



Exam Qualifications Committee Report

August 6, 2025 | 9:15 a.m.

Virtually via Microsoft Teams & in person:

BRPELS Office
605 11th Ave NE
Olympia, WA 98501

Committee: Maureen Jackson, PE, Chair
Dave Peden, PE, SE
Aaron Blaisdell, PLS

Support staff: Ken Fuller, PE, Director
Kristina Horton, PLS, Deputy Director
Kevin Ballard, Internal Control Manager
Mackenzie Wherrett, Executive Assistant
Bryce Dickison, Administrative Assistant
Shanan Gillespie, Regulatory Program Manager
Vonna Cramer, Licensing Lead
Emily Weston, Licensing Representative
Jill Short, Investigations and Compliance
Randy Garcia, Investigations and Compliance
Greg Schieferstein, Communication Manager
Elizabeth Lagerberg, AAG

Guest: Matt Rasmussen, PE, PLS
Marjorie Lund, PE, SE
Doug Hendrickson, PE

Discussion topics

- **Applications by Comity – NCEES Record Only**

Mr. Fuller reminded the committee of staff researching the Board accepting only NCEES records. Staff have discovered there are discrepancies in how the work experience is verified through the NCEES Experience Record.

BRPELS will postpone requiring the NCEES experience record as a mandatory requirement.

- **Work Experience Best Practices**

Mr. Fuller introduced a draft document of Best Practices for PE applicants to use as a tool when applying to BRPELS. Ms. Jackson and the committee offered edits to the document, specifically questioning section 8. Mr. Blaisdell thought the document was too detailed and the Board may be asking for too much on the application.

Additionally, there's currently no law or rule exempting military applicants from the requirement for a Professional Engineer to directly supervise their work experience to qualify. The committee believes the board will want to pursue adding language to Chapter 18.43 RCW to address it.

Action Item:

Board staff will incorporate edits and clean-up the document before it's posted to the website or provided to applicants.

- **FE Waiver Analysis for Military, Government, and Industry**

Mr. Ballard presented analysis whether FE Waivers are accepted in other states. The committee discussed a possible FE waiver for military, industry and government employee applicants. The committee discussed if the waiver would be available to all applicants. Mr. Ballard and Mr. Fuller met with other boards and learned how other boards handle these types of applications.

Action Item:

Staff will present refined information at the next committee meeting on October 16, 2025.

- **Updates to PE Application forms (VC)**

Ms. Cramer asked what the committee would like to do in terms of updating all application forms.

The committee discussed the federal government and manufacturing employee work exemption listed on the PE work experience and verification form. No changes were proposed.

The committee discussed forming a task force to work on application changes, pending direction from the board chair, at the August board meeting.

RCW 18.43 Updates – Stakeholder Review (SG)

Ms. Gillespie gave an overview of the stakeholder comments and was open for questions.

The committee discussed the legislative requirement for agencies to remove US citizenship from requirements to become a board member.

- **WAC 196-16 PLS Licensing Requirements (SG)**

Ms. Gillespie covered the edits to WAC 196-16. The committee suggested edits to the language Ms. Gillespie presented.

Action Item:

Ms. Lagerberg will review the edits to WAC 196-16.

- **NCEES Attestation Language**

Ms. Cramer presented two optional attestations for NCEES to be included in messaging to applicants when registering for an exam with the Washington State Board via NCEES after decoupling. The intent of the attestation is for applicants to know that because they're eligible for the exam and pass, it does not mean the applicant is eligible for a license at the time. Ms. Lagerberg considered if an attestation is needed, or statements of the process.

The committee preferred the second attestation example and suggested removing item 1 but keeping items 2 & 3.

Action Item:

Ms. Cramer will edit the NCEES attestation example and present it at the October EQC meeting.

- **Approval of file CR101 for WAC 196-12 (SG)**

Ms. Gillespie gave an overview of the CR101 that would amend language in the work experience section of WAC 196-12, which affects applications. Additionally, to streamline requests for retirement status, amend language as to when retired status requests go into effect.

Action Item: The committee will recommend the board file CR101 for WAC 196-12 at the August Special Board Meeting.

Action Items

Action Item:

Board staff will incorporate edits and clean-up the Work Experience Best Practices document before it's posted to the website or provided to applicants.

Action Item:

The committee will pursue an FE waiver for military, industry, and government employees. Staff will present refined information at the next committee meeting in October 16, 2025.

Action Item:

Ms. Lagerberg will review the edits to WAC 196-16.

Action Item:

Ms. Cramer will edit the NCEES attestation example and present it at the October committee meeting.

Action Item: The committee will recommend the board file CR101 for WAC 196-12 at the August Special Board Meeting.