

Apply for a structural engineering license by comity or exam.

Online: <https://professions.dol.wa.gov>

Or by mail: Make checks payable to Department of Licensing. Send this checklist, form, supporting documents, and fees to:

Board of Registration for Professional Engineers and Land Surveyors
PO Box 3777
Seattle, WA 98124-3777



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

Your attention to these details will help us process your application quicker. See experience verification form for qualifying experience requirements.

Attention All Applicants: NCEES Council records are not accepted for Structural Engineering Applications.

To get a structural engineer license in Washington State you must:

- Have a current Washington State Professional Engineer (PE) license.
- Demonstrate 2 years of progressive structural design experience in addition to the 8 years of experience required for registration as a professional engineer in Washington State.
- Provide complete explanations to describe the time spent on projects where you developed the knowledge, skills, and abilities in the tasks typically performed in structural designs including;
 - Significant structures or the structural systems integrated within significant structures. [RCW 18.43.020\(12\)](#)
 - Detailing requirements for Seismic regions similar to Washington State (International Building Code (IBC) SDC C or above or American Association of State Highway and Transportation Officials (AASHTO) Zone 3 or above)

EXAM applicants' additional requirements:

To apply to take the NCEES PE 16-hour structural exam submit your application by the deadlines noted at brpels.wa.gov.

COMITY applicants' additional requirements:

- If your initial PE license was granted using any of the approved structural exams, then a NCEES 8-hour Civil: Structural exam must be taken and passed
- Some US jurisdictions may issue a structural engineering license under conditions that are less stringent than the requirements of Washington State.
- Comity licensure will not be considered unless verification of passing one of the following examinations can be obtained:
 - The NCEES PE 16-hour Structural examination (vertical and lateral); or
 - The Western States 16-hour Structural Examination as administered before 1998; or
 - A combination of NCEES SE II with Washington State SE III or with California SE III
- You can obtain verifications for examinations and licensure by visiting the NCEES website: <https://account.ncees.org>

Instruction checklist

Initial each item to acknowledge it as completed.

_____ **Structural Engineer Registration Application.** All sections must be completely filled out and it must be signed and dated. Provide detailed information; missing information may result in your application being denied.

_____ **Application fee** \$65 non-refundable fee for exam or \$110 non-refundable fee for comity. Submit a completed Structural Engineer Registration Application apply online at <https://professions.dol.wa.gov> or by mail.

_____ **Structural Engineering Experience and Verification** **Three experience projects must be submitted as part of your application with different verifiers where possible.** You must complete your section of the experience form and send it to your verifier/supervisor. The verifier must complete their portion and return it by email to engineers@brpels.wa.gov. The email must be from the verifiers email as shown on the verification form



Structural Engineer Registration Application

Fees (check one):

- By General Application (NCEES 16-hour Structural Exam or initial license)—\$65
 By Comity—\$110

Licenses are available for self-printing with an online account.

If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

- \$0 self-print license online.
 \$5 each. DOL print and mail license. Quantity _____ Total \$ _____

Applicant

TYPE or PRINT Name (As shown on your PE license)		Washington PE license number	
Mailing address			
City	State	ZIP code	
Date of birth (mm/dd/yyyy)		Social Security number*	
Military? (check if applicable) Current or former: <input type="checkbox"/> Military member <input type="checkbox"/> Military spouse or domestic partner			
(Area code) Phone number		Email	

*You are not required to have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN or TIN) to apply for or be issued a license. If you do not have an SSN or ITIN, leave that section blank. If you do have a SSN, ITIN or TIN, you are required by federal and state law to provide it on the application (42 U.S.C. 666(a)(13) and RCW 74.20A.320).

Current registration (for comity applicants only)

State where SE exam was taken	SE number	Issue date	Expiration date
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Experience record summary

You must account for all time from when you applied for your Professional Engineer license to now. You must also include periods while unemployed, or non-engineering work. Attach additional sheets if necessary.

- For full time employment of 32 or more hours/week indicate “FT”. For part time under 32 hours/week indicate “PT”.
- If the work is not to be verified, indicate “No.” Any experience not verified will not be counted toward the experience requirement.

Employment	Time period (begin with most recent) From (month-year) To (month-year)	Employer	FT or PT	Project to be verified: 1, 2, or 3 (or leave blank)	When a project is listed Name of person verifying your work
1.					
2.					
3.					
4.					
5.					

Legal background

Answer the following

If you answer "Yes," attach a detailed explanation.

1. Within the last 5 years, in this state or any other jurisdiction, have you had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? Yes No

Certification

Answer the following

1. Do you authorize any business associates (past and present) and any governmental agencies (local, state, or federal) to release any information, files, or records which may be required for a background investigation, to the Department of Licensing? Yes No
2. Do you understand that any false information in this application may constitute cause for the denial, suspension, or revocation of your license to practice in the state of Washington? Yes No

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Date and place

TYPE or PRINT Name
X

Applicant signature