



# Special Board Meeting

## August 7, 2025

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# Special Board Meeting

## Tab 1

### Call to Order

- 1.1. Roll Call
- 1.2. Order of Agenda
- 1.3. Approval of June 17, 2025 Meeting Minutes
- 1.4. Public Comment Opportunity

**OPEN SESSION RECONVENES: Approximately 9:30 am**



## Special Board Meeting Agenda

**DATE & TIME:** August 7, 2025

8:00 am

**LOCATION:** BRPELS Office  
605 11<sup>th</sup> Ave SE, STE 201 and  
Olympia, WA, 98501

[WebEx Link](#)

Or

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

### OPEN SESSION

#### 1. Call to Order

- 1.1. Roll Call
- 1.2. Order of Agenda
- 1.3. Approval of June 17, 2025 Meeting Minutes
- 1.4. Public Comment Opportunity

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

**OPEN SESSION RECONVENES: Approximately 9:30 am**

#### 2. Disciplinary Action

- 2.1. Board Order & Case Deliberation
- 2.2. Disciplinary Report

#### 3. Committee Reports

- 3.1. On-Site Wastewater Ad-Hoc Committee
- 3.2. Executive Committee
- 3.3. Exam Qualifications Committee
- 3.4. Practice Committee

**BREAK APPROXIMATELY 12:00 PM – 12:30 PM**

#### 4. New Business

- 4.1. RCW 18.43 Changes (EQC/PC)
- 4.2. FE Waiver Analysis for Military, Government, and Industry (EQC)
- 4.3. Discussion and Formation of Task Force for Licensing Applications and Forms (EQC)

- 4.4. Washington PE, PLS, and On-Site Law Review Changes
- 4.5. Approval of Draft Language and filing of CR102 for WAC 196-09 (*PC*)
- 4.6. Approval of CR101 for WAC 196-12 (*EQC*)
- 4.7. NCEES Annual Meeting Motions & Voting
- 4.8. 2026 Board Meeting Dates & Locations

**5. Director's Report**

- 5.1. Financial Report
- 5.2. Agency Operations
- 5.3. Other Items

**6. Other Business**

- 6.1. Additional Public Comment
- 6.2. Upcoming Outreach and Events
- 6.3. Board/Staff Affiliate Involvement
- 6.4. Action Items from This Meeting
- 6.5. Agenda Items for Next Meeting

**7. Adjourn Meeting**



STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR PROFESSIONAL  
 ENGINEERS AND LAND SURVEYORS**  
 P.O. Box 9025, Olympia, WA 98507-9025  
 360.664.1575  
[brpels.wa.gov](http://brpels.wa.gov)

## ANNUAL BOARD MEETING MINUTES

**DATE:** June 17, 2025  
**TIME:** 9:00 am  
**LOCATION:** Seattle Airport Marriott  
 Olympia Suite  
 3201 S. 176th St  
 Seattle, WA, 98188

### ATTENDANCE:

#### Board Members

Marjorie Lund, PE, SE, Chair  
 Doug Hendrickson, PE, Vice Chair  
 Dave Peden, PE, SE  
 Aaron Blaisdell, PLS  
 Mike Harney, PE  
 Maureen Jackson, PE  
 Matt Rasmussen, PE, PLS

#### Guest(s)

Jim Wengler, PLS, CFedS, Pro-Tem  
 Jon Warren, PLS  
 Leif Kirchoff (via WebEx)  
 Call-in User 1 (via WebEx)  
 Elizabeth Johnston, PE (via WebEx)

#### Staff Members

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

### 1. Call to Order at 9:00 am

#### 1.1. Roll Call

Ms. Lund took roll call.

#### 1.2. Order of Agenda

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

### Executive Session

Ms. Lund, Board Chair, announced that the Board would go into closed session to consult with the board attorney to discuss matters related to enforcement and cases in current litigation. It was estimated the Executive Session would last from 9:05 a.m. until 9:30 a.m.

### Open Session Reconvened – 9:30 a.m.

### 2. Call to Order Continued

2.1. Approval of April 17, 2025 Meeting Minutes

A motion was made by Ms. Jackson, seconded by Mr. Blaisdell, to accept the April 17, 2025 Meeting Minutes as written. Motion carried.

2.2. Public Comment Opportunity

Mr. Kirchoff provided public comment by addressing the board related to a recent case closure. Ms. Lund mentioned that any new documentation or evidence related to a closed case cannot be disclosed during public comment. Mr. Kirchoff believed the board did not properly review the case and stated he would pursue further legal action.

3. Disciplinary Action

3.1. Case Deliberation

No cases were deliberated.

3.2. Disciplinary Report

Mr. Garcia provided a summary of the Disciplinary Report included in the [board packet](#).

4. Committee Reports

4.1. Exam Qualifications Committee (EQC)

The board received the committee reports as delivered by Mr. Harney.

- [5/28/2025 EQC Report](#)
- [6/16/2025 EQC Report](#)

Discussion: The committee discussed the process of implementing updated law reviews. The committee recommended the law review exams be approved at the next board meeting. Mr. Ballard confirmed the updated law review exam questions were ready pending board approval.

**Action Item:** Review proposed updates to PE Application forms at the August Special Board Meeting.

**Action Item:** Ms. Lund directed Ms. Lagerberg to review the law and rule citations on the updated law review exams prior to approval at the August Board Meeting.

4.2. Structural Committee (SE)

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

- [6/16/2025 SE Report](#)

4.3. Survey Committee (SC)

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

- [6/16/2025 SC Report](#)

4.4. Executive Committee (EQC)

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

- [6/16/2025 EC Report](#)

4.5. Practice Committee (PC)

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

- [6/16/2025 PC Report](#)

4.6. On-Site Wastewater Ad-Hoc Committee (OSW)

No meeting to report. The next meeting will be scheduled for July.

5. New Business

5.1. Approval of Draft Language and CR102 for WAC 196-25 (from PC)

A motion was made by Mr. Peden, seconded by Mr. Blaisdell to approve the draft language and advance filing of a CR102 for WAC 196-25. Motion approved.

**Action Item:** Board staff to file the CR102 for WAC 196-25.

5.2. Approval of CR101 for WAC 196-09 (from PC)

A motion was made by Mr. Hendrickson, seconded by Ms. Jackson to approve filing of a CR101 for WAC 196-09 regarding the brief adjudicative proceeding process. Motion approved.

**Action Item:** Board staff to file the CR101 for WAC 196-09.

5.3. Approval of draft language and CR102 for WAC 196-16 (from SC)

The Survey Committee moved the draft language for WAC 196-16 to Exam Qualifications Committee to further review and edits.

5.4. RCW 18.43 changes (from PC/EQC)

Ms. Gillespie and Ms. Lagerberg detailed the combined 18.43 RCW changes from EQC and SE. Ms. Gillespie made edits during the meeting. A motion was made by Mr. Hendrickson and seconded by Ms. Jackson to bring the combined proposed changes to the next board meeting for approval. Motion carried. Ms. Lund will review the final edits for consistency.

5.4.1. Discussion of Legislative Presentation (from EC)

Ms. Lund summarized the upcoming legislative push and strategy going into session led by Kevin VanDeWege on behalf of BRPELS.

5.4.2. Approval of Board Position

A motion was made by Mr. Hendrickson and seconded by Mr. Rasmussen, to approve the 18.43 edits as made over the course of the year and move the edits to stakeholder review. Motion carried.

**Action Item:** Ms. Lund to review edits to 18.43 RCW and then board staff to advance for stakeholder review.

A motion was made by Mr. Peden and seconded by Mr. Hendrickson to modify the application language to require passing of exams prior to applying for a license with the Washington State Board and for EQC to work on NCEES attestation language. Motion carried.

**Action Item:** EQC will modify applications to require passing of exams prior to application with the Washington State board.

**Action Item:** EQC to work on the NCEES attestation regarding decoupling.

**Action Item:** EQC to work on the WAC changes that come out of changes to RCW 18.43.

5.5. Changes to Work Experience Verification Forms *(from EQC/SE)*

The board did not approve proposed changes to forms at the meeting.

**Action Item:** Staff will coordinate with EQC once the registration and experience and verification forms are ready for approval and the forms are consistent in language.

5.6. Outreach Strategic Plan *(from EC)*

Mr. Schieferstein presented the Outreach Strategic Plan as provided in the [board packet](#).

5.7. NCEES Western Zone Meeting Update

Mr. Blaisdell covered the action taken at the NCEES Western Zone meeting and work the NCEES board of directors is working on. Mr. Blaisdell mentioned awards given by NCEES.

5.8. Nominating Committee Recommendation for 25-26 Board Chair/Vice Chair & Voting

The committee nominated Mr. Hendrickson as chair and Mr. Harney as vice chair. A motion was made by Mr. Rasmussen and seconded by Ms. Jackson to accept the nomination for Mr. Hendrickson as chair and Mr. Harney as vice chair. Motion carried.

**Action Item:** Mr. Hendrickson as the incoming Board Chair to select committee members for the 2025-2026 cycle

5.9. Director's Compensation

Ms. Lund presented an updated Position Description for the agency Director position. A motion was made by Mr. Hendrickson and seconded by Mr. Rasmussen to accept the updated Position Description for the Director position and approve staff to move forward with requesting an increase in salary. Motion carried.

**Action Item:** Board staff to advance the updated PD to state HR and request for a salary increase to the director position.

Discussion: Mr. Hendrickson asked if the agency has control over the suggested compensation. Ms. Wherrett confirmed the board has flexibility on the actual amount once the salary band is decided with OFM. The agency and board want the position to be attractive to future candidates with the required experience.

## 6. Director's Report



#### 6.1. Financial Report

Mr. Shelley detailed the agency Financial Report as presented to the Executive Committee and in the [board packet](#).

#### 6.2. Agency Operations

Mr. Fuller gave an overview of the agency's current operations.

- Culture development with Open Gate Consulting and the executive team continuing to work on promoting a culture of excellence
- In July 2025, BRPELS and OSBEELS staff will meet in Vancouver for a joint staff workshop
- Updated the board about the Lean process including changes to the law review format, POLARIS modifications, and how applications are reviewed.
- Mr. Ballard is working to implement fixes to the compliance case management tracker

Discussion: Mr. Fuller proposed allowing a FE waiver for military members with applicable experience. Ms. Lund requested more information for the board's consideration related to transitioning military members into engineering or land surveying professions, additionally college professors and individuals in the manufacturing industry.

**Action Item:** Board staff will investigate waivers for industry, government, and military members.

Mr. Blaisdell inquired whether the agency had revisited the UK Mutual Recognition Agreement (MRA) for greater mobility of international applicants. Mr. Fuller explained that the agency may accept UK MRA applicant qualifications, however they would be required to take the PE exam.

#### 6.3. Other Items

Ms. Horton mentioned that the agency will begin to print all wall certificates in house on July 1, 2025. Mr. Dickison submitted this change to the Productivity Board and received an award for creating efficiency.

### 7. Other Business

#### 7.1. Additional Public Comment

Ms. Johnson thanked Mr. Blaisdell for 10 years of dedication to the Washington State Board and looks forward to working with him as an NCEES Emeritus Member.

#### 7.2. Upcoming Outreach and Events

Mr. Schieferstein covered upcoming events.

- NCEES Annual Meeting: August 19-20, 2025
- PLS and On-Site Exams: September 19, 2025
- October 8-11, 2025: ASCE Convention
- October 15, 2025: WSU Meet and Greet
- ASCE Tacoma YMF at St. Martins: November 19, 2025

#### 7.3. Board/Staff Affiliate Involvement

Mr. Hendrickson continues to work with the National Society of Professional Engineers' (NSPE). He also works with NCEES on its EPP committee.

Mr. Blaisdell inquired about becoming an NCEES Emeritus Member. The Board Chair, Ms. Lund, had nominated Mr. Blaisdell and submitted the nomination to NCEES.

#### 7.4. Action Items from This Meeting

- Ms. Lagerberg to review the updated law reviews for accuracy and have ready for the August board meeting
- Ms. Lund to review edits to 18.43 RCW and then board staff to advance for stakeholder review.
- Ms. Gillespie to file the CR102 for WAC 196-25
- Ms. Gillespie to file the CR101 for WAC 196-09
- EQC and PC will modify applications to require passing of exams prior to application with the Washington State board
- EQC to work on the NCEES attestation regarding decoupling
- Staff will coordinate with EQC once the registration and experience and verification forms are ready for approval and the forms are consistent in language
- EQC to work on the WAC changes that come out of changes to RCW 18.43
- Ms. Cramer to bring the licensing reports to PC for further review
- Board staff to investigate waivers/equivalency for industry, government, and military members
- Ms. Short to add On-Site Wastewater to the disciplinary report
- Mr. Hendrickson as the incoming Board Chair to select committee members for the 2025-2026 cycle
- Board staff to advance the updated PD to state HR and request for a salary increase to the director position.

#### 7.5. Agenda Items for Next Meeting

- RCW 18.43 Changes
- Approval of Licensing Applications and Forms
- Approval of Draft Language and filing of CR102 for WAC 196-09
- Approval of Concise Explanatory Statement and filing of CR103 for WAC 196-25
- NCEES Annual Meeting Motions & Voting
- 2026 Board Meeting Dates & Locations
- Introduction of New Board Member

#### 8. Adjourn Meeting

A motion was made by Mr. Blaisdell, and seconded by Ms. Jackson, to adjourn the meeting at 3:13 p.m. Motion approved. Meeting adjourned.

**Next Meeting:** August 7, 2025 – Special Board Meeting – Virtual via WebEx & Olympia, WA

Respectfully submitted,

Ken Fuller, PE, Director

# **Special Board Meeting**

## **Tab 2**

### **Disciplinary Action**

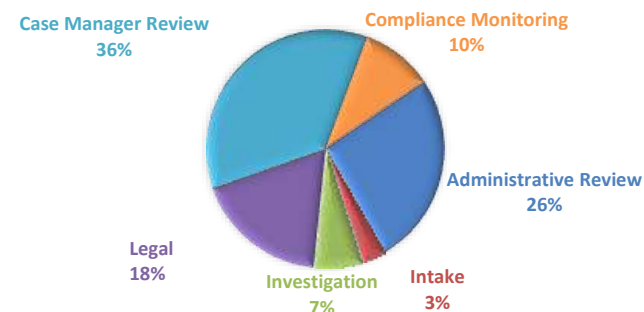
- 2.1. Board Order & Case Deliberation
- 2.2. Disciplinary Report

## Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - August 2025

### Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	3	11	2	16
Intake	1	1	0	2
Investigation	2	2	0	4
Legal	3	8	0	11
Case Manager Review	10	11	1	22
Compliance Monitoring	3	3	0	6
<b>Total</b>	<b>22</b>	<b>36</b>	<b>3</b>	<b>61</b>

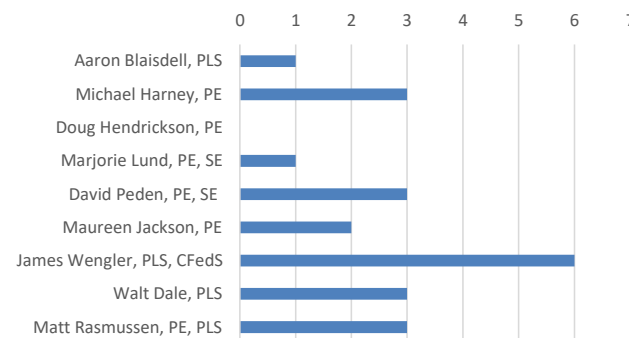
### Open Complaint Status



### Case Manager Review

Case Manager	Program Type			Total
	Engineers	Land Surveyors	OSW	
Aaron Blaisdell, PLS	0	1		1
Michael Harney, PE	3	0		3
Doug Hendrickson, PE	0	0		0
Marjorie Lund, PE, SE	1	0		1
David Peden, PE, SE	2	0	1	3
Maureen Jackson, PE	2	0		2
James Wengler, PLS, CFedS	1	5		6
Walt Dale, PLS	0	3		3
Matt Rasmussen, PE, PLS	1	2		3
<b>Total</b>	<b>10</b>	<b>11</b>	<b>1</b>	<b>22</b>

### Case Manager Open Complaints



### Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	3	0	2	5
Kristina Horton, PLS	0	11	0	11
<b>Total</b>	<b>3</b>	<b>11</b>	<b>2</b>	<b>16</b>

# Special Board Meeting

## Tab 3

### Committee Reports

- 3.1. On-Site Wastewater Ad-Hoc Committee
- 3.2. Executive Committee
- 3.3. Exam Qualifications Committee
- 3.4. Practice Committee

**BREAK APPROXIMATELY 12:00 PM – 12:30 PM**

# **Special Board Meeting**

## **Tab 4**

### **New Business**

- 4.1. RCW 18.43 Changes (EQC/PC)
- 4.2. FE Waiver Analysis for Military, Government, and Industry (EQC)
- 4.3. Discussion and Formation of Task Force for Licensing Applications and Forms (EQC)
- 4.4. Washington PE, PLS, and On-Site Law Review Changes
- 4.5. Approval of Draft Language and filing of CR102 for WAC 196-09 (PC)
- 4.6. Approval of CR101 for WAC 196-12 (EQC)
- 4.7. NCEES Annual Meeting Motions & Voting
- 4.8. 2026 Board Meeting Dates & Locations

## Chapter 18.43 Proposed Legislative Amendments – 2026 Stakeholder comments & meeting attendance

### Comment:

I have been registered as a Professional Civil Engineer in Washington since 1988. I am simply replying to your team's proposed updates because I wanted to give you and your team positive feedback for the work you do. Hopefully you get a lot of feedback, but just in case you don't, I wanted to state that I agree with each of the proposed amendments and I appreciate the work you do.

### Comment:

My comment on the RCW change is essentially just typos. I appreciate the transition from "his or her" to "their", and there are 3 more instances that don't seem to have been changed yet. There's one each on pages 3, 9 and 10.

### Comment:

I am writing to say that I support the following amendment:

*Amending RCW 18.43.040 to allow the Board to decouple the experience requirement for licensure from the requirements for taking the principles & practices (PE or PLS) examinations. Experience requirements would still have to be met before applicants could apply for a license.*

I hope you will consider coupling the SE as well in the future.

### Comment:

After reading the proposed rule changes, it is very disappointing that the requirements are being diluted in terms of education and experience. There are way to many changes to quote here, but it is sad and will eventually harm to the Canons engineers are required to uphold.

This legislation appears to be more for inclusiveness rather than responsibility to the profession. This should be reviewed again and modified and consultation with ASPE and other state boards should be done before moving forward.

### Comment:

Thanks for the proposed updates. The all look reasonable to me.

### Comment:

After a quick review of the changes, I have only one comment.

Board Members must be Citizens of the U.S. I can't imagine why this amendment is being proposed!

**Comment:**

I hesitated sending these, however, now consider it necessary.

1. Board Members must be Citizens of the U.S.!
2. I noted that, in several places, "His / Her" has been replaced with "Their". This is grammatically incorrect and is contextually absurd! "His / Her" are singular, possessive pronouns, "they" is plural. This also applies to the "themselves" and "they are" replacements.
3. I do not agree with the reduction of education requirements for engineers. As a matter of fact I would modify the original requirement of "approved engineering curriculum" to include ABET accreditation; i.e., "ABET accredited engineering curriculum". It might also be appropriate to require literacy in English! I have been an Engineer for 58 years, now retired, and it has been an increasingly difficult to find qualified engineers who are capable of literate communication, written or verbal!

Do not allow the ethics and standards of our Profession to be subverted by the Politics of the National Socialists (aka Democrats)!

**Comment:**

I have read through the proposed language changes and agree with everything except for (2) issues.

1. The citizenship clause that was removed and which allows non-citizens to be on members of the board of engineers. I believe strongly that board members shall be a citizen of the United States and have been a resident of the state for at least five years.
2. While this is not a part of the proposed amendments I think it is important to mention. In my opinion, the experience requirement for structural engineering licensure is too short. I believe that requirement should be increased to (4) years.

**Comment:**

RCW 18.43.020 Definitions

(3) To Remain "As Is". No modification required.

(6) to Remain "As Is". No modification required.

RCW 18.43.030

Strongly "Disagree". U.S. Citizenship shall be required for all Members of the Board.

RCW 18.43.060 Examinations

A Candidate Failing an Exam may apply for reexamination at the next scheduled examination date.



**Comment:**

The board member requirement to be a US citizen or a lawful permanent resident should remain in place. A professional engineer is a skilled profession that serves and protects the safety and welfare of its community and country.

**Comment:**

I have reviewed the amendments and am hereby requesting that the Board reconsider the proposed language in RCW 18.43.030 as follows:

**All Washington State Board members** that govern us United States citizens within the State of Washington **shall be citizens** of the United States.

It is by no means appropriate for a citizen of another country to govern the professional practices of us citizens here in the United States of America!

Let me know if you have any questions.

**Stakeholder meetings**

**July 22, 2025 WSPE Stakeholder meeting**

Attendance:

Board members & staff:

Doug Henderickson, PE  
Ken Fuller, PE  
Kris Horton, PLS  
Shanan Gillespie  
Greg Schieferstein

Public

Bill Dunbar  
Ken McGowan  
Jeff Dagle  
Barbara Philipp  
Ted Taylor

**July 23, 2025 Stakeholder meeting**

Attendance:

Board members & staff:

Doug Henderickson, PE  
Ken Fuller, PE  
Kris Horton, PLS  
Shanan Gillespie  
Bryce Dickison  
Greg Schieferstein  
Jill Short  
Randy Garcia  
Kevin Ballard

Public

Vickie Kobayashi  
Dwight Gray  
Jeremy Metzler  
Anonymous  
Bill (no last name)  
Erica Fot  
Benjamin Anstey

**July 24, 2025 Stakeholder meeting**

Attendance:

<u>Board members &amp; staff</u>	<u>Public</u>
Doug Henderickson, PE	None
Marjorie Lund, PE, SE	
Ken Fuller, PE	
Kris Horton, PLS	
Shanan Gillespie	
Bryce Dickison	
Greg Schieferstein	

**RCW 18.43.020 Definitions.**

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

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

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

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

**Deleted:** "Engineer" means a professional engineer as defined in this section.

**Deleted:** ¶

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

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

**Deleted:** "Land surveyor" means a professional land surveyor.

**Deleted:** ¶

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

(b) A person shall be construed to practice or offer to practice engineering, within the meaning and intent of this chapter, who practices any branch of the profession of engineering; or who, by verbal claim, sign, advertisement, letterhead, card, or in any other way represents ~~themselves~~ to be a professional engineer, or through the use of some other title implies that ~~they are~~ a professional engineer; or who holds ~~themselves~~ out as able to perform, or who does perform, any engineering service or work or any other professional service designated by the practitioner or recognized by educational authorities as engineering.

**Deleted:** himself or herself

**Deleted:** he or she is

**Deleted:** himself or herself

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

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

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

Deleted: his or her

Deleted: his or her

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

Deleted: his or her

Deleted: his or her

(12) "Significant structures" include:

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

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

(i) Hospitals and other medical facilities having surgery and emergency treatment areas;

(ii) Fire and police stations;

(iii) Tanks or other structures containing, housing, or supporting water or fire suppression material or equipment required for the protection of essential or hazardous facilities or special occupancy structures;

(iv) Emergency vehicle shelters and garages;

(v) Structures and equipment in emergency preparedness centers;

(vi) Standby power-generating equipment for essential facilities;

(vii) Structures and equipment in government communication centers and other facilities requiring emergency response;

(viii) Aviation control towers, air traffic control centers, and emergency aircraft hangars; and

(ix) Buildings and other structures having critical national defense functions;

(c) Structures exceeding one hundred feet in height above average ground level;

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

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

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

**RCW 18.43.030 Board of registration-Members-Terms-Qualifications-Compensation and travel expenses.**

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

Five members of the board shall be registered professional engineers licensed under the provisions of this chapter. Two members shall be registered professional land surveyors licensed under this chapter. Each of the members of the board shall have been actively engaged in the practice of engineering or land surveying for at least ~~((ten))~~ 10 years subsequent to registration, five of which shall have been immediately prior to their appointment to the board.

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

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

**Deleted:** be a citizen of the United States and shall ...

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

**RCW 18.43.033 Pro tem board members-Limits-Duties.**

Upon request of the board, ~~((and with approval of the director, the board chair shall appoint up to two individuals to serve as pro tem members of the board. The appointments are limited, as defined by the board chair, for the purpose of participating as a temporary member of the board on any combination of one or more committees or formal disciplinary hearing panels. An appointed individual must meet the same qualifications as a regular member of the board))~~ the director shall select a candidate for a pro tem board member position and upon approval of the board, the board chair shall make the appointment. Up to three individuals may serve as pro tem board members. A pro tem board member will be participating as a temporary member of the board and perform services as needed and determined by the director, including ensuring sufficient case reviewers, forming a quorum at a board meeting, serving on any combination of one or more committees, or participating as needed at formal disciplinary hearings. An appointed individual must be registered under this chapter or licensed under chapter 18.210 RCW for a minimum of five years immediately prior to the appointment. While serving as a board member pro tem, an appointed person has all the powers, duties, and immunities of a regular member of the board and is entitled to the same compensation, including travel expenses, in accordance with RCW 18.43.030. A pro tem appointment may not last for more than ((one hundred eighty)) 180 days unless approved by the director.

**RCW 18.43.035 Bylaws-Employees-Rules-Periodic reports and roster.**

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

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

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

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

(5) It may adopt rules reasonably necessary to administer the provisions of this chapter. The board shall submit to the governor periodic reports as may be required. A roster, showing the names

and ~~((places of business))~~ mailing addresses of all registered professional engineers and professional land surveyors may be published for distribution, upon request, to professional engineers and professional land surveyors registered under this chapter and to the public.

#### RCW 18.43.040 Registration requirements.

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

(1) Professional engineer. To be licensed as a professional engineer, an applicant must meet the following requirements:

(a) Examination requirements: An applicant must have received passing scores on examinations required by the board which include:

(i) A board approved examination on the fundamentals of engineering which tests the applicant's knowledge of appropriate fundamentals of engineering subjects, including mathematics and the basic sciences.

(ii) A board approved examination on the principles and practice of engineering which tests the applicant's ability to apply knowledge and experience in the engineering field.

(iii) Other examinations as determined by the board.

(b) Experience requirements: A specific record of eight years or more of experience in engineering work of a character satisfactory to the board and showing that the applicant is competent to practice engineering.

(i) The experience must be broad based and progressive to include gaining knowledge and comprehension of engineering subjects and applying engineering principles.

(ii) Education and/or teaching at a college or university may constitute a portion of the required experience as follows:

(A) An undergraduate degree, or its equivalent, in an engineering program approved by the board ~~((as of satisfactory standing))~~ will be considered the equivalent of four years of experience.

(B) Satisfactory completion of each year of an engineering program may be considered the equivalent of one year of experience at the discretion of the board.

(C) An undergraduate degree in a non-engineering program may be considered the equivalent of engineering experience at the discretion of the board.

(D) No more than four years of experience will be granted for undergraduate education.

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~~(E) Experience may be granted for teaching and postgraduate education as further defined by, and at the discretion of, the board.~~

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

~~(2) Structural engineer. Structural engineering is recognized as a specialized branch of professional engineering. A professional engineer must be registered as a structural engineer to provide structural engineering services for significant structures. To become licensed as a structural engineer, an applicant must meet the following requirements:~~

~~(a) Hold a current registration as a professional engineer in this state.~~

~~(b) Have at least two years of structural engineering experience of a character satisfactory to the board, in addition to the eight years' experience required for registration as a professional engineer.~~

~~(c) An applicant must pass additional examinations as prescribed by the board.~~

~~((The board may waive the requirements of this subsection (1)(a)(iv) until December 31, 2010, if:~~

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

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

~~(3) Professional land surveyor. To be licensed as a professional land surveyor, an applicant must meet the following requirements:~~

~~(a) Examination requirements: An applicant must have received passing scores on examinations required by the board which include:~~

~~(i) A board approved examination on the fundamentals of surveying which tests the applicant's knowledge of appropriate fundamentals of land surveying subjects, including mathematics and the basic sciences.~~

~~(ii) A board approved examination on the principles and practice of surveying which tests the applicant's ability to apply knowledge and experience in the land surveying field.~~

~~(iii) Other examinations as determined by the board.~~

~~(b) Experience requirements. A specific record of eight years or more of experience in land surveying work of a character satisfactory to the board and showing that the applicant is competent to practice land surveying.~~

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

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(i) The experience must be broad based and progressive to include gaining knowledge and comprehension of land surveying subjects and applying land surveying principles.

(ii) Education or teaching at a college or university may constitute a portion of the required experience as follows:

(A) An undergraduate degree, or its equivalent, in a land surveying program approved by the board will be considered the equivalent of four years of experience.

(B) Satisfactory completion of each year of a land surveying program may be considered the equivalent of one year of experience at the discretion of the board.

(C) An undergraduate degree in a non-land surveying program may be considered the equivalent of land surveying experience at the discretion of the board.

(D) No more than four years of experience will be granted for undergraduate education.

(E) Experience may also be granted for teaching and post-graduate education as further defined by, and at the discretion of, the board.

(4) Engineer-in-training: An applicant who has completed four years of experience of the type outlined in (1)(b) of this section and has received a passing score on a board approved examination on the fundamentals of engineering may apply for an engineer-in-training certificate from the board.

(5) Land surveyor-in-training: An applicant who has completed four years of experience of the type outlined in (3)(b) of this section and has received a passing score on a board approved examination on the fundamentals of land surveying may apply for a land surveyor-in-training certificate from the board.

#### **RCW 18.43.050 Application-Registration fees.**

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

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

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

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

successfully completed before the second stage may be attempted. ((Applicants who have been approved by the board to take the examination based on the require ... [1]

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

**Deleted:** (6) Any person having the necessary qualifications prescribed in this chapter to entitle him or her to registration shall be eligible for such registration although the person may not be pract ... [2]

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

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

#### **RCW 18.43.060 Examinations.**

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

The scope of the examination and the methods of procedure shall be prescribed by the board with special reference to the applicant's ability to design and supervise engineering works ~~((so as to insure))~~ to ensure the safety of life, health, and property. Examinations shall be given for the purpose of determining the qualifications of applicants for registration separately in engineering and in land surveying.

**Deleted:** A candidate failing an examination may apply for reexamination. Subsequent examinations will be granted upon payment of a fee to be determined by the board....

#### **RCW 18.43.070 Certificates and seals.**

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

In case of engineer-in-training, the certificate shall state that the applicant has successfully passed the examination in fundamental engineering subjects required by the board and has been enrolled as an "engineer-in-training." In case of land-surveyor-in-training, the certificate shall state that the applicant has successfully passed the examination in fundamental surveying subjects required by

the board and has been enrolled as a "land-surveyor-in-training." All certificates of registration shall show the full name of the registrant, shall have a serial number, and shall be signed by the chair and the ~~((secretary of the board and by the))~~ director.

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

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

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#### **RCW 18.43.080 Expiration and renewals of certificates-Fees-Continuing professional development.**

(1) Certificates of registration ~~((,))~~ and certificates of authorization ~~((and renewals thereof, shall expire on the last day of the month of December following their issuance or renewal and shall become invalid on that date unless renewed))~~ issued under this chapter are valid for a period of time as determined by the board. It shall be the duty of the board to notify every person, firm, or corporation registered under this chapter of the date of the expiration of ~~((his or her))~~ the certificate and the amount of the renewal fee ~~((that shall be required for its renewal for one year. Such notice shall be mailed at least thirty days before the end of December of each year. Renewal may be effected during the month of December by the payment of a fee determined by the board))~~. **If a completed application for renewal has not been received by the board by the date of expiration (postmarked before the date of expiration if mailed or transacted online before the date of expiration), the license is invalid.**

(2) ~~((Beginning July 1, 2007, the))~~ The board may not renew a certificate of registration for a **professional** land surveyor unless the registrant verifies to the board that **they have** completed **the required** hours of continuing professional development. ~~((By July 1, 2006, the board shall adopt rules governing continuing professional development for land surveyors that are generally patterned after the model rules of the national council of examiners for engineering and surveying.))~~

Deleted: In case any professional engineer ~~((and/))~~ or land surveyor registered under this chapter ~~((shall))~~ fails to pay the renewal fee ~~((hereinabove provided for, within ninety days from the date when the same shall become due, the renewal fee shall be the current))~~ within 90 days following the expiration date, the professional engineer or land surveyor must pay the current renewal fee plus an amount equal to one year's fee.

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#### **RCW 18.43.100 Registration of out-of-state applicants-Waiver.**

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

(2) The board shall waive the fundamentals examination for applicants who **meet the requirements as defined by the board in rule.**

#### RCW 18.43.130 Excepted services-Fees.

This chapter shall not be construed to prevent or affect:

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

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

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

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

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

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

((a)) (i) The corporation has filed with the board an application for certificate of authorization upon a form to be prescribed by the board and containing information required to enable the board to

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**Deleted:** have passed the national council for examiners for engineering and surveying principles and practice examination, have met the experience and education requirements established by the board, and are in good standing with the licensing agency in a state, territory, possession, district, or foreign country.

**Deleted:** (2) The practice of a person not a resident and having no established place of business in this state, practicing or offering to practice herein the profession of engineering or land surveying, when such practice does not exceed in the aggregate more than ((thirty)) 30 days in any calendar year: PROVIDED, Such person has been determined by the board to be legally qualified by registration to practice the said profession in his or her own state or country in which the requirements and qualifications for obtaining a certificate of registration are not lower than those specified in this chapter. The person shall request such a determination by completing an application prescribed by the board and accompanied by a fee determined by the board. Upon approval of the application, the board shall issue a permit authorizing temporary practice; ((or))

resident and having no established place of business in this state, or who has recently become a resident thereof, practicing or offering to practice herein for more than ((thirty)) 30 days in any calendar year the profession of engineering or land surveying, if he or she shall have filed with the board an application for a certificate of registration and shall have paid the fee required by this chapter: PROVIDED, That such person is legally qualified by registration to practice engineering or land surveying in his or her own state or country in which the requirements and qualifications of obtaining a certificate of registration are not lower than those specified in this chapter. Such practice shall continue only for such time as the board requires for the consideration of the application for registration; ((or))

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determine whether such corporation is qualified in accordance with this chapter to practice engineering or land surveying, or both, in this state;

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

~~((c))~~ (iii) If there is a change in the designated professional engineer or designated professional land surveyor, the corporation shall notify the board in writing within ~~((thirty))~~ 30 days after the effective date of the change. If the corporation changes its name, the corporation shall submit a copy of its amended certificate of authority or amended certificate of incorporation as filed with the secretary of state within ~~((thirty))~~ 30 days of the filing;

~~((d))~~ (iv) Upon the filing with the board the application for certificate for authorization, certified copy of resolution and an affidavit, and the designation of a designated professional engineer or designated professional land surveyor, or both, specified in ~~((b))~~ (a)(ii) of this subsection, the board

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shall issue to the corporation a certificate of authorization to practice engineering or land surveying, or both, in this state upon a determination by the board that:

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

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

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

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

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

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

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

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

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

~~((4))~~ (g) For each certificate of authorization issued under this subsection ~~(6)~~ there shall be paid an initial fee determined by the board and an annual renewal fee determined by the board~~((:))~~;

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~~(7)~~ The practice of engineering and/or land surveying in this state by a partnership if the partnership employs at least one person holding a valid certificate of registration under this chapter to practice engineering or land surveying, or both~~((The board shall not issue certificates of authorization to partnerships after July 1, 1998. Partnerships currently registered with the board are not required to pay an annual renewal fee after July 1, 1998.))~~; or

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~~(8)~~ (a) The practice of engineering or land surveying, or both, in this state by limited liability companies: Provided, That

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

~~((b))~~ (ii) The limited liability company has filed with the board a certified copy of a resolution by the company manager or managers that shall designate a person holding a certificate of registration under this chapter as being responsible for the practice of engineering or land surveying, or both, by the limited liability company in this state and that the designated person has full authority to make all final engineering or land surveying decisions on behalf of the limited liability company with respect to work performed by the limited liability company in this state. The resolution shall further state that the limited liability company agreement shall be amended to include the following provision: "The designated professional engineer or professional land surveyor, respectively, named in the resolution as being in responsible charge, or a professional engineer or professional land surveyor under the designated professional engineer or professional land surveyor's direct supervision, shall make all engineering or land surveying decisions pertaining to engineering or land surveying activities in the state of Washington." However, the filing of the resolution shall not relieve the limited liability company of responsibility or liability imposed upon it by law or by contract.

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

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

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



(D) If there is a change in the designated professional engineer or designated professional land surveyor, the limited liability company shall notify the board in writing within ~~((thirty))~~ 30 days after the effective date of the change. If the limited liability company changes its name, the company shall submit to the board a copy of the certificate of amendment filed with the secretary of state's office.

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

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

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

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

~~((iv))~~ (D) The limited liability company is registered with the department of revenue pursuant to RCW 82.32.030.

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

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

~~((f))~~ (d) Any limited liability company authorized to practice engineering or land surveying, or both, under this chapter, together with its manager or managers and members for their own individual acts, are responsible to the same degree as an individual registered professional engineer or



registered professional land surveyor, and must conduct their business without unprofessional conduct in the practice of engineering or land surveying, or both.

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

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

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

Deleted: 10

#### **RCW 18.43.150 Fees-Duty of board to set-Disposition.**

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

#### **RCW 18.43.170 Registration suspension-Noncompliance with support order-Reissuance.**

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

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

The department of licensing, through an interagency agreement with the board, ~~((must))~~ shall provide specified technical services to the board~~((The initial interagency agreement must be for a~~

~~term of three years and may be renewed by mutual agreement between the department of licensing and the board))~~ as mutually agreed upon by both parties.

--- END ---

DRAFT

# FE Waiver Analysis

## Military – Government – Industry

**MBA forum generated 18 responses:**

- 14 offer a “pathway”
  - Initial: 10 – 20 years of progressive experience
  - **- or -**
  - Comity: 5 – 20 years licensure in another jurisdiction
  - **- or -**
  - PhD with teaching experience
- 4 offer do not (*OH, AL, CT, Guam*)



# FE Waiver Analysis

## Recommendation

- 10 years of experience with an approved undergraduate engineering degree.
- 9 years of experience with an approved postgraduate engineering degree.
- PhD from a institution with an approved undergraduate engineering degree, or serving in a tenure-track faculty position.
- Comity- 10 years of licensed practice in a Board approved jurisdiction.
- Initial- 15 years of work experience satisfactory to the Board.



Submit this completed exam with your application online or by mail.

For questions or help email [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov) or call (360) 664-1575.

Retakes may be scanned and emailed to: [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov)

Full name \_\_\_\_\_

**Choose the best answer. Please select only one answer per question. Passing score is 80%.**

1. A professional engineer will immediately have their license suspended for:
  - ☐ a. Charging excessive fees to clients.
  - ☐ b. Noncompliance with a support order.
  - ☐ c. Nonpayment of license renewal fees.
  - ☐ d. Failing to provide the Board with requested documents.

Reference: RCW 18.43
2. Which engineering services can be lawfully performed by a person who is not licensed as an engineer?
  - ☐ a. When the work is for a state agency.
  - ☐ b. When the work is performed by federal employees and all work is within the confines of lands held by the federal government.
  - ☐ c. When making revisions to drawings that are already sealed.
  - ☐ d. When the work is by an employee of a construction company.

Reference: RCW 18.43
3. For any single violation of practice or unprofessional conduct by a registrant, the Board may impose a fine of up to:
  - ☐ a. \$1,000
  - ☐ b. \$2,500
  - ☐ c. \$5,000
  - ☐ d. \$10,000

Reference: RCW 18.235
4. Which of the following activities are within the scope of engineering practice?
  - ☐ a. Operation of maintenance of machinery or equipment.
  - ☐ b. Construction sequencing and process planning.
  - ☐ c. Investigation, evaluation and planning through specialized knowledge.
  - ☐ d. Testing and reporting on the physical properties of materials.

Reference: RCW 18.43
5. Upon investigation, the Board of Registration of Professional Engineers and Land Surveyors decides to serve a licensee a statement of charges. Which of the following statements accurately describes the licensee's rights:
  - ☐ a. The licensee may pay a fine immediately to nullify the statement of charges.
  - ☐ b. The licensee may request a hearing to contest the charges.
  - ☐ c. The licensee may request a date for hearing within 30 days of receipt of the Statement of Charges.
  - ☐ d. The licensee may appear at the next Board meeting to contest the charges.

Reference: RCW 18.235
6. If the Board has reason to believe that a person is engaged in unlicensed practice, they have the authority to issue a:
  - ☐ a. Cease and Desist Order and a fine of up to \$1,000 a day.
  - ☐ b. Statement of Charges and a fine of up to \$5,000 a day.
  - ☐ c. Cease and Desist Order and a fine up to \$5,000 a day.
  - ☐ d. State<sup>ment</sup> of Criminal Charges for a gross misdemeanor. Reference: RCW 18.235

7. The primary reason for requiring registrants to be licensed in Washington is to:

- ☐ a. Monitor the completion of continuing education.
- ☐ b. Protect people and property from injury or harm.
- ☐ c. Protect the profession from unfair competition.
- ☐ d. Improve professional standards for engineers and land surveyors.

Reference: RCW 18.43

8. Which of the following constitute unprofessional conduct:

- ☐ a. Failing to execute a contract before providing services.
- ☐ b. Misrepresentation of a material fact in obtaining a license.
- ☐ c. Renewal of a license over 90 days after expiration.
- ☐ d. Filing a formal complaint against a Board member.

Reference: RCW 18.235

9. Which of the following activities are exclusively within the scope of practice of land surveying?

- ☐ a. Establishing lines, grades and elevations for street improvements.
- ☐ b. Establishing lines, corners, boundaries, and monuments.
- ☐ c. Defining upland boundary of a sensitive area.
- ☐ d. Writing land descriptions for the purchase agreements.

Reference: RCW 18.43

10. In a hearing, a finding against a registrant that they are guilty of unprofessional conduct can result in all of the following except:

- ☐ a. Remedial or corrective education.
- ☐ b. Denial of license renewal.
- ☐ c. Return professional seal to the Board.
- ☐ d. Reimbursement of the Board's investigative costs.

Reference: RCW 18.235

11. Which of the following is an obligation of a licensee to the Board of Registration for Professional Engineers and Land Surveyors?

- ☐ a. Renew license by due date.
- ☐ b. Respond to Board request for information.
- ☐ c. Use Board approved contract for services.
- ☐ d. Accept gratuities in connection with responsible work.

Reference: WAC 196-27A

12. The purpose of the Rules of Professional Conduct and Practice is to:

- ☐ a. Give registrants guidance with respect to expected professional conduct.
- ☐ b. Give registrants clarity on the authorities of the Board.
- ☐ c. Provide a list of requirements for use by local government.
- ☐ d. Provide guidance to the public for evaluating the work of registrants.

Reference: WAC 196-27A

13. You are asked to submit a 50% progress drawing to your client for review. Your client, a government agency, told you not to put your engineering seal on the drawings. You should submit:

- ☐ a. The plan without placing your seal on them.
- ☐ b. A note to the client that you cannot release a plan that is half done.
- ☐ c. The plan with your seal, unsigned, and noted "preliminary."
- ☐ d. The plan with your seal on the drawings and your signature across the seal.

Reference: WAC 196-23

14. Which of the following is NOT a requirement for a registrant's use of their digital identification?

- ☐ a. Capable of independent verification.
- ☐ b. Encryption format approved by Secretary of State.
- ☐ c. Invalidated if any data in the document is changed.
- ☐ d. Unique to the registrant.

Reference: WAC 196-23

15. Professional engineers may work on projects that require education and experience outside their own fields of competence if:
- ☐ a. Their client and permitting agency agree to it.
  - ☐ b. The registrant does not stamp the plans.
  - ☐ c. The work is preliminary and is not used for construction.
  - ☐ d. They work only on the portions of which they are qualified.
- Reference: WAC 196-27A
16. A registrant is required to directly supervise work done by non-licensed individuals under their control. Which of the following statements is the correct interpretation of "direct supervision" by you, the registrant, according to WAC?
- ☐ a. You mentor and provide ideas on career paths and assignments to the non-licensed individual.
  - ☐ b. You review the calculations and drawings of the non-licensed individual before sealing and sign.
  - ☐ c. You provide direction, oversight, and check work of the non-licensed individual before you sign and seal.
  - ☐ d. You give design assistance and references to EITs supervised by other registrants.
- Reference: WAC 196-25
17. Which of the following statement is true regarding designating a registered engineer to be in responsible charge of a corporation.
- ☐ a. The designated engineer must reside in Washington state.
  - ☐ b. An affidavit must be signed by the designee stating they know they have been designated by the corporation to be responsible charge for the engineering activities in the state of Washington.
  - ☐ c. A registered engineer may serve as designated engineer at more than one corporation.
  - ☐ d. When there is a change in designee, the corporation must notify the board in writing no later than 60 days after the effective date of the change and submit a new affidavit.
- Reference: WAC 196-25
18. Which of the following should an engineer do before performing engineering work?
- ☐ a. Have a clear and documented understanding of the work to be performed.
  - ☐ b. Provide a copy of notes and research materials.
  - ☐ c. Have a written contract clearly stating the work to be performed.
  - ☐ d. Act solely on behalf of the client to meet budget limitations.
- Reference: WAC 196-27A
19. When plans or plats have been prepared under the direct supervision of more than one registrant, they must be sealed or stamped by the:
- ☐ a. Registrant who was the licensee of record and did the majority of the work.
  - ☐ b. Registrant who is the designated licensee for the consulting firm.
  - ☐ c. Registrants willing to do so, clearly noting their scope of responsibility.
  - ☐ d. Participating registrants, clearly noting their scope of responsibility.
- Reference: WAC 196-23
20. Which of the following is NOT a registrant's obligation to their employer and client?
- ☐ a. Maintaining good records throughout the duration of the project.
  - ☐ b. Being competent in the technology and knowledgeable of applicable codes.
  - ☐ c. Avoiding a conflict of interest or the appearance of a conflict of interest.
  - ☐ d. Negotiating contracts for professional services based upon competence and qualifications.
- Reference: WAC 196-27A
21. The Board has statutory provisions and administrative rules governing the practices of engineering and land surveying by a business. Which of the following must obtain a Certificate of Authorization from the Board:
- ☐ a. Professional Service Corporation.
  - ☐ b. Limited Liability Companies and Proprietorships.
  - ☐ c. Corporations and Limited Liability Companies.
  - ☐ d. Partnerships and Limited Liability Corporations.
- Reference: WAC 196-25

22. Engineers must maintain their competency by:

- ☐ a. Annually accruing at least 15 continuing professional development.
- ☐ b. Passing the Board's Law Review every five years.
- ☐ c. Continuing their professional development throughout their careers.
- ☐ d. Taking college level course work before every renewal.

Reference: WAC 196-27A

23. When must registrants inform their clients, employer, and appropriate agency of the harm that may come to their life, health, property, or welfare?

- ☐ a. At such time their professional judgment is overruled or disregarded.
- ☐ b. On any project involving property owned by a public entity.
- ☐ c. At any time the threat of loss of licensure exists.
- ☐ d. When the professional's opinion is supported by his or her employer.

Reference: WAC 196-27A

24. The approved facsimile of the professional engineers seal includes all of the following EXCEPT:

- ☐ a. Individual certificate number.
- ☐ b. Registrant name as shown on wall certificate.
- ☐ c. Expiration date.
- ☐ d. "State of Washington."

Reference: WAC 196-23

25. A professional license that is not renewed by the date of expiration becomes invalid:

- ☐ a. 30 days after the date of expiration.
- ☐ b. 90 days after the date of expiration.
- ☐ c. 120 days after the date of expiration.
- ☐ d. On the date of expiration.

Reference: WAC 196-26A

*I declare under penalty of perjury under the law of Washington that I have been the sole person to complete the above exam of Washington State law and rule as it pertains to the practice of Engineering.*

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
TYPE or PRINT Name

**X**

\_\_\_\_\_  
Signature

**RCW 18.210, WAC 196, RCW 18.235**





## Washington Land Surveyor Law Review Exam

Submit this completed exam with your application online or by mail.

For questions or help email [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov) or call (360) 664-1575.

Retakes may be scanned and emailed to: [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov)

Full name \_\_\_\_\_

**Choose the best answer. Please select only one answer per question. Passing score is 80%.**

1. A Professional Land Surveyor will immediately have their license suspended for:
  - ☐ a. Charging excessive fees to clients.
  - ☐ b. Noncompliance with a support enforcement order.
  - ☐ c. Nonpayment of license renewal fees.
  - ☐ d. Failing to complete required PDH by renewal date.

Reference: RCW 18.43
2. Which of the following is grounds for discipline by the Board of Registration for Professional Engineers and Land Surveyors?
  - ☐ a. Failure to renew license by the due date.
  - ☐ b. Failure to respond to Board request for information.
  - ☐ c. Failure to use Board approved contract for services.
  - ☐ d. Failure to accept gratuities in connection with responsible work.

Reference: WAC 196-27A
3. The purpose for Rules of Professional Conduct and Practice is to:
  - ☐ a. Give Registrants guidance with respect to expected conduct.
  - ☐ b. Give Registrants clarity on the authorities of the Board.
  - ☐ c. Provide a list of requirements for use by local government.
  - ☐ d. Provide guidance to the public for evaluating the work of Registrants.

Reference: WAC 196-27A
4. You are asked to submit a 50% progress drawing to your client for review. Your client, **a** government agency, told you not to put your surveyors seal on the drawings. You should submit:
  - ☐ a. The plan without placing your seal on them.
  - ☐ b. A note to the client that you cannot release a plan that is half done.
  - ☐ c. The plan with your seal, unsigned, and noted "preliminary."
  - ☐ d. The plan with your seal on the drawings and your signature across the seal.

Reference: WAC 196-23
5. Which surveying services can be lawfully performed by a person who is not licensed as a Land Surveyor?
  - ☐ a. When the work is for a state agency and of a preliminary nature.
  - ☐ b. When the work is performed by federal employees.
  - ☐ c. When making revisions to drawings that are already sealed.
  - ☐ d. When the work is by an employee of a construction company.

Reference: WAC 196-29
6. For any single violation of practice or unprofessional conduct by a registrant, the Board may impose a fine of up to:
  - ☐ a. \$1,000
  - ☐ b. \$2,500
  - ☐ c. \$5,000
  - ☐ d. \$10,000

Reference: RCW 18.235

7. Which of the following is NOT a requirement for a registrant's use of an electronic signature?

- ☐ a. Capable of independent verification.
- ☐ b. Encryption format approved by Secretary of State.
- ☐ c. Invalidated if any data in the document is changed.
- ☐ d. Unique to the registrant.

Reference: WAC 196-23

8. Professional engineers may work on projects that require education and experience outside their own field of competence, if:

- ☐ a. Their client and permitting agency agree to it.
- ☐ b. The registrant does not stamp the plans.
- ☐ c. The work is preliminary and not used for construction.
- ☐ d. They work only on the portions of which they are qualified.

Reference: WAC 196-27A

9. Which of the following activities are within the scope of engineering practice?

- ☐ a. Operation or maintenance of machinery or equipment.
- ☐ b. Construction layout of utilities, structures, processes, or projects.
- ☐ c. Investigation, evaluation and planning through specialized knowledge.
- ☐ d. Testing and reporting on the physical properties of materials.

Reference: RCW 18.43

#### REPLACE WITH:

Which action is considered unprofessional conduct for a licensed land surveyor under Washington Law?

- a. Providing a preliminary survey with appropriate disclaimers.
- b. Refusing to stamp documents they did not prepare or review.
- c. Failing to respond to a Board request for information.
- d. Including a disclaimer about potential survey inaccuracies.

Reference: RCW 18.235

10. A Registrant is required to directly supervise work done by non-licensed individuals. Which of the following best satisfies this requirement?

- ☐ a. You lay out and spot check the work before you seal and sign.
- ☐ b. You lay out the assignment and provide personal direction before you seal and sign.
- ☐ c. You review the work and check the calculations before you seal and sign.
- ☐ d. You lay out the assignment and review the results before you seal and sign.

Reference: WAC 196-25

11. The primary authority to administer the Engineer's Registration Act is the:

- ☐ a. Director of the Department of Licensing.
- ☐ b. **Executive** Director of the Board of Registration for Professional Engineers and Land Surveyors.
- ☐ c. Board of Registration for Professional Engineers and Land Surveyors.
- ☐ d. Small Agency Unit at the Governor's office.

Reference: RCW 18.235

12. If the Board has reason to believe that a person is engaged in unlicensed practice, they have authority to issue a:

- ☐ a. Notice of Intent to issue a Cease and Desist order and a fine of up to \$1,000 a day.
- ☐ b. Statement of Charges and a fine of up to \$5,000 a day.
- ☐ c. Notice of Intent to issue a Cease and Desist order and fine of up to \$5,000 a day.
- ☐ d. Statement of Criminal charges for a gross misdemeanor.

Reference: RCW 18.235

13. Which of the following ~~statement~~ is true ~~regarding designating a registered land surveyor~~ when a ~~registered land surveyor is designated~~ to be in responsible charge of a corporation.
- ☐ a. The designated land surveyor must reside in Washington state.
  - ☐ b. An affidavit must be signed by the designee stating they know they have been designated by the corporation to be responsible charge for the land surveying activities in the state of Washington.
  - ☐ c. A registered land surveyor may serve as designated land surveyor at more than one corporation.
  - ☐ d. When there is a change is designee, the corporation must notify the board in writing no later than 60 days after the effective date of the change and submit a new affidavit.

Reference: WAC 196-25

14. The primary reason for requiring Registrants to be licensed in the State of Washington is to:
- ☐ a. Monitor the completion of continuing education.
  - ☐ b. Protect people and property from injury or harm.
  - ☐ c. Protect the profession from unfair competition.
  - ☐ d. Improve professional standards for engineers and land surveyors.

Reference: RCW 18.43

- ~~15. Which of the following constitute unprofessional conduct?~~

- ☐ ~~a. Failing to execute a contract before providing services.~~
- ☐ ~~b. Misrepresentation of a material fact in obtaining a license.~~
- ☐ ~~c. Renewal of a license over 90 days after expiration.~~
- ☐ ~~d. Filing a formal complaint against a Board member.~~

~~Reference: RCW 18.235~~

#### REPLACE WITH:

Which of the following must be included in a land surveyor's professional seal?

- A. License expiration Date**
- B. Employer's name**
- C. Registrant's name and certificate number**
- D. Project name and address**

**Reference: WAC 196-23**

16. Which of the following are REQUIRED of a surveyor before performing a survey?
- ☐ a. A clear and documented understanding of the work to be performed.
  - ☐ b. Full disclosure of information on progress, problems and agreements reached.
  - ☐ c. A written contract clearly stating the work to be performed.
  - ☐ d. To act solely on behalf of the client to meet budget limitations.

Reference: WAC 196-27A

17. When plans or plats have been prepared under the direct supervision of more than one Registrant, they must be sealed or stamped by the:
- ☐ a. Registrant who was the licensee of record and did the majority of the work.
  - ☐ b. Registrant who is the designated licensee for the consulting firm.
  - ☐ c. Registrants willing to do so, clearly noting their scope of responsibility.
  - ☐ d. Participating registrants, clearly noting their scope of responsibility.

Reference: WAC 196-23

18. Which of the following activities are exclusively within the scope of the practice of land surveying?
- ☐ a. Establishing lines, grades and elevations for street improvements.
  - ☐ b. Establishing lines, corners, boundaries and monuments.
  - ☐ c. Establishing the upland boundary of a wetland sensitive area.
  - ☐ d. Establishing property legal descriptions for purchase agreements.

Reference: RCW 18.43

19. Which of the following is NOT a registrant's obligation to their employer and client?
- ☐ a. Maintaining good records throughout the duration of the project.

- ☐ b. Being competent in the technology and knowledgeable of applicable codes.
- ☐ c. Avoiding a conflict of interest or the appearance of a conflict of interest.
- ☐ d. Negotiating contracts for professional services based upon competence and qualifications.

Reference: WAC 196-27A

20. A Registrant is NOT guilty of misconduct if they:

- ☐ a. Fail to register their proprietorship with the Board.
- ☐ b. Are abusive and disruptive in a public meeting.
- ☐ c. Accept inducements in seeking professional work.
- ☐ d. Knowingly do not report unlicensed practice.

Reference: WAC 196-27A

21. All land surveyors must maintain their competency by:

- ☐ a. Accumulating 15 hours of continuing professional development hours **per renewal per year.**
- ☐ b. Passing the Board's law review questionnaire every five years.
- ☐ c. Continuing their professional development throughout their careers.
- ☐ d. Taking college level course work before every renewal.

Reference: WAC 196-27A, WAC 196-16

22. When must Registrants inform the public of the harm that may come to their life, health, property or welfare?

- ☐ a. At such time their professional judgment is overruled or disregarded.
- ☐ b. On any project involving property owned by a public entity.
- ☐ c. At any time the threat of loss of licensure exists.
- ☐ d. When the professional's opinion is supported by his or her employer.

Reference: WAC 196-27A

**23. The approved facsimile of the professional land surveyors seal includes all of the following EXCEPT:**

- ☐ a. Individual certificate number.
- ☐ b. Registrant's full name.
- ☐ c. Expiration date.
- ☐ d. "State of Washington"

Reference: WAC 196-23

#### **REPLACE WITH:**

**Professional development activities used to meet continuing education requirements must be:**

- A. Pre-approved by the board**
- B. Submitted by the licensee when renewing a license**
- C. Relevant to the licensee's practice**
- D. Attended inside of Washington State**

**Reference: WAC 196-16**

24. In a hearing, a finding against a Registrant of unprofessional conduct can result in which of the following:

- ☐ a. Removal of faulty recorded survey from public record.
- ☐ b. Removal and replacement of incorrect monuments.
- ☐ c. Return professional land surveyor's seal to the Board.
- ☐ d. Reimbursement of the Board's investigative costs.

Reference: RCW 18.235, RCW 18.43

25. A professional license that is not renewed by the date of expiration becomes invalid:

- ☐ a. 30 days after the date of expiration.
- ☐ b. 90 days after the date of expiration.
- ☐ c. 120 days after the date of expiration.
- ☐ d. On the date of expiration.

Reference: WAC 196-26A

## **On-Site Wastewater Designer/Inspector Law Review**

**Choose the best answer. Please select only one answer per question. Passing score is 80%.**

1. Which of the following is NOT included in the practice of on-site wastewater design?
  - a. Analysis of soil types.
  - b. Establish property boundaries
  - c. Knowledge of treatment technologies.
  - d. Integration of collection systems.

*Reference: Chapter 18.210 RCW*

2. A designer with an expired license may:
  - a. Continue work if it was started before the license expired.
  - b. Continue all work but not sign the plans until renewed.
  - c. Continue practice as long as the license is renewed within 90 days.
  - d. Not practice until license is renewed.

*Reference: Chapter 18-210 RCW*

3. A designer who performs on-site designs after their license is expired is guilty of:
  - a. Aiding and abetting unlicensed practice.
  - b. Unprofessional conduct
  - c. No violation if license is renewed within 90 days.
  - d. Criminal fraud as a class felony.

*Reference: Chapter 18.210 RCW*

4. The license of an on-site designer may be suspended immediately if the licensee:
  - a. Has performed work outside of Washington State.
  - b. Is non-compliant with a support order.
  - c. Has stamped and sealed a design before receiving approval from the local health jurisdiction.
  - d. Is on active military duty and failed to renew their license for over 90 days.

*Reference: Chapter 18.210 RCW*

5. Which of the following is NOT considered a failure to cooperate with the Board during an investigation, audit, or inspection?
  - a. Not furnishing papers or documents requested by the Board.
  - b. Refusing the Board's access to the licensee's business office at any time, day or night.
  - c. Refusing to provide a written explanation to the Board covering the matter contained in a complaint.
  - d. Ignoring a subpoena issued by the Board.

*Reference: Chapter 18.235 RCW*

6. Which of the following activities falls outside the scope of practice for an On-Site Wastewater Designer?

- a. Designing a new residential on-site sewage system.
- b. Evaluating site soil characteristics for system placement.
- c. Performing maintenance inspections of installed septic tanks.
- d. Preparing construction documents for a public sewer treatment facility.

*Reference: Chapter 18.210 RCW*

7. Which of the following constitutes certification that a plan was prepared by a licensee under Chapter 18.210 RCW?

- a. Signature by local health official.
- b. Signature and stamp by licensed designer.
- c. Seal and signature by a certified inspector.
- d. Final approval stamp by local health official.

*Reference: Chapter 18.210 RCW*

8. A Designer who fails to renew their license within two years of its date of expiration is required to reestablish an active license by:

- a. Paying the equivalent to three years of renewal fees.
- b. Reapplying as a new applicant.
- c. Obtaining an additional 30 PDH's.
- d. Making a written request for license reinstatement.

*Reference: Chapter 18.210 RCW*

9. All of the following are considered a gross misdemeanor EXCEPT:

- a. Attempting to use the license or seal of another.
- b. Designing an OSS that exceeds 3500 gal/day.
- c. Practicing as a designer with a suspended license.
- d. Purport to be a licensee without having a license.

*Reference: Chapter 18.210 RCW*

10. Other than on-site designers who is also required to take the on-site written exam?

- a. All operation and maintenance consultants.
- b. Professional engineers.
- c. Public Works Department employees.
- d. Employees of local health jurisdictions who review, inspect, or approve on-site wastewater designs.

*Reference: Chapter 18.235 RCW*

11. Sanctions may be imposed on a licensee if they are found to have:

- a. Worked without professional liability insurance.
- b. A suspended drivers license.
- c. Inspection vehicle registration has expired.

- d.** Intentionally falsified information used in design of an on-site system.

*Reference: Chapter 18.235 RCW*

12. Certificate of competency holders are not allowed to:

- a.** Review on-site wastewater systems.
- b.** Design and stamp on-site wastewater systems.
- c.** Supervise non-certified individuals.
- d.** Inspect on-site wastewater systems.

*Reference: Chapter 18.210 RCW, Chapter 70A. 105 RCW*

13. The disciplinary authority over on-site wastewater designers is:

- a.** State Department of Health.
- b.** State Department of Licensing On-Site Advisory Committee.
- c.** The Board of Registration for Professional Engineers and Land Surveyors.
- d.** State Department of Licensing.

*Reference: Chapter 18.210 RCW*

14. A finding of unprofessional conduct against a licensed on-site designer can result in all of the following EXCEPT:

- a.** Peer review and/or monitoring of practice.
- b.** A fine of up to \$1,000 per violation.
- c.** Restriction or limits of practice.
- d.** Censure or reprimand of licensee.

*Reference: Chapter 18.235 RCW*

15. Which of the following constitute unprofessional conduct?

- a.** Failure to provide a written response to a complaint.
- b.** Applying for a license with no college education.
- c.** Filing a formal complaint against a board member.
- d.** Not actively practicing while failing to renew a license after 90 days of expiration.

*Reference: Chapter 18.235 RCW*

16. Adhering to the Rules of Professional Practice the licensee must:

- a.** Only seal documents prepared by them or those under their direct supervision.
- b.** Maintain competency in codes and regulations for on-site systems.
- c.** Must inform employers or clients of unsafe conditions.
- d.** All of the above.

*Reference: Chapter 196-33 WAC*

17. Which of the following information is NOT included on the seal for a licensed designer?

- a.** Expiration date.



- b.** Certificate/License number.
- c.** “State of Washington.”
- d.** “Licensed Designer.”

*Reference: Chapter 196-33 WAC*

18. Which of the following is Not part of the Rules of Professional Practice?

- a.** Licensee shall be objective and truthful at all times.
- b.** Licensee shall practice in those areas where they are competent.
- c.** Licensee shall carry their seal with them at all times.
- d.** Licensee shall alert their clients when a project will not meet expectations.

*Reference: Chapter 196-33 WAC*

19. According to Rules of Professional Practice under what circumstances can an on-site designer serve as an expert witness?

- a.** When the designer has ben subpoenaed by his client.
- b.** When the trial is in another state.
- c.** When the designer’s opinion is founded upon knowledge of facts and honest conviction.
- d.** When the designer receives a retainer before testimony.

*Reference: Chapter 196-33 WAC*

20. Which of the following statements are NOT true about direct supervision?

- a.** A designer may maintain control of a project via email.
- b.** A designer may review and stamp a design done by a homeowner.
- c.** Direct supervision requires providing personal direction and oversight.
- d.** Facsimiles or cell phones can be used to supervise subordinates.

*Reference: Chapter 196-33 WAC*

21. When a licensee’s professional judgement regarding wastewater design is overruled and public health is threatened, the licensee must:

- a.** Proceed only after the client agrees to waive liability.
- b.** Submit a complaint anonymously.
- c.** Notify the appropriate authorities.
- d.** File a report with the Secretary of State’s Office.

*Reference: Chapter 196-33 WAC*

22. Which of the following is NOT a qualifying activity for professional development hours (PDHs)?

- a.** Self study.
- b.** Attendance of a Board meeting.
- c.** Membership and/or attendance in service club meetings.
- d.** Membership in professional/technical societies.

*Reference: Chapter 196-34 WAC*



23. Which of the following is the correct statement about continuing education requirements for designers?

- a.** Designers must gain 20 units per year to renew their license.
- b.** Designers are exempt if they are also a registered sanitarian.
- c.** Designers are exempt if they are active in designing systems.
- d.** Designers must report hours when requested by the Board.

*Reference: Chapter 196-34 WAC*

24. In the State of Washington, \_\_\_\_\_ is exempt from On-Site licensure requirements.

- a.** Anyone working for a private consulting firm.
- b.** A federal employee acting within the scope of their official duties.
- c.** Any individual holding a plumbing license.
- d.** Any contractor performing general excavation work.

*Reference: Chapter 18.210 RCW*

25. Which of the following statements is TRUE regarding an inactive status of a license?

- a.** The licensee must have reached the age of 65.
- b.** The licensee must be in an active status at the time of application.
- c.** The licensee may return to active status by calling the Board office.
- d.** The licensee must sign an affirmation they are not actively engaged in practice.

*Reference: Chapter 196-34 WAC*

**WAC 196-09-050 Brief adjudicative proceedings.** (1) The

board may conduct brief adjudicative proceedings as provided in RCW 34.05.482 through 34.05.494 of the Administrative Procedure Act.

(2) Brief adjudicative proceedings may be allowed when a respondent challenges the following categories of board decisions:

(a) A denial of application for licensure, including renewal, reinstatement, or denial of eligibility to take examinations;

(b) A finding that a licensee has failed to meet continuing professional development requirements;

(c) A finding that a licensee has violated the terms of a final order or agreed order issued by the board or the board's designee;

(d) A finding that a person has engaged in false, deceptive, or misleading advertising, or engaged in unlicensed practice.

(e) A finding that a professional land surveyor has violated the provisions of the Survey Recording Act,

Deleted: only

chapter 58.09 RCW, the survey standards, chapter 332-130 WAC,  
and monument destruction, chapter 332-120 WAC.

(f) A finding that a licensee has violated the provisions  
of chapter 196-23 WAC, stamping and seals, chapter 196-27A WAC,  
rules of professional conduct, and chapter 196-33 Rules of  
professional practice for licensees designing on-site wastewater  
treatment systems.

[Statutory Authority: RCW 18.43.035. WSR 21-22-092, § 196-09-050, filed 11/2/21, effective 12/3/21. Statutory Authority: RCW 46.01.110 and 2018 c 199. WSR 18-21-028, § 196-09-050, filed 10/5/18, effective 11/5/18. Statutory Authority: RCW 18.43.035 and chapter 18.235 RCW. WSR 06-11-121, § 196-09-050, filed 5/19/06, effective 6/19/06. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-09-050, filed 1/21/04, effective 2/21/04.]

**WAC 196-09-055 Records required for brief adjudicative proceeding.** The records for the brief adjudicative proceeding may include, but are not limited to:

(1) License related denials:

(a) All correspondence, including emails, between the applicant or respondent and the board staff regarding an initial

determination including copies of applications, renewal notice(s), denials, or appeals;

(b) All documents received by the board from or on behalf of the applicant, licensee or respondent relating to information, payments, or explanations that have been provided to the board;

(c) Copies of all supplementary information related to application or complaint review by staff or board member;

(d) All documents relied upon by board staff in reaching the initial determination;

(e) Any other information that may be of assistance to the presiding officer in deciding the case.

(2) Determination of compliance with previously issued board order:

(a) The previously issued final order or agreement;

(b) All reports or other documents submitted by, or at the direction of, the license holder, in full or partial fulfillment of the terms of the final order or agreement;

(c) All correspondence between the license holder and the board regarding compliance with the final order or agreement; and

(d) All documents relied upon by the board showing that the license holder has failed to comply with the previously issued final order or agreement.

[Statutory Authority: RCW 18.43.035. WSR 21-22-092, § 196-09-055, filed 11/2/21, effective 12/3/21. Statutory Authority: RCW 46.01.110 and 2018 c 199. WSR 18-21-028, § 196-09-055, filed 10/5/18, effective 11/5/18. Statutory Authority: RCW 18.43.035 and chapter 18.235 RCW. WSR 06-11-121, § 196-09-055, filed 5/19/06, effective 6/19/06. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-09-055, filed 1/21/04, effective 2/21/04.]

Board of Directors' Positions on All Motions

Motion number	Topic	Board of Directors' Position	Consent Agenda	page	Meaning	BRPELS Impact/Merit of Discourse	DWH Recommendation
Bylaws 1	Amend Bylaws 1.02	Endorses	Yes	40	Editorial change consistent with Robert's	No specific BRPELS impact.	support
Bylaws 2	Amend Bylaws 3.021	Endorses	Yes	40	Editorial change removing redundancy of committee or task force membership	No specific BRPELS impact.	support
Bylaws 3	Amend Bylaws 3.022	Endorses	Yes	41	Editorial change removing redundancy of committee or task force membership	No specific BRPELS impact.	support
Bylaws 4	Amend Bylaws 3.03	Endorses	Yes	41	simple allowance to remove (not just add) an int'l affiliate org.	No specific BRPELS impact.	support
Bylaws 5	Amend Bylaws 3.04	Endorses	Yes	42	simple allowance to remove (not just add) a Participating Org.	No specific BRPELS impact.	support
Bylaws 6	Amend Bylaws 3.05	Endorses	Yes	42	Robert's application to clarify who can make motions or propose amendments.	No specific BRPELS impact.	support
Bylaws 7	Amend Bylaws 3.07	Endorses	Yes	42	Editorial clean-up incl same as motions 2 and 3	No specific BRPELS impact.	support
Bylaws 8	Amend Bylaws 4.01	Endorses	Yes	43	Fill-in the gap by stating no less than 4 BOD meetings per year and setting clacks for additional meetings requested by BOD majority.	No specific BRPELS impact.	support
Bylaws 9	Amend Bylaws 4.05	Endorses	Yes	43	editorial/gender neutrality	No specific BRPELS impact.	support
Bylaws 10	Amend Bylaws 4.06	Endorses	Yes	44	editorial/gender neutrality. Remove unnecessary statement upon manner of election/appointment of BOD members (SC law)	No specific BRPELS impact.	support
Bylaws 11	Amend Bylaws 4.07	Endorses	Yes	45	Removal of BOD member for cause rewritten to comport with SC law - mostly clarity rather than change.	No specific BRPELS impact.	support
Bylaws 12	Amend Bylaws 4.08	Endorses	Yes	46	editorial/gender neutrality	No specific BRPELS impact.	support
Bylaws 13	Amend Bylaws 5.02	Endorses	Yes	46	editorial removal of redundancy of committee membership	No specific BRPELS impact.	support
Bylaws 14	Amend Bylaws 5.03	Endorses	Yes	46	editorial removal of redundancy of committee membership	No specific BRPELS impact.	support
Bylaws 15	Amend Bylaws 6.02	Endorses	Yes	47	editorial simplification - no technical change.	No specific BRPELS impact.	support
Bylaws 16	Amend Bylaws 6.03	Endorses	Yes	47	Establishing detail for calls for Special meetings of the Council which were already possible.	No specific BRPELS impact.	support
Bylaws 17	Amend Bylaws 7.06	Endorses	Yes	48	editorial consistency of 'shall' requirement	No specific BRPELS impact.	support
Bylaws 18	Amend Bylaws 11.02	Endorses	Yes	48	editorial/gender neutrality	No specific BRPELS impact.	support
Bylaws 19	Amend Bylaws 12.01	Endorses	Yes	49	editorial reduction to those 'voting' rather than 'present and in good standing'	No specific BRPELS impact.	support
Bylaws 20	Amend Bylaws 12.02	Endorses	Yes	49	editorial reduction to those 'voting' rather than 'present and in good standing'	No specific BRPELS impact.	support
Bylaws 21	Amend Bylaws 12.021	Endorses	Yes	50	editorial reduction to those 'voting' rather than 'present and in good standing'	No specific BRPELS impact.	support
ACCA 1	Amend AP 8	Does not endorse	No	55	The ACCA wishes to ensure that motions to amend the ML or MR which have been approved by the Council and completed UPLG reviews are not subject to further debate but placed upon the consent agenda.	No specific BRPELS impact.	My assessment is that this is generally adverse to normal parliamentary procedures. The normal course of actions generally follow this pattern without a hard-wired mandate. I would recommend rejecting the motion as improper and unnecessary.
ACCA 2	Charge Bylaws Committee to amend Bylaws 4.06	Endorses	Yes	56	Creates cascade back-fills of President or Immediate-Past President, if vacant. Meaningful rather than simply editorial	No specific BRPELS impact.	support
ACCA 3	Charge Bylaws Committee to amend Bylaws 3.07	Endorses	Yes	56	editorial in concert with ACCA 2	No specific BRPELS impact.	support
ACCA 4	Charge Bylaws Committee to amend Bylaws 4.04	Endorses	Yes	57	states Past Presidents will be ineligible to be reelected as President. This is unnecessary as Presidents are not elected.	No specific BRPELS impact.	I do not recommend support - but it is not critical and only inhibits something that cannot happen anyway.

Board of Directors' Positions on All Motions

Motion number	Topic	Board of Directors' Position	Consent Agenda	page	Meaning	BRPELS Impact/Merit of Discourse	DWH Recommendation
Education 1	Amend NCEES Engineering Education Standard	Endorses	No	60	Proposed amendment of the education standard would drop 12 semester credits of general education (e.g. humanities) to zero required, but continue to request such undertaken course work in credentials evaluation.	No specific BRPELS impact.	As the proposed change comports with ABET criteria which leave general education requirements to the university discretion, BRPELS will not be first line approvers of education completed by those wishing to undertake examination. Although I personally prefer a more rounded practitioner, I recommend support for the motion.
Education 2	Amend NCEES Surveying Education Standard	Endorses	No	62	Proposed amendment of the education standard would drop 12 semester credits of general education (e.g. humanities) to zero required, but continue to request such undertaken course work in credentials evaluation.	No specific BRPELS impact.	As this parallels the engineering education standard, I would recommend support for the motion.
Education 3	Reorganize NCEES Surveying Education Award categories	Endorses	Yes	63	this simply creates sub-categories of Survey Education Awards.	No specific BRPELS impact.	support
EPP 1	Amend EDP 1	Endorses	Yes	70	editorial without loss to any Board (can still do own exams.)	there has been noise about rewording, likely to be pulled from consent	support
EPP 2	Amend EDP 2	Endorses	Yes	71	editorial only	No specific BRPELS impact.	support
EPP 3	Amend EDP 3	Endorses	Yes	71	editorial cleanup consistent with all CBT formats for all exams	No specific BRPELS impact.	support
EPP 4	Amend EDP 4	Endorses	Yes	73	editorial reorganization and clarification, reference correction. No technical change	No specific BRPELS impact.	support
EPP 5	Amend EDP 5	Endorses	Yes	74	editorial reorganization and clarification, reference correction. No technical change	No specific BRPELS impact.	support
EPP 6	Amend EDP 8	Endorses	Yes	75	editorial reorganization and clarification, reference correction. No technical change	No specific BRPELS impact.	support
EPP 7	Amend EDP 9C	Endorses	Yes	76	clarification of teaching exclusion period to being following service on that committee.	No specific BRPELS impact.	support
EPP 8	Charge Bylaws Committee to amend Bylaws 7.06 and 7.07	Endorses	Yes	76	clarification of membership with definitions of exam experience provided in Bylaws.	No specific BRPELS impact.	support
EPP 9	Amend EAP 1F	Endorses	Yes	77	editorial detail of repeat examination. Not strictly needed, but potentially beneficial.	No specific BRPELS impact.	support
EPP 10	Amend EAP 2	Endorses	Yes	77	editorial updates without technical change/OBE	No specific BRPELS impact.	support
EPP 11	Amend EAP 7	Endorses	Yes	78	editorial will/shall clarifications	No specific BRPELS impact.	support
EPP 12	Delete EAP 12	Endorses	Yes	79	deletion as no proctors are needed from NCEES for CBT examinations	No specific BRPELS impact.	support
EPS 1	Charge Bylaws Committee to amend Bylaws 7.07	Endorses	Yes	82	editorial clarification without technical change	No specific BRPELS impact.	support
Finance 1	Postpone adoption of operating budget	Endorses	Yes	88	standard move of operating budget adoption move to last business session	No specific BRPELS impact.	support
Finance 2	Postpone adoption of capital budget	Endorses	Yes	88	standard move of capital budget move to last business session	No specific BRPELS impact.	support
Finance 3	Approve \$100,000 contribution to NCEES Foundation	Endorses	Yes	88	repeated transfer of the copyright infringement award to the Foundation	No specific BRPELS impact.	support
Finance 4	Approve transfer of approximately \$9.4 million to NCEES Foundation	Endorses	No	88	These funds would move out of NCEES funds to become part of Foundation corpus for investment purposes.	No specific BRPELS impact.	Although this seems like a large chunk of NCEES' money, and it would go away forever, financial projections and presumed reduction of many risks suggest that there are better uses for the money. I recommend support for the motion.

Board of Directors' Positions on All Motions

Motion number	Topic	Board of Directors' Position	Consent Agenda	page	Meaning	BRPELS Impact/Merit of Discourse	DWH Recommendation
Finance 5	Amend FP 1C	Endorses	No	89	This reduces operating budget reserve to from 75% to 50% of annual op budget (in concert with Finance 4). The other designated reserves had been the primary basis for the magnitude of the operating budget reserve, but with itemization, it reduces need for direct op budget reserve.	No specific BRPELS impact.	Other designated reserves and financial projections with presumed reduction of many risks suggest that there less need for reserve. I recommend support for the motion.
Finance 6	Amend FP 3B	Endorses	Yes	89	additional coverage of Service award recipient guest travel expenses. Otherwise churlish	No specific BRPELS impact.	support
Finance 7	Amend FP 3C	Endorses	Yes	90	clarification of travel expense coverage of past presidents to only their zone meetings coordinating such with the Zone VP and Secretaries.	No specific BRPELS impact.	support
Licensure 1	Adopt position statement on experience reporting guidelines and definitions for professional engineering licensure	Endorses	Yes	101	Position statement to have common format of experience reporting.	No specific BRPELS impact.	support
Licensure 2	Charge UPLG Committee to amend Model Rules 230.20 A.6	Endorses	Yes	102	MR adding experience mentorship of a licensed PE and explicitly removing experience under the supervision of an unlicensed qualified individual.	Contrary to current BRPELS codes and standards of direct supervision	do not support. But as WA is not MR state, not worth our pulling from consent.
Licensure 3	Charge UPLG Committee to amend Model Rules 230.20 B.4	Endorses	Yes	102	MR adding experience mentorship of a licensed PLS and explicitly removing experience under the supervision of an unlicensed qualified individual.	Contrary to current BRPELS codes and standards of direct supervision	do not support. But as WA is not MR state, not worth our pulling from consent.
Licensure 4	Charge UPLG Committee to amend Model Rules 230.30 A	Endorses	No	103	This modifies MR language of engineering and surveying references - does not change measurable values but does remove 'deemed acceptable to the board' in regard to the reference. Separates engineering references from surveying references.	No specific BRPELS impact.	General context of references is not out of scope. As a MR, WA is not a MR state. However, the removal of 'acceptable to the board' does not matter as we will apply that consideration anyway. I recommend support for the motion.
Licensure 5	Charge UPLG Committee to amend Model Rules 230.20 A	Endorses	Yes	103	MR clarification of minimum number of individuals familiar with applicant experience in period.	No specific BRPELS impact.	support. Could be clarified as 'qualified individual' but as WA is not MR state, not worth our pulling from consent.
Licensure 6	Charge UPLG Committee to amend Model Rules 230.20 B	Endorses	Yes	104	MR clarification of minimum number of individuals familiar with applicant experience in period.	No specific BRPELS impact.	support. Could be clarified as 'qualified individual' but as WA is not MR state, not worth our pulling from consent.
Licensure 7	Charge UPLG Committee to amend Model Rules 240.30 G.4	Endorses	Yes	104	editorial cleanup of unnecessary expansion of what is retired or inactive.	No specific BRPELS impact.	support
Licensure 8	Charge UPLG Committee to amend Model Law 110.20 S	Endorses	Yes	105	editorial - encompass survey with engineering in MR for jurisdiction regarding inactive	No specific BRPELS impact.	support
Licensure 9	Charge UPLG Committee to amend Model Law 130.10 B.2.B	Endorses	Yes	105	specific addition of PE licensure without further exam other than locale if on the International Registry.	No specific BRPELS impact.	as WA is not MR state, not worth our pulling from consent. Support for the benefit of others.
MBA 1	Charge UPLG Committee to amend Model Rules 240.30 I	Endorses	Yes	112	clarification of means to respond to CPC audit with a potential tier of lowest threshold.	No specific BRPELS impact.	do not support. But as WA is not MR state, not worth our pulling from consent.
MBA 2	Charge Bylaws Committee to amend "MBA" to "MBE" in Bylaws	Endorses	Yes	113	editorial renaming - everywhere	No specific BRPELS impact.	support - but expect to see a huge pile of changes.
UPLG 1	Amend Model Rules 240.30 D	Endorses	Yes	116	trivial addition of an accreditation visit as 2 PDHs in MR	No specific BRPELS impact.	support
UPLG 2	Amend Model Law 130.10 B	Endorses	Yes	116	specific periods of experience relative to specific educational formats. Additional 'comity' conditions added which are not entirely consistent with WA.	No specific BRPELS impact.	do not support - as written it appears to have glaring mis-directions in intent specifically with MS degree. As WA is not MR, encourage withdrawal from consent, but do not initiate.
UPLG 3	Amend Model Law 130.10 C	Endorses	Yes	118	relatively simple editorial clarifications (simpler for PLS than were proposed for PE)	No specific BRPELS impact.	support
UPLG 4	Amend Model Rules 230.20 A	Endorses	Yes	120	editorial clean up	No specific BRPELS impact.	support
UPLG 5	Amend Model Rules 230.20 A	Endorses	Yes	120	extension to include ETAC graduates	No specific BRPELS impact.	support



Board of Directors' Positions on All Motions

Motion number	Topic	Board of Directors' Position	Consent Agenda	page	Meaning	BRPELS Impact/Merit of Discourse	DWH Recommendation
UPLG 6	Amend Model Law 130.30 B	Endorses	Yes	121	editorial completion of list of exams	No specific BRPELS impact.	support
UPLG 7	Amend Model Rules 230.40	Endorses	Yes	121	editorial 'shall' cleanup and clarification of potential state exams for PLS	No specific BRPELS impact.	support
UPLG 8	Amend Model Law 110.20 E	Endorses	Yes	122	extended detail of definition of responsible charge - moved from seal use.	No specific BRPELS impact.	support
UPLG 9	Amend Model Rules 240.20 D-J	Endorses	Yes	123	motherhood statement that Board has authority to determine execution of responsible charge.	No specific BRPELS impact.	support
BOD 1	Approve UESI/ASCE as POLC member	Endorses	Yes	20	adding a new POLC member - low cost and a significant part of ASCE	No specific BRPELS impact.	support
BOD 2	Adopt position statement on responsible use of AI	Endorses	Yes	20	Parallels NSPE COPA AI position statement - addresses responsible charge, competence, validation, ethics.	No specific BRPELS impact.	support

BM = Third Week in  
June BRPELS Meetings

	<b>Date</b>	<b>Location</b>
<i>SBM</i>	<i>2/11/2026</i>	<i>2/12/2026 Tacoma</i>
<i>SBM</i>	<i>4/15/2026</i>	<i>4/16/2026 SEATAC</i>
<i>BM</i>	<i>6/17/2026</i>	<i>6/18/2026 Olympia</i>
<i>SBM</i>	<i>8/5/2026</i>	<i>8/6/2026 Tri-Cities</i>
<i>SBM</i>	<i>10/14/2026</i>	<i>10/15/2026 Spokane</i>
<i>SBM</i>	<i>12/9/2026</i>	<i>12/10/2026 Olympia</i>
SBM	2/12/2025	2/13/2025 SEATAC
SBM	4/16/2025	4/17/2025 Kennewick
BM	6/16/2025	6/17/2025 SEATAC
SBM	8/6/2025	8/7/2025 Olympia & Virtual
SBM	10/15/2025	10/16/2025 Pullman
SBM	12/10/2025	12/11/2025 Olympia
SBM	2/21/2024	2/22/2024 SEATAC
SBM	4/24/2024	4/25/2024 Vancouver
BM	6/12/2024	6/13/2024 Port Angeles
SBM	8/7/2024	8/8/2024 SEATAC
SBM	10/16/2024	10/17/2024 Spokane
SBM	12/10/2024	12/11/2024 Olympia
SBM	2/22/2023	2/23/2023 Vancouver
SBM	4/26/2023	4/27/2023 Olympia/Virtual/Houston
BM	6/21/2023	6/22/2023 Pasco
SBM	8/2/2023	8/3/2023 SEATAC
SBM	10/11/2023	10/12/2023 Spokane
SBM	12/6/2023	12/7/2023 Olympia
SBM	2/22/2022	2/23/2022 Olympia & Virtual
SBM	4/20/2022	4/21/2022 Olympia
BM	6/22/2022	6/23/2022 Spokane
SBM	8/10/2022	8/11/2022 SEATAC
SBM	10/19/2022	10/20/2022 SEATAC
SBM	12/7/2022	12/8/2022 Olympia

# **Special Board Meeting**

## **Tab 5**

### **Director's Report**

- 5.1. Financial Report
- 5.2. Agency Operations
- 5.3. Other Items



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

July 17, 2025

**TO:** Ken Fuller, Executive Director  
Kristina Horton, Deputy Director  
Mackenzie Wherrett, Executive Assistant  
Kevin Ballard, Internal Control Manager  
Board of Registration for Professional Engineers and Land Surveyors

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

**SUBJECT: JUNE 2025 FINANCIAL REPORT**

June highlights

- \$205k revenues
- \$152k expenses
- Fund 024 balance: \$1.916 million – an increase of \$53,000 from April.
- 

Biennium to date highlights

- Revenues: \$4.365 million from July 2023 to June 2025.
- Expenses: \$3.988 million from July 2023 to June 2025.
- Fund balance: \$1.916 million, an increase from BI25 beginning balance of \$1.540 million.

Projected BI25 end highlights

- Revenue should have no further activity.
- Expenses will have additional activity in the fiscal month 25 adjusting period. June services for: Attorney General \$16k, DES mail services \$2k, potential misc. costs for goods/supplies, meeting costs, and travel.
- Fund 024 balance will decrease slightly in accordance with any final expenses.

Biennium 25-27 Considerations (July 2025 – June 2027)

Revenues

- Biennium 25-27 revenues are estimated to reach approx. \$4.7 - \$4.9 million (vs. current biennium estimated \$4.365 million).

Expenses

- Biennium 25-27 expenses are estimated to reach approx. \$4.65 million (vs. current biennium estimated \$4.02 million).

Fund Sweep

- A fund sweep of \$440,000 was completed by the Treasurer's Office on 7/1/25 in accordance with the biennium 27 budget bill [5167-S.PL.pdf](#).

Through FM ---->

24

Board of Registration for Professional Engineers and Land Surveyors

Biennium 23-25 Projection

	Biennium 23-25	Actual	Projected	Projected
Revenue Category	Revenue Allotments	Revenues through FM24 Jun-2025	Revenue Total	Variance
Licenses and Fees	4,300,800	4,339,135	4,339,135	38,335
Fines, Forfeits and Seizures		9,821	9,821	9,821
Recov of Prior Expend Authority Expendit		3,968	3,968	3,968
Cash Over and Short		11,687	11,687	11,687
Total Revenue	4,300,800	4,364,611	4,364,611	63,811

	Biennium 23-25	Actual	Projected	Projected
Expenses Category	Expense Allotments	Expenses through FM24 Jun-2025	Expenditure Total	Variance
Salaries and Wages	1,745,616	1,802,554	1,802,554	(56,938)
Employee Benefits	584,008	593,877	593,877	(9,869)
Professional Service Contracts	72,000	40,328	40,328	31,672
Goods and Other Services	2,092,776	1,426,065	1,426,065	666,711
Travel	129,600	106,438	106,438	23,162
Capital Outlays	60,000	13,442	13,442	46,558
Grants, Benefits & Client Services	0	5,900	5,900	(5,900)
Sum:	4,684,000	3,988,603	3,988,603	695,397

	Biennium 23-25	Actual	Projected	Projected
Operating Transfers	Operating Transfers	Operating transfers through FM24 Jun-2025	Op. Trans. Total	Variance
Operating Transfer In			0	0
Total Net Operating Transfers	0	0	0	0

	Biennium 23-25	Actual	Projected	Projected
Fund Balance Projection	Rev Allotments - Exp Allotments	Rev - Exp through FM24 Jun-2025	end of BI 23-25	Variance
Net Income (Loss)	BI 23-25 Beginning Balance	(383,200)	376,008	759,208
	\$ 1,540,273	1,157,073	1,916,282	<-- Ending Fund Balance (projected)

	Biennium 23-25	Actual	Projected	Projected
Expenses Detail Category	Expense Allotments	Expenses through FM24 Jun-2025	Expenditure Total	Variance
Salaries and Wages	1,745,616	1,802,554	1,802,554	(56,938)
A Salaries and Wages	24,000	0	0	24,000
AA State Classified	1,371,000	1,467,318	1,467,318	(96,318)
AC State Exempt	288,000	261,000	261,000	27,000
AE State Special	14,616	17,588	17,588	(2,972)
AS Sick Leave Buy-Out	12,000	0	0	12,000
AT Terminal Leave	12,000	0	0	12,000
AU Overtime and Call-Back	24,000	56,649	56,649	(32,649)
Employee Benefits	584,008	593,877	593,877	(9,869)
BA Old Age and Survivors Insurance	99,525	107,132	107,132	(7,607)
BB Retirement and Pensions	165,270	165,364	165,364	(94)
BC Medical Aid & Industrial Insurance	15,616	7,726	7,726	7,890
BD Health, Life & Disability Insurance	280,320	284,995	284,995	(4,675)
BH Hospital Insurance (Medicare)	23,277	25,055	25,055	(1,778)
BK Paid Family and Medical Leave		377	377	(377)
BV Shared Leave Provided Annual Leave		3,164	3,164	
BZ Other Employee Benefits		65	65	
Professional Service Contracts	72,000	40,328	40,328	31,672
CA Management and Organizational Services	72,000	30,925	30,925	41,075
CJ Training Services	0	9,403	9,403	(9,403)
CZ Other Professional Services		0	0	0
Goods and Other Services	2,092,776	1,426,065	1,426,065	666,711
E Goods and Other Services	72,000	0	0	72,000
EA Supplies and Materials	30,000	60,435	60,435	(30,435)
EB Communications/Telecommunications	19,200	15,436	15,436	3,764
EC Utilities	1,200	806	806	394
ED Rentals and Leases - Land & Buildings	60,000	46,508	46,508	13,492
EE Repairs, Alterations & Maintenance	24,000	(0)	(0)	24,000
EF Printing and Reproduction	30,000	26,609	26,609	3,391
EG Employee Prof Dev & Training	36,000	65,921	65,921	(29,921)
EH Rental & Leases - Furn & Equipment	30,000	25,839	25,839	4,161
EJ Subscriptions	2,400	1,316	1,316	1,084
EK Facilities and Services	120,000	129,946	129,946	(9,946)
EL Data Processing Services (Interagency)	390,000	255,908	255,908	134,092
EM Attorney General Services	360,008	263,167	263,167	96,841
EN Personnel Services	42,000	47,629	47,629	(5,629)
EP Insurance	4,070	5,230	5,230	(1,160)
ER Other Contractual Services	360,000	179,354	179,354	180,646
ES Vehicle Maintenance & Operating Cst		3,777	3,777	(3,777)
ET Audit Services	28,000	27,000	27,000	1,000
EU Office of Equity		2,397	2,397	(2,397)
EW Archives & Records Management Svcs	1,416	1,181	1,181	235
EY Software Licenses and Maintenance	480,000	268,629	268,629	211,371
EZ Other Goods and Services	2,482	(1,024)	(1,024)	3,506
Travel	129,600	106,438	106,438	23,162
GA In-State Subsistence & Lodging	48,000	65,732	65,732	(17,732)
GB In-State Air Transportation	16,800	9,964	9,964	6,836
GC Private Automobile Mileage	16,800	11,473	11,473	5,327
GD Other Travel Expenses	9,600	6,251	6,251	3,349
GF Out-Of-State Subsistence & Lodging	14,400	5,008	5,008	9,392
GG Out-Of-State Air Transportation	21,600	6,440	6,440	15,160
GN Motor Pool Services	2,400	1,570	1,570	830
Capital Outlays	60,000	13,442	13,442	46,558
JA Noncapitalized Assets	60,000	13,442	13,442	46,558
Grants, Benefits & Client Services	0	5,900	5,900	(5,900)
NZ Other Grants and Benefits	0	5,900	5,900	(5,900)
Total Dollars	4,684,000	3,988,603	3,988,603	695,397

Assumes current staff raises 7/1/24. Assumes Inv 4 double fill starting 11/1/24. Assumes new MA4 starting 2/1/24.

Assumes OT expenses continue at BTD average

Assumes benefit increased corresponding to above salary changes.

Assumes benefit increased corresponding to above salary changes.

Assumes benefit increased corresponding to above salary changes.

Assumes benefit increased corresponding to above salary changes.

Assumes benefit increased corresponding to above salary changes.

Assumes Dainis contract finished. Assumes \$1,500/mo remaining for Vorsite.

Open Gate Consulting / training moved here instead of EG category.

Projection assumes spend continues at BTD average.

WaTech CTS \$154/mo. Verizon \$426/mo. PO box \$2000/year in Sept-Nov (2024 already paid).

Projection assumes FY25 spends at BTD average.

\$1,938/mo firefighter's building rent costs

Projection assumes 25% of allotment will be spent, as expenditures have been low this biennium. Possible alteration costs for setting up new space for new FTE.

Projection assumes spend continues at BTD average.

EG projection assumes agency will continue average ~\$2.5k per month, and \$17k on one time Leading Organizations training.

EH projection based on BTD monthly avg.

LobbyGov only routine expense here. \$650/yr each December.

\$2,943/mo SAFS

\$2150/mo CMS

\$144/mo DES Office Facilities

\$175/mo DES Real Estate Services

\$84/mo campus security

\$6,792/mo CTS Allocations

\$170/mo CTS Services (July/Aug 2024 average)

\$2,697/qtr avg OFM Core Financials

\$1,184/qtr avg OFM Enterprise Systems Fee

\$32/mo DES Information Systems

\$4/mo (est) OFM Warrants

Projection assumes spend continues at BTD average.

\$1,808/mo Small Agency HR

\$46/mo DES Personnel Svcs

\$351/qtr OFM Personnel Services

\$87/mo DES Risk Management

\$1,018/yr Self Insurance Premium

\$25/year Crime Fidelity Bond

\$471/yr Physical Autot Policy Renewal

DOL uses 33% of Jan-Mar 2025 actual invoice \$33,389 still outstanding, and 33% of estimated Apr-June invoice \$52,069

\$2,250/mo estimated misc other costs

\$400/mo for BI in janitorial

Projection assumes spend continues at BTD average.

Projection assumes BRPELS spends entire allotment for audit

\$280/qtr Office of Equity

\$148/qtr archives

DOL uses 67% of Jan-Mar 2025 actual invoice \$33,389 still outstanding, and 67% of estimated Apr-June invoice \$52,069

\$300/mo CTS Services

\$33/mo Adobe

\$1,500/mo (est) misc other

Assumes BTD average. Negative due to US Bank P-card rebates.

Travel projection based on BITD monthly avg spending.

Projection assumes spend continues at BTD average.

Projection assumes spend continues at BTD average.

Projection assumes spend continues at BTD average.

Projection assumes spend continues at BTD average.

Projection assumes spend continues at BTD average.

Projection assumes spend continues at BTD average.

Projection assumes spend continues at BTD average.

Projection assumes FY25 spends at BTD average.

\$5000 in June for ICSEW sponsorship.

Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of June 2025

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Capital Outlays	60,000	60,000	13,442	46,558	46,558
Employee Benefits	584,008	584,008	593,877	(9,869)	(9,869)
Goods and Services	2,092,776	2,092,776	1,426,065	666,711	666,711
Grants, Benefits & Client Services	0	0	5,900	(5,900)	(5,900)
Professional Service Contracts	72,000	72,000	40,328	31,672	31,672
Salaries and Wages	1,745,616	1,745,616	1,802,554	(56,938)	(56,938)
Travel	129,600	129,600	106,438	23,162	23,162
<b>Sum:</b>	<b>4,684,000</b>	<b>4,684,000</b>	<b>3,988,603</b>	<b>695,397</b>	<b>695,397</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Salaries and Wages</b>	<b>74,609</b>	<b>88,515</b>	<b>(13,906)</b>	<b>1,745,616</b>	<b>1,802,554</b>	<b>(56,938)</b>
A Salaries and Wages	1,000	0	1,000	24,000	0	24,000
AA State Classified	59,000	74,729	(15,729)	1,371,000	1,467,318	(96,318)
AC State Exempt	12,000	10,833	1,167	288,000	261,000	27,000
AE State Special	609	1,688	(1,079)	14,616	17,588	(2,972)
AS Sick Leave Buy-Out	500	0	500	12,000	0	12,000
AT Terminal Leave	500	0	500	12,000	0	12,000
AU Overtime and Call-Back	1,000	1,265	(265)	24,000	56,849	(32,849)
<b>Employee Benefits</b>	<b>24,712</b>	<b>28,876</b>	<b>(4,164)</b>	<b>584,008</b>	<b>593,877</b>	<b>(9,869)</b>
BA Old Age and Survivors Insurance	4,212	5,257	(1,045)	99,525	107,132	(7,607)
BB Retirement and Pensions	6,996	7,910	(914)	165,270	165,364	(94)
BC Medical Aid & Industrial Insurance	609	396	213	15,616	7,726	7,890
BD Health, Life & Disability Insurance	11,910	14,040	(2,130)	280,320	284,995	(4,675)
BH Hospital Insurance (Medicare)	985	1,230	(245)	23,777	25,055	(1,278)
BK Paid Family and Medical Leave	0	42	(42)	0	377	(377)
BV Shared Leave Provided Annual Leave	0	0	0	0	3,164	(3,164)
BZ Other Employee Benefits	0	2	(2)	0	65	(65)
<b>Professional Service Contracts</b>	<b>3,000</b>	<b>2,785</b>	<b>215</b>	<b>72,000</b>	<b>40,328</b>	<b>31,672</b>
CA Management and Organizational Services	3,000	0	3,000	72,000	30,925	41,075
CJ Training Services	0	2,785	(2,785)	0	9,403	(9,403)
CZ Other Professional Services	0	0	0	0	0	0
<b>Goods and Services</b>	<b>87,945</b>	<b>29,573</b>	<b>58,372</b>	<b>2,092,776</b>	<b>1,426,065</b>	<b>666,711</b>
E Goods and Other Services	3,000	0	3,000	72,000	0	72,000
EA Supplies and Materials	1,250	2,085	(835)	30,000	60,435	(30,435)
EB Communications/Telecommunications	800	(268)	1,068	19,200	15,436	3,764
EC Utilities	50	0	50	1,200	806	394
ED Rentals and Leases - Land & Buildings	2,500	1,938	562	60,000	46,508	13,492
EE Repairs, Alterations & Maintenance	1,000	0	1,000	24,000	(0)	24,000
EF Printing and Reproduction	1,250	1,392	(142)	30,000	26,609	3,391
EG Employee Prof Dev & Training	1,500	402	1,098	36,000	65,921	(29,921)
EH Rental & Leases - Furn & Equipment	1,250	88	1,162	30,000	25,839	4,161
EJ Subscriptions	100	0	100	2,400	1,316	1,084
EK Facilities and Services	5,000	3,347	1,653	120,000	129,946	(9,946)
EL Data Processing Services (Interagency)	18,163	7,153	11,010	390,000	255,908	134,092
EM Attorney General Services	15,080	(2,295)	17,375	360,008	263,167	96,841
EN Personnel Services	1,750	1,855	(105)	42,000	47,629	(5,629)
EP Insurance	85	87	(2)	4,070	5,230	(1,160)
ER Other Contractual Services	15,000	5,298	9,702	360,000	179,354	180,646
ES Vehicle Maintenance & Operating Cst	0	56	(56)	0	3,777	(3,777)
ET Audit Services	0	0	0	28,000	27,000	1,000
EU Office of Equity Services	0	0	0	0	2,397	(2,397)
EW Archives & Records Management Svcs	59	0	59	1,416	1,181	235
EY Software Licenses and Maintenance	20,000	8,435	11,565	480,000	268,629	211,371
EZ Other Goods and Services	108	0	108	2,482	(1,024)	3,506
<b>Travel</b>	<b>5,400</b>	<b>2,295</b>	<b>3,105</b>	<b>129,600</b>	<b>106,438</b>	<b>23,162</b>
GA In-State Subsistence & Lodging	2,000	1,760	240	48,000	65,732	(17,732)
GB In-State Air Transportation	700	0	700	16,800	9,964	6,836
GC Private Automobile Mileage	700	511	189	16,800	11,473	5,327
GD Other Travel Expenses	400	24	376	9,600	6,251	3,349
GF Out-of-State Subsistence & Lodging	600	0	600	14,400	5,008	9,392
GG Out-of-State Air Transportation	900	0	900	21,600	6,440	15,160
GN Motor Pool Services	100	0	100	2,400	1,570	830
<b>Capital Outlays</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>60,000</b>	<b>13,442</b>	<b>46,558</b>
JA Noncapitalized Assets	2,500	0	2,500	60,000	13,442	46,558
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,900</b>	<b>(5,900)</b>
NZ Other Grants and Benefits	0	0	0	0	5,900	(5,900)
<b>Total Dollars</b>	<b>198,166</b>	<b>152,043</b>	<b>46,123</b>	<b>4,684,000</b>	<b>3,988,603</b>	<b>695,397</b>

Overspend (new position, double fill, reallocations)

Underspend

Slight overspend.

June slight overspend, BTD overspend. June OT below BTD average of \$2400/month.

June overspend (new position, double fill). BTD slight overspend.

Underspend. Dainis and Vorsit contracts complete.

OpenGate consulting.

Significantly over initial spending plan. Projecting \$61k spend, planned \$30k spend.

Underspend will continue to grow by \$562/mo

Zero spend to date, should see expenses if/when space is modified.

Overspend to date. Projecting \$67k spend, planned \$36k spend.

Trending overspend for the year, DES mailing costs have been higher than estimates.

Underspend will grow, allotments too high.

Underspend to date.

Slight overspend - These central services coming in a bit higher than estimated.

Slight overspend - These central services coming in a bit higher than estimated.

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

Overspend, vehicle maintenance costs were not planned for.

Overspend, office of equity costs were not planned for.

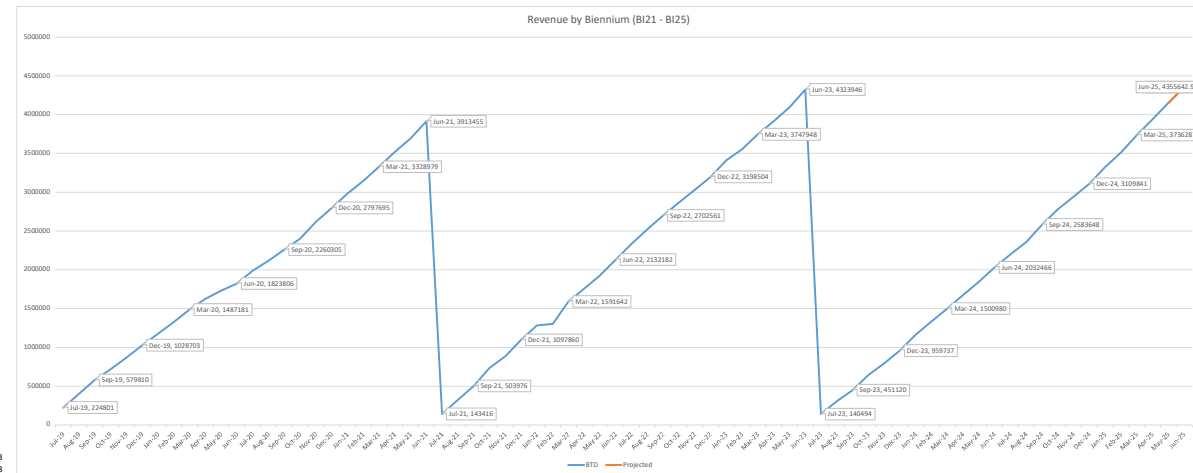
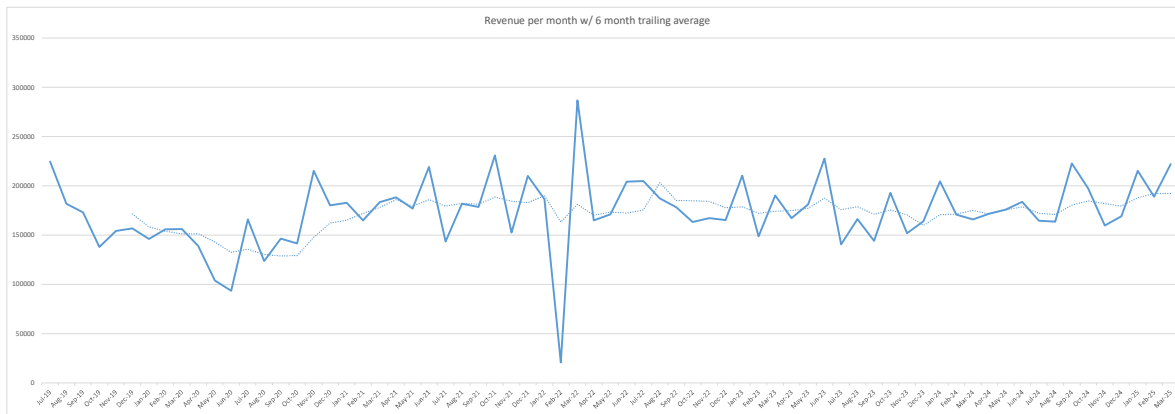
Large underspend due to new DOL contract having lower costs than planned allotments.

Overall travel has underspend against plan to date.

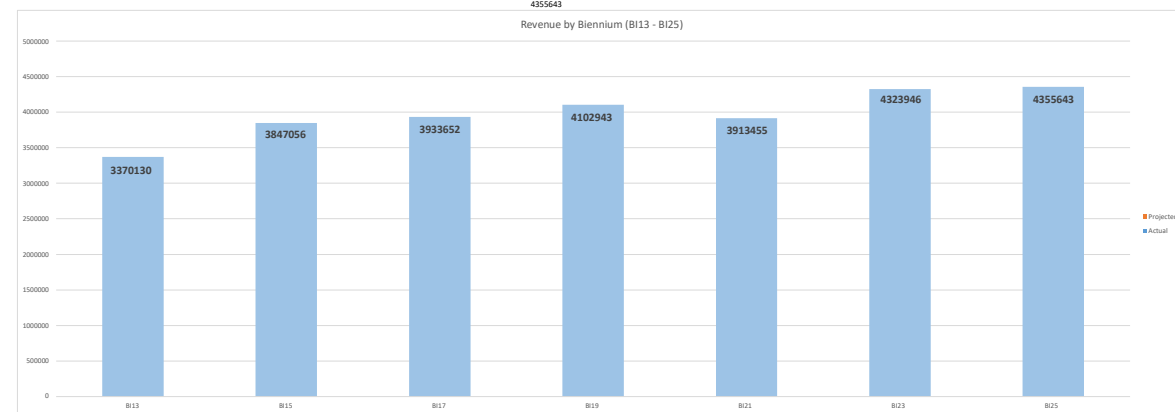
Oct-Nov 2024, Feb-Mar 2025, May 2025 high spend months for meals/lodging.

Month Revenue BTD Projected

Jul-19	224801	224801
Aug-19	181945	406746
Sep-19	173064	579810
Oct-19	137914	717724
Nov-19	154192	871916
Dec-19	156787	1028703
Jan-20	146245	1174948
Feb-20	155919	1330867
Mar-20	156314	1487181
Apr-20	139053	1626214
Sep-20	146549	2260205
Oct-20	141702	2402007
Nov-20	215335	2617342
Dec-20	180353	2797695
Jan-21	182856	2980551
Feb-21	164834	3145385
Mar-21	183594	3328979
Apr-21	188160	3517139
May-21	177026	3694165
Jun-21	219290	3913455
Jul-21	143416	143416
Aug-21	181952	325368
Sep-21	178608	503976
Oct-21	230947	734923
Nov-21	152743	887666
Dec-21	210194	1097860
Jan-22	188351	1284211
Feb-22	20769	1304980
Mar-22	286662	1591642
Apr-22	165089	1756731
May-22	171108	1927839
Jun-22	204343	2132182
Jul-22	204795	2336977
Aug-22	187366	2524343
Sep-22	178218	2702561
Oct-22	165289	2865850
Nov-22	167333	3033183
Dec-22	165321	3198504
Jan-23	210559	3409063
Feb-23	140623	3557686
Mar-23	190062	3747948
Apr-23	167355	3915303
May-23	181056	4096359
Jun-23	227587	4323946
Jul-23	140494	140494
Aug-23	166284	306778
Sep-23	144342	451120
Oct-23	192815	643935
Nov-23	151836	795771
Dec-23	163966	959737
Jan-24	204510	1164247
Feb-24	170737	1334984
Mar-24	165996	1500980
Apr-24	171655	1672635
May-24	176152	1848787
Jun-24	183679	2032466
Jul-24	164780	2157246
Aug-24	163592	2360838
Sep-24	222810	2583648
Oct-24	197375	2781023
Nov-24	159574	2940597
Dec-24	169244	3109841
Jan-25	215231	3325072
Feb-25	189025	3514097
Mar-25	222190	3736287
Apr-25	204323	3940610
May-25	210353	4150963
Jun-25	204680	4355643



BI21	BI22	BI23	BI24	BI25
3913455	4323946	4323946	4355643	4355643



BI13	BI15	BI17	BI19	BI21	BI23	BI25
3370130	3847056	3933652	4102943	3913455	4323946	4355643



Month	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
July	127625	149849	174970	168693	171962	159508	156426	197617	224801	166052	143416	204795	140494	164780
August	169048	179531	174558	151473	161551	212394	186038	181405	181945	123898	181952	187366	166284	163592
September	109002	130767	139120	164368	152293	163894	150107	151334	173064	146549	178608	178218	144342	222810
October	104695	171814	159247	164489	157631	120367	172541	189679	137914	141702	230947	163289	192815	197375
November	107710	146687	128839	126697	114726	167788	135487	152934	154192	215335	152743	167333	151836	159574
December	119743	116347	136871	157214	126706	163042	126116	134830	156787	180353	210194	165321	163966	169244
January	145781	245427	216842	196922	206628	211291	252004	232422	146245	182856	186351	210559	204510	215231
February	127188	132423	141973	157397	169010	165078	154275	144586	155919	164834	20769	148623	170737	189025
March	118593	164355	166458	168154	175691	161888	176725	189657	156314	183594	286662	190262	165996	222190
April	101645	149660	158815	170928	175999	144450	160145	185859	139053	188160	165089	167355	171655	204323
May	120066	166911	149171	132190	169596	182627	185543	173108	103872	177026	171108	181056	176152	210353
June + adj	115652	149612	158550	183118	137783	161749	160476	153629	93700	219290	204343	227587	183679	204680
Total	1466748	1903383	1905413	1941643	1919576	2014076	2015883	2087060	1823806	2089649	2132182	2191764	2032466	2323177

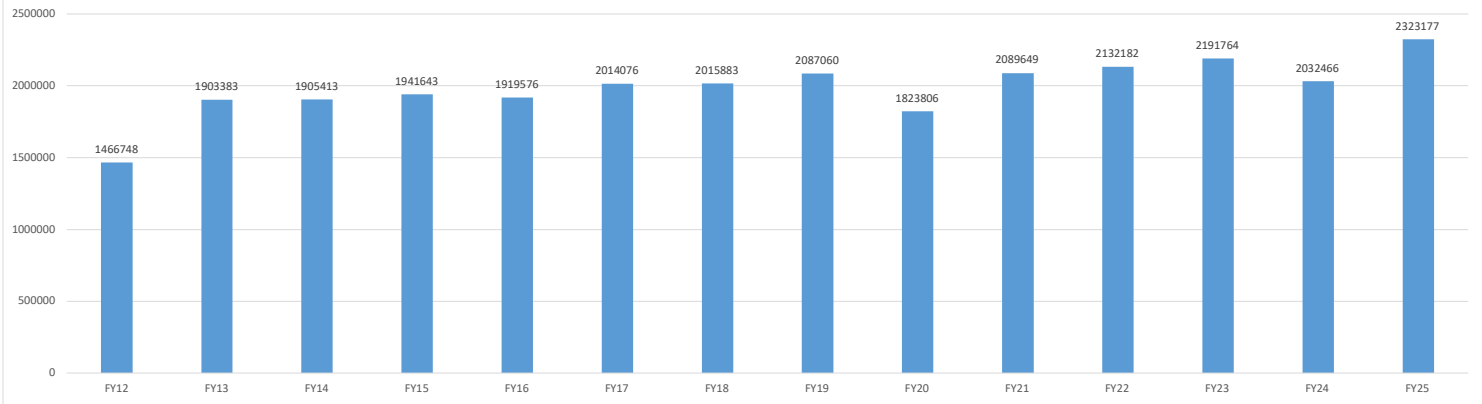
Conversion to pre fee increase
195469
171669
192108
185562
191039
185887

% of FY revenue by month		
July	8.6%	8.6%
August	9.2%	8.5%
September	7.9%	7.6%
October	8.7%	7.8%
November	7.1%	8.0%
December	7.8%	7.5%
January	10.2%	10.5%
February	8.1%	7.5%
March	8.4%	8.7%
April	8.1%	8.2%
May	8.1%	8.3%
June + adj	7.9%	9.0%

Month	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Year on year % change		29.8%	0.1%	1.9%	-1.1%	4.9%	0.1%	3.5%	-12.6%	14.6%	2.0%	2.8%	-7.3%	14%
Cohort % change			29.9%	2.0%	0.7%	3.7%	5.0%	3.6%	-9.5%	0.1%	16.9%	4.9%	-4.7%	6.0%

0.34% Estimated cohort % change if fee increase was not implemented.

Revenue by Fiscal Year





Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of June 2025

Program Index 00010 Administration

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Capital Outlays	60,000	60,000	13,442	46,558	46,558
Employee Benefits	584,008	584,008	593,877	(9,869)	(9,869)
Goods and Services	2,092,776	2,092,776	1,403,093	689,683	689,683
Grants, Benefits & Client Services	0	0	5,900	(5,900)	(5,900)
Professional Service Contracts	72,000	72,000	40,328	31,672	31,672
Salaries and Wages	1,745,616	1,745,616	1,802,554	(56,938)	(56,938)
Travel	129,600	129,600	106,438	23,162	23,162
<b>Sum:</b>	<b>4,684,000</b>	<b>4,684,000</b>	<b>3,965,632</b>	<b>718,368</b>	<b>718,368</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Salaries and Wages</b>	<b>74,609</b>	<b>88,515</b>	<b>(13,906)</b>	<b>1,745,616</b>	<b>1,802,554</b>	<b>(56,938)</b>
A Salaries and Wages	1,000	0	1,000	24,000	0	24,000
AA State Classified	59,000	74,729	(15,729)	1,371,000	1,467,318	(96,318)
AC State Exempt	12,000	10,833	1,167	288,000	261,000	27,000
AE State Special	609	1,688	(1,079)	14,616	17,588	(2,972)
AS Sick Leave Buy-Out	500	0	500	12,000	0	12,000
AT Terminal Leave	500	0	500	12,000	0	12,000
AU Overtime and Call-Back	1,000	1,265	(265)	24,000	56,649	(32,649)
<b>Employee Benefits</b>	<b>24,712</b>	<b>28,876</b>	<b>(4,164)</b>	<b>584,008</b>	<b>593,877</b>	<b>(9,869)</b>
BA Old Age and Survivors Insurance	4,212	5,257	(1,045)	99,525	107,132	(7,607)
BB Retirement and Pensions	6,996	7,910	(914)	165,270	165,364	(94)
BC Medical Aid & Industrial Insurance	609	396	213	15,616	7,726	7,890
BD Health, Life & Disability Insurance	11,910	14,040	(2,130)	280,320	284,995	(4,675)
BH Hospital Insurance (Medicare)	985	1,230	(245)	23,277	25,055	(1,778)
BK Paid Family and Medical Leave	0	42	(42)	0	377	(377)
BV Shared Leave Provided Annual Leave	0	0	0	0	3,164	(3,164)
BZ Other Employee Benefits	0	2	(2)	0	65	(65)
<b>Professional Service Contracts</b>	<b>3,000</b>	<b>2,785</b>	<b>215</b>	<b>72,000</b>	<b>40,328</b>	<b>31,672</b>
CA Management and Organizational Services	3,000	0	3,000	72,000	30,925	41,075
CJ Training Services	0	2,785	(2,785)	0	9,403	(9,403)
CZ Other Professional Services	0	0	0	0	0	0
<b>Goods and Services</b>	<b>87,945</b>	<b>28,581</b>	<b>59,364</b>	<b>2,092,776</b>	<b>1,403,093</b>	<b>689,683</b>
E Goods and Other Services	3,000	0	3,000	72,000	0	72,000
EA Supplies and Materials	1,250	1,094	156	30,000	38,029	(8,029)
EB Communications/Telecommunications	800	(268)	1,068	19,200	15,436	3,764
EC Utilities	50	0	50	1,200	806	394
ED Rentals and Leases - Land & Buildings	2,500	1,938	562	60,000	46,508	13,492
EE Repairs, Alterations & Maintenance	1,000	0	1,000	24,000	(0)	24,000
EF Printing and Reproduction	1,250	1,392	(142)	30,000	26,044	3,956
EG Employee Prof Dev & Training	1,500	402	1,098	36,000	65,921	(29,921)
EH Rental & Leases - Furn & Equipment	1,250	88	1,162	30,000	25,839	4,161
EJ Subscriptions	100	0	100	2,400	1,316	1,084
EK Facilities and Services	5,000	3,347	1,653	120,000	129,946	(9,946)
EL Data Processing Services (Interagency)	18,163	7,153	11,010	390,000	255,908	134,092
EM Attorney General Services	15,080	(2,295)	17,375	360,008	263,167	96,841
EN Personnel Services	1,750	1,855	(105)	42,000	47,629	(5,629)
EP Insurance	85	87	(2)	4,070	5,230	(1,160)
ER Other Contractual Services	15,000	5,298	9,702	360,000	179,354	180,646
ES Vehicle Maintenance & Operating Cst	0	56	(56)	0	3,777	(3,777)
ET Audit Services	0	0	0	28,000	27,000	1,000
EU Office of Equity Services	0	0	0	0	2,397	(2,397)
EW Archives & Records Management Svcs	59	0	59	1,416	1,181	235
EY Software Licenses and Maintenance	20,000	8,435	11,565	480,000	268,629	211,371
EZ Other Goods and Services	108	0	108	2,482	(1,024)	3,506
<b>Travel</b>	<b>5,400</b>	<b>2,295</b>	<b>3,105</b>	<b>129,600</b>	<b>106,438</b>	<b>23,162</b>
GA In-State Subsistence & Lodging	2,000	1,760	240	48,000	65,732	(17,732)
GB In-State Air Transportation	700	0	700	16,800	9,964	6,836
GC Private Automobile Mileage	700	511	189	16,800	11,473	5,327
GD Other Travel Expenses	400	24	376	9,600	6,251	3,349
GF Out-of-State Subsistence & Lodging	600	0	600	14,400	5,008	9,392
GG Out-of-State Air Transportation	900	0	900	21,600	6,440	15,160
GN Motor Pool Services	100	0	100	2,400	1,570	830
<b>Capital Outlays</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>60,000</b>	<b>13,442</b>	<b>46,558</b>
JA Noncapitalized Assets	2,500	0	2,500	60,000	13,442	46,558
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,900</b>	<b>(5,900)</b>
NZ Other Grants and Benefits	0	0	0	0	5,900	(5,900)
<b>Total Dollars</b>	<b>198,166</b>	<b>151,052</b>	<b>47,114</b>	<b>4,684,000</b>	<b>3,965,632</b>	<b>718,368</b>

Program Index 00020 Outreach

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Goods and Services	0	0	22,971	(22,971)	(22,971)
<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>22,971</b>	<b>(22,971)</b>	<b>(22,971)</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Goods and Services</b>	<b>0</b>	<b>992</b>	<b>(992)</b>	<b>0</b>	<b>22,971</b>	<b>(22,971)</b>
EA Supplies and Materials	0	992	(992)	0	22,406	(22,406)
EF Printing and Reproduction	0	0	0	0	565	(565)
<b>Total Dollars</b>	<b>0</b>	<b>992</b>	<b>(992)</b>	<b>0</b>	<b>22,971</b>	<b>(22,971)</b>

\$992 spent on o

# **Special Board Meeting**

## **Tab 6**

### **Other Business**

- 6.1. Additional Public Comment
- 6.2. Upcoming Outreach and Events
- 6.3. Board/Staff Affiliate Involvement
- 6.4. Action Items from this Meeting
- 6.5. Agenda Items for Next Meeting



# 2025 Upcoming Events Calendar

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

## JAN

23-25 WOSSA Septic Con - Tacoma  
30 & 31 Home & Garden Show - Tacoma  
accountability audit

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

## MAR

21 PLS & On-Site State Exams  
31 ASCE Chapter Meeting - Pullman

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

## MAY

7 LSAW Chapter Meeting - Vancouver  
15-19 NCEES Western Zone Mtg - NM  
21 UW Tacoma Presentation  
27 LSAW Chapter Meeting - Renton

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

## JUL

23-24 RCW 18.43 Stakeholder Mtgs - Olympia

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

## SEP

19 State PLS & On-Site Exams

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

## NOV

19 ASCE Tacoma YMF - St. Martins

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

## FEB

1 & 2 Home & Garden Show - Tacoma  
12 & 13 BRPELS Board Meeting - SeaTac  
26 - 28 LSAW Conference - Tulalip  
accountability audit end

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

## APR

16 & 17 BRPELS Board Meeting - Tri-Cities  
23 & 24 APWA Spring Conference - Tacoma

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

## JUN

9-12 WSAC Annual Conference - Everett  
11 & 12 WSACE Annual Conference  
16 & 17 BRPELS Annual Board Mtg - SeaTac  
16 & 17 SAME 'Meet the Chiefs' - SeaTac

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

## AUG

6 & 7 BRPELS Board Meeting - Olympia  
19-20 NCEES Annual Mtg - New Orleans, LA

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

## OCT

8-11 ASCE Convention - Seattle  
15 & 16 BRPELS Board Meeting - Pullman  
22 ASCE YMF Meeting - Seattle U

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

## DEC

9 SAME Presentation - Dupont  
10 & 11 BRPELS Board Meeting - Olympia

## Board of Registration for Professional Engineers and Land Surveyors

### Action Item List

#### Executive Committee (EC)

Date Assigned	Action Item	Assigned To	Status
6/21/23	Staff to work on a license review/report out document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting.	Mr. Ballard	In Progress
6/16/25	EC will consider changes to the Director and Deputy Director position expectations.	Committee	In Progress

#### Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
6/17/25	EQC will modify applications to require passing of exams prior to application with the Washington State board	Committee	Pending Leg.
6/17/25	EQC to work on the NCEES attestation regarding decoupling	Committee	Pending Leg.
6/17/25	<del>Staff will coordinate with EQC once the registration and experience and verification forms are ready for approval and the forms are consistent in language</del> • Mr. Dickison to send committees the updated forms/apps	Mr. Dickison	In Progress
6/17/25	EQC to work on the WAC changes that come out of changes to RCW 18.43	Committee	Pending Leg.
5/28/25	Update the FE Exam Equivalency form after RCW 18.43.040 language is approved	Committee	Pending Leg.

#### Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
4/17/25	Consider future enforcement actions for companies that bid on projects and don't have a Designated Engineer/Land Surveyor or Certificate of Authorization in Washington State	Committee	Pending case closure

#### Survey Committee (SC)

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

#### On-Site Committee

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

#### Structural Committee (SEC)

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

#### Board Staff

Date Assigned	Action Item	Assigned To	Status
6/17/25	Board staff to investigate waivers/equivalency for industry, government, and military members.	Mr. Fuller & Mr. Ballard	In Progress

#### AGO

Date Assigned	Action Item	Assigned To	Status
6/17/25	<del>Ms. Lagerberg to review the updated law reviews for accuracy and have ready for the August board meeting - email from Kevin</del>	Ms. Lagerberg	In Progress
3/18/25	BRPELS Administrative Policy Review – from Mackenzie	Ms. Lagerberg	In Progress

#### Communication Task Force (CTF)

Date Assigned	Action Item	Assigned To	Status
1/16/25	Journal article about digital signatures (short) for the Spring Journal	Mr. Rasmussen	In Progress (Fall Journal)
1/16/25	Checklist for public officials	Ms. Lund & Mr. Rasmussen	In Progress (Fall Journal)

**Special Board Meeting**

**Tab 7**

**Adjourn Meeting**