

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](mailto: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](http://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](mailto: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):

- NCEES 16-hour Structural Exam—\$65  
 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
- 2. Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) .....  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.*

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

**X**

\_\_\_\_\_  
Applicant signature

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

# Structural Engineer Experience and Verification

## Instructions for applicant

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 of **significant structures or the structural systems integrated within significant structures**. [RCW 18.43.020\(12\)](#).

- One sentence descriptions are not acceptable.
- The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope, and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.
- The work experience should show two of the four common materials used (steel, concrete, wood, and masonry) as the primary lateral force-resisting system with ductile detailing.
- Qualifying experience consists of structural design experience in:
  1. Determination of lateral/gravity forces —seismic and /or wind
  2. Selection of framing systems
  3. Selection of foundation systems
  4. Application of code requirements with emphasis on seismic provisions and ductile detailing
  5. Multi-story buildings or equivalent multi-level structures or bridges over 200ft

Describe your structural design experience of significant structures or the structural systems integrated within significant structures (RCW 18.43.020(12)) by listing a **minimum of three projects**, the experience projects must be submitted as part of your application with different verifiers where possible. Indicate whether you had full or partial responsibility. Provide detailed information for the following:

- Type of building structure or non-building structure and/or bridge with a total span (end to end) of 200 feet.
- Provide a detailed explanation of how the project incorporates the seismic provisions and ductile detailing requirements for Seismic regions similar to Washington State (SDC C or above or AASHTO Zone 3 or above)

Send the completed work experience descriptions and verification form (pages 4-9) to the persons verifying your engineering experience. Each project must be verified. The verifiers must complete their portion and send it directly from their email address to [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov)

- Experience must be gained under the direct supervision of a licensed structural engineer, or a licensed professional engineer with the authority to practice structural engineering in their jurisdiction.
- For work experience to be accepted as satisfactory, each project must be separate and distinct.
- Missing information or poor explanations of structural experience will delay the review and could result in a denial of your application. Do not assume that there is a universal understanding by reviewers on how your experience satisfies Washington State requirements. **Do not use jargon or acronyms or one-line explanations**

**NOTE: All items must be completed for each project listed. Each project must be summarized on the forms provided (“See Attached” is not acceptable). Additional sheets may be added, but not substituted for the form.**

## Work experience information –Applicant complete this section

Applicant name	
Employed by	
Dates of employment From                      To	Total hours worked on project
Verifier name and title	

Applicant name \_\_\_\_\_

**Work experience descriptions**—Applicant complete this section

**Project 1: One sentence descriptions are not acceptable**

**Project description.** Location, type, size, and define how this is a significant structure or is similar in design complexity to a significant structure. What was the approximate length of time you worked on this project?

**General construction type/project description.** Explain how your project meets IBC Seismic Design Category C or above or AASHTO Zone 3. If projects are not in these categories, provide a detailed explanation of how the project incorporates the seismic provisions and ductile detailing requirements associated with a project in SDC D or AASHTO Zone 4.

**Primary gravity and Lateral force resisting system.** Using two of the common construction materials (steel, concrete, wood, and masonry)

**Scope of analysis and design responsibilities.** Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above. Explain your level of involvement in seismic analysis and detailing for ductility.

**Structural Documentation roles/responsibilities.** Explain your role & responsibilities in the project and the decisions you made. The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.

**Construction phase responsibilities.** Explain your construction phase responsibilities.

Applicant name \_\_\_\_\_

**Work experience descriptions**—Applicant complete this section

**Project 2: One sentence descriptions are not acceptable**

**Project description.** Location, type, size, and define how this is a significant structure or is similar in design complexity to a significant structure. What was the approximate length of time you worked on this project?

**General construction type/project description.** Explain how your project meets IBC Seismic Design Category C or above or AASHTO Zone 3. If projects are not in these categories, provide a detailed explanation of how the project incorporates the seismic provisions and ductile detailing requirements associated with a project in SDC D or AASHTO Zone 4.

**Primary gravity and Lateral force resisting system.** Using two of the common construction materials (steel, concrete, wood, and masonry)

**Scope of analysis and design responsibilities.** Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above. Explain your level of involvement in seismic analysis and detailing for ductility.

**Structural Documentation roles/responsibilities.** Explain your role & responsibilities in the project and the decisions you made. The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.

**Construction phase responsibilities.** Explain your construction phase responsibilities.



Applicant name \_\_\_\_\_

**Work experience descriptions**—Applicant complete this section

**Project 3: One sentence descriptions are not acceptable**

**Project description.** Location, type, size, and define how this is a significant structure or is similar in design complexity to a significant structure. What was the approximate length of time you worked on this project?

**General construction type/project description.** Explain how your project meets IBC Seismic Design Category C or above or AASHTO Zone 3. If projects are not in these categories, provide a detailed explanation of how the project incorporates the seismic provisions and ductile detailing requirements associated with a project in SDC D or AASHTO Zone 4.

**Primary gravity and Lateral force resisting system.** Using two of the common construction materials (steel, concrete, wood, and masonry)

**Scope of analysis and design responsibilities.** Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above. Explain your level of involvement in seismic analysis and detailing for ductility.

**Structural Documentation roles/responsibilities.** Explain your role & responsibilities in the project and the decisions you made. The work should be progressive in difficulty and magnitude; demonstrating sufficient breadth and scope and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon.

**Construction phase responsibilities.** Explain your construction phase responsibilities.

Applicant name \_\_\_\_\_

### Instructions to person verifying work experience of applicant

The competency of licensed engineers in Washington State is based on education, examination, and experience. You are declaring your knowledge of this applicant's experience and your belief of their readiness to seal construction documents for significant structures. **Verifiers must use full descriptions.**

The applicant should have sent you descriptions for 1 to 3 projects. Please refer to these descriptions for the verification below. After completing your verification, please return the project descriptions and your verification of work experience to [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov). Your email address must match the email address given below.

### Work experience verification—Supervisor/verifier complete this section. **All sections must be completed.**

TYPE or PRINT Name of person completing this verification		Title	
Address			
City		State	ZIP code
(Area code) Phone number	Email address	Project numbers being verified	
Professional registration number	Expiration date	State	Branch of engineering
Describe your level of supervision over the applicant's work. Have you personally seen and reviewed the Applicant's structural engineering work? If you are not the applicant's supervisor, please explain your working relationship to the applicant and how you are able to provide this verification.			
If you are not licensed as a structural engineer in Washington State, please describe your substantial structural experience and the jurisdictions where you have lawfully practiced. If you are not a WA SE and the project was in WA that you are verifying, how are you able to provide this verification?			
During this time of employment, how long has the applicant been in a position of making structural engineering judgments and decisions?  years/months			

Applicant name \_\_\_\_\_

How does the applicant's descriptions of experience, including the scope and complexity of the work match your evaluation? Describe how the applicant's roles/responsibilities are progressive in difficulty and magnitude; demonstrating sufficient breadth and scope and is reflective of their ability to design and apply engineering principles where their judgments and decisions are trusted and relied upon.

Provide any additional information that will assist in the determination of this applicant's eligibility for licensure as a structural engineer:

*I declare that the statements and answers contained in this verification regarding the person named as applicant are true and correct to the best of my knowledge and the statements given regarding myself are true and correct.*

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

**X**

\_\_\_\_\_  
Signature

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

**Affix Seal Here**