

# **Exam Qualifications Committee**

June 16, 2025 | 1:00 p.m.

Virtually via Microsoft Teams: <u>Click here to Join the meeting now</u> Meeting ID: 277 185 867 736 3 Passcode: CG2SJ66L **Or call in (audio only)** <u>+1 564-999-2000,575653575#</u> US, Tacoma Phone Conference ID: 575 653 575# **In person:** Airport Marriott Olympia Suite 3201 S 176<sup>th</sup> St Seattle, WA 98188

Committee: Mike Harney, PE, Chair Maureen Jackson, PE Matthew Rasmussen, PE, PLS

Support staff: Ken Fuller, PE, Director Kristina Horton, PLS, Deputy Director Vonna Cramer, Licensing Lead Shanan Gillespie, Regulatory Program Manager Mackenzie Wherrett, Executive Assistant Bryce Dickison, Administrative Assistant Elizabeth Lagerberg, Assistant Attorney General

# **Discussion topics**

- RCW 18.43 Updates (SG)
- Updates to PE Application forms (VC)
- Rulemaking WAC 196-16 Registered Professional Land Surveyors (SG)
- OS Law Review Changes (KB)

# **Strategic Planning Items**

- Review Comity regulations for each profession and how they relate to other states
- Investigate decoupling all exams

# RCW <u>18.43.100</u>

# **Registration of out-of-state applicants – Waiver.**

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

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

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



# **Professional Engineer Registration Application**

Apply for a Professional Engineer license in Washington.

Fees are non-refundable.

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

Or by mail with a check or money order payable to BRPELS:

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

# Application type (check one)

by General Application (exam or initial license)**–\$65** by Comity (if you have a current license in another state)**–\$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 you would like it to appear on your license						
Full legal name (First, Middle, Last)	Full legal name (First, Middle, Last)					
Social Security number* (or ITIN, Green Card,	Social Security number* (or ITIN, Green Card, Canadian SIN) Date of birth					
Military? (check if applicable)		•				
Current or former: Military m	ember Military spouse	or domestic partn	er			
Mailing address						
City State ZIP code						
(Area code) Contact phone number Email						
Branch of engineering						

\*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).

# Legal background

Answer the following

Answer the questions below. If you answer "Yes," attach a detailed explanation.

<ol> <li>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?</li> </ol>	Yes	No
<ol> <li>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)</li> </ol>	Yes	No

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# Certification

Answer the following		
1. Are you having a NCEES experience record sent?	Yes	No
If yes, please provide NCEES ID number:		
2. Do you authorize any business associates (past and present) and any governmental agencies		
(local, state, or federal) to release to BRPELS any information, files, or records		
which may be required for a background investigation?	Yes	No
3. Do you understand that if you provide any false information in this application we may deny,		
suspend, or revoke your license to practice in Washington?	Yes	No

# **Education**

Name and location of colleges, universities, technical schools attended	Dates of attendance From To	Curriculum	Degree/ Date

# **Previous and current registration**

Answer the following:			
FE exam in state of	NCEES exam?	Yes	No
PE exam in state of	NCEES exam?	Yes	No

· Go online to account.ncees.org and follow the instructions to request license/exam verification.

• If your state board is not listed on this site, contact them to request verification be sent to us.

• If you are requesting to waive the FE exam, please review WAC 196-12-010 for requirements.

# **Experience record summary**

List all your employers beginning with the most recent. 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.
- Verify four years of work experience under the direct supervision of a licensed Professional Engineer.

	Time period (begin with most recent) From (month-year) To (month-year)	Employer	Full time or part time?	Verification to be included (Y/N)
1				
2				
3				
4				
5				
6				
7				

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

TYPE or PRINT Name

Date and place

Applicant signature

Providing any false information in this application may be cause for denial, suspension, or revocation of your professional license in the state of Washington.

# BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS

# **Professional Engineering Experience and Verification**

This is a required supporting document for a professional engineering license application.

**Applicant:** complete sections 1 and 2 **Verifier:** complete section 3

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

# **Applicant instructions**

- Complete sections 1 and 2
  - Send a copy of this form (with section 1 and 2 completed) to each of your verifiers. Your verifiers must complete section 3 and send it back to you in a sealed envelope (don't open). Or they can email it to:engineers@brpels.wa.gov
- When you have all your forms back from your verifiers, mail the sealed envelopes to: Board of Registration for Professional Engineers and Land Surveyors PO Box 9025 Olympia WA 98507-9025

Work experience must be gained under the direct supervision of a professional engineer (PE).

# 1 Work experience information (applicant complete this section)

Applicant name			
Former name (If applicable)			Branch applying for
Address, City State, ZIP code			
Employed by			
Dates of employment (From, To)	Average hours per week	Supervisor name	

# 2 Work experience details (applicant complete this section

Give details about the work you did for each section. One sentence descriptions are not acceptable. The work should:

- be progressive in difficulty and magnitude
- show sufficient breadth and scope
- reflect your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon

Describe your experience

A. Formulating conclusions and recommendations.



2 Work experience descriptions continued
Describe your experience B. Identifying design and/or project objectives.
C. Identifying possible alternative methods and concepts.
D. Defining performance specifications and functional requirements.
E. Solving engineering problems.
F. Interacting with professionals from other areas of practice.
G.Effectively communicating recommendations and conclusions.
G. Effectively communicating recommendations and conclusions.
H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources.

Applicant name		
••		
Applicant mailing address _		

#### **Verifier instructions**

- Refer to the applicant's information in sections 1 and 2 to answer the questions below.
- When you complete the form:
  - Put the form in an envelope
  - Seal the envelope and sign across the flap
  - Return the sealed envelope to the applicant Or you can scan and email it directly to:<u>engineers@brpels.wa.gov</u>

#### 3 Work experience verification supervisor/verifier complete this section. All sections must be completed.

PRINT or TYPE Verifier's name	<u></u>		Title	· · · · · · · · · · · · · · · · · · ·	
(Area code) Phone number Email					
State where you are licensed	Registration/license number	Issue date		Expiration date	
Answer the following Were you registered as a p	professional engineer at the time	you supervised the applican	ıt?	Yes 🗌 No	
Describe your level of sup	ervision over the applicant's worl	«:			
If you are not the applican to provide this verification	t's supervisor, please explain you :	ır working relationship to the	app	licant and how you are able	
<ul> <li>Check the work experience categories in which you believe the applicant is competent and prepared to be examined for admission to the profession:</li> <li>A. Formulating conclusions and recommendations</li> <li>B. Identifying design and/or project objectives</li> <li>C. Identifying possible alternative methods and concepts</li> <li>D. Defining performance specifications and functional requirements</li> <li>E. Solving engineering problems</li> <li>F. Interacting with professionals from other areas of practice</li> <li>G. Effectively communicating recommendations and conclusions</li> <li>H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources</li> </ul>					
	description of experience, includi	-		•	

#### **3 Work experience verification** continued

Answer the following
How long have you been the applicant's supervisor?.....

Give a brief description of a typical project for which the applicant made engineering judgments and decisions and of the character of the duties required by the project.

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

TYPE or PRINT Verifier's name

Date and place

Verifier's signature

Please affix your stamp or seal in the space below. If no seal or stamp is available, attach a copy of your current license. If the stamp or license cannot be provided, provide a detailed explanation.

#### 196-16-006

#### Declaration and purpose.

This chapter contains rules and procedures for applications, eligibility and examinations to be licensed as professional land surveyors<u>under chapter 18.43</u> <u>RCW</u>.

[Statutory Authority: Chapters **<u>18.43</u>** and **<u>18.235</u>** RCW. WSR 04-04-001, § 196-16-006, filed 1/21/04, effective 2/21/04.]

#### PDF 196-16-007

#### Eligibility and applications.

The law requires eight years of experience in land surveying work of a character satisfactory to the board and passing th<u>ose examinations determined by</u> the board to evaluate the knowledge, experience and skill of a land surveyor to <u>practice in the this state e fundamentals of land surveying examination</u> to be eligible for the<u>licensure as a</u> professional land surveyor examination. The eight years of experience must be completed sixty days prior to the date of the examination.

All applications must be completed on forms provided by the board and filed with the executive director at the board's address. The deadline for properly completed applications accompanied by the appropriate fee as listed in WAC **196-26A-025** is four months prior to the date of the examination. Late applications will be considered for a later examination. Supporting documents such as college transcripts and experience verification forms must be received by the board three months prior to the date of the examination in order for the board to determine eligibility prior to examination deadlines. Failure to have the supporting documents sent to the board by the defined deadline will result in the applicant being delayed until a later examination.

Once an application has been approved, no further application is required. An applicant who has taken an examination and failed or who qualified for an examination but did not take it shall request to take or retake the examination at least three months prior to the examination date. A written request accompanied by the applicable fee as listed in WAC <u>196-26A-025</u> is required to reschedule for an examination. **Commented [BM1]:** need to move towards removing names of exams from WACs and RCWs. In 2027, the board could potentially have 5 separate exams as a requirement [Statutory Authority: Chapters **18.43** and **18.235** RCW. WSR 04-04-001, § 196-16-007, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW **18.43.035**. WSR 96-11-086, § 196-16-007, filed 5/14/96, effective 7/1/96; WSR 89-05-021 (Order PM 820), § 196-16-007, filed 2/10/89; WSR 88-12-044 (Order PM 738), § 196-16-007, filed 5/27/88; WSR 87-13-005 (Order PM 606), § 196-16-007, filed 6/4/87; WSR 84-04-027 (Order PL 454), § 196-16-007, filed 1/25/84; WSR 82-01-064 (Order 81-10), § 196-16-007, filed 12/18/81; Order PL 224, § 196-16-007, filed 11/5/75; Order PL-129, § 196-16-007, filed 7/27/72; Order PL-115, § 196-16-007, filed 11/24/71; Rule IIIA, filed 11/15/65; Rule IIIA, filed 8/4/64.]

## PDF 196-16-010

#### **Experience records.**

The board shall evaluate all experience, which includes education, on a caseby-case basis and approve such experience as appropriate. The board will use the following criteria in evaluating an applicant's experience record.

(1) Education experience will be based on transcripts. Therefore, any transcripts not previously sent to the board's office should be submitted for maximum experience credit. Education may be approved as experience based on the following:

(a) Graduation with a baccalaureate degree in land surveying from an approved curriculum shall be equivalent to four years of required experience.

(b) Graduation with an associate degree in land surveying from an approved curriculum shall be equivalent to two years of required experience.

(c) Each year completed of an approved curriculum without graduation shall be granted up to a year of required experience.

(d) A maximum of one year may be granted for postgraduate college courses approved by the board. Postgraduate education will count toward the eight years of required experience as described in subsection (2) of this section.

(e) Any other education will be taken into account and evaluated on its merits.

(f) Experience gained between semesters or quarters or during summers while enrolled in an approved curriculum will be considered as part of the educational process. The board grants one year of experience for a year of approved education including any associated work experience within that year.

(2) In evaluating work experience, the board will be looking for eight years of broad based, progressive field and office experience in surveying work under the

direct supervision of a person authorized by chapter **18.43** RCW or other applicable statute to practice land surveying, a minimum of four years of which shall be in a position of making independent judgments and decisions under the general guidance and direct supervision of an authorized professional except as provided for in subsections (1)(d) and (3) of this section. This latter experience shall not be limited to, but must include the following:

(a) Applying state, federal and case law;

(b) Exercising sound judgment when making independent decisions regarding complex boundary, topographic, horizontal and vertical control, and mapping issues;

(c) Field identification and evaluation of boundary evidence, including monumentation, and the ability to use that evidence for boundary determination;

(d) Conducting research;

(e) Preparing and analyzing complex property descriptions; and

(f) Interacting with clients and the public in conformance with chapter <u>196-</u> <u>27A</u> WAC.

The board may grant partial credit for experience that does not fully meet the requirements in (a) through (f) of this subsection.

(3) Teaching of a character satisfactory to the board may be recognized as surveying experience up to a maximum of two years.

(4) In evaluating combined education and experience the board will be looking at transcripts and work experience to determine knowledge in subsection (2)(a) through (f) of this section.

(5) Any work experience gained in a situation which violates the provisions of chapters <u>18.43</u> and <u>18.235</u> RCW or Title 196 WAC will not be credited towards the experience requirement.

(6) A registered professional engineer who applies to become registered as a professional land surveyor must meet the requirements stated within this section. [Statutory Authority: Chapters **18.43** and **18.235** RCW. WSR 04-04-001, § 196-16-010, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW **18.43.035**. WSR 96-11-086, § 196-16-010, filed 5/14/96, effective 7/1/96; WSR 87-13-005 (Order PM 606), § 196-16-010, filed 6/4/87; WSR 84-04-027 (Order PL 454), § 196-16-010, filed 1/25/84; WSR 82-01-064 (Order 81-10), § 196-16-010, filed 12/18/81; Order PL-115, § 196-16-010, filed 11/24/71; Rule IIIB, filed 11/15/65; Rule IIIB, filed 8/4/64; Rule IIA, filed 12/26/62.]

PDF 196-16-020

#### **Examinations.**

(1) To become licensed as a professional land surveyor the candidate must pass the fundamentals-of-land surveying examination, principles and practice examination, and law and ethics examination and any board-determined examaination that evealuates their experience, character and knowledge in land surveying. A candidate must pass the fundamentals-of-land surveying examination before taking the principles and practice examination or any other examinations deignated by the board. The fundamentals and principles and practice examinations are given at times and places designated by the board. See the respective internet websites of the National Council of Examiners for Engineering and Surveying (NCEES), and the board for future examination schedules and syllabi. The law and ethics exam <u>specifically</u> is a take-home <u>n</u> examination covering chapters 18.43 and 18.235 RCW and Title 196 WAC. If one one or more of these examinations isare failed, only that examination must be retaken. [Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-16-020, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 18.43.035. WSR 96-11-086, § 196-16-020, filed 5/14/96, effective 7/1/96; WSR 93-01-081, § 196-16-020, filed 12/15/92, effective 1/15/93; WSR 89-05-021 (Order PM 820), § 196-16-020, filed 2/10/89; WSR 84-04-027 (Order PL 454), § 196-16-020, filed 1/25/84; WSR 82-01-064 (Order 81-10), § 196-16-020, filed 12/18/81; Order PL-121, § 196-16-020, filed 5/3/72; Order PL-115, § 196-16-020, filed 11/24/71; Rule IIIC, filed 11/15/65; Rule IIIC, filed 8/4/64; Rules IIB and IID (part), filed 12/26/62.]

#### PDF 196-16-031

#### Comity—Registration of applicants qualified in other jurisdictions.

(1) Applicants for registration as a land surveyor by comity must meet the following criteria:

(a) The applicant must complete an application on forms <u>provided\_directed</u> by the board and filed with the executive director at the board's address accompanied by the appropriate fee pursuant to WAC <u>196-26A-035</u>;

(b) The applicant's qualifications meet the requirements of chapter **18.43** RCW and this chapter;

(c) The applicant is in good standing with the licensing agency in a state, territory, possession, district, or foreign country. Good standing shall be defined as

a currently valid license in the jurisdiction of original registration or the jurisdiction of most recent practice, if different from the jurisdiction of original registration; and

(d) The applicant has been qualified by a written examination determined by the board to adequately <u>testevaluate</u> the fundamentals and principles and practice of land surveying and whose experience includes WAC <u>196-16-010</u> (2)(a) through (f).

(2) The applicant will be required to pass examinations to demonstrate competency in land surveying issues important to Washington, and including law and ethics. Comity applicants will not be required to take the fundamentals of land surveying and full principles and practice examinations administered that the board deems the comity applicant has adequately been evaluated for their competency. by the board.

[Statutory Authority: Chapters **18.43** and **18.235** RCW. WSR 04-04-001, § 196-16-031, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW **18.43.035**. WSR 96-11-086, § 196-16-031, filed 5/14/96, effective 7/1/96; WSR 93-01-081, § 196-16-031, filed 12/15/92, effective 1/15/93; WSR 91-23-111, § 196-16-031, filed 11/20/91, effective 12/21/91; WSR 89-05-021 (Order PM 820), § 196-16-031, filed 2/10/89; WSR 84-04-027 (Order PL 454), § 196-16-031, filed 1/25/84; WSR 82-01-064 (Order 81-10), § 196-16-031, filed 12/18/81; Order PL-115, § 196-16-031, filed 11/24/71.]

#### PDF 196-16-035

#### Retired status certificate of registration.

In accordance with RCW <u>18.43.075</u>, any individual who has been issued a certificate of registration, in accordance with chapter <u>18.43</u> RCW, as a professional land surveyor, having reached at least the age of sixty-five and having discontinued active practice as a land surveyor, may be eligible to obtain a "retired certificate of registration." If granted, further certificate of registration renewal fees are waived. For the purpose of this provision, "active practice" is defined as exercising direct supervision and control over the development and production of a land surveying document as provided in RCW <u>18.43.070</u> and/or any related activities pertaining to the offer of and/or the providing of professional land surveying services as defined in RCW <u>18.43.020</u>.

(1) Applications. Those persons wishing to obtain the status of a retired registration shall complete an application on a form as provided by the board. Applications shall be sent to the executive director at the address of the board. Upon receipt of said application and, if deemed eligible by the board, the retired status would become effective on the first scheduled renewal date of the certificate

of registration that occurs on or after the applicant reaches the age of sixty-five. It shall not be necessary that an expired certificate of registration be renewed to be eligible for this status. The board will not provide refund of renewal fees if the application for "retired" status is made and granted before the date of expiration of the certificate of registration.

(2) Privileges. In addition to the waiver of the renewal fee, a retired registrant is permitted to:

(a) Retain the board issued wall certificate of registration;

(b) Use the title professional land surveyor (PLS), provided that it is supplemented by the term retired, or the abbreviation "ret";

(c) Work as a land surveyor in a volunteer capacity, provided that the retired registrant does not create a land surveying document, and does not use their seal, except as provided for in (d) of this subsection;

(d) Provide experience verifications and references for persons seeking registration under chapter **18.43** RCW. If using their professional seal the retired registrant may place the word "retired" in the space designated for the date of expiration;

(e) Serve in an instructional capacity on land surveying topics;

(f) Provide services as a technical expert before a court, or in preparation for pending litigation, on matters directly related to land surveying work performed by the registrant before they were granted a retired registration;

(g) Serve in a function that supports the principles of registration and/or promotes the profession of land surveying, such as members of commissions, boards or committees;

(h) Serve in a land surveying capacity as a "good samaritan," as set forth in RCW <u>38.52.195</u> and <u>38.52.1951</u>, provided said work is otherwise performed in accordance with chapter <u>18.43</u> RCW.

(i) A professional land surveyor in retired status is not required to complete continuing professional development as provided in WAC **<u>196-16-110</u>**. However, if a retired status land surveyor wishes to return to active status, the licensee will need to complete an additional fifteen PDH during their first year of reactivated practice. <u>totaling a minimum of 45 PDH during the reactivated two-year renewal cycle</u>.

(3) Restrictions. A retired registrant is not permitted to:

(a) Perform any land surveying activity, as provided for in RCW <u>18.43.020</u>, unless said activity is under the direct supervision of a Washington state professional land surveyor who has a valid/active registration in the records of the board;

**Commented [DH2]:** No conflict with considered changes. The value is upfront emphasis upon competency for those stepping out of retirement. Question is enforceability maybe just set audits for reactivated practice into audit plans. Question is how we differentiate 15 additional in first year from 30 in two years. Proposed resolution marked.

**Commented [DH3R2]:** Even this can have people play games...but does emphasize competency.

(b) Act as the designated land surveyor or land surveyor in responsible charge for a Washington land surveying corporation or Washington land surveying limited liability company;

(c) Apply their professional land surveyors seal, as provided for in RCW <u>18.43.070</u>, to any plan, specification, plat or report, except as provided for in subsection (2)(d) of this section.

(4) Certificate of registration reinstatement. A retired registrant, upon written request to the board and payment of the current renewal fee, may resume active land surveying practice. At that time the retired registrant shall be removed from retired status and placed on valid/active status in the records of the board. All rights and responsibilities of a valid/active registration will be in effect. At the date of expiration of the reinstated certificate of registration, the registrant may elect to either continue active registration or may again apply for retired registration in accordance with the provisions of this chapter.

(5) Exemptions. Under no circumstances shall a registrant be eligible for a retired registration if their certificate of registration has been revoked, surrendered or in any way permanently terminated by the board under RCW **18.43.110**. Registrants who are suspended from practice and/or who are subject to terms of a board order at the time they reach age sixty-five shall not be eligible for a retired registration until such time that the board has removed the restricting conditions.

(6) Penalties for noncompliance. Any violations of this section shall be considered "misconduct and/or malpractice" as defined in RCW <u>18.43.105</u>. Such violations are subject to penalties as provided for in RCW <u>18.235.110</u> and <u>18.43.120</u>. [Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-120, § 196-16-035, filed 5/19/06, effective 7/1/06. Statutory Authority: Chapters <u>18.43</u> and <u>18.235</u> RCW. WSR 04-04-001, § 196-16-035, filed 1/21/04, effective 2/21/04.]

#### CONTINUING PROFESSIONAL DEVELOPMENT FOR PROFESSIONAL LAND SURVEYORS

## PDF 196-16-100

#### Purpose and effective date.

The purpose of the continuing professional development requirement is to encourage licensed professional<u>s</u> land surveyors, under chapter <u>18.43</u> RCW, to maintain competency in their practice. On July 1, 2007 and thereafter, licensed <u>Licensed</u> land surveyors must meet the requirements of this chapter as a condition of continued licensure.

[Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-119, § 196-16-100, filed 5/19/06, effective 7/1/06.]

## PDF 196-16-105

#### **Definitions.**

Terms used in this section are defined as follows:

(1) Professional Development Hour (PDH)—<u>An hourThe time, measured in</u> <u>one hour increments</u>, engaged in a qualifying activity.

(2) Continuing Education Unit (CEU)—Unit of credit customarily used for continuing education courses. One continuing education unit equals ten Professional Development Hours.

(3) College/Unit Semester/Unit Quarter—Completion of courses in college level curriculums satisfactory to the board.

(4) Qualifying activity—Any activity that is related to <u>professional</u> land surveying or will help the licensee maintain competency in their practice as a professional land surveyor.

(5) Year—That twelve-month period between the anniversaries of the licensee's birth date.

(6) Board—The board of registration for professional engineers and land surveyors.

(7) Renewal Cycle- The period of two years beginning on the licensee's birthdate following receiving their license

[Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-119, § 196-16-105, filed 5/19/06, effective 7/1/06.]

#### PDF 196-16-110

#### Requirements.

All licensed professional land surveyors wishing to maintain lawful practice must accumulate fifteen-thirty (30) PDH per year of aduring each two-year renewal cycle. If a licensee exceeds the PDH requirements in any renewal cycle, a maximum of 155 PDH units may be carried forward and accumulated into the subsequent

**Commented [BM4]:** Only carryover 5 ensures the licensee is remaining current

renewal cycle. All renewals for licensure as a professional land surveyor are subject to audit by the board.

On and after January 1, 2019, a<u>A</u>II licensed professional land surveyors <u>as</u> <u>defined under chapter 18.43 RCW</u> must attest to reading chapters <u>58.09</u> RCW (Survey Recording Act) and <u>332-130</u> WAC (Minimum standards for land boundary surveys and geodetic control surveys and guidelines for the preparation of land descriptions) at the time of renewal.

[Statutory Authority: RCW <u>18.43.035</u>. WSR 18-22-075, § 196-16-110, filed 11/2/18, effective 12/3/18; WSR 06-11-119, § 196-16-110, filed 5/19/06, effective 7/1/06.]

# PDF 196-16-115

#### **Qualifying activities.**

The board believes that individuals licensed as professional land surveyors should have the discretion to make independent choices on what activities help them to be improved practitioners. While the board will not provide advance approvals for selected activities or vendors they do expect licensees to seek out qualifying activities that can be demonstrated to the satisfaction of the board that they are relevant to the licensee's continuing professional development. [Statutory Authority: RCW **18.43.035**. WSR 06-11-119, § 196-16-115, filed 5/19/06, effective 7/1/06.]

#### PDF 196-16-120

#### Units.

Qualifying activities will accrue PDH as follows:

1. College hours:	
a. Completion of 1 college semester hour	45 PDH
b. Completion of 1 college quarter hour	30 PDH
2. 1 Continuing education unit	10 PDH
3. For publication or presentation of each:	
a. Authored technical paper or article	10 PDH
b. Authored book	30 PDH
<ol> <li>Membership in professional/technical societies or government committees or boards. (Not to exceed 5 PDH/year)</li> </ol>	2 1/2 PDH
5. For each hour of attendance at professional or technical society meeting with an informational program. (Not to exceed 10 PDH/year)	1 PDH

**Commented [DH5]:** Consistent with multiple jurisdictions. Clarity of carry over is not always in code - e.g. OH, only describes the 15PDH carry over upon their activity log - their code is silent. With "the" subsequent renewal cycle, enforceability should be good to not carry forward into years 5-6 or 7-8 (w 1-2 as period of accumulation, and

3-4 as the subsequent)

6. For each hour of attendance at board meetings or committee meetings of the board. (Not to exceed 10 PDH/year)	1 PDH
<ul> <li>7. For each hour of preparation and subsequent presentation (*) of a professional development program at seminars, professional/technical meetings, conventions or conferences. (Not to exceed 10 PDH/year)</li> <li>(*) This credit does not apply to full-time faculty</li> </ul>	1 PDH
<ol> <li>For each hour of participation in committees of organizations whose purpose is to develop codes, standards, examinations and regulations.</li> </ol>	1 PDH
9. For each hour of participation in an activity involving substantial and organized peer interaction, excluding time spent during regular employment. (Not to exceed 5 PDH/year)	1 PDH
10. For each hour of participation in organized courses, including employer provided courses, on technical or management skills. (Not to exceed 5 PDH/year)	1 PDH
11. For each hour of participation in sessions, or courses sponsored by technical or professional societies, organizations or the board.	1 PDH
12. Each hour of self-study. (Not to exceed 5 PDH/year)	1 PDH
13. For reading chapters 58.09 RCW and 332-130 WAC.	2 PDH
14. Completion of CFedS program.	30 PDH
15. For each hour of participation in organized first aid, safety, and security training. (Not to exceed 5 PDH/year)	1 PDH

[Statutory Authority: RCW **18.43.035**. WSR 24-21-160, s 196-16-120, filed 10/23/24, effective 11/23/24; WSR 18-22-075, § 196-16-120, filed 11/2/18, effective 12/3/18; WSR 06-11-119, § 196-16-120, filed 5/19/06, effective 7/1/06.]

# PDF 196-16-125

#### Activities that do not qualify for PDH credits.

The following are not considered qualifying activities:

(1) Taking courses, specialized instruction or meeting performance criteria that were conditions of a board order.

(2) Attendance or testimony at legislative hearings.

(3) Attendance or testimony at city or county council meetings/hearings.

(4) Attendance or testimony at civil or criminal trials.

(5) Time spent fund raising <del>for scholarships or other society <mark>purposes</mark> or lobbying for legislation.</del>

(6) Attendance at gatherings that are primarily social in nature.

(7) Membership and/or attendance in service club meetings.

[Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-119, § 196-16-125, filed 5/19/06, effective 7/1/06.]

**Commented [BM6]:** conflicts with attending society meetings and conferences

## PDF 196-16-130

#### Determination of credit.

The board is the final authority with respect to acceptance of claimed qualifying activities and the respective PDH credit. Qualifying activity becomes eligible for credit upon completion of the given activity. <u>Credits gained in excess of the fifteen PDH annual requirements may be carried forward to the next renewal period.</u>

[Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-119, § 196-16-130, filed 5/19/06, effective 7/1/06.]

**Commented** [DH7]: Remove from here as it is about accrual not about whether the activity is creditable.

#### PDF 196-16-135

#### Recordkeeping and audits.

The licensee is responsible for maintaining records to be used to support credits claimed. Records should include date of activity, instructor's name, description of activity, number of contact hours and location. The licensee is required to keep their records of continuing education covering the cumulative time in the current renewal period and the full two years of the prior renewal period.

All renewals for licensure as a professional land surveyor-under chapter 18.43 RCW . All continuing professional development records and supporting documentation must be furnished to the board upon request.

If an audit disqualifies credits that were reported to the board by a licensee and results in the licensee failing to complete the PDH requirements, the board may <u>not</u> renew the license and require the shortage to be made up in the subsequent renewal period.

[Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-119, § 196-16-135, filed 5/19/06, effective 7/1/06.]

**Commented [DH8]:** Moved from Requirements as this is the right place

**Commented [DH9]:** Concern - does this have to be a Board Order - and would that not place the applicant in 'NOT 'good standing'

#### PDF 196-16-140

Noncompliance with continuing professional development.

(1) A licensed land surveyor who fails to comply with the requirements of this chapter is subject to disciplinary action by the board.

(2) A licensed land surveyor who, through the course of an audit, is found to have falsified continuing professional development documentation to the board is subject to disciplinary action by the board.

[Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-119, § 196-16-140, filed 5/19/06, effective 7/1/06.]

#### PDF 196-16-145

#### **Exemptions.**

Individuals who are in "Retired Status" as provided in WAC <u>196-16-035</u> or have been approved for "Inactive Status" as provided in WAC <u>196-16-155</u> are exempt from the requirements of collecting continuing professional development hours.

[Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-119, § 196-16-145, filed 5/19/06, effective 7/1/06.]

#### PDF 196-16-150

#### Waivers.

The board may grant a waiver to the time requirement for collection of continuing professional development to individuals who qualify. A request for a waiver must be made in writing and clearly state the justification and include any necessary documentation required by the board. All waivers expire on the next date of license renewal cycle unless the board grants an extension.

The board may grant waivers for:

(a) Physical disability, prolonged illness, or other extenuating circumstances that pose a personal hardship.

(b) Individuals who have been placed on active military duty for at least one hundred twenty days.

[Statutory Authority: RCW <u>18.43.035</u>. WSR 06-11-119, § 196-16-150, filed 5/19/06, effective 7/1/06.]

#### PDF 196-16-155

#### Inactive license status.

Any licensee who signs a board approved affirmation that they are not engaged in the practice of land surveyinghas satisfied the requirements for licensure under -chapter 18.43 RCW is eligible for inactive license status. Those with inactive status are prohibited from land surveying practice as defined in chapter RCW. A licensee on inactive status may reinstate their license to active status by written request to the board and payment of any applicable fees. In the first year of reactivated practice the licensee may be required by the board to collect an additional fifteen PDH. If an inactive status land surveyor wishes to return to active status, the licensee will need to complete an additional fifteen PDH during their first year of return to active practice, totaling a minimum of 45 PDH during the reactivated two-year renewal cycle.18.43 RCW. A licensee on inactive status may reinstate their license to active status by written request to the board and payment of any applicable fees. In the first year of reactivated practice the licensee may be required by the board to collect an additional fifteen PDH. If an inactive status land surveyor wishes to return to active status, the licensee will need to complete and provide proof of collecting an additional fifteen PDH during their first year of return to active practice, totaling a minimum of 45 PDH during the reactivated two-year renewal cycle. [Statutory Authority: RCW 18.43.035. WSR 06-11-119, § 196-16-155, filed 5/19/06,

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**Commented [DH10]:** Make this fully parallel to retired status resumption to active. Removing 'may' else we would have to make some individualized value assessment of applicant

**Commented [DH11]:** No conflict with considered changes. The value is upfront emphasis upon competency for those stepping out of retirement. Question is enforceability - maybe just set audits for reactivated practice into audit plans. Question is how we differentiate 15 additional in first year from 30 in two years. Proposed resolution marked.

**Commented [DH12R11]:** Even this can have people play games...but does emphasize competency.

#### PDF 196-16-160

effective 7/1/06.]

#### Comity/out-of-jurisdiction resident.

The continuing professional development requirements, as provided for in this chapter, may be satisfied when the board can verify that a licensee has satisfied continuing professional development requirements in another state, which are judged by the board as equivalent to the requirements of this chapter. [Statutory Authority: RCW **18.43.035**. WSR 06-11-119, § 196-16-160, filed 5/19/06, effective 7/1/06.]

**Commented [DH13]:** Strike this as irrelevant - we have requirements for PDH accrual during periods of licensure, demonstrable when they renew. We do not have such for new (initial) licenses and they should not be here for comity/out of jurisdiction. Once licensed here, whatever path, they become subject to our rules. No where do we otherwise state or infer that they cannot use said PDH claims in other jurisdictions so why should we state the obvious that they can use them here and impose a Board judgement (extra work) upon such.

**Commented [BM14R13]:** I disagree. Various states also discuss waivers and PDHs that do not meet the total number under our requirement, i.e., If a state only requires 5 PDHs then they would not satisfy WA. Likewise, if another state uses a calendar year renewal cycle, they may not satisfy our requirement

# BRPELS BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS

# Washington On-Site Wastewater Designer/Inspector Law Review Exam

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

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

Retakes may be scanned and emailed to: engineers@brpels.wa.gov

Full Name

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

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

Reference: RCW 18.210

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

Reference: RCW 18.210

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

Reference: RCW 18.210

- 4. The license of an on-site designer may be suspended immediately if the licensee:
  - a. Has performed work outside of Washington State.
  - b. Is non-compliant with a support order.
  - □ c. Has stamped and sealed a design performed by another licensee.
  - □ d. Has not renewed the license over 90 days.

Reference: RCW 18.210

5. An application for licensure as an on-site designer must:

- □ a. Be supported by evidence of a performance bond.
- □ b. Be supported by 6 years of qualifying experience.
- □ c. Be supported by at least two verifications of experience.
- □ d. Be supported by 2 years of post-secondary education.
- Reference: RCW 18.210

6.	For on-site design and inspection experience acquired outside the state of Washington to be deeme	<del>b.</del>
	satisfactory for licensure within Washington State:	

- a. The experience must be in a region that has geology similar to that of Washington State.
- b. The work must be of complexity understandable by the industry.
- C. The work should be independently verified by the Board.

d. The work must have been supervised by an on-site designer licensed in Washington State. Reference: RCW 18.210

# **REPLACE WITH:**

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

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

# Reference: RCW 18.210

- 7. Which of the following constitutes certification that a plan was prepared by a licensee under Chapter 18.210 RCW?
  - $\Box$  a. Signature by local health official.
  - □ b. Signature and stamp by licensed designer.
  - □ c. Seal and signature by a certified inspector.
  - □ d. Final approval stamp by local health official.
  - Reference: RCW 18.210
  - 8. A designer who fails to renew their license within two years of its date of expiration is required to reestablish an active license by:
    - a. Paying the equivalent to three years of renewal fees.
    - b. Must reapply as a new applicant. Reapplying as a new applicant.
    - C. Obtain an additional fifteen hours of PDH. Obtaining an additional 30 hours of PDH
    - d. Making written request for license reinstatement.

Reference: RCW 18.210

- 9. All of the following are considered a gross misdemeanor EXCEPT?
  - a. Attempting to use the license or seal of another.
  - □ b. Designing an OSS that exceeded 3500 gal/day.
  - C. Practice Practicing as a designer with a suspended license.
  - □ d. Purport to be a licensee without having a license.

Reference: RCW 18.210

- 10. Other than on-site designers who are also required to take the on-site written exam?
  - a. All operation and maintenance consultants.
  - b. Professional engineers.
  - □ c. Public Works Department employees.
  - d. Employees of local health jurisdictions.

Reference: RCW 18.210

- 11. Sanctions may be imposed on a licensee after an investigation if they are found to have:
  - a. Worked without professional liability insurance.
  - □ b. A suspended driver license.
  - □ c. Inspection vehicle registration has expired.
  - □ d. Intentionally falsified information used in design of an on-site system.

Reference: RCW 18.235

- 12. Certificate of competency holders are not allowed to:
  - a. Review on-site wastewater systems.
  - b. Design **and stamp** on-site wastewater systems.
  - □ c. Supervise non-certified individuals.
  - □ d. Inspect on-site wastewater systems.

Reference: RCW 18.210, RCW 70.118 RCW 70A.105

- 13. The disciplinary authority over on-site wastewater designers is:
  - a. State Department of Health.
  - □ b. State Department of Licensing On-Site Advisory Committee.
  - □ c. Board of Registration for Professional Engineers and Land Surveyors.
  - □ d. State Department of Licensing.

Reference: RCW 18.235

- A finding against a licensed on-site designer of unprofessional conduct under Chapter 18.235 RCW can result in all of the following EXCEPT:
  - a. Peer review and/or monitoring of practice.
  - $\Box$  b. A fine of up to \$1,000 per violation.
  - □ c. Restriction or limits of practice.
  - □ d. Censure or reprimand of licensee.

Reference: RCW 18.235

- 15. Which of the following constitute unprofessional conduct?
  - a. Failure to provide a written response to a complaint.
  - □ b. Failure to execute a contract before providing services.
  - □ c. Filing a formal complaint against a Board member.
  - $\Box$  d. Renewal of a license over 90 days after expiration.
  - Reference: RCW 18.235
- 16. In adhering to the Rules of Profesional Practice the licensee must:
  - a. Only seal documents prepared by them or those under their direct supervision.
  - b. Maintain competency in codes and regulations for on-site systems.
  - □ c. Must inform employers or clients of unsafe conditions.

 $\Box$  d. All of the above.

Reference: WAC 196-33

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

- a. Expiration date.
- □ b. Certificate/License number.
- C. "State of Washington."

☐ d. "Licensed Designer."

Reference: WAC 196-33

- 18. Which of the following is NOT part of the Rules of Professional Practice?
  - a. Licensee shall be objective and truthful at all times.
  - b. Licensee shall practice in those areas where they are competent.
  - □ c. Licensee shall carry their seal with them at all times.
  - □ d. Licensee shall alert their clients when a project will not meet expectations.
  - Reference: WAC 196-33
- 19. According to Rules for Professional Practice under what circumstances can an on-site designer serve as an expert witness?
  - a. When the designer has been subpoenaed by his client.
  - b. When the trial is in another state.
  - □ c. When the designer's opinion is founded upon knowledge of facts and honest conviction.
  - d. When the designer receives a retainer before testimony.
  - Reference: WAC 196-33
- 20. Which of the following statements are NOT true about direct supervision?
  - a. A designer may maintain control of a project via email.
  - □ b. A designer may review and stamp a design done by a homeowner.
  - □ c. Direct supervision requires providing personal direction and oversight.
  - $\Box$  d. Facsimiles or cell phones can be used to supervise subordinates.
  - Reference: WAC 196-33

21. Why are professional development hours (PDH) required according to WAC 196-34?

- a. To maintain competency.
- b. To improve a licensee's recordkeeping skills.
- C. To increase the complexity of on-site treatment systems.
- d. To protect groundwater. Reference: WAC 196-34

# **REPLACE WITH:**

When a licensee's professional judgement regarding wastewater designed is

# overruled and public health is threatened, the licensee must:

# A. Proceed only after the client agrees to waive liability

- B. Submit a complaint anonymously
- C. Notify their client and employer

D. File a report with the Secretary of State's Office

# Reference: WAC 196-33

- 22. Which of the following is NOT a qualifying activity for continuing education credits?
  - a. Self study.
  - □ b. Attendance at a Board meeting.
  - □ c. Membership and/or attendance in service club meetings.
  - d. Membership in professional/technical societies.

Reference: WAC 196-34

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

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

Reference: WAC 196-34

# 24. What activities DO NOT qualify as PDH credits:

- a. Attendance at social gatherings.
- b. Attendance at Board meetings.
- C. Obtaining a patent.

d. Activity involving substantial and organized peer interaction. Reference: WAC-196-34

# **REPLACE WITH:**

# A person exempt from On-Site licensure requirements is typically:

- A. Anyone working for a private consulting firm
- B. A government employee acting within the scope of official duties.
- C. Any individual holding a plumbing license
- D. Any contractor performing general excavation work

# Reference: RCW 18.210

- 25. Which of the following are TRUE statements about an inactive license?
  - $\square$  a. The licensee must have reached the age of 65.
  - b. The licensee must be active status at the time of application.
  - □ c. The licensee may return to active status by calling the Board offices.

□ d. The licensee signs an affirmation they are not engaged in practice.

Reference: WAC 196-34