (CBT) Seat Fees	8,606,157
Contracted Services	500
Psychometric Consulting Services	267,825
Travel	325,467
Subtotal	<u>9,199,949</u>

APPENDIX B: 2024–25 PROPOSED OPERATING BUDGET

Principles and Practice of Engineering	
CBT Seat Fees	5,270,834
Contracted Services	21,000
Psychometric Consulting Services	827,175
Travel	<u>1,060,345</u>
Subtotal	<u>7,179,354</u>
Structural	
CBT Seat Fees	316,027
Contracted Services	2,000
Psychometric Consulting Services	0
Printing	0
Travel	<u>294,540</u>
Subtotal	<u>612,567</u>
Fundamentals of Surveying	
CBT Seat Fees	381,847
Contracted Services	500
Psychometric Consulting Services	39,475
Travel	<u>35,345</u>
Subtotal	<u>457,167</u>
Principles and Practice of Surveying	
CBT Seat Fees	248,674
Contracted Services	1,000
Psychometric Consulting Services	57,475
Travel	<u>132,543</u>
Subtotal	<u>439,692</u>
Committee Travel and Expenses	
Examination Audit Committee Travel	13,577
Examination Audit Psychometric Services	13,473
Committee on Examination Policy and Procedures (EPP) Travel	21,515
Committee on Examinations for Professional Engineers (EPE) Travel	47,102
EPE Psychometric Services	15,123
Committee on Examinations for Professional Surveyors (EPS) Travel	23,930
EPS Psychometric Services	<u>3,600</u>
Subtotal	<u>138,320</u>
Examination Materials and Shipping	
Freight and Shipping	1,500
Printing and Distribution	0
ADA Consulting Expense	184,732
Meeting Registration Fees	<u>10,704</u>
Subtotal	<u>196,936</u>
Examination Development	
Principles and Practice of Engineering Development—Cut Scores	349,706
Principles and Practice of Engineering Task Analysis	416,093
Principles and Practice of Surveying Development—Cut Scores	0
Principles and Practice of Surveying Task Analysis	<u>0</u>
Subtotal	<u>765,799</u>
Total Examination Expenses	<u>18,989,784</u>

APPENDIX B: 2024–25 PROPOSED OPERATING BUDGET

STUDY MATERIALS

Publication Printing Expense	78,562
Digital Product Expense	197,800
Postage and Shipping Expense	10,000
Total Study Materials Expenses	<u>286,362</u>

OTHER DIRECT EXPENSES

Salaries (Direct)	2,324,502
Payroll Taxes (Direct)	177,568
Benefits and Retirement (Direct)	617,128
Credit Card Processing (Revenue Ratio Allocation)	688,921
Compliance and Security	58,396
Total Other Direct Expenses	<u>3,866,515</u>

TOTAL EXAMINATION SERVICES OPERATING EXPENSES

23,142,661

GAIN/(LOSS) FROM EXAMINATION SERVICES

7,463,461

MEMBER SERVICES OPERATING REVENUE

EXAM ADMINISTRATION SERVICES REVENUE

Exam Administration Fees	<u>0</u>
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NCEES RECORDS/CREDENTIALS EVALUATIONS SERVICES REVENUE

Application Fees—Records	1,764,890
Transmittal Fees—Records	4,397,850
Application Fees—Credentials	1,334,000
Reevaluation Fees—Credentials	24,000
Total Records/Credentials Revenue	<u>7,520,740</u>

TOTAL MEMBER SERVICES OPERATING REVENUE

7,520,740

MEMBER SERVICES OPERATING EXPENSES

EXAM ADMINISTRATION SERVICES EXPENSES

Site Rentals	0
Proctor Expense	0
Security Guards	0
Secure Storage	0
Supplies/Miscellaneous	0
Postage and Shipping	0
Printing	0
Travel	0
Training	0
Total Exam Administration Services Expenses	<u>0</u>

NCEES RECORDS/CREDENTIALS EVALUATIONS SERVICES EXPENSES

Postage and Shipping	500
Travel/Audit—Credentials	3,034
Electronic Transcript Services	13,560
Total Records/Credentials Expenses	<u>17,094</u>

APPENDIX B: 2024–25 PROPOSED OPERATING BUDGET**OTHER DIRECT EXPENSES**

Salaries (Direct)	1,018,444
Payroll Taxes (Direct)	77,448
Benefits and Retirement (Direct)	213,422
Credit Card Processing (Revenue Ratio Allocation)	172,977
Total Other Direct Expenses	<u>1,482,291</u>

TOTAL MEMBER SERVICES OPERATING EXPENSES**1,499,385****GAIN/(LOSS) FROM MEMBER SERVICES****6,021,355****OPERATION TOTALS****TOTAL REVENUE****38,684,287****TOTAL EXPENSES****37,856,079****GAIN/(LOSS) FROM OPERATIONS****828,208**

Mission Initiatives

905,000

GAIN/(LOSS) BEFORE NONOPERATING ITEMS**(76,792)****NONOPERATING ITEMS**

Interest and Investment Income

1,695,144

GRAND TOTALS**1,618,352****TRANSFER**

Transfer to NCEES Foundation

3,000,000**CONTRIBUTION**

Contribution to NCEES Foundation

100,000

APPENDIX C: 2024–25 PROPOSED CAPITAL BUDGET

CAPITAL PURCHASES/LEASES

Equipment

Leased Equipment Renewal—Computers

152,000

Generator for 200 Verdae Building

298,500

450,500

TOTAL

450,500



Committee on Member Board Administrators

John Greenhalge, Chair

ABSTRACT

The Committee on Member Board Administrators (MBA) was established to provide close cooperation between administrators and to facilitate and assist any efforts by the member boards in addressing licensure processes and practices and provide input on Council activities. The committee consists of at least two member board administrators from each zone and two current members or emeritus members of member boards. The committee arranges the conference of administrators at the annual meeting and interim meetings of the NCEES zones.

Members of the committee were assigned to subcommittees to work on individual charges and conducted several virtual meetings via Zoom prior to the committee's meeting on February 9, 2024, in Greenville, South Carolina.

The MBA Committee was assigned four charges and will present two motions. **The motions begin on page 117.**

CHARGES

Charge 1

Accomplish all recurring committee activities:

- *Mentor new member board administrators (MBAs). Review the new-MBA orientation process.*
- *Coordinate, develop agendas for, and provide leaders for all MBA meetings (annual meeting, MBA meetings, and zone meetings).*
- *Submit articles for inclusion in Licensure Exchange.*
- *Assist NCEES staff in developing programs for in-person MBA meetings as well as virtual webinars.*

The committee discussed several ways that NCEES and member boards can identify and reach out to new MBAs. The committee identified several opportunities for it to reach out to new board administrators, including working with zone leadership to identify new MBAs and attend first-time attendee functions, setting up a table for new MBAs during breakfast at the annual meeting, and providing quarterly online webinars to share ideas and discuss topics affecting member boards. The MBA Committee should also make its members available to assist new MBAs with Council activities.

The committee also prepared agenda items for discussion at MBA forums at the zone interim meetings and annual meeting and made recommendations for professional development for MBAs at the 2024 annual meeting.

The committee has also prepared articles for *Licensure Exchange* in 2023–24.

Charge 2

Study ways to standardize continuing professional competency (CPC) requirements, including the use of home rule and/or the NCEES CPC Standard. Study other ways that licensees in multiple jurisdictions can meet CPC requirements without having to meet each individual jurisdiction's requirements.

The committee surveyed member boards to gather information on each jurisdiction's CPC requirements.

There are many challenges facing members boards related to standardizing CPC requirements and administering and enforcing CPC audits. Some of the challenges include

- Requirements to take jurisdiction-specific courses or activities
- Requirements to take courses or activities from pre-approved providers
- Varying number of CPC hours required by member boards
- Varying renewal cycles among member boards based on calendar year, fiscal year, license number, date of birth, etc.

The committee recognized that it is difficult for licensees who hold licenses in multiple jurisdictions to navigate the CPC requirements of each jurisdiction.

The committee recommends that member boards review not only their CPC requirements but also their CPC-related processes, such as those used with auditing, to ensure that they are not barriers to licensure.

The committee believes that the Council should continue to encourage member boards to adopt the NCEES CPC Standard in order to promote consistency and mobility of licensure. The committee discussed the possibility of member boards only conducting audits of licensees who reside in their jurisdiction; however, the committee felt that this approach would penalize resident licensees while exempting licensees from the audit if their home state does not have CPC requirements. As an alternative, the committee recommends that when member boards conduct CPC audits and have out-of-state licensees who do not meet the auditing jurisdiction's requirements due to varying renewal cycles, requirements for specific courses, the use of pre-approved providers, etc., that they default to the NCEES Continuing Professional Competency Standard and accept meeting it as compliance.

Charge 3

Review Model Rules 230.30 B–C, with consideration of whether an applicant who works for a family business could use a relative as a reference and whether a board member could be a reference for a relative but recuse themselves from approval of an application.

The committee surveyed member boards to gather information on how each jurisdiction handles a reference who is related to the applicant or is a member of the licensing board. The committee also discussed the use of a family member or sitting board member as the person or supervisor certifying the applicant's work experience on an application for licensure.

Based on input received from member boards, the use of family members or sitting board members as references does not appear to be a significant issue that is limiting individuals from pursuing professional licensure and that the *Model Rules* does not need to be modified to allow the use of family members or sitting board members as references. The committee feels that *Model Rules* 230.30 B–C addresses this issue sufficiently. Family members or sitting board members signing off on work experience should be allowed but is not specifically addressed in the *Model Rules*. Thus, no changes to *Model Rules* are being recommended as a result of this charge.

Charge 4

Work with the Committee on Law Enforcement to study and review expungements—both criminal and civil—and board actions. Develop best practices for boards and how Enforcement Exchange should handle these situations.

The committee reviewed current laws in member jurisdictions that address expungements of disciplinary actions and criminal and civil actions.

The committee did not feel that it was necessary to provide guidance on criminal and civil actions since these would be handled in accordance with individual state law, which would guide the member board's action. In addition, the 2022–23 Committee on Law Enforcement was charged with reviewing how expunged records should be handled in NCEES Records and Enforcement Exchange. The committee felt the 2022–23 Committee on Law Enforcement's direction on how to handle expunged criminal and civil records within NCEES was sufficient.

The committee focused on how disciplinary actions taken by member boards should be handled within NCEES. The committee met with the Committee on Law Enforcement on February 9, 2024, to discuss this charge and the MBA Committee's proposal to make changes to *Model Law* 150.20, Disciplinary Action Procedures—Licensees and Interns, and Professional Policy (PP) 5, NCEES Model Law Designations. After discussing this charge with the Committee on Law Enforcement, the MBA Committee is presenting two motions: **Motion 1** to amend *Model Law* 150.20 and **Motion 2** to amend PP 5.

Respectfully submitted, the **Committee on Member Board Administrators:**

John Greenhalge, Chair

Members

Murry Cline, P.E.
Kyle Elliott, P.L.S.
Sam Hunthausen
Larry Karns
Kyle Lazell
Patty Mamola, P.E.
Zana Raybon
Lesley Rosier-Tabor, P.E.
Paul Tyrell, P.E., P.L.S.
Jennifer Wootten

Board liaison

James Kelly, P.E.

Staff liaison

Stef Goodenow

MOTIONS

MBA Motion 1

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Law 150.20*:

150.20 Disciplinary Action Procedures—Licensees and Interns

- A. Any person or entity, including the board or board staff, may file a complaint alleging a violation of any provision of this Act or any of the rules or regulations of the board against any licensee or against any intern.
- B. A complaint shall be in writing and state specifically the facts on which the complaint is based.
- C. All complaints shall be reviewed by the board, or an investigative committee designated by the board. After review, the board or the investigative committee shall determine or recommend, as appropriate, if charges are warranted.
- D. All charges, unless dismissed by the board as unfounded, trivial, or unless settled informally, shall be heard by the board. The time and place for the hearing shall be fixed by the board, and a copy of the charges, together with a notice of the time and place of hearing, shall be personally served on or mailed to the last known address of such accused individual at least 30 days before the date fixed for the hearing. The summons and notice of charges shall be prepared in accordance with *Model Rules 250.30*. At any hearing, the accused individual shall have the right to appear in person or by counsel, or both, to cross-examine witnesses in their defense and to produce evidence and witnesses in their defense. If the accused individual fails or refuses to appear at the hearing, the board may proceed to hear and determine the validity of the charges in the accused individual's absence. The hearing shall be conducted in accordance with *Model Rules 250.30*.
- E. If after such hearing a majority of the board votes in favor of sustaining the charges, the board shall reprimand, fine in an amount not to exceed *[insert amount]* dollars for each count, recover costs, refuse to issue, restore or renew, place on probation for a period of time, and subject to such conditions as the board may specify, suspend, revoke, or any combination thereof, the accused individual's license or intern certification.
- F. Order of the Board
The board shall issue an order within *[insert number]* days of the date of the hearing. It shall include and shall state separately:
 - 1. Findings of fact that are based exclusively on the evidence and on matters officially noticed, stated by a concise and explicit statement of the underlying facts supporting the findings.
 - 2. Conclusions of law
The prosecutor and/or respondent shall be delivered a copy of the findings of fact and conclusions of law by person or by mail with return receipt requested. The attorney of record for the respondent shall also be mailed a copy.
- G. Discipline
Upon an order by the board in which the respondent is found guilty of the charges preferred, the board may take appropriate disciplinary action against the respondent.

H. Stay Order

At its discretion, the board may stay, permanently or temporarily, the execution of its order conditioned on any provision the board believes appropriate under the circumstances for the case.

- I. A licensee or intern aggrieved by any action of the board in levying a fine; recovering costs; reprimanding; placing on probation; denying; suspending; refusing to issue, restore, or renew; or revoking a license or intern certification may appeal the board’s decision to the proper court.
- J. Any financial sanction assessed pursuant to Section 150.10 of this Act shall be assessed in a proceeding as provided in this section. Unless the amount of the penalty is paid within *[insert number]* days after the order becomes final, the order shall constitute a judgment and shall be filed and execution issued thereon in the same manner as any other judgment of a court of record.
- K. An action to enforce an order under this section may be combined with an action for an injunction.
- L. The board may, upon petition of a licensee or intern, reissue a license or intern certification that has been revoked by the board, provided that a majority of the board votes in favor of such reissuance.

M. The board may expunge disciplinary action arising from failure to renew a license in a timely manner, failure to complete required continuing education, or other minor disciplinary action if:

- 1. The disciplinary action at issue is at least three years old;
- 2. The terms of the disciplinary action as described in a board’s order or agreement have been met; and
- 3. The licensee has had no subsequent violations of any other provisions of the licensing board’s relevant practice act or rules.

N. The board may expunge disciplinary action other than those listed in paragraph M if:

- 1. The disciplinary action at issue is at least seven years old;
- 2. The terms of the disciplinary action have been met; and
- 3. The licensee has had no subsequent violations of any other provisions of a board’s relevant practice act or rules

The licensee must not be in a current disciplinary status (e.g., revoked, suspended, or on probation), and any fees or fines assessed must be paid in full.

O. If a prior disciplinary action is expunged:

- 1. The board shall report the expungement to any national database to which it previously reported the disciplinary action; and
- 2. The board shall not consider any expunged disciplinary action in future disciplinary matters unless the expunged disciplinary action involved the same or substantially similar conduct.

Rationale

The proposed addition will provide guidance language for member boards to expunge disciplinary actions that were the result of minor infractions of the board’s registration act.

Board of directors’ position

Endorses, non-consent agenda

MBA Motion 2

Move that Professional Policy 5 be amended as follows:

PP 5 NCEES Model Law Designations

The NCEES Records program requires the delineation of the requirements for Model Law Engineer, Model Law Surveyor, and Model Law Structural Engineer. These designations may be used by state licensing boards to expedite comity applications.

The requirements for Model Law designations may only be amended after review by an appropriate standing committee or task force and ratification by the Council.

The designations are defined as follows:

A. Model Law Engineer

The term “Model Law Engineer” refers to an individual who has obtained licensure as a professional engineer in at least one jurisdiction as the result of satisfying the following conditions:

1. Earns one of the following:
 - a. A degree in engineering from a bachelor’s program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET)
 - b. A degree in engineering from an EAC/ABET-accredited master’s program
2. Passes the NCEES Fundamentals of Engineering (FE) examination and an NCEES Principles and Practice of Engineering (PE) examination
3. Meets one of the following experience requirements:
 - a. Completes 4 years of acceptable engineering experience after confirmation of a bachelor of science degree in an engineering program accredited by EAC/ABET
 - b. Completes 3 years of acceptable engineering experience after confirmation of a bachelor of science degree in engineering from an EAC/ABET-accredited engineering program and holds a master’s degree in engineering
 - c. Completes 3 years of acceptable engineering experience after confirmation of a master’s degree in engineering from an EAC/ABET-accredited engineering program
 - d. Completes 2 years of acceptable engineering experience and has an earned doctoral degree in engineering from an institution that offers EAC/ABET-accredited programs
4. Has a record clear of disciplinary action

For Model Law Engineer status to continue after such has been designated by NCEES, the individual must meet the requirements provided in Definition D, Continuance of Model Law Engineer, Model Law Surveyor, and Model Law Structural Engineer Status.

B. Model Law Surveyor

The term “Model Law Surveyor” refers to an individual who has obtained licensure as a professional surveyor in at least one jurisdiction as the result of satisfying the following conditions:

1. Earns one of the following:
 - a. A degree from a surveying engineering bachelor’s program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET)
 - b. A degree from a surveying and geomatics bachelor’s program accredited by the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET)
 - c. A degree from a surveying and geomatics bachelor’s program accredited by the Engineering Technology Accreditation Commission of ABET (ETAC/ABET)
2. Passes the NCEES Fundamentals of Surveying (FS) examination and the NCEES Principles and Practice of Surveying (PS) examination
3. Completes 4 years of acceptable surveying experience after confirmation of a bachelor of science degree in a surveying/geomatics program accredited by ANSAC/ABET, EAC/ABET, or ETAC/ABET, which may include up to 1 year of experience for a graduate surveying/geomatics degree
4. Has a record clear of disciplinary action

The jurisdiction may also require a Model Law Surveyor to pass its state-specific examination for surveyors. For Model Law Surveyor status to continue after such has been designated by NCEES, the individual must meet the requirements provided in Definition D, Continuance of Model Law Engineer, Model Law Surveyor, and Model Law Structural Engineer Status.

C. Model Law Structural Engineer

The term “Model Law Structural Engineer” refers to an individual who has obtained licensure in at least one jurisdiction as the result of satisfying the following conditions:

1. Earns one of the following:
 - a. A degree in engineering from a bachelor’s program accredited by EAC/ABET
 - b. A degree in engineering from a master’s program accredited by EAC/ABET
2. Passes a minimum of 18 semester (27 quarter) hours of structural analysis and design courses. At least 9 of the semester (14 quarter) hours must be structural design courses.
3. Passes the NCEES FE examination

4. Passes one of the following:
 - a. 16 hours of NCEES structural examinations, 8 hours of which were from the SE II taken prior to January 1, 2011
 - b. 16-hour state-written structural examinations taken prior to 2004
 - c. NCEES SE II plus 8-hour state-written structural examinations taken prior to January 1, 2011
 - d. NCEES PE Structural examination taken after January 1, 2011
5. Meets one of the following experience requirements:
 - a. Completes 4 years of acceptable structural engineering experience after confirmation of a bachelor of science degree in an engineering program accredited by EAC/ABET
 - b. Completes 3 years of acceptable structural engineering experience after confirmation of a bachelor of science degree in engineering from an EAC/ABET-accredited engineering program and holds a master's degree in engineering that includes at least 6 semester (9 quarter) hours of structural engineering (in addition to the 18 hours noted above)
 - c. Completes 3 years of acceptable structural engineering experience after confirmation of a master's degree in engineering from an EAC/ABET-accredited engineering program that includes at least 6 semester (9 quarter) hours of structural engineering (in addition to the 18 hours noted above)
 - d. Completes 2 years of acceptable structural engineering experience and has an earned doctoral degree in engineering focused on structural engineering from an institution that offers EAC/ABET-accredited programs
6. Has a record clear of disciplinary action

For Model Law Structural Engineer status to continue after such has been designated by NCEES, the individual must meet the requirements provided in Definition D, Continuance of Model Law Engineer, Model Law Surveyor, and Model Law Structural Engineer Status.

- D. Continuance of Model Law Engineer, Model Law Surveyor, and Model Law Structural Engineer Status

Any licensed professional who meets the criteria of the Model Law Engineer, Model Law Surveyor, or Model Law Structural Engineer shall continue to be designated Model Law Engineer, Model Law Surveyor, or Model Law Structural Engineer, even if these definitions are revised at a later date, provided that

 1. The licensee has continually maintained his or her status as Model Law Engineer, Model Law Surveyor, or Model Law Structural Engineer
 2. The licensee is not on revoked status or has not retired his or her license
 3. The licensee has a record clear of disciplinary action and maintains a record clear of disciplinary action

E. Expungements

[Any licensed professional who loses Model Law Engineer, Model Law Surveyor, or Model Law Structural Engineer status due to a disciplinary action and subsequently successfully has that disciplinary action expunged may petition NCEES to restore the licensee's Model Law designation by submitting a request in writing to the chief executive officer.](#)

Rationale

This amendment to PP 5 will permit any licensed professional who lost MLE, MLS, or MLSE designation due to a disciplinary action to petition NCEES to restore the licensee's Model Law designation if the disciplinary action has been expunged by the member board that imposed it.

Board of directors' position

Does not endorse, non-consent agenda

Board of director's rationale

The board of directors has concern about the sanctity of the Model Law Engineer/Surveyor/Structural Engineer designations, which are intended to represent, in part, a professional career absent of any and all disciplinary issues. Because expungement is not a uniformly accepted practice, the original intent of the Model Law designator would be altered if the proposed motion were approved, potentially disrupting Model Law designation acceptance for comity licensure by a variety of member boards and internationally.



Committee on Uniform Procedures and Legislative Guidelines

Iarelis (Ia) Hall, P.S.M., Chair

ABSTRACT

The Committee on Uniform Procedures and Legislative Guidelines (UPLG) promotes effective procedures for uniform comity by maintaining the NCEES *Model Law* and *Model Rules*. As a result of motions, recommendations, and comments from NCEES committees, task forces, and member boards, the committee incorporates revisions to the model language. The committee reviews the *Model Law* and *Model Rules* at least once every five years.

The 2023–24 UPLG Committee was assigned five charges. UPLG used the Basecamp project management system to conduct the preliminary work on the charges and held two virtual meetings through Zoom to finalize its motions and recommendations. The committee met in person on February 9, 2024, in Greenville, South Carolina.

This committee will present 23 motions. **The motions begin on page 122.**

CHARGES

Charge 1

Review revisions to Model Rules 240.30 B as presented by the Committee on Education and approved by the Council at the 2023 annual meeting. Propose amendments as appropriate to define ethics-related courses or activities separately from business-related ones.

The committee discussed the proposed language passed at the 2023 annual meeting. The committee will present **Motion 1** to modify *Model Rules 240.30 B*.

Charge 2

Review insertion of the NCEES Continuing Professional Competency Standard into Model Rules 240.30 as presented by the Committee on Education and approved by the Council at the 2023 annual meeting. Propose amendments as appropriate.

The committee discussed the proposed language passed at the 2023 annual meeting. The committee will present **Motions 2–3** to modify *Model Rules 240.30*.

As part of the review of this section, the committee noticed that several defined terms are not referred to at any point before or after they are defined. UPLG recommends that this section be reviewed by the appropriate committee to determine if the definitions are needed and, if so, to revise Section 240.30 C, Qualifying Activities. The committee recommends that the qualifying course or activity be moved under Section C, along with the definitions of ethics and business-related courses or activities.

Charge 3

Work with NCEES staff to review the use of pronouns in the Model Law and Model Rules. Propose amendments as appropriate.

NCEES staff and the committee worked closely together to review the use of pronouns in both the *Model Law* and *Model Rules*. The committee wanted to ensure that language was using gender-neutral terms, clarifying modifiers, and providing consistency.

The committee will present **Motions 4–14 and 16–21** to modify different sections of the model documents.

Charge 4

Consider whether the new Public Land Survey System module for the Principles and Practice of Surveying examination needs to be incorporated into the Model Law or Model Rules. Propose amendments as appropriate.

The committee discussed the need to include the Public Land Survey System (PLSS) examination in the model documents. The committee will present **Motion 15** to revise *Model Rules 230.40 C*.

General review of the *Model Law and Model Rules*

The 2022–23 UPLG Committee completed the five-year review of the *Model Law* and *Model Rules*. There were significant changes to both documents, so the committee decided to review both documents to determine if anything was missed or needed further clarification.

The committee found several areas that needed format changes for clarity and consistency. The committee will present **Motions 22–23** as part of this review.

The committee also recommends that the appropriate committee review *Model Rules* 240.30 G.2 to determine if exemptions for military personnel should also apply to family members. UPLG also suggests review of G.4 in regard to the need for keeping the phrase “receiving any remuneration from providing,” since engineering and surveying services could be given in kind.

Respectfully submitted, the **Committee on Uniform Procedures and Legislative Guidelines:**

Iarelis (Ia) Hall, P.S.M., Chair

Members

- Ahmed Elaksher, Ph.D., P.E., P.L.S.
- David Jackson, Esq.
- Karl Linck, P.E.
- Sondra Miller, Ph.D., P.E.
- Govind Nadkarni, P.E.
- Thomas Orisich, P.L.S.
- Steven Twedt, P.E.
- Jon Wilbeck

Board liaison

Mohammad (Dr. Q) Qureshi, Ph.D., P.E.

Staff liaison

Davy McDowell, P.E.

MOTIONS

UPLG Motion 1

Move that *Model Rules* 240.30 be amended as follows:

240.30 Continuing Professional Competency (CPC)

B. Definitions

Terms used in this section are defined as follows:

- 2. Ethics/~~Business-Related~~ Course or Activity—A qualifying course or activity with content areas related to (1) the awareness of ethical concerns and conflicts; (2) an enhanced familiarity with the codes of conduct; or (3) an understanding of standards of practice or care;
- 3. Business-Related Course or Activity—A qualifying course or activity with content areas related to principles of business, management, and economics or other similar topics aimed at maintaining, improving, (4) project management and risk assessment management; or (5) other similar topics aimed at maintaining, improving, or expanding the skills set and knowledge relevant to the licensee’s field and methods of practice.

Rationale

The section has been revised to address Motion 2 presented by the Committee on Education and approved by the Council at the 2023 annual meeting. The definition of “business-related course or activity” was reworded to clarify the reach of the phrase “business-related.” The subsequent terms in paragraph B (currently B.3–6) will be renumbered if this motion is adopted.

Board of directors’ position

Endorses, consent agenda

UPLG Motion 2

Move that *Model Rules* 240.30 be amended as follows:

240.30 Continuing Professional Competency

B. Definitions

Terms used in this section are defined as follows:

1. NCEES CPC Standard—The NCEES CPC Standard requires a licensee to obtain the equivalent of 15 PDHs per calendar year (January 1–December 31) with no carryover allowed. A minimum of 1 PDH of the 15 PDHs shall be earned by successfully completing a course or activity that has a content area focusing on engineering or surveying ethics.

Rationale

The section has been revised to address Motion 3 presented by the Committee on Education and approved by the Council at the 2023 annual meeting to insert the NCEES CPC Standard into the *Model Rules*. The subsequent terms in paragraph B (currently B.1–6) will be renumbered if this motion is adopted.

Board of directors’ position

Endorses, consent agenda

UPLG Motion 3

Move that *Model Rules* 240.30 be amended as follows:

240.30 Continuing Professional Competency

B. Definitions

Terms used in this section are defined as follows:

5. Qualifying Course/Activity—Any **qualifying** course or activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice. Regular duties are not considered qualified activities.

Rationale

UPLG feels that “qualifying course” is used in different sections of the *Model Rules* pertaining to continuing professional competency, thus the need to clarify the definition.

Board of directors’ position

Endorses, consent agenda

UPLG Motion 4

Move that *Model Law* 110.20 A be amended as follows:

110.20 Definitions

3. Practice of Engineering—The term “Practice of Engineering,” as used in this Act, shall mean any service or creative work requiring engineering education, training, and experience in the application of engineering principles and the interpretation of engineering data to engineering activities, including the engineering design of buildings, structures, products, machines, processes, and systems, that potentially impact the health, safety, and welfare of the public.

The services may include, but not be limited to, providing planning, studies, designs, design coordination, drawings, specifications, and other technical submissions; teaching engineering design courses; commissioning of engineered systems; performing surveying that is incidental to the practice of engineering; and reviewing construction or other design products for the purposes of monitoring compliance with drawings and specifications related to engineered works.

Surveying incidental to the practice of engineering excludes the surveying of real property for the establishment or determination of land boundaries, rights of way, easements, and the dependent or independent surveys or resurveys of the public land survey system and is limited to conducting field measurements to supplement the documentation of existing conditions.

An individual shall be construed to practice engineering, within the meaning and intent of this Act, if ~~he or she~~ the individual does any of the following:

- a. Practices any discipline of the profession of engineering or holds ~~himself or herself~~ themselves out as able and entitled to practice any discipline of engineering
- b. Represents ~~himself or herself~~ themselves to be a professional engineer by verbal claim, sign, advertisement, letterhead, or card or in any other way
- c. Through the use of some other title, implies that ~~he or she is~~ they are a professional engineer under this Act

Rationale

The amendments are proposed to incorporate gender-neutral terms.

Board of directors' position

Endorses, consent agenda

UPLG Motion 5

Move that *Model Law* 110.20 be amended as follows:

- B. Professional Surveyor (Professional Land Surveyor, Professional Surveyor and Mapper, Geomatics Professional, or equivalent term)—The term “Professional Surveyor,” as used in this Act, shall mean an individual who is qualified to practice surveying by reason of surveying education, training, experience, and examination in the application of surveying principles and the interpretation of surveying data and who has been duly licensed as a professional surveyor by the board.
 - 1. Professional Surveyor, Retired—The term “Professional Surveyor, Retired,” as used in this Act, shall mean an individual who has been duly licensed as a professional surveyor by the board and who chooses to relinquish or not to renew a license and who applies to and is approved by the board to be granted the use of the title “Professional Surveyor, Retired.”
 - 2. Surveyor Intern—The term “Surveyor Intern,” as used in this Act, shall mean an individual who has been duly certified as a surveyor intern by the board.
 - 3. Practice of Surveying—The term “Practice of Surveying,” as used in this Act, shall mean providing, or offering to provide, professional services using such sciences as mathematics, geodesy, and photogrammetry, and involving both (1) the making of geometric measurements and gathering related information pertaining to the physical or legal features of the earth, improvements on the earth, the space above, on, or below the earth and (2) providing, utilizing, or developing the same into survey products such as graphics, data, maps, plans, reports, descriptions, or projects.
 - a. Professional services include acts of consultation, investigation, testimony evaluation, expert technical testimony, planning, mapping, assembling, and interpreting gathered measurements and information related to any one or more of the following:
 - a.i. Determining by measurement the configuration or contour of the earth’s surface or the position of fixed objects thereon
 - b.ii. Determining by performing geodetic surveys the size and shape of the earth or the position of any point on the earth

- eiii. Locating, relocating, establishing, reestablishing, or retracing property lines or boundaries of any tract of land, road, right of way, or easement
 - div. Making any survey for the division, subdivision, or consolidation of any tract(s) of land
 - ev. Locating or laying out alignments, positions, or elevations for the construction of fixed works
 - fvi. Determining, by the use of principles of surveying, the position for any survey monument (boundary or nonboundary) or reference point; establishing or replacing any such monument or reference point
 - gvii. Creating, preparing, or modifying electronic, computerized, or other data, relative to the performance of the activities in items a–f–i–vii above
- b. An individual shall be construed to practice surveying, within the meaning and intent of this Act, if ~~he or she~~ the individual does any of the following:
- ai. Engages in or holds ~~himself or herself themselves~~ out as able and entitled to practice surveying
 - bii. Represents ~~himself or herself themselves~~ to be a professional surveyor by verbal claim, sign, advertisement, letterhead, or card or in any other way
 - eiii. Through the use of some other title, implies that ~~he or she is they are~~ a professional surveyor or licensed under this act

G. Firm—The term “Firm,” as used in this Act, shall mean any form of business or entity other than an individual operating as a sole proprietorship under ~~his or her own their~~ name.

Rationale

The amendments are proposed to incorporate gender-neutral terms and to incorporate formatting changes for clarity.

Board of directors’ position

Endorses, consent agenda

JPLG Motion 6

Move that *Model Law* 120.10 be amended as follows:

120.10 Board Appointments, Terms

A jurisdiction board of licensure for professional engineers and/or professional surveyors is hereby created whose duty it shall be to administer the provisions of this Act. The board shall consist of *[insert number]* professional engineers, *[insert number]* professional surveyors, and *[insert number]* public members who shall be appointed by the governor. The professional engineer and professional surveyor members shall preferably be appointed from a list of nominees submitted by the respective engineering and/or surveying societies of this jurisdiction and shall have the qualifications required by Section 120.20 of this Act. Each member of the board shall receive a certificate of ~~his or her their~~ appointment from the governor and shall file with this jurisdiction a written oath or affirmation for the faithful discharge of ~~his or her their~~ official duty. Appointments to the board shall be in such manner and for such period of time that the term of each member shall expire at the end of a different year, insofar as is possible. On the expiration of the term of any member, the governor shall in the manner hereinbefore provided appoint for a term of *[insert number]* years a professional engineer, a professional surveyor, or a public member having the qualifications required in Section 120.20 of this Act. Members may be reappointed to succeed themselves. Each member shall hold office until the expiration of the term for which appointed or until a successor has been duly appointed and has qualified. In the event of a vacancy on the board due to resignation, death, or for any cause resulting in an unexpired term, if not filled within three months by the governor, the board may appoint a provisional member to serve in the interim until the governor acts.

Rationale

The amendments are proposed to incorporate gender-neutral terms.

Board of directors' position

Endorses, consent agenda

UPLG Motion 7

Move that *Model Law* 120.20 be amended as follows:

120.20 Board Qualifications

Each professional engineer member of the board shall be a citizen of the United States ~~and, be~~ a resident of this jurisdiction. ~~He or she shall,~~ have been engaged in the lawful practice of engineering as a professional engineer, ~~shall~~ have been in responsible charge of engineering projects for at least five years, and ~~shall~~ be a licensed professional engineer in this jurisdiction.

Each professional surveyor member of the board shall be a citizen of the United States ~~and, be~~ a resident of this jurisdiction. ~~He or she shall,~~ have been engaged in the lawful practice of surveying as a professional surveyor, ~~shall~~ have been in responsible charge of surveying projects for at least five years, and ~~shall~~ be a licensed professional surveyor in this jurisdiction.

Each public member of the board shall be a citizen of the United States and a resident of this jurisdiction and shall not be or have been a licensee.

Rationale

The amendments are proposed to incorporate gender-neutral terms and for readability.

Board of directors' position

Endorses, consent agenda

UPLG Motion 8

Move that *Model Law* 120.60 be amended as follows:

120.60 Board Powers

N. The attorney general of this jurisdiction or ~~his or her~~ their assistants may act as legal adviser to the board and render such legal assistance as may be necessary in carrying out the provisions of this Act. The board may employ or retain counsel and necessary assistance to aid in the enforcement of this Act, and the compensation and expenses therefore shall be paid from the funds of the board.

Rationale

The amendment is proposed to incorporate gender-neutral terms.

Board of directors' position

Endorses, consent agenda

UPLG Motion 9

Move that *Model Law* 120.80 be amended as follows:

120.80 Records and Reports

- A. The board shall keep a record of its proceedings. The board shall also keep a record of all applications for licensure, which shall show all of the following:
 - 1. The name, date of birth, and physical address of each applicant
 - 2. The date of application
 - 3. The place of business of the applicant
 - 4. Educational and other qualifications of the applicant
 - 5. Whether or not an examination was required
 - 6. Whether or not the applicant was rejected
 - 7. Whether or not a license was granted
 - 8. The date of the action by the board
 - 9. A declaration under penalty of perjury from each applicant that he or she they will abide by the statutes and rules prescribed by the board, with the declaration becoming a part of his or her their application for licensure
 - 10. Any other information deemed necessary by the board

Rationale

The amendments are proposed to incorporate gender-neutral terms.

Board of directors’ position

Endorses, consent agenda

UPLG Motion 10

Move that *Model Law* 140.10 be amended as follows:

140.10 Certificates of Licensure, Seals

- B. The board shall issue to any applicant for licensure as a professional engineer or professional surveyor who, in the opinion of the board, has met the requirements of this Act, a certificate of licensure giving the licensee proper authority to practice his or her their profession in this jurisdiction. The certificate of licensure for a professional engineer shall carry the designation “Professional Engineer” and for a professional surveyor, “Professional Surveyor.” It shall give the full name of the licensee with licensure number and shall be signed by the appropriate authority under the seal of the board.

- E. The board shall issue to any applicant for certification as an engineer intern or surveyor intern who, in the opinion of the board, has met the requirements of this Act, an enrollment document as engineer intern or surveyor intern, which indicates that his or her their name has been recorded as such in the board office. The engineer intern or surveyor intern enrollment document does not authorize the holder to practice as a professional engineer or a professional surveyor.

Rationale

The amendments are proposed to incorporate gender-neutral terms.

Board of directors’ position

Endorses, consent agenda

UPLG Motion 11

Move that *Model Law* 130.10 B.2.b be amended as follows:

- b. Licensure by Comity for a Professional Engineer^{3,4}

³ Jurisdictions (boards) that do not license by discipline may license an individual as a professional engineer.

⁴ Jurisdictions (boards) that license by discipline may license an individual in any discipline in which the individual can verify ~~his or her~~ competency.

Rationale

The amendment is proposed to incorporate gender-neutral terms.

Board of directors' position

Endorses, consent agenda

UPLG Motion 12

Move that *Model Rules* 210.25 be amended as follows:

210.25 Inclusions and Exclusions to the Practice of Surveying

B. Activities Excluded from the Practice of Surveying

A distinction must be made in the use of electronic systems between making or documenting original measurements in the creation of surveying deliverables, versus the copying, interpretation, or representation of those measurements in such systems. Further, a distinction must be made according to the intent, use, or purpose of measurements derived from electronic systems to determine an authoritative location versus the use of those measurements as a reference for planning, infrastructure management, and general information. The following items are not to be included as activities within the definition of the practice of surveying:

- 6. Inventory maps or databases created by any organization, in either hard-copy or electronic form, of physical features, facilities, or infrastructure that are wholly contained within properties to which ~~they have~~ the organization has rights or for which ~~they have~~ the organization has management responsibility. The distribution of these maps or databases outside the organization must contain appropriate metadata describing, at a minimum, the accuracy, method of compilation, data sources and dates, and disclaimers of use clearly indicating that the data are not intended to be used as a surveying deliverable.

Rationale

The committee proposes replacing “they” with “the organization” for clarification.

Board of directors' position

Endorses, consent agenda

UPLG Motion 13

Move that *Model Rules 220.30* be amended as follows:

220.30 Fees

D. Renewal Fees

1. Renewal fees are payable before the last day of the month of *[insert month]* each year *[or other intervals]*.
2. Each licensee and firm holding a certificate of authorization will be notified by the board of the expiration date of ~~his or her~~ their license or authorization and the amount of the renewal fee at least one month before the expiration date.
3. Amount of Renewal Fee—The renewal fee is set by regulation of the board in accordance with the provisions of *[insert applicable jurisdiction law]*.
4. Penalties for Late Renewal—Renewal fees in arrears are subject to a penalty for late renewal in accordance with jurisdiction law.

Rationale

The amendment is proposed to incorporate gender-neutral terms.

Board of directors' position

Endorses, consent agenda

UPLG Motion 14

Move that *Model Rules 230.30* be amended as follows:

230.30 References

References are individuals who have personal knowledge of an applicant and are able to assess an applicant's experience, ability, character, or reputation.

- A. For licensure as a professional engineer or professional surveyor, an applicant must submit five references, three of whom shall be professional engineers, professional surveyors, or other individuals deemed acceptable to the board, who have personal knowledge of the applicant's engineering or surveying experience. In addition, for each employment period, individuals familiar with the applicant's experience for that period must be identified. Engineering applicants must have professional engineer references, and surveying applicants must have professional surveyor references.
- B. Relatives may not be used as references.
- C. No current board member shall be used as a reference.
- D. Each applicant should inform the individuals being used as references that ~~they will be sent~~ will be sent for them a reference form to the board.
- E. It is the responsibility of the applicant to ensure that the individuals giving the reference return a completed reference form to the board within a reasonable time. All reference materials must be complete before any board action may be taken on an application.
- F. References are considered to be confidential, nonpublic records that will not be divulged except as required by law.

Rationale

The amendments are proposed for clarity.

Board of directors' position

Endorses, consent agenda

UPLG Motion 15

Move that *Model Rules* 230.40 be amended as follows:

230.40 Examinations

C. Classification of Surveying Examinations

- 1. This jurisdiction ~~or its designee will provide shall require~~ the following ~~examinations~~:
 - ~~a.~~ NCEES Fundamentals of Surveying (FS) examination—The examination consists of subject matters in the fundamentals of surveying.
 - ~~b.~~ NCEES Principles and Practice of Surveying (PS) examination—The examination consists of subject matters in applied surveying, which may be divided in separate parts as determined by the board.
- 2. This jurisdiction may ~~provide require~~ the following ~~examinations~~:
 - ~~a.~~ Jurisdictional examination(s)—The examination(s) may include jurisdiction laws, procedures, and standards for the practice of surveying.
 - ~~b.~~ NCEES Public Land Survey System (PLSS) examination—The examination consists of subject matters related to the Public Land Survey System.

Rationale

The amendments are proposed to incorporate the PLSS examination into the classification of surveying examinations. This classification of the PLSS examination will allow for jurisdictions to require the national exams and the PLSS exam if a particular jurisdiction requires it, while other jurisdictions may not require it.

Board of directors' position

Endorses, consent agenda

UPLG Motion 16

Move that *Model Rules* 230.40 be amended as follows:

230.40 Examinations

H. Instructions for Examinees

- 1. Instructions provided prior to each examination will declare an examination to be open- or closed-book. Instructions will communicate what materials are allowed in the examination room in accordance with established NCEES policy.
- 2. Failure to Attend an Examination
 - a. An applicant who fails to attend an examination for which ~~he or she the applicant~~ has been scheduled will forfeit the fee paid for the exam, except in the case of illness, death in the family, or military deployment. Refunds, if any, will be determined ~~based upon by~~ NCEES or jurisdictional policies.
 - b. Failure of an applicant to attend an examination for which ~~he or she the applicant~~ has been scheduled to attend does not count as a failure of the examination.

Rationale

The amendments are proposed to incorporate gender-neutral terms and for clarity.

Board of directors' position

Endorses, consent agenda

UPLG Motion 17

Move that *Model Rules* 230.60 be amended as follows:

230.60 Applications

E. Licensure by Comity

1. The board is authorized to review and evaluate the applications of all-a comity applicants to determine if they-the applicant meets or exceeds the criteria to be licensed as a professional engineer or professional surveyor as defined in Section 130.10 of the *Model Law*.
2. The board administrator is authorized to review and evaluate the applications of all-a comity applicants to determine if they-the applicant meets or exceeds the criteria of a Model Law Engineer or Model Law Surveyor designated by NCEES. If the applicant meets or exceeds these requirements, the board administrator may issue a contingent license authorizing that individual to offer or provide engineering or surveying services in this jurisdiction. A list of all engineers issued contingent licenses will be placed on the agenda of the next meeting of the board for formal approval by the board. A list of all surveyors who have been issued contingent licenses and who have passed the appropriate jurisdiction-specific examination will be placed on the agenda of the next meeting for formal approval by the board.

Rationale

The amendments are proposed to incorporate gender-neutral terms and for clarity.

Board of directors' position

Endorses, consent agenda

UPLG Motion 18

Move that *Model Rules* 240.10 be amended as follows:

240.10 Licensure

A. License Number as a Professional Engineer or Professional Surveyor

Each licensee is assigned a license number at the time licensure is granted by the board. Numbers are issued consecutively in the order in which applicants are granted licensure. The licensee will be advised of the number by the board.

B. Certificates of Licensure

The board shall issue a certificate of licensure to an applicant who has met the requirements of this jurisdiction and who has paid the application fee. The information shown on the certificate shall be in accordance with *Model Law* 140.10 Certificates of Licensure, Seals.

C. Retirement of Licensure Option

When a licensee in good standing desires to retire his or her-their license, he or she-they may do so upon application-by applying to the board. Upon-After meeting the requirements established by the board, a permanent identification card may be issued and the retired licensee shall receive all rights and benefits as established by the board. Upon-After retirement of said license, the retiree shall not practice the profession.

D. Reissuance of Certificate

When a certificate of licensure, certificate of authorization, or enrollment card is lost, destroyed, or mutilated, it will be replaced upon request by a licensee, firm, or intern in good standing who has paid a fee established by the jurisdiction.

Rationale

The amendments are proposed to incorporate gender-neutral terms and for clarity.

Board of directors' position

Endorses, consent agenda

UPLG Motion 19

Move that *Model Rules* 240.15 be amended as follows:

240.15 Rules of Professional Conduct

To safeguard the health, safety, and welfare of the public and to maintain integrity and high standards of skill and practice in the engineering and surveying professions, the rules of professional conduct provided in this section shall be binding upon every licensee and on all firms authorized to offer or perform engineering or surveying services in this jurisdiction.

A. Licensee's Obligations of Licensees to the Public

1. Licensees shall be cognizant that their first and foremost responsibility is to safeguard the health, safety, and welfare of the public when performing services for clients and employers.
2. Licensees shall sign and seal only those plans, surveys, and other documents that conform to accepted engineering and surveying standards and that safeguard the health, safety, and welfare of the public.
3. Licensees shall notify their employer or client and such other authority as may be appropriate when their professional judgment is overruled when the health, safety, or welfare of the public is endangered.
4. Licensees shall, to the best of their knowledge, include all relevant and pertinent information in an objective and truthful manner within all professional documents, statements, and testimony.
5. Licensees shall express a professional opinion publicly only when it is founded upon an adequate knowledge of the facts and a competent evaluation of the subject matter.
6. Licensees shall issue no statements, criticisms, or arguments on engineering and surveying matters that are inspired or paid for by interested parties, unless they-the licensee explicitly identifies the interested parties on whose behalf they are speaking and reveal any interest they have in the matters.
7. Licensees shall not partner, practice, or offer to practice with any person or firm that they know is engaged in fraudulent or dishonest business or professional practices.
8. Licensees who have knowledge or reason to believe that any person or firm has violated any rules or laws applying to the practice of engineering or surveying shall report it to the board, may report it to appropriate legal authorities, and shall cooperate with the board and those authorities as requested.
9. Licensees shall not knowingly provide false or incomplete information regarding an applicant in obtaining licensure.
10. Licensees shall comply with the licensing laws and rules governing their professional practice in each of the jurisdictions in which they practice.

B. Licensee's Obligations of Licensees to Employers and Clients

1. Licensees shall undertake assignments only when qualified by education or experience in the specific technical fields of engineering or surveying involved.
2. Licensees shall not affix their signatures or seals to any plans or documents dealing with subject matter in which they lack competence, nor to any such plan or document not prepared under their responsible charge.
3. Licensees may accept assignments and assume responsibility for coordination of an entire project if each technical segment is signed and sealed by the licensee responsible for preparation of that technical segment.
4. Licensees shall not reveal facts, data, or information obtained in a professional capacity without the prior consent of the client, employer, or public body on which they-the licensee serves except as authorized or required by law or rules.

5. Licensees shall not solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties in connection with work for employers or clients.
 6. Licensees shall disclose to their employers or clients all known or potential conflicts of interest or other circumstances that could influence or appear to influence their judgment or the quality of their professional service or engagement.
 7. Licensees shall not accept compensation, financial or otherwise, from more than one party for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to in writing by all interested parties.
 8. Licensees shall not solicit or accept a professional contract from a governmental body on which a principal or officer of their organization serves as a member. Conversely, licensees serving as members, advisors, or employees of a government body or department, who are the principals or employees of a private concern, shall not participate in decisions with respect to professional services offered or provided by said concern to the governmental body that they serve.
 9. Licensees shall not use confidential information received in the course of their assignments as a means of making personal profit without the consent of the party from whom the information was obtained.
- C. Licensee's Obligations of Licensees to Other Licensees
1. Licensees shall not falsify or permit misrepresentation of their, or their associates', academic or professional qualifications. They Licensees shall not misrepresent or exaggerate their degree of responsibility in prior assignments nor the complexity of said assignments. Presentations incidental to the solicitation of employment or business shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or past accomplishments.
 2. Licensees shall not offer, give, solicit, or receive, either directly or indirectly, any commission, or gift, or other valuable consideration in order to secure work, and shall not make any political contribution with the intent to influence the award of a contract by public authority.
 3. Licensees shall not injure or attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice, or employment of other licensees, nor indiscriminately criticize other licensees' work.
 4. Licensees shall make a reasonable effort to inform another licensee whose work is believed to contain a material discrepancy, error, or omission that may impact the health, safety, or welfare of the public, unless such reporting is legally prohibited.

Rationale

The amendments are proposed to incorporate gender-neutral terms and for clarity and consistency.

Board of directors' position

Endorses, consent agenda

UPLG Motion 20

Move that *Model Rules 240.40* be amended as follows:

240.40 Expirations, Renewals, and Reinstatement to Active Practice

- A. A renewal notice will be sent annually or as required by this jurisdiction by the board [*insert number of days*] prior to the license expiration date to every individual licensed under the licensure act and to every firm holding a certificate of authorization showing the expiration date of their license or certificate and the amount of the fee for renewal.
- B. The annual [*or insert other amount of time*] renewal fee is established by the board.
- C. Renewal fees must be received by the board prior to the expiration date. Fees received within one month or more after the renewal date will be assessed an additional fee established by the board.
- D. Renewal fees not paid within a period established by the board after the expiration date voids the license or certificate and will require a new application for licensure or certification in order to continue to practice engineering or surveying.

- E. A licensee or firm who supplies the board before the expiration date of his/her/its/their license/certificate with an affidavit that he/she/it/they are no longer practicing and will not practice engineering or surveying in this jurisdiction may retain his/her/its/their license/certificate for later use upon payment of/after paying delinquent fees.
- F. The responsibility for the timely renewal of a licensee's license rests solely with the individual licensee. The responsibility for the timely renewal of a firm's certificate rests solely with the firm's managing agent.
- G. The applicant for renewal or reinstatement may be required to demonstrate to the board that he or she has/they have maintained the required minimum level of professional competence in a manner acceptable to the board.
- H. If the applicant for reinstatement has not been engaged in the legal practice of engineering or surveying for more than five years prior to seeking reinstatement, the licensing board may require the applicant to take and pass the NCEES Principles and Practice of Engineering (PE) examination or the NCEES Principles and Practice of Surveying (PS) examination and jurisdiction-specific examinations prior to reinstatement.

Rationale

The amendments are proposed to incorporate gender-neutral terms and for clarity and consistency.

Board of directors' position

Endorses, consent agenda

UPLG Motion 21

Move that *Model Rules* 250.30 be amended as follows:

250.30 Disciplinary Action Procedures

- A. Summons and Notice of Charges
 - 1. In the event the investigative committee determines that a probable cause exists, the legal counsel of the board is requested to prepare a summons and notice of charges.
 - 2. The summons and notice of charges shall be personally served or mailed to the last known address of the respondent at least 30 days before the date fixed for hearing.
 - 3. The summons and notice of charges shall show the time, place, and nature of the hearing, a statement of legal authority and jurisdiction under which the hearing is to be held, a reference to the particular section of the licensure act and rules involved, and a short and plain statement of the matters asserted. The notice of the summons and notice of charges shall indicate that at any hearing the respondent shall have the right to appear in person or by counsel or both to cross-examine witnesses in his or her or its/their defense and to produce evidence and witnesses of his or her or its own/in their defense. If the respondent fails or refuses to appear, the board may proceed to hear and determine the validity of the charges. The notice shall be in substantial compliance with the requirements of the laws of this jurisdiction.

Rationale

The amendments are proposed to incorporate gender-neutral terms.

Board of directors' position

Endorses, consent agenda

UPLG Motion 22

Move that *Model Law* “An Act” section be amended as follows:

AN ACT

To regulate the practice of engineering and/or surveying; provide for the licensure of qualified individuals as professional engineers and/or professional surveyors and for the certification of engineer interns, surveyor interns, and firms; define the terms “~~Engineer,~~” “Professional Engineer,” “Professional Engineer, Retired,” “Engineer Intern,” and “Practice of Engineering”; define the terms “Professional Surveyor,” “Professional Surveyor, Retired,” “Surveyor Intern,” and “Practice of Surveying”; create a jurisdiction board of licensure for professional engineers and/or professional surveyors and provide for the appointment and compensation of its members; fix the term of members of the board and define its powers and duties; set forth the minimum qualifications and other requirements for licensure as a professional engineer and/or a professional surveyor and for certification as an engineer intern, surveyor intern, or firm; establish fees and expiration and renewal requirements; impose certain duties upon this jurisdiction and political subdivisions thereof in connection with public work; and provide for the enforcement of this Act and penalties for its violation.

Be it enacted by the *[insert Legislative body name]* of the Jurisdiction of *[insert state or territory name]* as follows.

Rationale

At the 2023 annual meeting, the Council adopted UPLG Motion 3, which removed the definition of “Engineer” from *Model Law* 110.20 Definitions. This amendment is proposed in response to that change.

Board of directors’ position

Endorses, consent agenda

UPLG Motion 23

Move that *Model Rules* 240.20 be amended as follows:

240.20 Seal on Documents

H. When a licensee is required to seal and sign engineering/surveying documents, one of the following methods must be used:

1. Physical placement of a seal and a handwritten signature in permanent ink containing the name of the licensee
2. Digital placement of a seal and a handwritten signature in permanent ink containing the name of the licensee
3. Digital placement of a seal and a digital signature containing the name of the licensee

I. Drawings, reports, and documents that are signed using a digital signature must have an electronic authentication process attached to or logically associated with the electronic document. The digital signature must be

1. Unique to the individual using it
2. Capable of verification
3. Under the sole control of the individual using it
4. Linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed.

J. A digital signature that uses a process approved by the board will be presumed to meet the criteria set forth in Sections H and I above. Any hard copy printed from the transmitted electronic file shall bear the facsimile of the signature and seal and be a confirmation that the electronic file was not altered after the initial digital signing of the file. Any alterations to the file shall cause the facsimile of the signature to be voided.



Engineering Licensure Task Force
Brian Robertson, P.E., Chair

ABSTRACT

The Engineering Licensure Task Force was established at the 2023 annual meeting to continue the work of the 2020–23 Engineering Licensure Model Task Force and to bridge the gap until the Committee on Licensure is formed. For a summary of the task force’s previous efforts, see the 2023 *Action Items and Conference Reports*.

The task force met virtually through the fall and early winter on a bi-weekly Zoom “office hours” format to discuss and work on several of the charges in preparation for its in-person meeting in January. The task force found this approach worked well to maintain momentum and to save valuable in-person meeting time for the weightier charge discussions.

The task force was assigned five charges and will present two motions. **The motions begin on page 140.**

CHARGES

Charge 1

Continue the review of the current NCEES engineering licensure model:

- *Continue to define and develop a rubric to track and identify key skills and competencies from graduation to first license.*
- *Define the initial experience rubrics and “stacking boxes” approach to minimum qualifications, which can capture degree paths from programs accredited by the Engineering Technology Accreditation Commission of ABET (ETAC/ABET) and related science degree programs.*
- *Develop a framework for standing committees and key stakeholders to work with in future years.*

Much of the task force’s work at its in-person meeting focused on this charge, combined with Charge 4. The task force reviewed several example experience evaluation rubrics, including one from an older research study from Iowa State University, one from Engineers Australia, one in development by the Texas board, and the Graduate Attributes and Professional Competencies published by the International Engineering Alliance. After this comparison and analysis, the task force agreed to five key competencies that apply broadly to all licensed engineering disciplines: Knowledge, Engineering Application and Technical Ability, Professional Practice and Management, Communication, and Professional and Personal Attributes. The task force further proposed several sub-categories for each competency that an applicant may be required to demonstrate in the application process through their work experience narratives. This is a large task that the task force anticipates will be finalized by the Committee on Licensure, along with identifying discipline-specific tasks through coordination with Participating Organizations Liaison Council (POLC) organizations. Initial sub-categories proposed include the following:

Key Competency	Sub-Category (proposed)
Knowledge	Technical, General
Engineering Application and Technical Ability	Analysis, Design, Design Review
Professional Practice and Management	Planning, Scheduling, Budgets and Contracts, Project Control, Teamwork, Risk Assessment
Communication	Oral, Written
Professional and Personal Attributes	Ethics, Continuing Education

The rubric would include a separate form for an applicant to provide a narrative describing each employment engagement or time period and the progressive work experience obtained, followed by space for the applicant to describe which activities completed in that work engagement satisfied each key competency and sub-category and any related educational activities supporting those activities. The goal of this rubric is to provide a clear structure for the expected progressive experience that an applicant must obtain prior to initial licensure. This will benefit the applicants, their employers and supervisors, and the review teams in each jurisdiction.

While addressing the “stacking boxes” approach to attaining minimum qualifications for initial licensure, the task force compared and discussed the degree-program accreditation criteria used by ABET for the Engineering Accreditation Commission (EAC) and Engineering Technology Accreditation Commission (ETAC). After this

analysis, the task force agreed that, while EAC and ETAC degrees are different, there are many acceptable pathways for an individual to obtain the necessary combined education and experience for professional licensure. When considering each component of these qualifications as a “box,” they may each be different relative sizes yet ultimately contribute to the applicant’s attainment of these minimum qualifications. The current most-common pathway is indicated in the stack shown on the left in Diagram ELTF.1. It indicates a box for attaining an EAC/ABET degree, passing the Fundamentals of Engineering exam, obtaining progressive work experience and supplemental learning, then passing the Principles and Practice of Engineering (PE) exam. With decoupling already adopted by most jurisdictions, the sequence in which these boxes are stacked can be changed, as long as the total level of professional competency is attained. The next stack in the example indicates a similar approach for many of the jurisdictions that already license ETAC/ABET graduates—virtually identical overall requirements but additional work experience and/or supplemental learning is required to compensate for the non-EAC degree. The third stack is an example of how that path may be followed in a decoupled jurisdiction. The fourth stack represents an option that may be followed for non-engineering or foreign degree graduates. The potential combinations are endless, and as long as enough boxes are stacked to the level established for professional competency, the task force recommends that jurisdictions be encouraged to recognize a wider variety of qualified applicants for initial licensure.

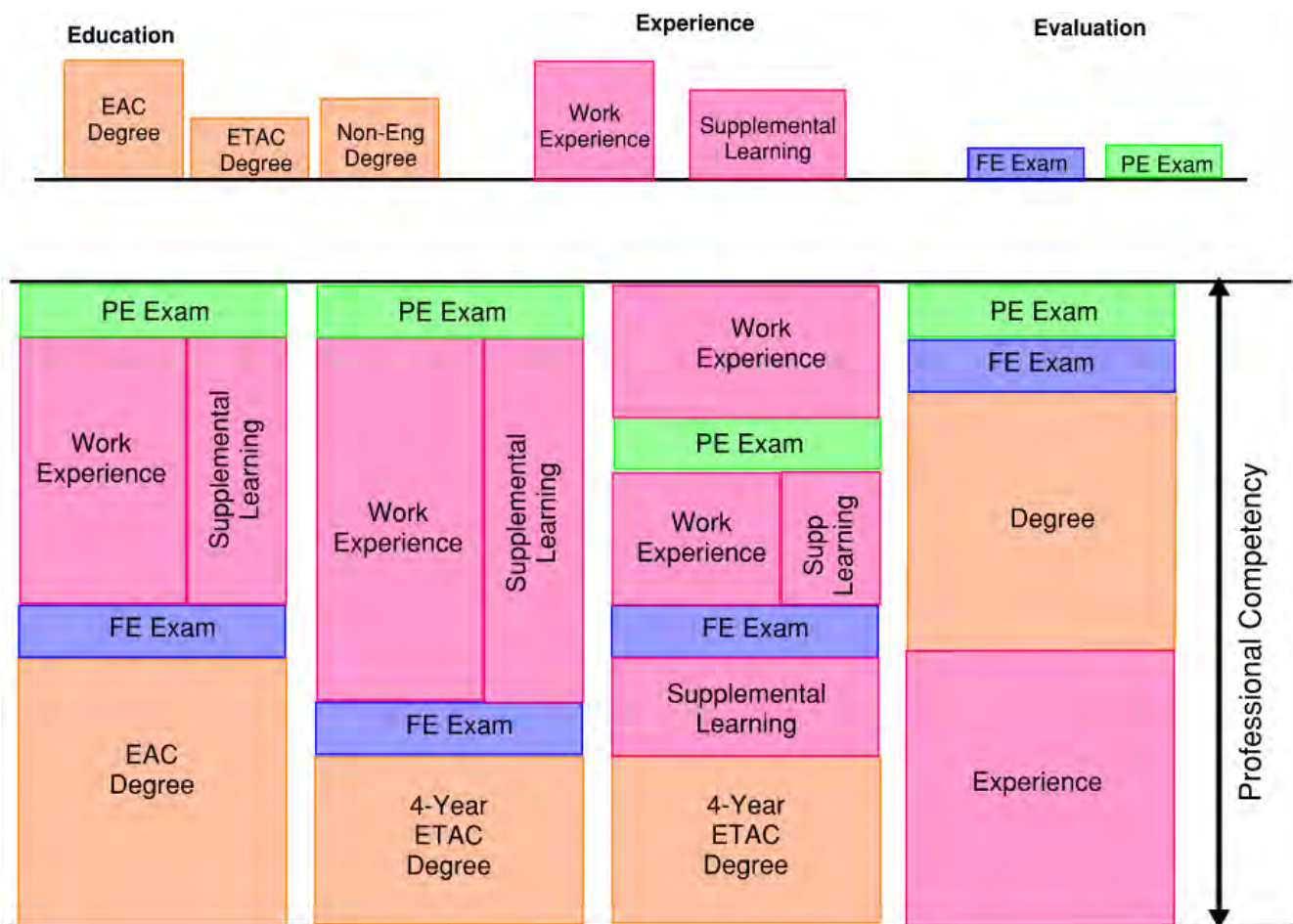


Diagram ELTF.1 – “Stacking Boxes” Approach to Determine Professional Competency

The task force discussed how the “stacking boxes” approach also could be adapted to respond more quickly to emerging licensure disciplines or hybrid degree programs. By changing the content, order, or size/magnitude of the qualification boxes, new programs could be included in the licensure model.

Another feature of the model is supplemental learning. Supplemental learning during the experience phase is important to guide and support an engineer’s preparation for licensure. The supplemental learning boxes could represent robust training courses, discipline-specific certifications, or other modes of learning outside

traditional university classrooms. The task force recognizes that much like post-licensure continuing education providers, all supplemental learning will not be created and credited equally. However, adding supplemental learning during the experience phase can be tailored to the requirements of specific disciplines as needed, and a rubric will provide additional support for these experience requirements.

The third part of this charge required the task force to consider a framework for future standing committees and stakeholders to work with. The task force will provide its in-progress draft rubric forms and definitions to the Committee on Licensure and will advise the board of directors on the recommended timing and nature of involvement of POLC organizations to develop a list of discipline-specific or industry-specific tasks that an applicant may complete prior to application for initial licensure.

Charge 2

Review the withdrawn 2022 Western Zone motion regarding mobility-related revisions to the Model Law and consider whether such revisions should be incorporated. Propose amendments as appropriate.

The task force debated at length the language and intent of this withdrawn 2022 motion. As several jurisdictions besides New Mexico, who originally proposed this to the Western Zone, have similar language and provisions in their own statutes and rules, the task force agreed that providing consistent *Model Law* language would provide the best service to member boards, who can then choose to adopt this additional pathway for comity licensure or not. There was significant discussion over the minimum number of years of licensed experience to include. New Mexico also provided the task force with revisions that it had already incorporated into its own statutes as a result of early feedback on its original motion. These revisions captured the exclusion of structural engineering and the inclusion of requiring passing the PE examination relevant to the license discipline being applied for.

The task force will present **Motion 1** as a result of this charge.

Charge 3

Consider amending Administrative Policy 17 to allow additional attendees, with approval of the board of directors, to attend International Engineering Alliance meetings.

The task force discussed the reasoning for and amended language necessary to support additional individuals attending International Engineering Alliance (IEA) meetings, participating in IEA working groups and committees, and running for leadership positions within the organization. Historically, only the president, president-elect, and CEO have attended these meetings. With the increased visibility and activity in international mobility agreements, the task force believes having a broader pool of interested and engaged individuals who want to serve in this capacity for more than the two years as president-elect and president, or possibly individuals who are not elected to those roles, is necessary and important.

The task force will present **Motion 2** as a result of this charge.

Charge 4

Work with the Committee on Education to consider if a pathway for ETAC/ABET-accredited programs should be included in the Model Law. Propose revisions as necessary.

The task force combined the discussion of this charge with that of Charge 1, as the two were closely related. In summary, the task force supports removing outright restrictions against ETAC/ABET degrees from qualifying for engineering licensure, with appropriate supplemental learning as may be defined by the work of future committees. Refer to the summary of those discussions under Charge 1 for further information.

Charge 5

Assist the Special Committee on Bylaws with the description for the Committee on Licensure, including responsibilities, makeup of the committee membership, etc., as presented by the Engineering Licensure Task Force and approved by the Council at the 2023 annual meeting.

The task force provided a first draft of the proposed language and shared it with the Special Committee on Bylaws for the committee's discussion, editing, and final draft. After several rounds of back-and-forth discussion and clarifications, the task force and committee agreed to the final language being presented as a motion by the Special Committee on Bylaws.

Respectfully submitted, the **Engineering Licensure Task Force:**

Brian Robertson, P.E., Chair

Members

Alejandro Angel, Ph.D., P.E.
Carmine Balascio, Ph.D., P.E.
Michael Conzett, P.E.
Douglas Hendrickson, P.E.
Lance Kinney, Ph.D., P.E.
Barry Lucas, P.E.
Dennis Truax, Ph.D., P.E.
Christy VanBuskirk, P.E.

Board liaison

Laura Sievers, P.E.

Staff liaison

Stef Goodenow

MOTIONS

ELTF Motion 1

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Law 130.10 B.2.b*:

130.10 General Requirements for Licensure

B. Engineering

2. Licensure as a Professional Engineer

b. Licensure by Comity for a Professional Engineer^{3,4}

The following shall be considered as minimum evidence satisfactory to the board that the applicant is qualified for licensure by comity as a professional engineer:

- (1) An individual holding a license to engage in the practice of engineering issued by a proper authority of any jurisdiction or any foreign country, based on requirements that do not conflict with the provisions of this Act and possessing credentials that are, in the judgment of the board, of a standard that provides proof of minimal competency and is comparable to the applicable licensure act in effect in this jurisdiction at the time such license was issued may, upon application, be licensed without further examination except as required to examine the applicant's knowledge of statutes, rules, and other requirements unique to this jurisdiction; or
- (2) An individual holding an active Council Record with NCEES, whose qualifications as evidenced by the Council Record meet the requirements of this Act, may, upon application, be licensed without further examination except as required to examine the applicant's knowledge of statutes, rules, and other requirements unique to this jurisdiction; or
- (3) An individual (not applying for licensure in the structural discipline) who holds a certificate of licensure to engage in the practice of engineering issued by another state, the District of Columbia, or a territory of the United States may, upon application, be licensed without further examination except as required to examine the applicant's knowledge of statutes, rules, and other requirements unique to this jurisdiction, if the applicant meets all of the following criteria:
 - (a) The professional engineering qualifications of the applicant include a minimum of seven years of continuous and verifiable experience as a professional engineer that is acceptable to the board;
 - (b) Applicant has not received any form of disciplinary action related to professional conduct or practice from any jurisdiction within the five years immediately preceding application to this jurisdiction;
 - (c) Applicant's professional license has not been suspended or revoked at any time from any jurisdiction; and
 - (d) Applicant has passed the Principles and Practice of Engineering examination administered by the National Council of Examiners for Engineering and Surveying relevant to the discipline in which the applicant is seeking licensure.

-
- 3 Jurisdictions (boards) that do not license by discipline may license an individual as a professional engineer.
 - 4 Jurisdictions (boards) that license by discipline may license an individual in any discipline in which the individual can verify his or her competency.

Rationale

The task force believes that proposed changes to existing licensure laws by local legislative bodies have been increasing in frequency and severity and that this addition to the *Model Law* will allow jurisdictions, if they so wish, to remove regulatory barriers and allow expediency to professional engineering licensure without increased hazard to the public that each board serves. The intent is to utilize a history of board-monitored safe practice in lieu of any unique licensure criteria applied on a jurisdiction-by-jurisdiction basis that could prevent licensure of otherwise qualified individuals.

Board of directors' position

Endorses, non-consent agenda

ELTF Motion 2

Move that Administrative Policy 17 be amended as follows:

AP 17 Representatives to the International Engineering Alliance and Related Organizations

- A. NCEES shall be represented at the International Engineering Alliance (IEA) and related organizations by the president, president-elect, and chief executive officer. The president may, subject to approval by the board, appoint substitute representatives [and additional attendees to meetings](#).
- B. All travel expenses shall be funded in accordance with Financial Policy 3 and the *NCEES Travel Policy*.
- C. When seeking election or reelection to an office or an appointment to a committee or working group of IEA or related organizations, any individual [other than the above officers](#) must first obtain approval of the NCEES board of directors.

Rationale

The task force believes that there are instances when someone interested in seeking a leadership position with IEA may need to attend a meeting (paragraph C). This person will need to be able to attend the in-person or virtual meetings of IEA to be elected. This revision will allow the president, with approval by the board, to appoint additional attendees to meetings of IEA.

Board of directors' position

Endorses, consent agenda



Surveying and Mapping Sciences Licensure Task Force

Shannon Stanfill, Chair

ABSTRACT

The Surveying and Mapping Sciences Licensure Task Force was formed to review the current surveying licensure model and to study the potential licensure of mapping scientists.

The task force held five meetings. The first was held virtually on September 26, 2023, and the second was held in person on October 27–28, 2023, in Denver, Colorado. The third was a virtual summit on January 31, 2024, that included leaders from several mapping-related professional organizations:

- American Association for Geodetic Surveying (AAGS)
- American Society for Photogrammetry and Remote Sensing (ASPRS)
- GIS Certification Institute (GISCI)
- Management Association for Private Photogrammetric Surveyors (MAPPS)
- National Society of Professional Surveyors (NSPS)
- Surveying and Geomatics Educators Society (SaGES)
- The Hydrographic Society of America (THSOA)
- Urban and Regional Information Systems Association (URISA)

The virtual summit was followed by two more virtual task force meetings on February 2, 2024, and February 26, 2024.

This task force was assigned three charges and will present two motions. **The motions begin on page 145.**

CHARGES

Charge 1

Review the current NCEES surveying licensure model: graduating from an accredited surveying program; passing the Fundamentals of Surveying (FS), Principles and Practice of Surveying (PS), and any required jurisdictional examinations; and earning four years of progressive surveying experience. Examine whether additional pathways or different models should be considered.

The task force reviewed the current NCEES surveying licensure model, including *Model Law*, *Model Rules*, the 2023 NCEES white paper on surveying education (*Benefits to Requiring a Bachelor's Degree for Professional Surveying Licensure*), and the NCEES *Surveying Education Standard*. The task force discussed pathways to licensure and considered if deviations from the standard “three-legged” Education, Exam, Experience model as utilized in professional engineering licensure may benefit the surveying profession as currently allowed in many jurisdictions. The task force also considered pros and cons of the many variations to surveying licensure.

Overall, the task force determined that the model itself in terms of education, exams (FS and PS), and experience was structured to appropriately assess an individual’s readiness to practice as a professional surveyor as defined in the *Model Law*.

As part of the *Model Law* and *Model Rules* review, the task force is recommending two updates. The task force will present **Motions 1–2** as a result of this charge.

Charge 2

Study issues surrounding the potential licensure of mapping scientists by addressing these questions:

- *Do current licensure laws require knowledge beyond topography, or do they cover other mapping areas?*
- *Does the mapping science community want or need a licensure system; how will it protect the health, safety, and welfare of the public; and are there other alternatives? Investigate what individual member boards have done regarding licensure for mappers.*
- *If licensure is needed within the mapping science community, should there be an exam module combined with the existing PS examination, should it be a separate examination, should the FS examination be a requirement? What would the educational and experience requirements be? What type of license would be*

issued (a regular P.S. license, a tiered license, etc.)? Make recommendations related to examinations to the Committee on Examinations for Professional Surveyors (EPS).

- *Will member boards be able to make law and rule changes that may be necessary?*

After the first virtual meeting, the task force began their work in two areas: 1) by issuing a survey to all member board administrators (MBAs) through the Basecamp collaboration website in October 2023, and 2) by developing a working definition of mapping science.

The MBA survey asked about jurisdictional regulation of topography, photogrammetry, and mapping science. Twenty-two of the 69 member boards responded to the MBA survey, for a 32-percent response rate.

The task of developing a working definition of mapping science was challenging in part due to the broad spectrum of activities that fall under the umbrella of this overarching term. Several references were used in developing the working definition, including the North American Industry Classification System (NAICS), the National Academies Mapping Science Committee, and the Bureau of Land Management. The task force also considered a definition provided through ChatGPT. The group agreed to the following working definition:

Mapping science refers to the interdisciplinary field of study that includes science, technology, and the art of visualization and that focuses on the creation, analysis, interpretation, and application of maps and spatial information, which includes but is not limited to the methods, techniques, and theories for collecting, processing, and displaying positional information about the earth.

During the in-person meeting in October, the task force reviewed the MBA survey results and recognized that the low response rate (22 member boards responded) meant that the results were unreliable to make assumptions for all member boards. However, some trends were noted:

- Three of the 22 member boards regulate mapping science.
- Of the 19 jurisdictions that do not regulate mapping science, one responded that it is considering regulating mapping science, two did not respond, and 16 are not considering mapping science.

The task force discussed historical EPS reports, historical survey results, and the Surveying Exam Module Task Force reports. The task force recognized the need to gather feedback from the mapping science community. That led to a two-part questionnaire fielded to eight associations:

- Are you interested in a pathway for licensure? Please explain your answer.
- Are you interested in a pathway to a professional surveying license where licensees would be expected to work within their area of competence? Please explain your answer.

The following nine associations received the questions in November 2023:

- AAGS
- ASPRS
- GISCI
- MAPPS
- NSPS
- SaGES
- THSOA
- URISA
- Utility Engineering and Surveying Institute (UESI) of the American Society of Civil Engineers

Responses were received from AAGS, ASPRS, GISCI, and URISA. Additionally, replies in support of the development and implementation of a mapping sciences exam were received from the deputy chief of the North Carolina Emergency Management Hazard Mitigation Section, representing the North Carolina Geodetic Survey, and from the directors of the National Oceanic and Atmospheric Administration's Office of Coast Survey and the National Geodetic Survey. All original associations were contacted and asked to participate in a virtual summit on January 31, 2024. Each was given an opportunity to add to their response, if one was submitted, or to provide their thoughts on the two questions.

After the virtual summit, the task force met and concurred that some attendees did express a connection to the health, safety, and welfare of the public for licensure related to hydrographic surveying, geodesy, and photogrammetry (AAGS, ASPRS, MAPPS, SaGES, THSOA). The GIS practitioners (URISA, GISCI) did not express support for a professional exam pathway, in part due to the existing certification process through GISCI and due to the non-authoritative nature of the work performed by the majority of GIS practitioners. It was noted that by generally categorizing the exam as “mapping sciences,” it was inferred that GIS is included. NSPS was also involved in the virtual summit; however, it did not express a position for or against an additional surveying licensure pathway. ASPRS expressed support for a grandfathering path and noted that five states already license photogrammetrists: Florida, North Carolina, Oregon, South Carolina, and Virginia. THSOA explained that hydrographic surveyors are performing authoritative work currently but that most need to contact a licensed professional surveyor to sign off on the plans.

Categorizing this potential licensure type as “mapping sciences” did evoke opposition and confusion as to the areas of practice that would be affected. The task force contemplated renaming the exam from mapping sciences to geomatics or earth modeling to better reflect the types of professions with authoritative work that would be examined under this pathway.

The task force considered two options. One consideration was a licensure system similar to professional engineering, where an individual is examined within their area of experience and then professionally and ethically practices within their areas of expertise. This approach could mean development of a second or third PS exam with specifications to include common core questions and topics of hydrography, geodesy, and photogrammetry. The task force also considered adding new examinations and if that would mean an examination each for hydrography, geodesy, and photogrammetry. There could be many jurisdictional impacts to either approach. The task force recognizes that adding a new license type at this point in time would be challenging for most jurisdictions. The task force believes a licensure system similar to professional engineering is the most implementable approach.

The desire for a hydrographic, geodetic, and photogrammetric licensure pathway was expressed by several professional organizations, and a health, safety, and welfare nexus appears to exist. An important next step is establishing, with current data, how many exam takers would seek the pathway. Without that quantification, the viability of the exam is unknown.

The task force recommends that a task force or standing committee continue to develop quantifiable data regarding how many boards would utilize this exam and if the jurisdictions would be able to make rules changes to allow this exam as a pathway to licensure within surveying. The task force also recommends that a task force or committee work with those boards that are interested and coordinate with the hydrographic, geodetic, and photogrammetric communities to explore separate PS examination(s) that would lead to a regular P.S. license, establish the educational and experience requirements, and explore potential volume of applicants.

Charge 3

Review Model Law 130.10 C.3 Grandfathering of Photogrammetrists to determine if this language is still needed in the Model Law.

Model Law 130.10 C.3 was established more than 20 years ago to provide a method for boards that add a photogrammetrist license a time-limited method for photogrammetrists to enter the profession through an experience-only pathway. The task force sent a Basecamp inquiry to all MBAs in October 2023. None of the 20 respondents allow for grandfathering of photogrammetrists within their current laws or rules. Two jurisdictions explained that a one-year grandfathering had been used when photogrammetry was added to their jurisdictions’ license types.

The original purpose of the language as established in 130.10 C.3 has lapsed and is no longer used. However, the task force recognizes that ongoing efforts to consider potential licensure of other authoritative mapping efforts could benefit from the construct of the 130.10 C.3 language. Specifically, some attendees from the task force’s January 2024 virtual summit, which included representatives from eight mapping-related associations, requested an experience route if a new authoritative mapping license is established.

The Surveying and Mapping Sciences Licensure Task Force recommends that *Model Law 130.10 C.3* remain until the Council makes a determination regarding an authoritative mapping license. After that determination,

the appropriate committee can be charged with modifying or striking the language. The committee will not present a motion as a result of this charge.

Respectfully submitted, the **Surveying and Mapping Sciences Licensure Task Force:**

Shannon Stanfill, Chair

Members

Renee Clough, P.E., P.L.S.
Joseph Flynn, L.S.
Jerrod Hogan, P.L.S.
Timothy Lingerfelt, P.L.S.
David Page, P.L.S.
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Donna Sentell
Patrick Tami, P.L.S.
Joseph Wichert, L.S.

Board liaison

Andrew Zoutewelle, P.L.S.

Staff liaison

Davy McDowell, P.E.

MOTIONS

SMSLTF Motion 1

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Law 130.10 C.2.a*:

130.10 General Requirements for Licensure

(1) Education Requirements

An individual seeking licensure as a professional surveyor shall possess one or more of the following education qualifications (a degree in surveying includes surveying, surveying engineering, mapping, geodesy, and geomatics):

- (a) A degree in surveying of four years or more accredited by the Engineering Accreditation Commission of ABET (EAC/ABET)
- (b) A degree in surveying of four years or more accredited by the Engineering Technology Accreditation Commission of ABET (ETAC/ABET)
- (c) A degree in surveying of four years or more accredited by the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET)
- (d) A degree ~~related to surveying~~ of four years or more with 30 or more semester course hours in core surveying topics
- (e) A bachelor's, master's, or doctoral degree from a non-accredited program related to surveying. This individual's education must be shown to meet the NCEES *Surveying Education Standard*

Rationale

This motion provides educational flexibility by allowing an individual to obtain the necessary surveying education of 30 or more hours either as part of a bachelor's degree or in addition to a bachelor's degree of any type. This recommendation considered NCEES' surveying education white paper, which was revised in 2023. The white paper documented the positive effects of formal education for a surveying professional. The paper surmised that a bachelor's degree program is more effective at teaching a wide variety of concepts and principles than an associate's degree alone. The paper also recognized that the success of online surveying programs has shown that it is feasible to accommodate students who would otherwise not have access to a surveying degree program.

Board of directors' position

Endorses, consent agenda



Committee on Awards

David Whitman, Ph.D., P.E., Chair

ABSTRACT

The Committee on Awards is charged with canvassing member boards for nominations for the service awards to be given at the annual meeting. These awards are the Distinguished Service Award, the Distinguished Service Award with Special Commendation, the Meritorious Service Award, and the Distinguished Examination Service Award. After receiving the nominations, the committee held a conference call to review nominees based on the criteria shown below. From these nominations, the committee recommended recipients for the board of directors to consider.

The committee is guided by NCEES Administrative Policy (AP) 12, which is as follows:

AP 12 Awards

NCEES will officially recognize members, associate members, emeritus members, and other volunteers who provide or have provided outstanding service to NCEES. The members of the Committee on Awards and the board of directors shall not be nominated for these awards while serving on the Committee on Awards or on the board of directors. In evaluating nominations, the following guidelines are to be observed:

Distinguished Service Award

- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the state or national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in member board activities
- Must include distinguished service on at least one NCEES committee
- May be nominated by a member board

Distinguished Service Award with Special Commendation

- Must have received the Distinguished Service Award at least six years prior to receiving the Distinguished Service Award with Special Commendation. Any exception based on extraordinary circumstances must be approved by the NCEES board of directors with recommendation by the Committee on Awards.
- Must demonstrate service prior to and after receiving Distinguished Service Award
- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in member board activities
- Must include leadership or exemplary service on at least one NCEES committee
- May be nominated by a member board

Meritorious Service Award

- Must be a current or former associate member
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission, vision, and goals of his or her board and NCEES
- Must participate in member board activities
- Must participate in the promotion of licensure or the enforcement of member board laws and rules
- Must include distinguished service on at least one NCEES committee
- May be nominated by a member board

Distinguished Examination Service Award

- Must demonstrate positive contributions and longtime commitment to the NCEES examination program
- Must have served on at least one of the Council’s examination committees or exam-related task forces
- Must demonstrate exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process
- May be nominated by a member board, an exam committee, or the board of directors

President’s Award

- May be given by the president to recognize an individual for outstanding service in support of NCEES

CHARGES

Charge 1

Accomplish all recurring committee activities:

- *Canvass member boards by October 1, 2023, for nominations for awards to be presented at the 2024 annual meeting. Nominations should be received no later than January 31, 2024.*
- *Provide recommendations to the board of directors for awards to be presented at the 2024 annual meeting.*

Organizational meetings were held via Zoom on September 25, 2023, and January 31, 2024.

In accordance with Charge 1, nominations for awards were solicited by October 1, 2023, and were received by January 31, 2024.

Nominations were as follows:

- 4 nominees—Distinguished Service Award
- 0 nominees—Distinguished Service Award with Special Commendation
- 1 nominee—Meritorious Service Award
- 8 nominees—Distinguished Examination Service Award

The committee made individual ratings of the nominees, and these were forwarded to the chair for tabulation. The combined ratings were returned to the members for review. The committee held a virtual meeting via Zoom on March 18, 2024, and reached agreement on the award recipients.

Recommendations to the board of directors were as follows:

- 2 nominees—Distinguished Service Award
- 0 nominees—Distinguished Service Award with Special Commendation
- 0 nominees—Meritorious Service Award
- 5 nominees—Distinguished Examination Service Award

Respectfully submitted, the **Committee on Awards:**

David Whitman, Ph.D., P.E., Chair

Members

Howard (Skip) Harclerode II, P.E.
Shelley Macy, P.E.
Sarah Tracy, P.E.
Marlon Vogt, P.E.

Board liaison

Christopher Duhamel, P.E., P.L.S.

Staff liaison

Nina Norris



Committee on Examination Audit

Mandy Holway, P.E., Chair

ABSTRACT

The Committee on Examination Audit is responsible for an independent audit annually of the NCEES examination program.

The Committee on Examination Audit met in Greenville, South Carolina, on November 10–11, 2023, to conduct the annual independent audit of the NCEES exam program. The committee members, consultants, board liaison, and independent psychometric consultant addressed the committee charges as detailed in this summary report.

The 2023–24 NCEES Committee on Examination Audit had four charges. The committee has no motions for Council action.

CHARGES

Charge 1

Review all aspects of the NCEES exam development process for the examinations being audited to ensure that recognized and accepted psychometric standards for licensing purposes continue to be used and met.

This is a general recurring charge that is addressed through accomplishing the other charges of the committee. There were several comments made by the psychometric consultant that were discussed and clarified with Pearson VUE. There were no significant findings of anything problematic with the exams or processes, and discussion resulted in some clarifying language being added to statistical reporting tables.

Charge 2

Review the exam audit findings from the 2022–23 audit cycle to ensure findings were appropriately addressed.

The committee found that all prior exam audit findings had been appropriately addressed except for one. That item was a general psychometric finding related to small-volume exam reports. The finding could not be reviewed because in the six months between the 2022–23 and 2023–24 Exam Audit Committee meetings, Pearson VUE had not delivered any new reports for small-volume exams. This item is being carried over for the 2024–25 Exam Audit Committee to review.

Charge 3

Audit the most recent administration of the following examinations for which sufficient performance data and analyses have been completed:

- *PE Chemical (computer-based exam administered January 2022)*
- *PE Civil: five exams (computer-based exams administered January 2022)*
- *PE Environmental (computer-based exam administered April 2022)*
- *PE Fire Protection (computer-based exam administered October 2022)*
- *PS (computer-based exam administered January 2022)*

Audits of the nine exams listed were completed at the November 10–11, 2023, meeting. Findings were provided to the exam development committees for review and response. A virtual meeting was held via Zoom December 4, 2023, to review the findings.

At the time of the virtual meeting, there were several minor findings to be addressed by the PE Environmental, PE Fire Protection, and the PS exam development committees at upcoming meetings in early 2024.

Charge 4

Observe and/or receive reports from the following exam standard-setting studies in accordance with Exam Development Procedures Manual 1.5.7:

- *PE Agricultural and Biological Engineering (computer-based exam administered October 2023)*
- *PE Petroleum (computer-based exam administered October 2023)*
- *PE Civil: 5 exams (computer-based exams administered April 2024)*

- *PE Structural: six exams (computer-based exams administered April 2024)*
- *PE Metallurgical and Materials (computer-based exam administered October 2024)*

Due to timing of the meetings, the following standard-setting studies were observed by the 2022–23 committee. Reports were then carried over for review by the 2023–24 committee.

- PE Agricultural and Biological Engineering (computer-based exam administered October 2023)
- PE Petroleum (computer-based exam administered October 2023)
- PE Civil: 5 exams (computer-based exams administered April 2024)

All reports were reviewed, and no concerns or exceptions were noted by the observers.

For the 2023–24 cycle, the Exam Audit Committee conducted observations for the following standard-setting meetings:

- PE Structural breadth: two exams (computer-based exam administered April 2024)
- PE Structural depth: four exams (computer-based exams administered April 2024)
- PE Metallurgical and Materials (computer-based exam administered October 2024)

The observations for the PE Structural breadth exams yielded no concerns or exceptions. The 2023–24 Exam Audit Committee observed the two other standard-setting meetings conducted after its committee meeting. The 2024–25 Exam Audit Committee will review these observation reports.

Respectfully submitted, the **Committee on Examination Audit:**

Mandy Holway, P.E., Chair

Members

Doyle Allen, L.S.
William Atkinson, P.E.
Ken Fuller, P.E.
Shane Terhune, P.L.S.

Consultants

Coleen Johnson, R.P.L.S.
George Murgel, Ph.D., P.E.

Board liaison

Christopher Duhamel P.E., P.L.S.

Staff liaison

Lehmon Dekle, P.E.



Committee on Examinations for Professional Engineers

George Murgel, Ph.D., P.E., Chair

ABSTRACT

The Committee on Examinations for Professional Engineers (EPE) provides oversight to the subcommittees that develop all NCEES engineering exams. The first meeting was held on December 6–7, 2023, virtually via Zoom. At that meeting, EPE Committee members were briefed on professional activities and knowledge study (PAKS) updates and exam specifications for approval for the upcoming year. The committee then split into three subgroups to begin discussions on the charges tasked to the committee this year. At the second meeting, held on February 9–10, 2024, at NCEES headquarters in Greenville, South Carolina, the subcommittees concluded their discussions and developed recommendations related to the charges.

The committee addressed four charges for 2023–24. It has three recommendations and no motions for Council action.

CHARGES

Charge 1

Accomplish all recurring committee activities:

- *Oversee the development and maintenance of necessary exam items for future Fundamentals of Engineering (FE) and Principles and Practice of Engineering (PE) examinations in accordance with current exam development policies, to include monitoring the preparation and submission of all examinations in a timely manner as set forth by NCEES guidelines.*
- *Conduct professional activities and knowledge studies as appropriate to update exam specifications.*
- *Review the Committee on Examination Audit recommendations and ensure implementation of any changes approved by the board of directors.*
- *Monitor training of the exam development subcommittee members to ensure that they understand the concepts of scaling, equating, setting cut scores, and constructing examinations.*
- *Annually review exam development committee member data. Compare them with benchmarks as established by the Committee on Examinations for Professional Engineers as part of the NCEES Exam Development Volunteer Diversity Monitoring plan.*
 - *Annually review progress on data collection from target populations.*
 - *Conduct a review of the NCEES Exam Development Volunteer Diversity Monitoring plan on a periodic basis. The time between reviews shall not exceed six years.*
 - *Establish exam development committee membership benchmarks. Review and modify them as needed every five calendar years, in years that end in zero or five (e.g., 2025, 2030, 2035).*
- *Review the exam development procedures and recommend revisions as necessary to NCEES staff.*
- *Ensure appropriate use of codes and standards for examinations.*

FE and PE oversight

No new topics were discussed. The current status of the computer-based testing (CBT) exam transition was reviewed, with the notation that as of April 2024, all exams will have moved to CBT, fulfilling the planned CBT transition schedule. A review of the exam formats used and the alternative item type (AIT) questions was completed. A review of the PE Structural exam conversion, along with a discussion of the exam publishing schedule, was presented.

PAKS

The PAKS process typically occurs every six to eight years for each examination. The following examinations are in various stages of the PAKS process: PE Architectural, PE Electrical and Computer, PE Environmental, PE Fire Protection, PE Mechanical, PE Mining and Mineral Processing, and PE Naval Architecture and Marine.

The PE Electrical and Computer exam did not receive the required number of qualified responses to the PAKS questionnaire. Pearson VUE presented data on response rates, completion rates, sample representativeness, and test specification comparison (new vs. current) as part of a discussion on continuing the PAKS process for the PE Electrical and Computer exam, despite not receiving as many responses as desired, even though the exam has been around for many years. The committee discussed the need to revise the *Exam Development Procedures Manual* (EDPM) addressing what to do in such a situation. Ultimately, the committee unanimously agreed that moving forward was the correct step and that the 2024–25 EPE Committee will need to adjust the language in

the EDPM to address the PAKS process and what steps to take if another exam fails to receive the number of qualified responses to the PAKS questionnaire.

The EPE Committee reviewed and approved the new PE Mechanical exam specifications for HVAC and Refrigeration, Thermal and Fluid Systems, and Machine Design and Materials at the December meeting. A separate discussion ensued during the February meeting on the PE Mechanical: Plumbing exam specifications, with it seeking to become the fourth PE Mechanical exam. The committee heard from Pearson VUE on the response rate for this exam, which was similar to two of the other three existing PE Mechanical exams, and heard from the chair about the PAKS process and the content contained in the specifications and how they related/overlapped to the other three PE Mechanical exams. After receiving this information, the committee unanimously voted to approve the specifications and proceed with the development of the PE Mechanical: Plumbing exam.

Finally, the committee reviewed and approved the new specifications for the PE Mining and Mineral Processing, the PE Naval Architecture and Marine, and the three PE Electrical and Computer exams in order to update the existing specifications and proceed with the development of the exams using the new specifications.

Exam Audit review

The 2023–24 Exam Audit report was noted as being held in the fall of 2023, which was earlier than past years to get it on a yearly schedule of occurring in the fall rather than the spring of each year. Five different exams were audited, along with confirming the resolution of findings on exams from the 2022–23 cycle. The audited exams include the PE Chemical, PE Civil (5 exams), PE Environmental, PE Fire Protection, and Principles and Practice of Surveying (PS) exams. It was noted that the 2024–25 audit schedule will include seven PE exams at the fall 2024 meeting.

Exam development subcommittee training

No new topics were discussed. However, Pearson VUE presented a shortened version of its psychometric training to all the exam development committee chairs and society representatives as an introduction to what subject-matter experts need to have in mind when writing exam questions for the FE or PE exams.

Exam development committee member diversity data review

NCEES staff led a presentation on the status of using FE exam passers as the benchmark for the PE exam development committees. It was noted that there was good response to the diversity survey from the FE exam passers group but that many exam development committee member profiles are still missing gender and ethnicity information. This was highlighted during the exam status updates given by each exam subcommittee. A brief discussion followed on the need to continue collecting data from committee members for better evaluation and comparison following the next five-year cycle.

Exam development procedures

A review of a specific section of the EPDM was part of Charge 2 this year, which was similarly reviewed by the Committee on Examinations for Professional Surveyors (EPS) and the Committee on Examination Policy and Procedures (EPP). The work by the three committees led to a recommendation to modify Section 1.8 regarding the methodology of how to add new examinations to the exam program.

Codes and standards

No new topics were discussed. All exam development committees reviewed the codes and standards currently in use for their exams and determined that they were adequate. A few committees noted that they were preparing revised reference handbooks to correct any issues noted during prior exam administrations.

Charge 2

In conjunction with the Committee on Examinations for Professional Surveyors and Committee on Examination Policy and Procedures, review the Exam Development Procedures Manual and the Manual of Policy and Position Statements with respect to how new examinations, including modules or sections, are approved. Propose appropriate revisions to the Examination Development Procedures Manual to be consistent with policy.

A significant effort went into reviewing each section line-by-line by all committees. A systematic review of exam development policies 4–7 was accomplished at the December meeting and passed back to both the EPP and EPS

committees. A second round of edits was completed by both committees, and the final version was reviewed during the spring meeting, with only a few minor word edits for consistency made before sending it back to EPP for its final submission as *Manual of Policy and Position Statements* revisions.

The revision of Section 1.8 of the EDPM was made to correctly reflect the process that had been used but was expanded and revised as needed to create a document capturing what was or needs to be done. The document was first reviewed and altered by EPS, then EPP, and finally EPE at the December meeting and returned to the other committees for concurrence. The same process was followed for the spring meetings, and the final form of the document was approved after discussion of the needed edits. The final EPE-approved version of the document was shared with the EPS and EPP committees.

The full version of the agreed changes can be found in Appendix B of the EPS Committee report.

Recommendation

The EPE Committee recommends changing the EDPM Section 1.8 to reflect the language approved by the committee as guidance for adding new examinations.

Rationale

The current version of the EDPM Section 1.8 includes an unclear process for the inclusion of a new examination, with sufficient ambiguity to have caused discussion on the process that is not written in the procedure manual. In addition, the revised language regarding the number of qualifying responses during the PAKS process to allow an exam to progress to the development of a specification was clarified to allow psychometricians to determine a sufficient response to validate continuing the process rather than an arbitrary number, which had been used previously. The revised process more accurately reflects the requirements to properly vet a new examination request at all stages of its development and inception.

Charge 3

In conjunction with the Committee on Examinations for Professional Surveyors and Committee on Examination Policy and Procedures, consider proposing the following amendment to Administrative Policy (AP) 8, Motions:

- *Any motion to amend examination policies presented at an annual meeting by an entity other than EPE, EPS, or EPP shall be referred to one or more of these three committees for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.*

The proposed language was the starting point for the discussions among all three committees for additional language similar to what had been added in past years, which had addressed a situation that arose from a floor motion that was implemented before the Finance Committee had a chance to review the consequences of the change. Trying to decide on a motion from the floor under pressure and without time to research details creates unnecessary risk. With that in mind, all three committees proposed language similar to the initial starting point statement. However, input from the NCEES parliamentarian was ultimately needed to address differences in the policy statement from each committee to arrive at a clean, concise policy addition that would be put forth as a motion by the EPP Committee.

Recommendation

The EPE Committee recommends amending AP 8 to add the language presented in EPP Motion 20.

Rationale

The revised language in AP 8 will allow for Council input into motions to amend examination policies and implement their changes as efficiently as possible while being able to evaluate potential impacts to an examination policy and ensure that there are no unintended consequences from proposed motions.

Charge 4

In conjunction with the Committee on Examinations for Professional Surveyors, review the EDPM where it defines the knowledge levels (basic knowledge and skills, intermediate knowledge and skills, and advanced knowledge and skills) regarding specification areas. Work with Pearson VUE to update the definitions of these knowledge levels used during cut-score/standard-setting procedures to be more precise.

During last year's EPE Committee meeting, a revision was recommended to change the classification titles of the specifications used during cut-score evaluation meetings from "basic knowledge" to "basic knowledge and skills," "fundamental understanding" to "intermediate knowledge and skills," and "working knowledge" to "advanced knowledge and skills." The charge this year was to review the definitions that had remained unchanged from last year to determine whether they also needed any revision to better describe the new classification titles. With input from Pearson VUE, more-concise definitions for use during the cut-score evaluation meetings were developed and formalized with input from the EPS Committee.

Recommendation

The EPE Committee recommends that the definitions for basic, intermediate, and advanced knowledge and skills as shown in Appendix A of the EPS Committee report be used during the cut-score evaluation meetings in place of the prior definitions.

Rationale

The use of the original knowledge classification definitions had been known to confuse individuals participating in the cut-score evaluation meetings. The consensus was that the terminology and definitions used should reflect a "see," "do," and "teach" notation to better capture the progression of candidates' knowledge and the difficulty that exam questions should reflect. The definitions that currently exist were considered imprecise for defining the new terms. The revised definitions for the approved classification titles are not overly complex or confusing and should work equally well for both PE and FE exams in the view of Pearson VUE psychometricians.

Respectfully submitted, the **Committee on Examinations for Professional Engineers:**

George Murgel, Ph.D., P.E., Chair

Members

Wendy Amann, P.E.
Linda Bergeron, P.E.
Ryan Callaghan, P.E.
Chimin (Jimmy) Chao, P.E.
Vincent Fazio, P.E.
Dennis Hoyle, P.E., P.L.S.
Alan Johnson, P.E.
Marjorie Lund, P.E., S.E.
Rosaleen Nogle, P.E.
Colleen Scholl, P.E.
Sean St.Clair, Ph.D., P.E.
Garth Thomas Jr., P.E.

Board liaison

Samuel Wilson, DBA, P.E.

Staff liaison

Jason Gamble, P.E.



Committee on Law Enforcement

Bob Herbert, Chair

ABSTRACT

The Committee on Law Enforcement was established under NCEES *Bylaws* 7.10. The committee considers and recommends methods for member boards to achieve more efficient and uniform enforcement of licensing acts necessary for greater interstate coordination.

This year's committee addressed four charges and prepared recommendations for each charge using its NCEES Basecamp project, virtual meetings, and an in-person meeting. The committee has no motions for Council action.

CHARGES

Charge 1

Accomplish all recurring committee activities:

- *Review the 2023 Law Enforcement Program. Organize similar activities for the 2024 annual meeting.*
- *Submit articles related to law enforcement issues for inclusion in Licensure Exchange.*
- *Review the Investigation and Enforcement Guidelines. Revise as appropriate.*
- *Review the Enforcement Exchange Instruction Manual. Revise as appropriate.*

Review the 2023 Law Enforcement Program. Organize similar activities for the 2024 annual meeting.

The 2023 Law Enforcement Program included a forum and workshop and was part of the NCEES annual meeting in Boston, Massachusetts.

The 2023 Law Enforcement Forum consisted of an interactive presentation that included an overview of the Alabama board's licensing management system, including the board's investigation module, and an Enforcement Exchange update. The second part of the forum was a discussion of law enforcement topics and issues affecting the law enforcement community.

The 2023 Law Enforcement Workshop was a presentation from Patti Wood, an expert on body language. The workshop was a fast-paced, interactive program on the secrets to reading people and

- forming an accurate first impression;
- establishing credibility and rapport; and
- reading stress, comfort, and power cues.

The workshop included information to help individuals be more effective in their interactions with others and enhance their in-person, phone, and virtual interviews.

The 2024 Law Enforcement Forum will be held Friday, August 16, 2:00–4:30 p.m., as part of the annual meeting schedule of events. An interactive program is planned for board investigators, attorneys, members, and member board administrators. The forum will begin with discussion of current law enforcement issues affecting member boards, including “work for hire” websites that offer engineering and surveying services. Participants will then take part in roundtable discussions of law enforcement topics provided during registration.

The Law Enforcement Workshop will be held Saturday, August 17, 9:00 a.m.–4:00 p.m., as part of the annual meeting schedule of events. A representative from the Public Agency Training Council will conduct an investigations training titled “Applying Investigation Tools and Techniques to a Regulatory Investigation.”

Submit articles related to law enforcement issues for inclusion in *Licensure Exchange*.

The following articles were published in *Licensure Exchange* in 2023–24:

- October 2023 “Law enforcement issues and professional development on the agenda for 2023 annual meeting” (Bob Herbert)
- December 2023 “Everyone likes winning: Missouri's stories of successful outreach” (Amy Strauss, P.E.)
- February 2024 “Is over-promotion an emerging ethical problem in consulting?” (Karl Tonander, P.E.)

- April 2024 “To protect and serve: Keeping public duty in focus” (Bob Herbert)
- June 2024 “Boards and P.E.s should look out for forgeries in engineering” (Rick Huett)
- August 2024 TBD

Review the *Investigation and Enforcement Guidelines*. Revise as appropriate.

The committee reviewed the *Investigation and Enforcement Guidelines* and recommends no changes.

Review the *Enforcement Exchange Instruction Manual*. Revise as appropriate.

The committee reviewed the *Enforcement Exchange Instruction Manual* and identified two areas where Enforcement Exchange could be enhanced to better serve member boards:

- Due to increasing data privacy concerns, it is recommended that address information entry for violators be made optional, possibly through a check box like the date-of-birth check box.
- Enforcement Exchange highly recommends performing a search before adding either violator individuals or companies to avoid duplicated entries. The committee recommends that this violator search process be made an automatic and mandatory part of the record addition process.

The *Enforcement Exchange Instruction Manual* will be updated once changes have been made to Enforcement Exchange.

Charge 2

Review Model Rules 240.20 B to determine if further clarification is needed regarding seals and signatures. Recommend revisions as appropriate.

Model Rules 240.20 B states, “The seal and signature shall be placed on all copies, tracings, or other reproducible documents listed in 240.20 A so that the seal and signature will be reproduced when copies are made.”

The committee reviewed *Model Rules 240.20 B* and NSPE’s *What a PE Says with their Signature and Stamp: A Resource for Professional Engineers*. The committee recommends no changes to 240.20 B, especially in the context of the rest of *Model Rules 240.20*.

The committee recommends that the Committee on Uniform Procedures and Legislative Guidelines review 240.20 E. *Model Rules 240.20* addresses seals on documents, while 240.20 E addresses responsible charge of a licensee. *Model Rules 240.20 E* may be more appropriately placed in the Rules of Professional Conduct section of the *Model Rules*.

Charge 3

Work with the Committee on Member Board Administrators to study and review expungements—both criminal and civil—and board actions. Develop best practices for boards and how Enforcement Exchange should handle these situations.

The committee met with the MBA Committee to discuss Charge 3.

The 2022–23 Law Enforcement Committee recommended not to remove an expunged disciplinary action from an NCEES Record or Enforcement Exchange. Instead, it recommended that a comment be added to the NCEES Record or Enforcement Exchange to note that the disciplinary action was expunged, pursuant to a jurisdiction’s statute. This would allow other member boards to decide how to proceed based on their rules and laws.

The Law Enforcement Committee and the MBA Committee do not propose any changes to the above recommendation.

The MBA Committee reported that three states (Idaho, Pennsylvania, and South Carolina) have passed laws to permit expungement of disciplinary actions. The MBA Committee originally proposed a motion to change *Model Law* and Professional Policy 5 to address expungement of disciplinary actions. The Law Enforcement Committee had questions regarding the language of the motion and recommended changes. The Law Enforcement Committee also recommended that the MBA Committee’s motion be split into two motions for clarity. These motions are included in the MBA Committee’s report.

The Law Enforcement Committee discussed how to add a comment about an expunged disciplinary action in Enforcement Exchange. The committee recommended adding an update option (to include comments, supporting documentation, and date) in the Violations and Penalties section of Enforcement Exchange to indicate any type of violation update, including expungements.

Charge 4

Develop a topic and/or presentation for one virtual webinar during the 2023–24 fiscal year.

The committee will present a virtual webinar on Wednesday, June 18, 2:00–3:30 p.m. ET. A panel will discuss enforcement cases to highlight various procedures used during the evaluation and prosecution phases of an investigation.

Respectfully submitted, the **Committee on Law Enforcement:**

Bob Herbert, Chair

Members

Christian Bauserman, P.E., P.S.
Michael Clendaniel, P.E.
Daren Cone, P.E., P.L.S.
Tiffany Criswell
Joseph (Tim) Pyles, P.E.
Karl Rickert, P.E.
Wigberto Rivera Nieves, P.E.
Amy Strauss, P.E.

Board liaison

Mohammad (Dr. Q) Qureshi, Ph.D., P.E.

Staff liaison

Bob Whorton, P.E.

