



# Special Board Meeting

## August 8, 2024

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# Special Board Meeting

## Tab 1

### Call to Order

- 1.1 Roll Call
- 1.2 Order of Agenda

**Open session reconvenes  
approximately 9:30 am**



## Special Board Meeting Agenda

**DATE & TIME:** August 8, 2024 8:00 am

**LOCATION:** Crowne Plaza, SeaTac  
Beacon Room and Or  
17338 International Blvd  
Seattle, WA 98188

[WebEx Link](#)

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US Tacoma

**ATTENTION:** All meetings are open to the public except when business calls for a Closed Session. During Closed 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

**EXECUTIVE SESSION:** The chair will announce the purpose and estimated duration for the 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

#### 2. Call to Order Continued

- 2.1. Approval of June 13, 2024 Meeting Minutes
- 2.2. Public Comment Opportunity

#### 3. Disciplinary Action

- 3.1. Case Deliberation
- 3.2. Disciplinary Report

#### 4. Committee Reports

- 4.1. Executive Committee
- 4.2. Structural Committee
- 4.3. Survey Committee
- 4.4. Exam Qualifications Committee
- 4.5. Practice Committee
- 4.6. UK MRA Task Force

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

**5. New Business**

- 5.1. Approval of Exam Policy (*from EQC*)
- 5.2. Discuss Decoupling (*from EQC*)
- 5.3. US/UK Mutual Recognition Agreement (MRA) (*from UK MRA TF*)
- 5.4. NCEES Annual Meeting Motions and Direction
- 5.5. Potential Fee Increases (*from EC*)

**6. Director's Report**

- 6.1. Financial Report
- 6.2. Agency Operations
- 6.3. Other Items

**7. Other Business**

- 7.1. Additional Public Comment
- 7.2. Upcoming Outreach and Events
- 7.3. Board/Staff Affiliate Involvement
- 7.4. Action Items from This Meeting
- 7.5. Agenda Items for Next Meeting

**8. Adjourn Meeting**

# **Special Board Meeting**

## **Tab 2**

### **Call to Order Continued**

- 2.1 Approval of June 13, 2024 Meeting Minutes
- 2.2 Public Comment Opportunity



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

## ANNUAL BOARD MEETING MINUTES

**DATE:** June 13, 2024  
**TIME:** 8:30 a.m.  
**LOCATION:** Field Arts and Events Hall  
 Room 2  
 210 West Front Street  
 Port Angeles, WA 98362

### ATTENDANCE:

#### Board Members

Dave Peden, PE, SE, Chair  
 Aaron Blaisdell, PLS, Vice Chair (via WebEx)  
 Doug Hendrickson, PE  
 Ivan VanDeWege, PE  
 Jim Wengler, PLS, CFedS  
 Marjorie Lund, PE, SE  
 Mike Harney, PE (via WebEx)

#### Guest(s)

Bill Vernon, PLS  
 Maureen Jackson, PE (via WebEx)  
 Pat Beehler, PLS (via WebEx)  
 Tom Barger, PLS (via WebEx)  
 Elizabeth Johnston, PE (via WebEx)

#### Staff Members

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

### 1. Call to Order at 8:30 am

- 1.1. Roll Call  
 Mr. Peden took roll call.
- 1.2. Order of Agenda  
 A motion was made by Ms. Lund, and seconded by Mr. Hendrickson, to accept the agenda as written. Motion Carried.

### Executive Session

Mr. Peden, 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 9:04 a.m. until 9:35 a.m.

### Open Session Reconvened – 9:35 a.m.

### 2. Call to Order Continued

- 2.1. Approval of the April 25, 2024, Meeting Minutes  
 A motion was made by Mr. Hendrickson, and seconded by Ms. Lund, to accept the April 25,

2024, meeting minutes as written. Motion carried.

## 2.2. Public Comment Opportunity

Mr. Vernon introduced himself as the Land Surveyor's Association of Washington (LSAW) North Olympic Chapter President. Mr. Vernon stated LSAW is interested in connecting with the board for potential cohosting of events and other outreach initiatives.

## 3. Disciplinary Action

### 3.1. Case Deliberation

2023-04-0536-00LSV

Mr. Blaisdell recommended the case be closed with no further action. A motion was made by Ms. Lund, seconded by Mr. Wengler to accept the Case Manager's recommendation for closure. Mr. Blaisdell abstained. Motion approved.

Discussion: Mr. Wengler asked for confirmation that a closure letter will be sent when the case is closed. Ms. Short confirmed that closure letters are sent with case closures.

2023-09-1922-00OSW

Mr. Harney recommended the case be closed with no further action. A motion was made by Mr. Wengler, seconded by Mr. VanDeWege, to accept the Case Manager's recommendation for closure. Mr. Harney abstained. The motion carried.

### 3.2. Disciplinary Report

Ms. Short provided a summary of the Disciplinary Report that was included in the [board packet](#).

Discussion: Mr. Blaisdell inquired if more information on the Disciplinary Report is possible. Ms. Short will provide an updated report at the next board meeting.

## 4. Committee Reports

### 4.1. Structural Committee (SE)

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

- [06/10/2024 SE Report](#)

### 4.2. Exam Qualifications Committee (EQC)

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

- [06/13/2024 EQC Report](#)

### 4.3. Survey Committee (SC)

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

- [06/13/2024 SC Report](#)

### 4.4. Executive Committee (EC)

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

- [06/13/2024 EC Report](#)
- [05/23/2024 CTF Report](#)

## 4.5. Practice Committee (PC)

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

- [06/12/2024 PC Report](#)
- [05/10/2024 18.43 Task Force Report](#)

Discussion: The board asked if audits have resulted in individuals who have not completed Professional Development Hours. Ms. Short noted majority of individuals selected for audit completed their PDH and responded timely. Ms. Lund recommended a journal article about license audits.

## 5. New Business

## 5.1. Nominating Committee Report and 2024/2025 Officer Elections

Mr. VanDeWege delivered the Nominating Committee's report and recommendation to nominate Ms. Lund as Board Chair and Mr. Hendrickson as Vice Chair for 2024/2025 officers. Mr. VanDeWege motioned to accept the nominating report and recommendation, seconded by Mr. Wengler. Mr. Blaisdell abstained. Motion approved.

Discussion: Mr. Blaisdell inquired about the needs of the chair and the process for selection. Mr. VanDeWege explained the nominees have the capacity and bandwidth to fulfill the duties of the position. Mr. Peden, as Board Chair, supported the recommendation.

5.2. US/UK Mutual Recognition Agreement *(from SE)*

Ms. Lund elaborated on the US/UK Mutual Recognition Agreement (MRA) and the possible impacts to the licensing process. Mr. Fuller and Ms. Lund met with the Oregon, California, and Alaska licensing boards about the MRA and the potential need for a specific seismic exam. The Alaska Board offers a cold region design course.

Mr. Fuller motioned, seconded by Mr. Hendrickson, to not yet sign the MRA but to participate in the celebratory signing of the US/UK MRA during the NCEES annual meeting in August. Mr. Peden called a vote on the motion. Mr. Harney, Mr. Hendrickson, Mr. Blaisdell, and Ms. Lund were in favor. Mr. VanDeWege and Mr. Wengler opposed. Motion approved.

Discussion: The board considered reasons to attend but not sign the MRA. Ms. Lagerberg added that individual state requirements aren't superseded if the board signs the MRA.

Mr. Blaisdell presented an alternate motion to sign the MRA and for Washington State to have a role in the agreement process. Mr. Hendrickson seconded the motion. Mr. Blaisdell and Mr. Hendrickson were in favor, Ms. Lund, Mr. Harney, Mr. Wengler, and Mr. VanDeWege were opposed. Motion failed.

Discussion: Mr. Fuller requested that he, Mr. Peden and Mr. Blaisdell attend the signing. Ms. Lagerberg asked to review the MRA. Ms. Lagerberg, Mr. Fuller, Mr. Blaisdell, and Ms. Lund will review the MRA for impacts.

## 5.3. NCEES Motions

Mr. Fuller asked the board to defer any discussions about the NCEES motions or actions to the upcoming August special board meeting. The board will provide Mr. Fuller with motions needing to be pulled from the consent agenda as soon as possible.



## Discussion:

Mr. Blaisdell promoted removal of the following motions from the 2024 NCEES annual meeting motions; MBA1, MBA2, ELTF1, EPP 20. The Board determined that MBA1, MBA2, and ELTF1 were already on the non-consent agenda. Mr. Blaisdell reasoned that EPP 20 should be removed from the consent agenda and a process be formed defining how motions are picked up on the floor. Mr. Blaisdell stated this may prevent the inhibition of a committee as a participant in decisions. Mr. Hendrickson confirmed that EPP 20 doesn't allow a motion to be made on the floor.

The Board Chair recognized Ms. Johnston who stated motion EPP20 does not represent how the original motion was developed. Ms. Johnston stated she believes it should be pulled from the consent agenda as the wording is inefficient.

Mr. Fuller was directed to communicate with David Cox of NCEES to remove EPP20 from the consent agenda due to a lack of clarity and so NCEES may discuss the motion further.

5.4. Approval of Language for RCW 18.43.033 *(from PC)*

Mr. VanDeWege presented the updated language for RCW 18.43.033. At the request of the board, Ms. Gillespie made minor amendments to the draft language to clarify requirements. Mr. Hendrickson motioned, Mr. Wengler as second, for advancement of RCW 18.43.033 including markups and edits made during the meeting. Motion approved.

5.5. Approval of Minor Edits to 18.43 *(from PC)*

Mr. VanDeWege presented the updated language in RCW 18.43. Ms. Lund motioned to advance minor edits of RCW 18.43 as presented in the board packet. Mr. VanDeWege seconded the motion. Motion approved.

Discussion: The board will continue work on the title "Engineer" and engagement with stakeholders and the public. Ms. Gillespie thanked the RCW 18.43 Task Force for their efforts.

5.6. Exam Policy *(from EC)*

Mr. Peden requested additional time for the board to review the policy and directed staff to provide it with the board packet for the August special board meeting.

The Job Task Analysis (JTA), described in the exam policy, for the On-Site Wastewater Designers exam was presented during the meeting. Ms. Lund motioned, seconded by Mr. Wengler, to move the JTA forward. Motion approved.

**6. Director's Report**

## 6.1. Financial Report

The financial report was included in the [board packet](#). The agency is in good financial condition and is projected to end the biennium with \$1.67 million in its operating account and is on track to underspend its appropriation this biennium by about \$358k. Reported from July 23-April 24, the agency generated \$1.67 million in revenue vs. \$1.76 million during the same period last biennium.

Mr. Fuller gave an overview of a possible fee increase and will propose a plan to increase fees during the August special board meeting.

## 6.2. Agency Operations

Ms. Horton informed the board about position reallocations for current licensing staff and adding a new position, Licensing and Exams Manager.

Ms. Horton gave an update on the Learning Management System competitive solicitation status. Staff involved will review bidders in the coming weeks.

## 6.3. Program Reports

Board staff provided summaries of the program reports included within the [board packet](#).

- 6.3.1. Communications & Outreach – Mr. Schieferstein
- 6.3.2. Regulatory – Ms. Gillespie
- 6.3.3. Investigation & Compliance – Ms. Short
- 6.3.4. Licensing – Ms. Cramer
- 6.3.5. Admin – Ms. Wherrett

Discussion: The board discussed changing the format of one board meeting per year to be a workshop and training session. No action was taken.

Mr. Fuller talked to the board about difficulties the agency has faced in filling board positions. Mr. Fuller asked the board to be proactive in filling board seats by forming a recruitment committee. No action was taken.

## 6.4. Other Items

- 6.4.1. Outgoing Board Member Recognition  
Mr. Wengler and Mr. VanDeWege were presented with a Washington State flag by Mr. Fuller who thanked them for their years of service and dedication to public safety, the profession, and the State of Washington.

## 7. Other Business

### 7.1. Additional Public Comment

No comments provided.

### 7.2. Upcoming Outreach and Events

- June 27: WSACE | Ritzville, WA | Mr. Walt Dale & Mr. Peden
- October 9-10: APWA | Kennewick | Mr. Hendrickson & Board Staff

### 7.3. Board/Staff Affiliate Involvement

#### 7.3.1. NCEES Western Zone Meeting

Mr. Peden acknowledged Mr. Blaisdell as the new NCEES Western Zone Vice President and expressed excitement for more involvement with NCEES.

### 7.4. Action Items from This Meeting

- Mr. Blaisdell, Mr. Peden, and Mr. Fuller to attend the US/UK MRA signing at the NCEES annual meeting in August
- Ms. Lagerberg, Mr. Blaisdell, Mr. Fuller and Ms. Lund to review the US/UK MRA for impacts
- Mr. Fuller to communicate with David Cox about removing EPP 20 from the NCEES annual meeting consent agenda
- Board staff to advance updated language for RCW 18.43.033, including edits made during

today's meeting.

- Move forward with the Job Task Analysis (JTA) for the On-Site Designers exam
- Move forward with RCW 18.43 minor edits, stakeholder meetings, and the BEARS process

7.5. Agenda Items for Next Meeting

- Discuss Decoupling
- Potential Fee Increases
- US/UK MRA Discussion
- NCEES Annual Meeting Motions
- Approval of Exam Policy

**8. Adjourn Meeting**

A motion was made by Mr. VanDeWege, and seconded by Mr. Wengler, to adjourn the meeting at 3:08 p.m. Motion approved.

**Next Meeting:**

August 8, 2024 – Special Board Meeting – Crowne Plaza, SeaTac, WA & WebEx

Respectfully submitted,

Ken Fuller, PE, Director

# **Special Board Meeting**

## **Tab 3**

### **Disciplinary Action**

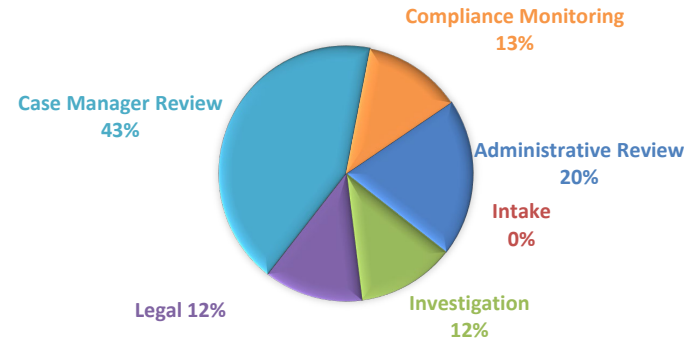
- 3.1 Case Deliberation
- 3.2 Disciplinary Report

## Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - August 2024

### Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	7	1	0	8
Intake	0	0	0	0
Investigation	0	5	0	5
Legal	0	5	0	5
Case Manager Review	9	7	1	17
Compliance Monitoring	4	1	0	5
<b>Total</b>	<b>20</b>	<b>19</b>	<b>1</b>	<b>40</b>

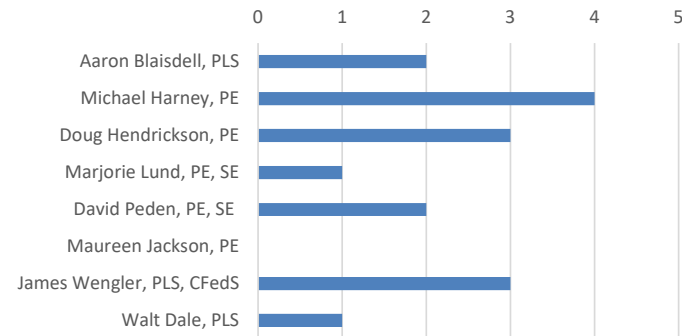
### Open Complaint Status



### Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	2	2
Michael Harney, PE	4	0	4
Doug Hendrickson, PE	3	0	3
Marjorie Lund, PE, SE	1	0	1
David Peden, PE, SE	2	0	2
Maureen Jackson, PE	0	0	0
James Wengler, PLS, CFedS	0	3	3
Walt Dale, PLS	0	2	1
<b>Total</b>	<b>10</b>	<b>7</b>	<b>17</b>

### Case Manager Open Complaints



### Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	4	0	0	4
Kristina Horton, PLS	0	1	0	1
<b>Total</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>

**DISCIPLINARY TIMELINE REPORT  
AUGUST 2024**

<b>CASE NUMBER</b>	<b>CURRENT STATUS</b>	<b>DATE MOVED TO CURRENT STATUS</b>	<b>ASSIGNED TO</b>	<b>CASE MANAGER</b>	<b>NOTES</b>
2022-06-0883-00LSV	Legal	7/3/24	AAG	Jim Wengler	AAG review SOC
2023-01-0098-00LSV	Legal	6/26/24	AAG	Jim Wengler	Legal Process
2023-03-0339-00LSV	Legal	7/17/24	Jill Short	Aaron Blaisdell	SOC served
2023-04-0553-00LSV	Investigation	7/19/24	Jill Short	Walt Dale	Reopened
2023-05-0875-00LSV	Legal	7/2/24	Jill Short	Aaron Blaisdell	
2023-05-1038-00LSV	Legal	7/11/24	Case Manager	Aaron Blaisdell	SOC review
2023-10-2332-00LSV	Management Review	1/30/24	Case Manager	Walt Dale	Waiting action from respondent
2024-01-0051-00LSV	Management Review	4/5/24	Case Manager	Jim Wengler	Add'l investigation continues
2024-01-0146-00LSV	Management Review	7/19/24	Case Manager	Jim Wengler	
2024-02-0418-00ENG	Management Review	6/26/24	Investigator	Marjorie Lund	Investigator gathering additional info
2024-02-0420-00LSV	Management Review	7/25/24	Case Manager	Walt Dale	
2024-03-0484-00ENG	Management Review	5/7/24	Case Manager	Mike Harney	
2024-03-0485-00ENG	Management Review	5/7/24	Case Manager	Mike Harney	
2024-03-0530-00LSV	Management Review	7/18/24	Case Manager	Aaron Blaisdell	
2024-03-0585-00OSW	Management Review	7/12/24	Case Manager	Dave Peden	
2024-03-0624-00ENG	Management Review	6/4/24	Case Manager	Mike Harney	Recommending closure
2024-04-0720-00LSV	Investigation	5/23/24	Jill Short	Walt Dale	
2024-04-0747-00ENG	Management Review	7/10/24	Case Manager	Dave Peden	Investigator gathering additional info
2024-04-0935-00ENG	Management Review	5/29/24	Case Manager	Mike Harney	Recommending closure
2024-05-0994-00ENG	Admin Review	7/9/24	Ken Fuller		Recommending admin closure
2024-05-1005-00LSV	Management Review	7/25/24	Case Manager	Jim Wengler	
2024-05-1023-00ENG	Management Review	5/29/24	Case Manager	Doug Hendrickson	Recommending closure
2024-05-1061-00LSV	Admin Review	5/24/24		Kris Horton	Waiting action from respondent
2024-05-1071-00LSV	Investigation	7/23/24	Jill Short		
2024-05-1121-00LSV	Investigation	5/23/24	Jill Short	Walt Dale	
2024-05-1141-00ENG	Admin Review	7/12/24	Ken Fuller		Recommending admin closure
2024-05-1160-00LSV	Management Review	7/2/24	Case Manager	Aaron Blaisdell	
2024-05-1170-00ENG	Admin Review	7/10/24	Ken Fuller		Recommending admin closure
2024-05-1305-00ENG	Management Review	7/10/24	Case Manager	Doug Hendrickson	

**DISCIPLINARY TIMELINE REPORT  
AUGUST 2024**

2024-05-1311-00LSV	Investigation	5/30/24	Jill Short		
2024-06-1415-00ENG	Management Review	7/10/24	Case Manager	Doug Hendrickson	
2024-06-1460-00ENG	Admin Review	7/22/24	Ken Fuller		Recommending admin closure
2024-06-1461-00ENG	Admin Review	7/19/24	Ken Fuller		Recommending admin closure
2024-06-1529-00ENG	Admin Review	7/10/24	Ken Fuller		Recommending admin closure
2024-06-1565-00ENG	Admin Review	7/19/24	Ken Fuller		Recommending admin closure

# Special Board Meeting

## Tab 4

### Committee Reports

- 4.1 Executive Committee
- 4.2 Structural Committee
- 4.3 Survey Committee
- 4.4 Exam Qualifications Committee
- 4.5 Practice Committee
- 4.6 UK MRA Task Force

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



# Special Board Meeting

## Tab 5

### New Business

- 5.1 Approval of Exam Policy (*from EQC*)
- 5.2 Discuss Decoupling (*from EQC*)
- 5.3 US/UK Mutual Recognition Agreement (MRA) (*from UK MRA TF*)
- 5.4 NCEES Annual Meeting Motions and Direction
- 5.5 Potential Fee Increases (*from EC*)

Policy No. 000

## State Examination Policy

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**Applies to:** BRPELS staff, Board members, PLS & On-Site Subject Matter Experts (SMEs).

**Effective Date:** MM/DD/YYYY

**Last Update:** N/A

**Next Review Date:** MM/DD/2028

**Approved by:** \_\_\_\_\_

Ken Fuller, Director

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### STATE EXAMINATION POLICY

The Board of Registration for Professional Engineers and Land Surveyors develops and administers the Washington State Professional Land Surveyor's examination and the Washington State On-Site Wastewater Treatment Systems Designer Licensing examination.

Exams are administered in a paper/pencil format, and as a linear, fixed form (LFF). With LFF, all candidates having the exam administered on the same day receive the same test items. Exams use the classical test theory (CTT) psychometric model.

This State Prepared Examination *Policy* consists of 3 sections:

- ❖ **Exam Development** - provides procedures used to develop, score, and evaluate the performance of the state examinations.
- ❖ **Administration** - provides guidelines for administering the state examinations.
- ❖ **Security of Exam Material** – provides procedures for all individuals involved in the examination development or administration of the state examinations.

This policy should be reviewed as needed, or at least every four (4) years.

## EXAM DEVELOPMENT

Developing exams requires enlisting subject matter experts to write and review items, maintaining the item banks, reviewing and pilot-testing new exams before administration, and supporting the scoring of the exams. A contract with a psychometrician, or psychometric firm may be required for such items as job task analysis (JTA), developing an exam blueprint, and item writing workshops.

### ❖ Subject Matter Experts (SMEs)

Subject Matter Experts (SMEs) are enlisted through: The Board's social media page(s), the Board's Constant Contact lists, presentations at various professional organization meetings, such as LSAW and WOSSA, and referrals from other SMEs.

Subject Matter Experts provide support to the Board in examinations and are divided into 2 teams - The Item Writing Team and the Testing Team.

The Item Writing Team is generally made up of 8-10 SMEs. These SMEs shall hold an active Washington State license as a Registered Professional Land Surveyor, On-Site Inspector / Certificate of Competency Holder, On-Site Designer, or Professional Engineer that practices on-site design.

The Testing Team needs at least 15-30 SMEs to test each new examination. These SMEs should hold an active license or be in "retired" status (PLS only) in the Board's records.

Each SME must sign the Examination Non-Disclosure Agreement ([Appendix A](#)) before becoming involved in any exam development activities.

### ❖ Writing New Items

Each item writing team is responsible for producing sufficient items for the Board to administer exams in the time frames indicated by the Board. Guidelines for writing multiple-choice items are shown in [Appendix B](#).

SMEs shall write items that tests minimum competence. The minimally competent surveyor or on-site professional must demonstrate on the exam the minimum acceptable level of ability to apply their working knowledge and understanding across the subject areas in the applicable exam specification.

Items should be submitted using the *State Exam Question Template* ([Appendix C](#)). The item writer should document the following:

- Exam specification (domain/sub-domain/Knowledge Task)
- Statement of the item (Question)
- Distractors (with the correct answer highlighted)
- Source of information (References)
- Estimate of time required to solve the question
- Provide a difficulty score (Angoff)

# BRPELS

BOARD OF REGISTRATION  
FOR PROFESSIONAL ENGINEERS  
& LAND SURVEYORS

Items may be submitted prior to an item development meeting, using a secure method provided by BRPELS staff, or they may be submitted at the meeting.

Faxes, unencrypted email attachments, and physical copies delivered by third parties are presumed to be compromised and are **not** acceptable ways to submit new items.

Once an item has been submitted to the item bank, it becomes the property of BRPELS. All related paper and electronic documentation outside the item bank must be destroyed.

## ❖ **Reviewing and Accepting Items**

Each item is reviewed by the SMEs at item review/development meetings. At a minimum, an item must fit the exam specifications (test blueprint) and be at an appropriate level of difficulty in terms of content and time required to solve it.

The SMEs should confirm: the domain, sub-domain, knowledge task, that there is a single correct solution for each item and verify references. SMEs should also ensure that each item has one correct answer, and distractors are plausible and mutually exclusive. As part of the review SMEs may need to provide an explanation of how an examinee might (incorrectly) select each of the distractors.

Whenever feasible, SMEs should fix items that have minor deficiencies to make them acceptable. Items that require more substantial revisions should be returned to the writer with constructive criticism that will guide the writer in making those changes required. If the author of the existing item is unknown, or is no longer an available SME, the item will be reassigned for later review.

## ❖ **Developing and Maintaining Item Banks**

In SharePoint and in the exam grading & reporting system, BRPELS staff maintain current item banks for the Washington State Professional Land Surveyor Examination and the On-Site Wastewater Treatment Systems Designer Examination. Staff also maintain separate folders for new items waiting for approval and new items that have been approved but not entered in the bank.

A contracted psychometrician will review the item banks and exam forms and provide analytics of each item to Board staff starting 4 years after the completion of the previous contract.

The exam writing team will review the item banks and exam forms every 2 years after the completion of the previous review.

Item banks contain a standardized numbering system based on profession, domain, sub-domain, knowledge task area, and item number within the sub-domain. **Appendix C – State Exam Question Template.**

# BRPELS

BOARD OF REGISTRATION  
FOR PROFESSIONAL ENGINEERS  
& LAND SURVEYORS

To improve the quality and relevance of the items, any review of the item banks should be as follows:

- If an item is not to be revised or removed, the following issues should be evaluated:
  - Complexity of the item
  - Suitability of options/distractors
  - Performance of an item over multiple tests
  - Context of the item in regard to the current blueprint (specialized knowledge, areas of practice, or current practices)
- If revising the item is appropriate, do one or more of the following:
  - Condense the item.
  - Minimize the steps required to solve the item to a maximum of three.
  - Limit the references to a maximum of two.
  - Insert values from the reference or include as an exhibit.
  - Alter the distractors.
- If the item is no longer valid, inactivate it in the exam grading & reporting system to prevent its use on future exams.

## ❖ **Reviewing and Assembling Exams for Pilot-Testing**

Items selected for an exam must follow the test blueprint. Selected items should not repeat content or approaches of other items or contain information that directly answers another item in the assembled exam.

### ***Reviewing exams***

When reviewing exams, SMEs should ensure the following guidelines have been met.

1. Language and data are simple and direct. The exam is not a test of reading comprehension.
2. The exam conforms to the approved test blueprint.
3. The exam does not contain trick questions or ambiguous items.
4. The presentation of the exam conforms to BRPELS style and standards. The staff will provide recommendations for style and standard.
5. The statistical performance of previously used items is acceptable in terms of discrimination and difficulty.
6. All items have been properly reviewed and approved.
7. The time required to complete the exam is appropriate for the minimally competent candidate.
8. The level of difficulty is appropriate for the minimally competent candidate.
9. The Item Writing Team should use the pilot-test results to make necessary

# BRPELS

BOARD OF REGISTRATION  
FOR PROFESSIONAL ENGINEERS  
& LAND SURVEYORS

adjustments to the exam during their final review.

10. Previous passing standards of the same exam format have been reviewed and the difficulty of the exam adjusted if these indicate the SMEs are producing exams that are inappropriately hard or easy.

After the exam has been pilot tested, the last step of the review process is to verify that the correct solutions provided by the SMEs match what is shown as correct on the exam key. At least 3 BRPELS staff, including the Deputy Director, will verify the correct answers on the exam key.

## ❖ Pilot-Testing Exams

Once the review process has been completed but before the last SME review, SMEs pilot-test the exams to ensure they meet all requirements. Exams with at least 70% reused items do not require pilot-testing. The goals of pilot-testing are to ensure that new items are correct before they are published in an exam and to ensure that the entire exam meets time constraints, that the types of items used are appropriate, and that overall exam quality meets standards.

The method of conducting pilot tests should follow these guidelines.

1. Pilot-testing should occur in a controlled environment that mimics the conditions in which examinees will be taking the exam, and the exam materials can be supervised and controlled. Staff will be present at the pilot-test sites. If you have more than one examination and one location for pilot-testing, half of the testers in each location should get each form (Half get form A and half get form B). This helps rule out any group differences and balances things out.
2. Exams should be pilot tested by 15-30 Test Taking SMEs who have never seen the items. Not all testers have to take the same exam on the same day.
3. Physical distribution of pilot tests must follow security protocols. While the exam materials are being used by the pilot testers, they must maintain the confidentiality and security of the documents in accordance with policy, procedures, and confidentiality agreements (**Appendix A**).
4. The pilot testers should time their performance and comment on any items that take too long to solve.

### ***Post pilot-test exam actions***

Staff should be present during the comment review phase of the pilot-testing process. Pilot-test comments and responses are documented and provided to the Item Writing Team to make any necessary adjustments to the item.

# BRPELS

BOARD OF REGISTRATION  
FOR PROFESSIONAL ENGINEERS  
& LAND SURVEYORS

## ❖ **Establishing Cut Scores**

A cut score is the lowest raw score required to pass the exam. Any score below the cut score is a failing score. A procedure called a standard-setting study is used to establish the cut score for benchmark exams. The benchmark exam is the first administration of a new exam or the first exam after a specification change. Any SME that was part of the Test Taking Team must be excluded from participating in the cut score meeting.

## ❖ **Providing Item Performance Reports**

After a pilot-test exam has been administered, BRPELS staff, and an on-site or PLS SME will review the performance statistics for each of the items used in an exam, as well as examinees' comments that indicate a possible problem with an item. The purpose of providing positive and negative feedback is to improve the performance of future items. Staff may reach out to SME item writing team members to review performance statistics.

### ***Examinee Comments***

- Each examinee receives a comment sheet to fill out as part of the examination packet. It is noted on the comment sheet that it is not the Board's intent to provide feedback on the comments.
- Staff reviews the comments to determine whether sufficient information and cause exist to allow an additional review by SMEs.
- If immediate review is warranted, staff posts the item, solution (if needed) and examinee comment on a secure platform for review by the SMEs.
- If comment does not warrant immediate review, staff will provide information to SMEs for consideration at the next Exam Writing Team meeting.

## Examination Administration

The exams are administered twice a year, usually the third Friday in March and September. If these dates need to be changed, the Director, and/or Deputy Director will determine a new examination date.

Examinations are currently administered in person, in a pencil and paper format.

### ❖ Exam Locations – Western & Eastern Washington

#### *Start at least 2-3 months prior to exam date*

The Executive Assistant and/or Administrative Assistant will begin securing exam locations 2-3 months prior to the exam date. Consideration is given to cost to the state and accessibility to examinees. State-owned or public owned facilities take priority over renting or leasing private facilities.

The Licensing Lead, will work with the Executive Assistant and/or Administrative Assistant to obtain exam rooms for each exam location, including any special equipment or room for those requesting reasonable accommodation. (See Appendix D - Requests for Reasonable Accommodations)

#### ○ Exam room set-up

- Set up is classroom style, in rows, with 2 head proctor tables at the front of the room.
- Need the ability to add more tables if more examinees are added. **Final exam count – 2 weeks prior to the exam date.**
- Should hold a minimum of 40 examinees for westside location.
- Should hold a minimum of 20 examinees for eastside location.
- If using 6-foot x 2 ½ foot (72" x 30") tables, use one table for each examinee.
- If using 8-foot x 2 ½ foot (96" x 30") tables, use one table for every 2 examinees.

Each location has a Head Proctor and 1-2 other staff members to help proctor the examinations. The Deputy Director determines staffing for the exams and travel arrangements.

#### *2 weeks prior to the exam date*

The Licensing Lead will provide a final examinee count to the Deputy Director, Executive Assistant and/or Administrative Assistant at least 2 weeks prior to the exam date.

Each location, including any additional information (parking, room name, directions) should be finalized 2 weeks prior to the exam date, and information provided to the Deputy Director and Licensing Lead as soon as possible.

The Executive Assistant and/or Administrative Assistant will coordinate any necessary travel and/or lodging for exam proctors and support staff as determined by the Deputy Director.



# BRPELS

BOARD OF REGISTRATION  
FOR PROFESSIONAL ENGINEERS  
& LAND SURVEYORS

## ❖ **Creating Examinations & Assembling Exam Packets**

*Within 2 weeks of the exam date*

After an exam has been created in the exam grading & reporting system the Licensing Lead will print one copy and provide it to a staff member and the Deputy Director to conduct a quality check. Concurrent with the quality check, the Licensing Lead will update the exam cover sheets and back page instructions (if needed).

When the quality check is completed (including a review of the cover sheets), the exam books need printed. A licensing staff member needs to mail merge the roster (name and ID number) with label sheets (2 sets) to create individual exam books and packets. At least 2 extra exam books for each profession need to be created for each location.

### **Assembling the examination packet**

An examination packet is provided for each examinee which consists of a manilla envelope labeled with examinee name and ID number and contains the following:

- Examination (either PLS or On-Site) labeled with the examinee name and ID number
- Scantron MC Answer Sheet
- Comment Sheet

## ❖ **Preparing Examination Materials**

*At least 1 week prior to exam date*

Each Head Proctor (East & West) needs to ensure they have, at the minimum, the following materials.

- Correct number of PLS and On-Site exams (plus two) for their side of the state.
- Exam Rosters for both PLS & On-Site exams for both sides of the state (obtain from the Licensing Lead)
- Proctor Instructions
- General Announcements
- Extra No.2 pencils and sharpener (if necessary)

## ❖ **Administering the Examination**

*Date of Exam*

See **Proctor Instructions (Appendix E)**

## ❖ **Grading the Examinations (After the exam)**

*The week after the Examinations*

Board staff disassembles the exam packets and need to check the Scantron sheet to make sure there is an exam ID number on it. If not, staff will only darken the ID number “bubbles” so the examination scoring can be completed.

# BRPELS

BOARD OF REGISTRATION  
FOR PROFESSIONAL ENGINEERS  
& LAND SURVEYORS

- **Used Exam books** can be destroyed after the exam results are sent. The destruction **must** be documented on the in-house destruction spreadsheet. Save one unused examination book for each exam to be sent to Archives. Shred all other unused exam books.
- **Answer sheets** are scanned and saved in the SharePoint site under the exam folder. Then they are scanned through the exam grading & reporting system for grading. See BRPELS records retention schedule for retention period.
- **Comment sheets** are scanned and saved in SharePoint under the exam folder. Paper copies can be shredded. Destruction must be documented on in-house destruction spreadsheet. (toss unused)

The Licensing Lead checks the multiple-choice Scantron answer sheets to make sure they are readable and scans them through the exam grading & reporting system for grading.

- **Providing Exam Performance Reports**

After each exam administration, staff will provide a report of examinee performance to the Exam Qualifications Committee (EQC) for presentation to the Board.

- ❖ **Examination Appeals**

BRPELS does not allow post-administration access to or review of exam material by examinees or their representatives.

If a regrade of an examination is requested, the Licensing Lead will regrade the examination through the exam grading & reporting system and/or hand grade the examination. Hand grading should be done by one staff member and reviewed by another staff member and any differences resolved.

### MAINTAINING SECURITY OF EXAM MATERIAL

Exam material must remain confidential to protect the integrity of the licensing process. Because of the potential harm to the public by a person who improperly obtains a license, staff, board members and volunteers (subject matter experts) must safeguard exam material throughout the entire exam processes.

- ❖ Any exam development documents, including psychometric documents, or electronic files containing **ANY** item content or key items are considered secure and confidential materials. Access to exam development folders is restricted only to staff involved with exam development.
- ❖ Secure materials should not be printed remotely when possible. If documentation must be printed, it must be shredded when the task is concluded.
- ❖ Only select SMEs may have remote access to the item bank, and only for critical activities for a limited time, such as reviewing items or for an exam development committee meeting. When the activity is completed, remote access to secure materials must be terminated by staff.
- ❖ SMEs with remote access may **not** save items to any removeable storage device.
- ❖ Upon request by BRPELS staff, the SMEs will surrender any examination materials in their possession, whether in paper or electronic form.
- ❖ When transporting examination materials to the exam location, BRPELS staff must ensure that the exam materials remain in the physical possession of BRPELS staff except when:
  - Locked in a hotel room registered to BRPELS staff.
  - Stored under lock and key, and out of sight, as in a car trunk.
- ❖ For airline travel, examination materials should not be checked through to baggage claim.

## Definitions

**Angoff Score:** A well-established method of standard setting. Subject Matter Experts (SMEs) rate each item/question between 0% and 100% based on its level of difficulty, expressed as the proportion of minimally competent candidates that will answer it correctly. Therefore, harder items will have a lower rating than easier items.

If there is a low rater agreement (i.e. significant differences in ratings applied by SMEs), another round of ratings may be required.

**Revised/Modified Angoff rating** – A ‘modified Angoff’ rating may be applied which allows the SME to change their initial rating, either after discussion, or after seeing item performance data (such as from beta-testing), which may make them re-think the initial rating they applied.

**Cut Score:** The average of the difficulty rating (Anghoff score) for all items within a test form becomes the cut score for that test form. The process for establishing the cut score is also called a “standard setting study.”

**Minimum competence:** The minimum level of knowledge and skills an individual must demonstrate to practice and be in responsible charge in a manner that will safeguard the health, safety, and welfare of the public.

**Option:** Includes the correct answer and three (3) distractors.

**Test Blueprint:** Describes the key elements of a test, including the content areas to be covered and the number of questions allocated to each content area (domain). A domain contains major knowledge and skill content area. Domains are broken down into subdomains. Subdomains include specific Knowledge and Task (KT) statements detailing specific competencies within the content area.

**Wherrett, Mackenzie (BRPELS)**

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**To:** Fuller, Ken (BRPELS)  
**Subject:** RE: UK MRA Plans

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**From:** Marie Nebesky <[help@ncees.org](mailto:help@ncees.org)>  
**Sent:** Thursday, July 11, 2024 12:05 PM  
**To:** Fuller, Ken (BRPELS) <[Ken.Fuller@brpels.wa.gov](mailto:Ken.Fuller@brpels.wa.gov)>  
**Subject:** UK MRA Plans

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External Email

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**Marie** sent a message

Jul 11, 3:04pm

Hello Ken

You may know me as Manager of Credentials Evaluations and the Records Program. I thoroughly enjoyed that role and learned a great deal. I am honored to be in a new NCEES role as International Engagement Strategist, in which I will guide and facilitate international endeavors such as serving as an IEA (International Engineering Alliance) representative, functioning as point of contact for MRAs, maintaining current and managing new international exam site agreements, etc. Please do not hesitate to contact me with any international related questions. Tracy Snyder is now Credentials / Records manager.

We are looking forward to bringing together the participating member boards and our ECUK partners at the signing ceremony in Chicago. The purpose of this message is to address two topics – to attain board details about how each will process UK MRA applications and to provide you with information about the signing ceremony.

The United States and the United Kingdom are founding authorized members in the IPEA (International Professional Engineers Agreement). As such, the nations undergo rigorous periodic reviews of their respective licensure models. It has been established that our educational qualifications and professional competencies can be mutually recognized.

The goal of the US-UK agreement is to promote seamless registration for one another's international registrants. Simply put, we hope to minimize the information needed by member boards from the UK IntPE applicants. Please find below questions that will help me to develop a standardized E3 (NCEES system) profile for UK IntPEs seeking registration in the U.S. through the MRA. I will also organize data per board to share with Dave Clark (my UK counterpart) to be used by UK applicants for reference as they're pursuing U.S. PEs. Dave will provide a similar document with details per their 39 PEI (Professional Engineering Institutions) for U.S. IntPEs transmitting to the UK.

- The NCEES account will verify their active UK IntPE status possibly with a badge (like MLE). It may also include a PDF as attached for your reference. This document is the UK's version of the NCEES Record in that it contains applicant work experience, CPC, and education information. Is this sufficient for your processing needs?
- What is your internal application for these MRA applicants?
- What is your fee?
- What other requirements might you have, e.g., additional exam (seismic, arctic)?

- Any impediments, statutory/regulatory changes before ready to accept applications?

The signing ceremony will take place at the Marriott on Tuesday, August 13. On stage will be David Cox and President Sievers (USA) and Paul Bailey, John Chudley, and Dave Clark (UK). Remarks will be made by each country and then the signings will occur. There will be tables on the floor in front of the stage for one representative per state. Photos will be taken on stage with UK-US MRA leadership and two members of each state board, probably in state alphabetical order. The UK is hosting a reception immediately following the ceremony across the street from the hotel at the UK consulate office. We are hopeful for two invitations per board, but it may be only one. I will provide more details as they develop and finalize. Please let me know if you have questions, ideas, or concerns.

Thank you for your help and I look forward to working closely with you as we implement the MRA.

Very respectfully,  
Marie

*Marie Nebesky*  
*International Engagement Strategist*  
**NCEES**  
T: 800-250-3196, ext. 5278  
[ncees.org](http://ncees.org)

--

Marie Nebesky  
[help@ncees.org](mailto:help@ncees.org)

How would you rate my reply?

Great Okay Not Good

Received 03/04/2023 EngC #621988



**International Professional Engineer (IntPE (UK))**

**Registration Application Form**

Admission to the UK Section of the International Register of Professional Engineers is open to registered Chartered Engineers (CEng) who have completed:

- at least **seven years of Engineering experience since graduation**, including
- at least **two years in responsible charge of significant engineering work**,
- and who are **undertaking relevant Continuing Professional Development (CPD)**.

This form, plus supporting documentation, must provide the Engineering Council with sufficient evidence of the achievement of these requirements that compliance with them can be quickly and effectively assessed and verified. Applicants should ensure they have read the accompanying guidance notes before completing this form.

**Supporting Documentation**

- **Engineering experience record** which clearly details your personal responsibility and accountability
- **Organisation charts** which show your position in your company
- **Detailed CPD record** covering the last 24 months
- A copy of each of your **degree certificates**

**Personal Details**

Title (Dr/Mr/Mrs etc.) [Redacted]	Forenames [Redacted]
Surname [Redacted]	Date of birth [Redacted]

**Contact Details**

Address [Redacted]	Telephone [Redacted]
	Email [Redacted]
Postcode [Redacted]	Country (if not UK)

REC 7/2/23

**Academic Qualifications**

University or other HEI name	Degree course title and award, e.g. MEng, BEng (Hons)	Year of graduation
UNIVERSITY OF NOTTINGHAM	M.Eng (Hons). MASTER IN ENGINEERING WITH HONOURS IN MECHANICAL ENGINEERING.	2009

**Institution Membership and Engineering Council Registration**

Engineering Council licensed professional engineering institution through which CEng registration has been achieved  I Mech E.	Institution Membership Number  80070289
Engineering Council Registration Number  621988	Engineering Council registration date  2015


**Checklist**

(Tick all boxes to indicate documents are enclosed)

I have attached the following required items:

- Engineering experience record (this must be provided on the attached form)
- Organisation charts
- CPD record covering the last 24 months
- A copy of each of my degree certificates
- The application fee of £105 (Card / online Payment).

***This form and all accompanying documentation should be sent to your Institution***

<b>For Institution staff use only</b>			
[Tick boxes to confirm enclosed. If any of these are missing, they should be obtained from the applicant before signing and dating the form.]			
£105 application fee enclosed?	X	Engineering experience record attached?	X
Organisation chart(s) attached?	X	24 month CPD record attached?	X
Degree certificate(s) attached?	X		
Signed (application satisfactory)	Date		
	28/02/2023		



**Record of engineering experience since graduation**

*This must clearly identify your personal involvement in, and responsibilities for, significant engineering work.*

***Before completing, please read IntPE (UK) Applicant Guidance Notes.***

*(If more space is required, please print extra copies of this page and number pages accordingly)*

<b>Dates</b>	<b>Employer (If self-employed consultant, please provide client name)</b>	<b>Job Title</b>	<b>Major personal job responsibilities and activities</b>
Jun 2020 - Present	AIRBUS	<b>A220 Wing Industrial Leader</b>  <i>[responsible charge of significant engineering work]</i>	<ul style="list-style-type: none"> <li>- Leading the Airbus Wing industrial team on the A220 programme.</li> <li>- Working directly with the main supplier in Belfast, I lead the Manufacturing Engineering development of major industrial changes to the programme.</li> <li>- Example projects – change of A220 Main landing gear beam from Titanium to Aluminum for significant cost savings.</li> <li>- Change of fastener type across the A220 wing skins (removal of expensive lightning strike specific fasteners)</li> <li>- Responsible for the financial co-ordination of all Airbus A220 wing manufacturing engineering resources. (Capex, Opex)</li> <li>- Direct ME representative into Procurement organisation, who are responsible for the purchase of the fully equipped wing. Provide technical support to high risk issues</li> <li>- Buy-off for major CAPEX investment at suppliers across A220 programme.</li> </ul>
Aug 2018 - Jun 20	AIRBUS	<b>ME MFT Representative for Wing Leading and Trailing Edges</b>	<ul style="list-style-type: none"> <li>- Manufacturing Engineering (ME) leader in the Supplier industrial support team.</li> <li>- I was the lead ME rep into the procurement organisation, responsible for purchasing all leading and trailing edges</li> </ul>

Page No.   1  

*(To be written in first person singular tense)*

**Record of engineering experience since graduation**

*This must clearly identify your personal involvement in, and responsibilities for, significant engineering work.*

**Before completing, please read IntPE (UK) Applicant Guidance Notes.**

*(If more space is required, please print extra copies of this page and number pages accordingly)*

<b>Dates</b>	<b>Employer (If self-employed consultant, please provide client name)</b>	<b>Job Title</b>	<b>Major personal job responsibilities and activities</b>
		<i>[responsible charge of significant engineering work]</i>	<ul style="list-style-type: none"> <li>- Acting as the 'voice of ME' into the selection of new aerostructure suppliers.</li> <li>- Panel member to all CFT (call for tender) for new suppliers within the wing leading and trailing edge commodities</li> <li>- Buy-off to all major CAPEX decisions within the supply chain</li> </ul>
Aug 2016- Aug 2018	AIRBUS	<b>A350 Supplier Industrial Leader</b>  <i>[responsible charge of significant engineering work]</i>	<ul style="list-style-type: none"> <li>- Leading the technical development of significant industrial changes to our suppliers</li> <li>- Specifically, I led a major project on the optimisation of major titanium forgings across the A350 wing. Resulting in over €400K per aircraft savings.</li> <li>- Resolving all technical abnormalities in A350 wing suppliers. I would perform root-cause analysis to discover the root-cause of quality issues and provide tooling, design, or process changes where appropriate.</li> </ul>

Page No.   2  

*(To be written in first person singular tense)*

(If more space is required, please print extra copies of this page and number pages accordingly)

Dates	Employer (If self-employed consultant, please provide client name)	Job Title	Major personal job responsibilities and activities
Apr 2012 – Apr 2016	AIRBUS	<b>Engineering Group Leader</b>  <i>[responsible charge of significant engineering work]</i>	<ul style="list-style-type: none"> <li>- Working firstly in A350 (3years) and then A320/21 (1 year)</li> <li>- I led a team of 14 engineers providing 24hour technical support to the wing build.</li> <li>- Responsible for all Manufacturing Engineering (tooling, processes, work orders) activities across the Wing sub-structure assembly.</li> <li>- Leading the team to provide immediate CPA for any quality issues arising during the wing build.</li> <li>- This was a high pressure environment, facing senior Airbus plant operation managers.</li> <li>- Financial control of my team, responsible for a combination of core and sub-contract employees.</li> </ul>
Sep 2011 – Apr 2012	AIRBUS	A350 Manufacturing Engineer	<ul style="list-style-type: none"> <li>- Manufacturing engineer on the development and first builds of the A350 wing.</li> <li>- I was responsible for creating tooling and processes to cover any deviations during wing build.</li> <li>- I performed significant process testing for new materials being used on the A350</li> <li>- Report published on the 'Drilling performance through gaps and liquid shim'</li> </ul>
Sep 2009- Sep 2011	AIRBUS	Direct Entry Graduate	<ul style="list-style-type: none"> <li>- Direct Entry Graduate on the Airbus UK graduate scheme</li> <li>- Series of 3-6 month placements across numerous departments, including ME, Design, Stress, Programmes</li> <li>- I split the graduate scheme working across three Airbus plants in Broughton (UK), Filton (UK), and Toulouse (France).</li> </ul>

Page No.   3  

(To be written in first person singular tense)

**Record of Continuing Professional Development (CPD) for the past 24 months**  
**Before completing, please read IntPE (UK) Applicant Guidance Notes.**

*(If more space is required, please print extra copies of this page and number pages accordingly)*

Date	Duration	Activity and brief description	Benefit gained
Jan-Dec 2021	34 hours	<p>On-the job training. This includes training split into Technical, Safety, and Leadership skills.</p> <p>Selection of training courses include: Cybersecurity Inclusive Leadership - "Unconscious bias" Conflicts of Interest Data management IPCA Auditor training</p>	<p>Increased skills in:</p> <ul style="list-style-type: none"> <li>- Technical areas (CATIA, A220 Product)</li> <li>- Safety (Noise and Vibration awareness)</li> <li>- Leadership (Conflicts of interest, Mastering Leadership)</li> </ul>
January 2021	40 hours	<p>Becoming a co-assessor for non Airbus plants. (Mixture of formal training, and on-the-job training by lead assessors)</p> <p>This is outside my job role, but additional responsibility to improve progression opportunities</p>	<ul style="list-style-type: none"> <li>-Gaining internal qualification as an IPCA assessor</li> <li>- Qualified to support Lead assessors (Quality department) in a full supplier industrial assessment</li> <li>- Recognized industrial process</li> <li>- 'Soft skills' in managing suppliers (communication, investigation, logical reasoning, international communication)</li> </ul>
Jan-Dec 2021 (weekly)	40 hours	1 hour weekly French lesson (outside of working time)	<ul style="list-style-type: none"> <li>- Confidence in speaking a different language</li> <li>- Improved relationships with our Airbus colleague in Europe</li> <li>- Self Improvement</li> </ul>

Page No. 1

*(To be written in first person singular tense)*

**Record of Continuing Professional Development (CPD) for the past 24 months**  
**Before completing, please read IntPE (UK) Applicant Guidance Notes.**

*(If more space is required, please print extra copies of this page and number pages accordingly)*

Date	Duration	Activity and brief description	Benefit gained
Jan-Feb 2022	12 hours	Formal - on the job training Selection of training courses in both technical and behavioural topics	Increased learning in: - Technical topics (Quality standards, CATIA advanced) - Health and Safety (Manual handling and hazardous Substances) - Behavioural topics (leadership skills, Incident Management, Conflict of Interests)
Mar-Jun 2022	15 hours	Chartership Mentor - Supporting junior engineers in IEng and CEng applications	- Interpersonal skills and well as self-reflection! - Giving back to Airbus and our plant community.
Nov-Dec 2022	30 hours	Recruitment and Early Careers  Created recruitment video representing the Manufacturing Engineering community across Airbus.  A220 Focal Point	- Working outside my comfort zone! Created a recruitment video representing Manufacturing Engineering on behalf of Airbus -Volunteering to give quarterly updates across all A220 programme activities -Communication, Presentation skills, Speaking to large audiences -Organisational skills, working cross-function to gather relevant intelligence

Page No.   2  

*(To be written in first person singular tense)*

**Record of Continuing Professional Development (CPD) for the past 24 months**  
**Before completing, please read IntPE (UK) Applicant Guidance Notes.**

*(If more space is required, please print extra copies of this page and number pages accordingly)*

Date	Duration	Activity and brief description	Benefit gained
Oct - Dec 2022	14 hours	<p>Online tutoring and mentorship in aeronautical engineering</p> <p>Supporting growing engineering online community to provide tutor support and course material development for online engineering community</p>	<ul style="list-style-type: none"> <li>- Community development</li> <li>- Presentation and communication skills to a different audience outside of my working environment</li> </ul>
Jan-Jun 2022	20 hours	1 hour weekly French lessons	<ul style="list-style-type: none"> <li>- Confidence in speaking a different language</li> <li>- Improved relationship with our Airbus colleagues in Europe</li> <li>- Self Improvement</li> </ul>

Page No.   3  

*(To be written in first person singular tense)*

## Appendix A: Org Charts

Name: [REDACTED]

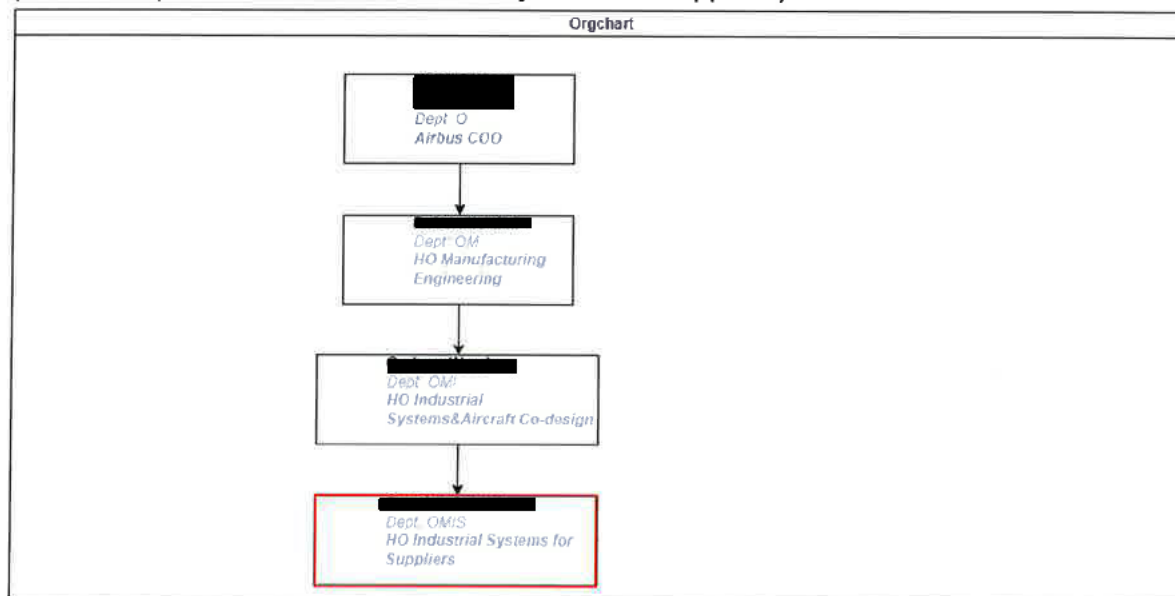
Company: Airbus

Role: A220 Wing Industrial Leader

Date: 14 December 2022

### Current Organisational Chart

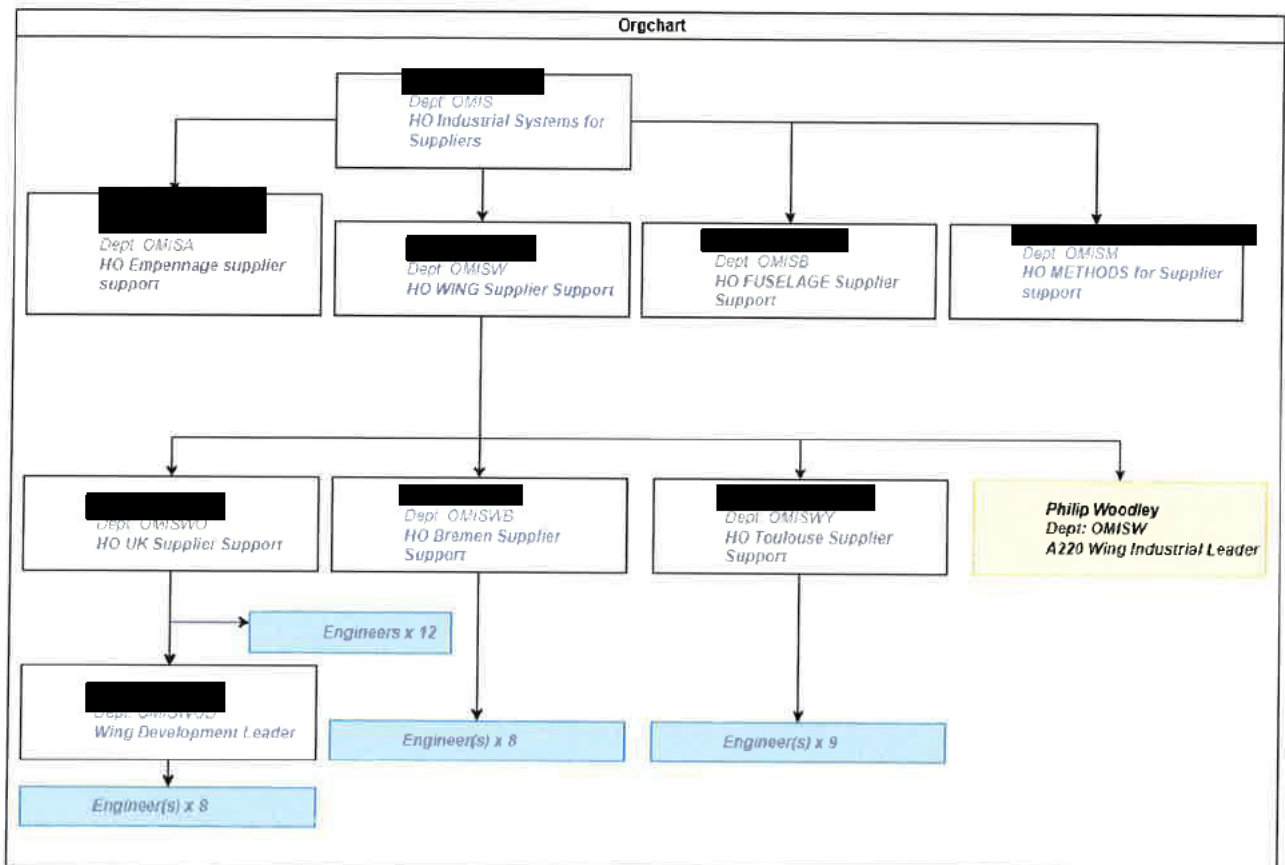
The below chart depicts how my current department reports into AIRBUS COO.  
(Current department: OMIS: Industrial Systems for Suppliers)



**Appendix A: Org Charts**

The next chart shows my position within the Department 'Industrial Systems for Suppliers'.

In Summary, I am the Airbus Manufacturing Engineering (M.E) lead for the A220 Wing development. I am also the M.E. representative into the procurement department responsible for purchasing A220 wing.







# THE UNIVERSITY OF NOTTINGHAM

It is hereby certified that after having satisfied all the  
conditions prescribed by the University



was on the

twentieth day of July, 2009

duly admitted to the degree of

Master in Engineering with Honours  
in Mechanical Engineering  
in the First Class



  
Vice-Chancellor

  
Registrar



**STATE OF WASHINGTON**  
**DEPARTMENT OF ENTERPRISE SERVICES**

*1500 Jefferson Street SE, Olympia, WA 98501*

July 26, 2024

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

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

**SUBJECT: Licensing Fee Increase Proposal**

**Financial Overview**

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

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

**Key Assumptions**

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



**STATE OF WASHINGTON**  
**DEPARTMENT OF ENTERPRISE SERVICES**

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

### Primary Drivers of Expense Increases

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

### Fee Increase Details

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

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

### Scenarios

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



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### **Conclusion**

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

**TABLE 1**  
**No action on fees and expenses assumed to have no change**

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

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

**TABLE 2**  
**Worst case undershot on revenues with assumed expense increases due to inflation**

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

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

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

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

**TABLE 3**  
**Worst case overshoot on revenues with expenses assumed to have no change**

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

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

**TABLE 4**

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

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

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

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

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

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

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

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

The following changes are proposed:

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

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

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

- NO CHANGES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Amend fee amount once determined.

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

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



**CHANGES - LANGUAGE CHANGES IF BOARD APPROVES FULL CHANGES TO WAC**

**196-26A, INCLUDING REPEAL OF WAC 196-30.**

**Chapter 196-26A WAC**

**FEEES**

(Formerly chapter 196-26 WAC)

**Deleted: REGISTERED PROFESSIONAL ENGINEERS AND LAND SURVEYOR**

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

**WAC**

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

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

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

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

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

196-26A-100 Suspended fees.

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

196-26A-070 Replacement document fees. [Statutory Authority:  
RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-  
26A-070, filed 6/17/02, effective 9/1/02.] Repealed  
by WSR 14-03-029, filed 1/8/14, effective 2/8/14.  
Statutory Authority: RCW 18.43.080 and 43.24.086.

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

Repealed by WSR 14-03-029, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 18.43.080 and 43.24.086.

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

The board of registration for professional engineers and land surveyors (board) reviews and approves registration applications under the provisions of chapter 18.43 RCW and chapter 18.210

RCW. The state fees listed in this chapter are adopted by the board in accordance with RCW 18.43.050, RCW 18.210.050, and RCW 18.210.140.

The required state fees must accompany all registration applications. If payment is made by check or money order, the payment should be made payable to BRPELS. The fee paid to the board is non-refundable.

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

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**Deleted:** department of licensing

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**Deleted:** An applicant who fails an examination may reapply to the board for examination by paying the required fee and providing any information requested. Applicants who fail to appear for their scheduled examination will forfeit their fees. Applicants may withdraw from an examination without forfeiting their fees by submitting a written notice to the board by the date established by the board...

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

The board shall determine the vendor, if any, who will administer examinations on their behalf. In addition to applicable state fees, the vendor may collect from the applicants the charges of examination development, examination administration and grading. Terms and conditions for payment of the charges to the vendor are determined by the vendor.  
 [Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-020, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-020, filed 6/17/02, effective 9/1/02.]

**WAC 196-26A-025 State application fees.**

**FUNDAMENTALS CERTIFICATIONS:**

**Fundamentals of Engineering (FE):**

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

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

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

**PROFESSIONAL ENGINEER APPLICATIONS:**

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

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- Deleted: EXAMINATIONS**
- Deleted: Processing fee to retake the FE examination:**
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- Deleted: Processing fee to retake the FLS examination:**
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- Deleted: Additional charges to cover costs of NCEES fundamentals examinations, exam administration and grading will be charged by NCEES to approved applicants.**
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- Deleted: Processing fee to retake the NCEES PE exam:**
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Comity licensure application fee: \$110

**Structural Engineer**

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

**Temporary permits:**

Temporary permit application \$110

**PROFESSIONAL LAND SURVEYOR:**

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

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

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

**ON-SITE WASTEWATER TREATMENT SYSTEM DESIGNERS**

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

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

**Deleted:** Processing fee to retake the NCEES 16-hour structural exam:

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**Deleted:** Processing fee to retake the NCEES PPLS examination:

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

CERTIFICATE OF COMPETENCY (INSPECTOR)

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

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

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-025, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-025, filed 6/17/02, effective 9/1/02.]

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

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-035, filed 1/8/14, effective 2/8/14. Statutory

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**Deleted:** WAC 196-26A-030 Applications for comity licensure and temporary permits. For comity licensure under the provisions of chapter 18.43 RCW, a nonrefundable state fee must accompany all applications. Payment by check or money order must be made payable to the department of licensing. A temporary permit to practice engineering in the state of Washington is available to nonresidents for a period of not to exceed thirty days total in any one-year period. Eligible applicants must have a valid license to practice engineering in the United States, have no outstanding disciplinary actions against their licensure and meet the experience requirements for licensure in Washington. Temporary permits must be issued prior to any authorized practice in Washington.

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

**Deleted:** Professional engineering, comity licensure application:

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

**Deleted:** Professional engineering, temporary permit application:

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**Deleted:** Professional land surveying, comity licensure application:

**Deleted:** \$140

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

Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-035, filed 6/17/02, effective 9/1/02.]

**WAC 196-26A-040 Renewals.** (1) Licenses for professional engineers, professional land surveyors, on-site wastewater treatment system designers, or certificate of competency holders (inspectors) shall be renewed every two years. The date of expiration shall be the licensee's birthday. The initial license issued to an individual shall expire no earlier than one year after the issue date.

(2) To renew your license, complete an application for renewal, pay the required renewal fee, and provide the information requested in the renewal notice and application form. This information may include email address or other contact information. In addition, you must disclose any criminal conviction or sanction against you including suspension, revocation, or restriction of your license by a licensing authority in any state, federal, or foreign jurisdiction pursuant to RCW 18.235.110 and RCW 18.235.130.

**Deleted:** for professional engineer and professional land surveyor licenses

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**Deleted:** Information regarding unprofessional conduct will be evaluated by the board to determine whether it is related to the practice of the applicant's profession...

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

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

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

(6) If your professional engineer or professional land surveyor license has been expired for five or more years, you must submit a renewal application and you will be required to take and receive a passing score on the board's law review

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examination. In the first year of reactivated practice professional land surveyors may be required by the board to collect an additional 15 professional development hours (PDH).

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

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

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

**WAC 196-26A-045 Renewal fees and penalties.**

Professional engineer	\$116
Professional land surveyor	\$116
<u>On-site designer</u>	<u>\$116</u>
<u>Certificate of competency</u>	<u>\$116</u>
Late renewal penalty	\$58

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

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

**Deleted: WAC 196-26A-050 Application for certificate of authorization.** All corporations, joint stock associations and limited liability companies that offer engineering or land surveying services to the public must obtain a certificate of authorization from the board. Each application must be accompanied by the nonrefundable state fee made payable to the department of licensing.¶

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

**Deleted: WAC 196-26A-055 Renewal of certificate of authorization.** The date of renewal, renewal interval and renewal fee are established by the director of the department of licensing in accordance with chapter 43.24 RCW. A complete application for renewal requires payment of a fee, and any information specified by the board in the renewal notice such as changes to: Name of firm, services offered, business address, and names of licensee(s) designated in responsible charge for the services provided. The payment of the renewal fee must be received by the department by the date of expiration (postmarked if renewal is mailed by U.S. mail) or the certificate of authorization is invalid on the date of expiration.¶

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

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

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

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

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

**Deleted:** All applicants for the NCEES fundamentals of engineering examination and the fundamentals land surveying examination, administered after January 1, 2014, will have the board application processing fee suspended from collection.¶  
Fee categories ... [1]

**REPEAL OF THIS CHAPTER IF BOARD APPROVES FULL CHANGES TO  
WAC 196-26A. THE FEES AND ON-SITE SPECIFIC LANGUAGE ARE  
INCLUDED IN WAC 196-26A.**

**Chapter 196-30 WAC**

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

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

**WAC**

- 196-30-020 On-site wastewater treatment designer and inspector  
fees.
- 196-30-030 License renewals.

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

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

196-30-110 Suspended fees. [Statutory Authority: RCW 43.24.086, 18.43.035, and 18.210.050. WSR 06-06-019, § 196-30-110, filed 2/21/06, effective 3/24/06.] Repealed by WSR 07-10-126, filed 5/2/07, effective 6/2/07.

Statutory Authority: RCW 43.24.086 and chapter 18.210 RCW.

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

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

**Deleted: WAC 196-30-030 License renewals.**

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

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

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

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

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

**CHANGES - ONLY RENEWAL FEES & RENEWAL LANGUAGE IS UPDATED.**

**Chapter 196-26A WAC**

**REGISTERED PROFESSIONAL ENGINEERS AND LAND SURVEYOR FEES**

(Formerly chapter 196-26 WAC)

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

**WAC**

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

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

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

196-26A-100 Suspended fees.

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

196-26A-070 Replacement document fees. [Statutory Authority:  
RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-  
26A-070, filed 6/17/02, effective 9/1/02.] Repealed  
by WSR 14-03-029, filed 1/8/14, effective 2/8/14.  
Statutory Authority: RCW 18.43.080 and 43.24.086.

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

**WAC 196-26A-010 State fee authority, applications and payment procedures.** The board of registration for professional engineers and land surveyors (board) reviews and approves registration applications for all examinations under the provisions of chapter 18.43 RCW. The state fees listed in this chapter are adopted by the director of the department of licensing (department) in accordance with RCW 43.24.086. The required state fees as listed in WAC 196-26A-025 must accompany all registration applications. If payment is made by check or money order, the payment should be made payable to the department of licensing. Should an applicant be judged ineligible for examination, the fee paid to the department of licensing shall be retained to cover the costs of processing. An applicant who fails an examination may reapply to the board for examination by paying the required fee and providing any information requested. Applicants who fail to appear for their scheduled examination will forfeit their fees. Applicants may withdraw from an examination without forfeiting their fees by submitting a written notice to the board by the date established by the board.

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

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

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

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

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

**FUNDAMENTAL EXAMINATIONS:**

**Fundamentals of Engineering (FE):**

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

Processing fee to retake the FE examination: \$20

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

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



Processing fee to retake the  
FLS examination: \$20

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

**PROFESSIONAL ENGINEERING EXAMINATIONS:**

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

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

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

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

**Structural Engineering:**

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

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

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

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

**PROFESSIONAL LAND SURVEYING:**

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

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

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

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

Processing fee to retake the  
NCEES PPLS examination: \$30

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-025, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-025, filed 6/17/02, effective 9/1/02.]

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

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

[Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-030, filed 1/8/14, effective 2/8/14. Statutory

Authority: RCW 43.24.086 and 18.43.035. WSR 02-13-080, § 196-26A-030, filed 6/17/02, effective 9/1/02.]

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

Professional engineering,  
comity licensure application: \$110

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

Professional engineering,  
temporary permit application: \$110

Professional land surveying,  
comity licensure application: \$140

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

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

**WAC 196-26A-040 Renewals for professional engineer and professional land surveyor licenses.** (1) Licenses for professional engineers or professional land surveyors shall be renewed every two years. The date of expiration shall be the

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

(2) To renew your license, complete an application for renewal, pay the required renewal fee, and provide the information requested in the renewal notice and application form. This information may include email address or other contact information. In addition, you must disclose any criminal conviction or sanction against you including suspension, revocation, or restriction of your license by a licensing authority in any state, federal, or foreign jurisdiction pursuant to RCW 18.235.110 and RCW 18.235.130.

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

(4) 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. Licenses

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that remain expired over 90 days past the date of expiration require payment of a late fee equivalent to the fee for a one-year renewal in addition to the base renewal fee, and completing of a renewal application.

(5) If your license has been expired for five or more years, you must submit a renewal application and you will be required to take and receive a passing score on the board's law review examination. In the first year of reactivated practice professional land surveyors may be required by the board to collect an additional 15 professional development hours (PDH). The licensee is responsible for timely renewal whether or not they received a renewal notice from the department.

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

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

Professional engineer (two years):

~~\$128~~

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Professional land surveyor (two years): \$128  
 Late renewal penalty (PE and LS only): \$64

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

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

**authorization.** All corporations, joint stock associations and limited liability companies that offer engineering or land surveying services to the public must obtain a certificate of authorization from the board. Each application must be accompanied by the nonrefundable state fee made payable to the department of licensing.

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

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

The date of renewal, renewal interval and renewal fee are established by the director of the department of licensing in accordance with chapter 43.24 RCW. A complete application for renewal requires payment of a fee, and any information specified

by the board in the renewal notice such as changes to: Name of firm, services offered, business address, and names of licensee(s) designated in responsible charge for the services provided. The payment of the renewal fee must be received by the department by the date of expiration (postmarked if renewal is mailed by U.S. mail) or the certificate of authorization is invalid on the date of expiration.

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

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

Application fee (incl. wall certificate and initial license):	\$150
Renewal fee (one-year):	<del>\$121</del>

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

**WAC 196-26A-100 Suspended fees.** All applicants for the NCEES fundamentals of engineering examination and the fundamentals land surveying examination, administered after

January 1, 2014, will have the board application processing fee suspended from collection.

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

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



**CHANGES - ONLY RENEWAL FEES & RENEWAL LANGUAGE IS UPDATED.**

**Chapter 196-30 WAC**

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

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

**WAC**

- 196-30-020 On-site wastewater treatment designer and inspector fees.
- 196-30-030 License renewals.

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

- 196-30-100 Suspended fees. [Statutory Authority: RCW 43.24.086, 18.43.035, and 18.210.050. WSR 06-06-019, § 196-30-100, filed 2/21/06, effective 3/24/06.] Repealed by WSR 07-10-126, filed 5/2/07, effective 6/2/07. Statutory Authority: RCW 43.24.086 and chapter 18.210 RCW.
- 196-30-110 Suspended fees. [Statutory Authority: RCW 43.24.086, 18.43.035, and 18.210.050. WSR 06-06-019, § 196-30-

110, filed 2/21/06, effective 3/24/06.] Repealed by

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

Statutory Authority: RCW 43.24.086 and chapter

18.210 RCW.

**WAC 196-30-020 On-site wastewater treatment designer and**

**inspector fees.** The board of registration for professional engineers and land surveyors shall assess the following fees:

Title of Fee	Amount (\$)
Designer license application	200.00
Designer license application (comity)	75.00
Designer license renewal	<del>128.00</del>
Designer license re-examination	140.00
Late renewal penalty	<del>64.00</del>
Certificate of competency (inspector)	
Application	175.00
Certificate of competency renewal	<del>128.00</del>
Late renewal penalty	<del>64.00</del>
Certificate of competency re-examination	140.00

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

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

(2) To renew your license, complete an application for renewal, pay the required renewal fee, and provide the information requested in the renewal notice and application form. This information may include email address or other contact information. In addition, you must disclose any criminal conviction or sanction against you including suspension, revocation, or restriction of your license by a licensing authority in any state, federal, or foreign jurisdiction pursuant to RCW 18.235.110 and RCW 18.235.130.

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

(4) If a completed application for renewal has not been received by the board by the date of expiration (postmarked before the date of expiration if mailed or transacted online

**Deleted:** and information regarding prior unprofessional conduct pursuant to RCW

**Deleted:** Information regarding unprofessional conduct will be evaluated by the board to determine whether it is related to the practice of the applicant's profession. No refunds will be made, or payments accepted for a partial year.

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

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

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

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# Special Board Meeting

## Tab 6

### Director's Report

- 6.1 Financial Report
- 6.2 Agency Operations
- 6.3 Other Items



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

July 22, 2024

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

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

**SUBJECT: June 2024 FINANCIAL REPORTS - DRAFT**

Notes

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

June highlights

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

Biennium to date highlights

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



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

Projected BI25 end highlights

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

Changes from last month

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

Through FM -> 12

Board of Registration for Professional Engineers and Land Surveyors  
Biennium 23-25 Projection

Revenue Category table with columns: Revenue Allotments, Revenues through FM12 Jun-2024, Projected (FM 13-Jul-2024 to FM 24-Jun-2025), Revenue Total, Variance. Includes rows for Licenses and Fees, Fines, Forfeits and Seizures, Recover of Prior Expend Authority Expendit, Cash Over and Short, Total Revenue.

Expenses Category table with columns: Expense Allotments, Expenses through FM12 Jun-2024, Projected (FM 13-Jul-2024 to FM 24-Jun-2025), Expenditure Total, Variance. Includes rows for Salaries and Wages, Employee Benefits, Professional Service Contracts, Goods and Other Services, Travel, Capital Outlays, Grants, Benefits & Client Services, Sum.

Operating Transfers table with columns: Operating transfers through FM12 Jun-2024, Projected (FM 13-Jul-2024 to FM 24-Jun-2025), Op. Trans. Total, Variance. Includes rows for Operating Transfer In, Total Net Operating Transfers.

Fund Balance Projection table with columns: Rev. Exp through FM12 Jun-2024, Projected (FM 13-Jul-2024 to FM 24-Jun-2025), end of BI 23-25, Variance. Includes rows for Net Income (Loss), BI 23-25 Beginning Balance, Total Dollars.

Expenses Detail Category table with columns: Expense Allotments, Expenses through FM12 Jun-2024, Projected (FM 13-Jul-2024 to FM 24-Jun-2025), Expenditure Total, Variance. Includes rows for Salaries and Wages (A-J), Employee Benefits (BA-BZ), Professional Service Contracts (CA-CZ), Goods and Other Services (EA-EJ), Facilities and Services (EK), Data Processing Services (EL-EM), Personnel Services (EN), Insurance (EP), Other Contractual Services (ER-ET), Archives & Records Management Svcs (EW), Software Licenses and Maintenance (EY), Other Goods and Services (EZ).



**Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of June 2024**

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Capital Outlays	60,000	30,000	8,273	21,727	51,727
Employee Benefits	584,008	287,990	273,655	14,335	310,353
Goods and Services	2,092,776	1,008,388	633,813	374,575	1,458,963
Grants, Benefits & Client Services	0	0	5,900	(5,900)	(5,900)
Professional Service Contracts	72,000	36,000	23,550	12,450	48,450
Salaries and Wages	1,745,616	858,308	821,905	36,403	923,711
Travel	129,600	64,800	54,898	9,902	74,702
<b>Sum:</b>	<b>4,684,000</b>	<b>2,285,486</b>	<b>1,821,993</b>	<b>463,493</b>	<b>2,862,007</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Salaries and Wages</b>	<b>72,609</b>	<b>71,257</b>	<b>1,352</b>	<b>858,308</b>	<b>821,905</b>	<b>36,403</b>
A Salaries and Wages	1,000	0	1,000	12,000	0	12,000
AA State Classified	57,000	56,945	55	671,000	655,315	15,685
AC State Exempt	12,000	10,833	1,167	144,000	131,000	13,000
AE State Special	609	2,238	(1,629)	7,308	8,213	(905)
AS Sick Leave Buy-Out	500	0	500	6,000	0	6,000
AT Terminal Leave	500	0	500	6,000	0	6,000
AU Overtime and Call-Back	1,000	1,241	(241)	12,000	27,377	(15,377)
<b>Employee Benefits</b>	<b>25,062</b>	<b>26,753</b>	<b>(1,691)</b>	<b>287,990</b>	<b>273,655</b>	<b>14,335</b>
BA Old Age and Survivors Insurance	4,118	4,237	(119)	49,159	48,962	197
BB Retirement and Pensions	6,838	6,578	260	81,627	76,993	4,634
BC Medical Aid & Industrial Insurance	1,693	333	1,360	8,308	3,674	4,634
BD Health, Life & Disability Insurance	11,450	11,450	0	137,400	129,385	8,015
BH Hospital Insurance (Medicare)	963	991	(28)	11,496	11,451	45
BK Paid Family and Medical Leave	0	(0)	0	0	(0)	0
BV Shared Leave Provided Annual Leave	0	3,164	(3,164)	0	3,164	(3,164)
BZ Other Employee Benefits	0	(0)	0	0	25	(25)
<b>Professional Service Contracts</b>	<b>3,000</b>	<b>9,600</b>	<b>(6,600)</b>	<b>36,000</b>	<b>23,550</b>	<b>12,450</b>
CA Management and Organizational Services	3,000	9,600	(6,600)	36,000	23,550	12,450
CZ Other Professional Services	0	0	0	0	0	0
<b>Goods and Services</b>	<b>84,953</b>	<b>1,094</b>	<b>83,859</b>	<b>1,008,388</b>	<b>633,813</b>	<b>374,575</b>
E Goods and Other Services	3,000	0	3,000	36,000	0	36,000
EA Supplies and Materials	1,250	2,484	(1,234)	15,000	21,915	(6,915)
EB Communications/Telecommunications	800	(325)	1,125	9,600	8,145	1,455
EC Utilities	50	40	10	600	396	204
ED Rentals and Leases - Land & Buildings	2,500	1,938	562	30,000	23,254	6,746
EE Repairs, Alterations & Maintenance	1,000	0	1,000	12,000	(0)	12,000
EF Printing and Reproduction	1,250	3,393	(2,143)	15,000	13,763	1,237
EG Employee Prof Dev & Training	1,500	3,109	(1,609)	18,000	39,092	(21,092)
EH Rental & Leases - Furn & Equipment	1,250	3,959	(2,709)	15,000	16,556	(1,556)
EJ Subscriptions	100	0	100	1,200	657	543
EK Facilities and Services	5,000	5,437	(437)	60,000	68,136	(8,136)
EL Data Processing Services (Interagency)	15,334	17,233	(1,899)	172,000	154,515	17,485
EM Attorney General Services	14,917	(3,128)	18,045	179,004	107,723	71,281
EN Personnel Services	1,750	1,879	(129)	21,000	23,968	(2,968)
EP Insurance	85	86	(1)	2,035	2,577	(542)
ER Other Contractual Services	15,000	(8,508)	23,508	180,000	72,901	107,099
ES Vehicle Maintenance & Operating Cost	0	157	(157)	0	1,214	(1,214)
ET Audit Services	0	0	0	0	0	0
EU Office of Equity Services	0	0	0	0	1,121	(1,121)
EW Archives & Records Management Svcs	59	0	59	708	591	117
EY Software Licenses and Maintenance	20,000	(26,660)	46,660	240,000	78,237	161,763
EZ Other Goods and Services	108	0	108	1,241	(937)	2,178
<b>Travel</b>	<b>5,400</b>	<b>5,676</b>	<b>(276)</b>	<b>64,800</b>	<b>54,898</b>	<b>9,902</b>
GA In-State Subsistence & Lodging	2,000	2,353	(353)	24,000	31,824	(7,824)
GB In-State Air Transportation	700	0	700	8,400	5,140	3,260
GC Private Automobile Mileage	700	1,596	(896)	8,400	4,721	3,679
GD Other Travel Expenses	400	929	(529)	4,800	4,338	462
GF Out-of-State Subsistence & Lodging	600	0	600	7,200	2,715	4,485
GG Out-of-State Air Transportation	900	646	254	10,800	5,343	5,457
GN Motor Pool Services	100	153	(53)	1,200	817	383
<b>Capital Outlays</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>30,000</b>	<b>8,273</b>	<b>21,727</b>
JA Noncapitalized Assets	2,500	0	2,500	30,000	8,273	21,727
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>	<b>0</b>	<b>5,900</b>	<b>(5,900)</b>
NZ Other Grants and Benefits	0	5,000	(5,000)	0	5,900	(5,900)
<b>Total Dollars</b>	<b>193,524</b>	<b>119,380</b>	<b>74,144</b>	<b>2,285,486</b>	<b>1,821,993</b>	<b>463,493</b>

Set aside for vaccine incentives  
 BTD healthy underspend, May costs right on target  
 Underspend

May overspend, BTD overspend. May OT has decreased from Feb and March levels.

All benefits healthy underspend

Continued underspend.

May expenses slightly elevated, \$800 agency branded swag order. Slightly over year to date.

March was high expense month, \$17,000 for 2 attendees - Leading Organizations Training. Overspend to date.

Trending overspend for the year, DES mailing costs have been high, normal fluctuation overall.

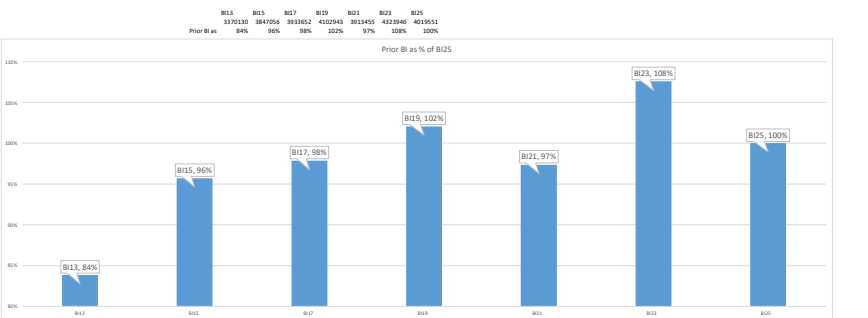
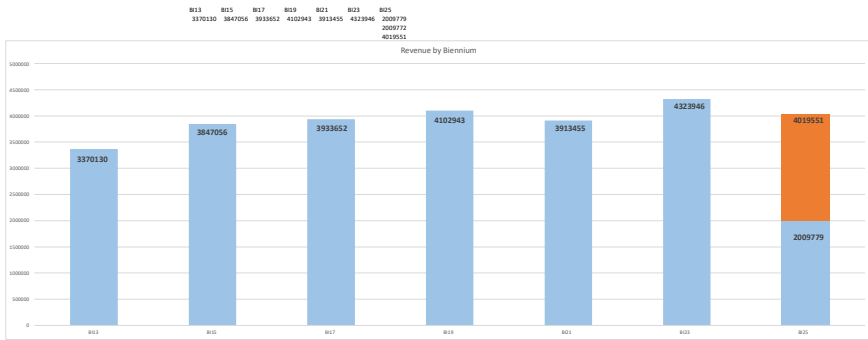
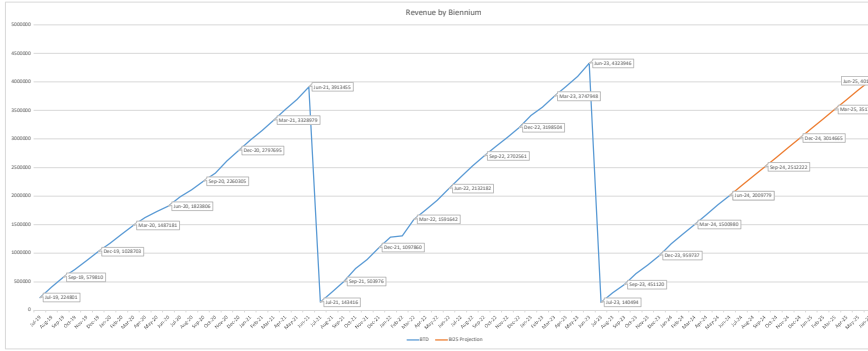
May costs aligned with planned costs. Underspend to date.

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

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

Overall travel has underspend against plan to date.

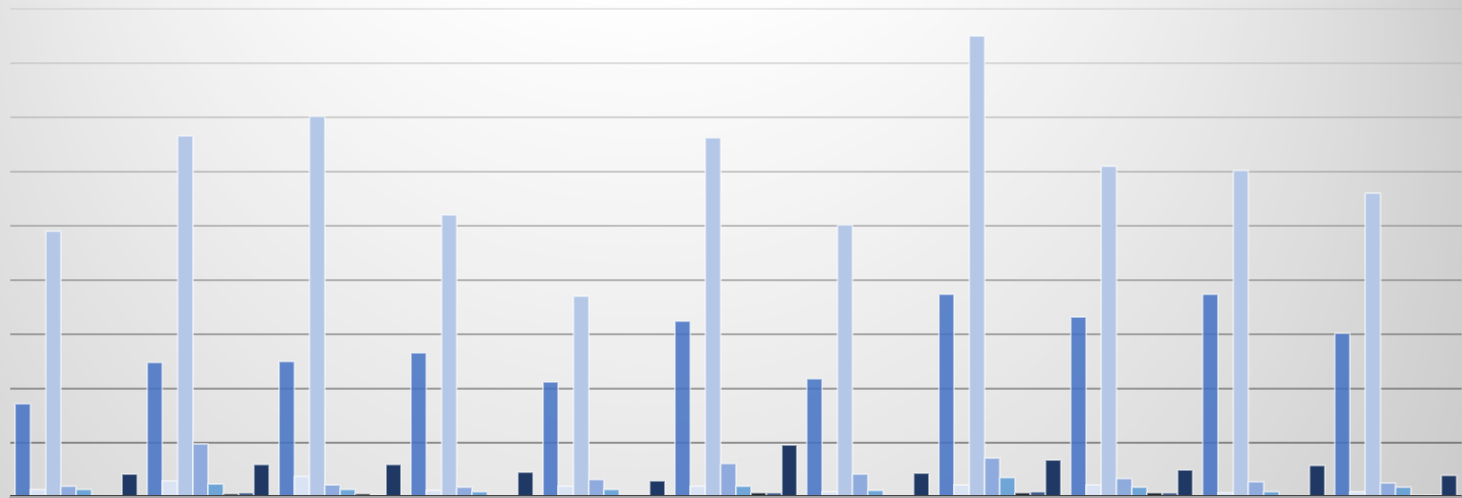
Month	Revenue	BTQ	BTQ Projection
Jul-19	248051	248001	
Aug-19	382905	402146	
Sep-19	17004	579910	
Oct-19	137914	717124	
Nov-19	154192	873115	
Dec-19	151917	1028903	
Jan-20	146245	1174848	
Feb-20	155915	1339807	
Mar-20	156124	1487181	
Apr-20	139013	1626214	
May-20	103812	1750106	
Jun-20	97700	1821806	
Jul-20	166052	1988488	
Aug-20	128898	2113736	
Sep-20	146569	2203805	
Oct-20	141702	2402007	
Nov-20	213335	2617942	
Dec-20	380313	2779795	
Jan-21	182816	2880511	
Feb-21	146414	3145185	
Mar-21	183594	3328979	
Apr-21	188100	3517139	
May-21	177026	3694145	
Jun-21	212000	3911855	
Jul-21	143416	414316	
Aug-21	181952	421368	
Sep-21	178668	502976	
Oct-21	20947	746213	
Nov-21	132743	887666	
Dec-21	210194	1097860	
Jan-22	266812	1184111	
Feb-22	20769	1304880	
Mar-22	266812	1391842	
Apr-22	165889	1746731	
May-22	171108	1927819	
Jun-22	204843	2112182	
Jul-22	204795	2366977	
Aug-22	187166	2524441	
Sep-22	178218	2702561	
Oct-22	182389	2861810	
Nov-22	167833	3031183	
Dec-22	165311	3198004	
Jan-23	210519	3406013	
Feb-23	148613	3577686	
Mar-23	190262	3747948	
Apr-23	187355	3915103	
May-23	102516	4058159	
Jun-23	227587	4323946	
Jul-23	146384	446994	
Aug-23	166284	506778	
Sep-23	148482	451120	
Oct-23	178151	648191	
Nov-23	115816	795771	
Dec-23	181966	906737	
Jan-24	204510	1164247	
Feb-24	170157	1334884	
Mar-24	165996	1500880	
Apr-24	171801	1671835	
May-24	176152	1848787	
Jun-24	160992	2009779	
Jul-24	167481	2177190	
Aug-24	167481	2344741	
Sep-24	167481	2512122	
Oct-24	167481	2679703	
Nov-24	167481	2847184	
Dec-24	167481	3014665	
Jan-25	167481	3182146	
Feb-25	167481	3349627	
Mar-25	167481	3517108	
Apr-25	167481	3684589	
May-25	167481	3852070	
Jun-25	167481	4019551	





## Licensing Program Report August 8, 2024

### Applications Received

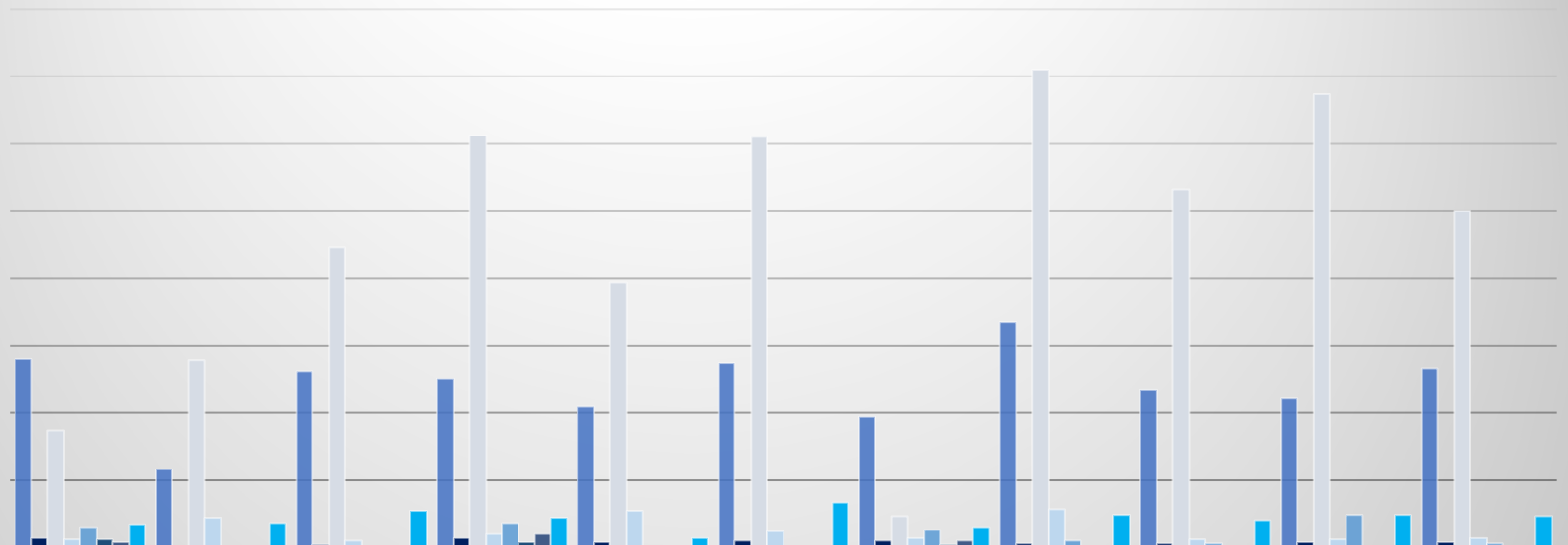


	10/7/22 - 12/22	12/1/22 - 2/12/23	2/13/23 - 4/13/23	4/14/23 - 6/12/23	6/12/23 - 7/25/23	7/26/23 - 10/1/23	10/2/2023 - 11/27/23	11/28/2023 - 2/14/24	2/15/2024 - 4/8/2024	4/9/2024 - 6/5/2024	6/6/2024 - 7/30/2024
■ EIT	86	124	125	133	106	162	109	187	166	187	151
■ LSIT	7	15	19	6	10	10	5	11	11	4	5
■ PE	245	333	351	260	185	331	251	425	305	301	280
■ SE	10	49	11	9	16	31	21	36	17	14	13
■ PLS	7	12	7	5	7	10	6	18	9	5	9
■ OSW Designer	1	3	3	1	0	4	0	4	4	0	2
■ OSW Inspector	1	4	2	1	0	4	0	5	4	1	2
■ Corps/LLC	21	30	30	23	15	48	22	34	25	29	20



## Licensing Program Report August 8, 2024

### Licenses Issued

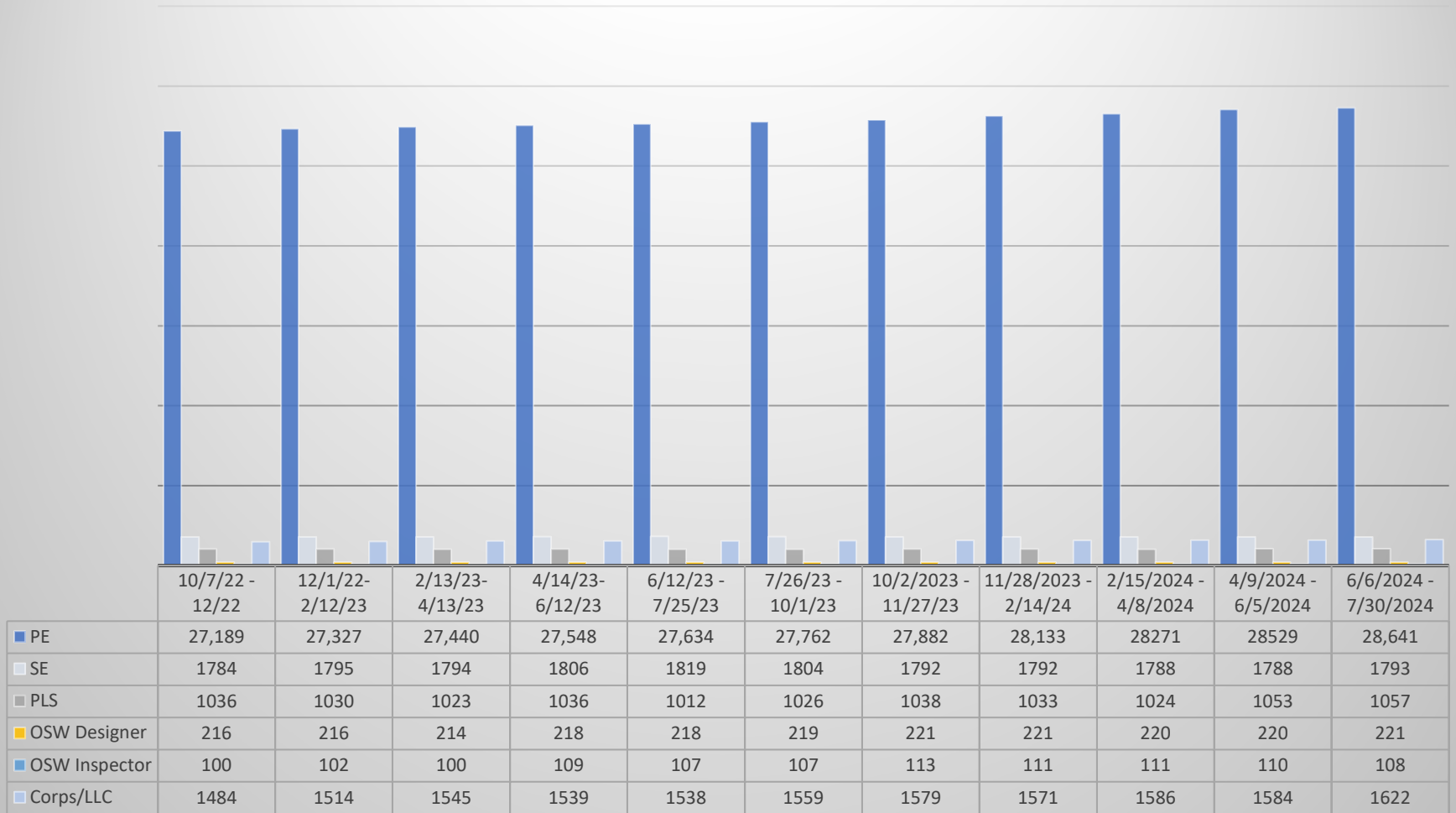


	10/7/22 - 12/22	12/1/22- 2/12/23	2/13/23- 4/13/23	4/14/23- 6/12/23	6/12/23 - 7/25/23	7/26/23 - 10/1/23	10/2/2023 - 11/27/23	11/28/2023 - 2/14/24	2/15/2024 - 4/8/2024	4/9/2024 - 6/5/2024	6/6/2024 - 7/30/2024
■ EIT	140	58	131	125	105	137	97	167	117	111	133
■ LSIT	7	1	2	7	4	5	5	3	3	4	4
■ PE	87	139	223	306	197	305	23	355	266	337	250
■ SE	6	22	5	10	27	12	7	28	6	6	7
■ PLS	15	0	1	18	1	0	13	5	3	24	3
■ OSW Designer	6	0	1	4	0	1	2	0	0	1	0
■ OSW Inspector	4	0	0	10	0	0	5	0	0	1	0
■ Corps/LLC	17	18	27	22	7	33	15	24	20	24	23



## Licensing Program Report August 8, 2024

### Active Licenses



# Special Board Meeting

## Tab 7

### Other Business

- 7.1 Additional Public Comment
- 7.2 Upcoming Outreach and Events
- 7.3 Board/Staff Affiliate Involvement
- 7.4 Action Items from this Meeting
- 7.5 Agenda Items for Next Meeting



# 2024 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

## AUG

- 1 RCW 18.43 Stakeholder Meeting - Olympia
- 7-8 BRPELS Board & Committee Mtgs - SeaTac
- 14-17 NCEES Annual Meeting - Chicago, IL
- 20 BRPELS Summer Staff Day

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

- 20 WA PLS & On-Site Designers Exam

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 Interagency Committee of State Employed Women Annual Conference - Thurston, Co
- 9-10 APWA Fall Conference - Kennewick
- 16 Meet & Greet @ Gonzaga
- 16-17 BRPELS Board & Committee Mtgs - Spokane

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

## NOV

- 6 On-Site Workshop, County Health Dpt. - Spokane
- 7 LSAW Chapter Meeting Presentation - 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				

## DEC

- 11-12 BRPELS Board & Committee Meetings - Olympia

Accountability audit

# Board of Registration for Professional Engineers and Land Surveyors

## Action Item List

### Executive Committee (EC)

Date Assigned	Action Item	Assigned To	Status
06/21/23	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.	Board Staff	In Progress (on agenda)

### Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
12/07/23	Seek stakeholder feedback before filing a CR102 for WAC 196-26A and WAC 196-30	Ms. Gillespie & Board Staff	Pending (on agenda)
02/20/24	Staff to provide information to the committee concerning receiving the NCEES record preferred	Ms. Cramer	In Progress (on agenda)
06/12/24	Staff to work with the AAG Advisor to see if an attestation letter would allow decoupling without legislative changes.	Board Staff & AAG	In Progress (on agenda)

### Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
04/25/24	Checklists for public officials (best practices) <ul style="list-style-type: none"> <li>Simplify RCW's into a checklist or easy to follow document</li> </ul>	Committee	Pending

### Survey Committee (SC)

Date Assigned	Action Item	Assigned To	Status
06/12/24	Evaluate PDH units in WAC 196-16-120 for: relevance, and if the allowed PDHs allowed for each unit are appropriate or if there is a max/min needed. They will send a report of their evaluation to Kris Horton or Jill Short by <b>July 5, 2024</b>	Committee	In Progress

### On-Site Committee

Date Assigned	Action Item	Assigned To	Status
4/12/22	Compile OS Designer & Inspector pass/fail & reexam statistics over the last 5 years.	Ms. Cramer	In Progress (to be completed by October mtgs)

### Structural Committee (SEC)

Date Assigned	Action Item	Assigned To	Status
04/22/24	Staff to reach out to the Oregon and California staff to request a copy of their structural application and experience records.	Board Staff, Ms. Cramer	In Progress



06/10/24	Ms. Lund to reach out to Chun Lau to gather information, Mr. Peden to work on clarification language, and staff to gather all previous email responses and create an FAQ	Ms. Lund, Mr. Lau, Mr. Peden & Board Staff	In Progress (on agenda)
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**Board Staff**

Date Assigned	Action Item	Assigned To	Status
04/25/24	Accessibility review of all business lines	Board Staff	Pending
04/24/24	Determine level of training for board members, pro-tems, and staff; Investigative Training, Basics of Surveying, Basics of On-Site.	Board Staff & AGO	In Progress

**AGO**

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

**UK MRA Task Force**

Date Assigned	Action Item	Assigned To	Status
7/25/24	If the board chooses to participate in the MRA, Ms. Lund will begin review of the IEA requirements.	Ms. Lund	Pending SBM
7/25/24	Develop a policy	Board Staff	Pending SBM
7/25/24	Develop an attestation regarding local codes and regulations	Ms. Lund	In Progress

**18.43 Task Force**

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

**Communication Task Force (CTF)**

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

**Special Board Meeting**

**Tab 9**

**Adjourn Meeting**