BRPELS
BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS

Structural Committee Meeting

June 16, 2025 | 11:30 a.m.

Virtually via Microsoft Teams:
Join the meeting now
Meeting ID: 282 754 612 843 9
Passcode: 52vW6an7
Or call in (audio only)
+1 564-999-2000,,889653012#US, Olympia
Phone Conference ID: 889 653 012#

In person:
Seattle Airport Marriott
Olympia Suite
3201 S 176th Street
Seattle, WA 98188

Committee:
Dave Peden, PE, SE, Chair
Marjorie Lund, PE, SE
Chun Lau, PE, SE (pro-tem)

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

Discussion topics

- SE Application Forms Updates *(VC)*
- Review SE Requirement section in RCW 18.43.040 rewrite *(SG)*
- Exam Pass Rates *(VC)*
    - SE Applications reviewed between January 1, 2024 and December 31, 2024.
- NCEES Western Zone Engineering Forum *(AB)*

Strategic Planning Items

- None

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Structural Engineer Registration Application

[redacted]

[redacted]

23201-APPLICATIONS

Apply for a structural engineering license by comity or exam.

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

Or by mail: Make checks payable to BRPELS. 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 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 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. See a list of approved structural exams.
- 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 outlined on our website: Structural Engineer by Comity | BRPELS
- You can obtain verifications for examinations and licensure by logging into your NCEES account.

Instruction checklist

Initial each item to acknowledge it as completed.

_____ **Structural Engineer Registration Application.** All sections must be completed, 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 or by mail.

_____ **Structural Engineering Experience and Verification** Submit three projects outlining your experience using different verifiers where possible. Complete your work experience and send it to your verifier/supervisor. The verifier must complete the work experience verification section and return it by email to engineers@brpels.wa.gov. The email must be from the verifiers email as shown on the verification form.

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Structural Engineer Registration Application

Fees *(check one)*:

☐ By General Application (exam or initial license)–**$65**

☐ By Comity (if you have a current SE license)–**$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)*
Military? *(check if applicable)* Current or former: ☐ Military member ☐ 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

Experience record summary

You must account for all the time from when you applied for your Professional Engineer license to now. 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.

	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)	Name of person verifying your work/project
1.					
2.					
3.					
4.					
5.					

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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

Professional Responsibility

1. Do you attest that you are knowledgeable of the current Washington State Building Codes and/or Bridge Design Manual, and that you will follow all local jurisdictional requirements for your projects? . . . . . ☐ 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 BRPELS? . . . . . ☐ 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

Date and place

X

Applicant signature

[redacted]

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Structural Engineer Experience and Verification

23201-Supporting

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. Design of these projects must have occurred after you became licensed as a PE in the applicable jurisdiction.
- The work experience should show your personal design of 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 and design of the primary framing systems
    3. Selection and design 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
    6. Project leadership and design decision management

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. If you only have one licensed structural engineer verifier, submit a written letter explaining why and provide a client for the verifier of one of the projects.

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 1-9) to the people 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

- 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.

(continued on next page)

Work experience information–Applicant complete this section

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

Work experience descriptions–Applicant completes 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 of a significant structure in Washington State.
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)

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Applicant name _____

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.

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Work experience information–Applicant complete this section

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

Work experience descriptions–Applicant completes 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 of a significant structure in Washington State.
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)

(continued on next page)

Applicant name _____

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.

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Work experience information–Applicant complete this section

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

Work experience descriptions–Applicant completes 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 of a significant structure in Washington State.
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)

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Applicant name _____

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.

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Applicant name _____

Instructions to a 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 in their readiness to seal construction documents for significant structures. **Verifiers must use full descriptions.**

The applicant should have sent you project descriptions to verify. 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. 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 a WA Structural Engineer, please describe your structural experience and the jurisdictions where you have lawfully practiced. If you are verifying a project in WA, but are not an endorsed WA Structural Engineer, 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

(continued on next page)

Applicant name _____

How do 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

Date and place

X

Signature

Structural Engineer
Stamp Here

RCW 18.43.040 Registration requirements.

The following will be considered as minimum evidence satisfactory to the board that an applicant for licensure is qualified to be a professional engineer, structural engineer, or professional land surveyor:

1. Professional Engineer: To be licensed as a professional engineer, an applicant must meet the following requirements:
    a. Examination requirements: An applicant must have received passing scores on examinations required by the board which include:
        i. A board approved examination on the fundamentals of engineering which tests the applicant's knowledge of appropriate fundamentals of engineering subjects, including mathematics and the basic sciences.
        ii. A board approved examination on the principles and practice of engineering which tests the applicant's ability to apply knowledge and experience in the engineering field.
        iii. Other examinations as determined by the board.
    b. Experience requirements: A specific record of eight years or more of experience in engineering work of a character satisfactory to the board and showing that the applicant is competent to practice engineering.
        i. The experience must be broad based and progressive to include gaining knowledge and comprehension of engineering subjects and applying engineering principles.
        ii. Education and/or teaching at a college or university may constitute a portion of the required experience as follows:
            (A) An undergraduate degree, or its equivalent, in an engineering program approved by the board will be considered the equivalent of four years of experience.
            (B) Satisfactory completion of each year of an engineering program may be considered the equivalent of one year of experience at the discretion of the board.
            (C) An undergraduate degree in a non-engineering program may be considered the equivalent of up to two years of engineering experience at the discretion of the board.

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

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

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

2. Structural Engineer: Structural engineering is recognized as a specialized branch of professional engineering. A professional engineer must be registered as a structural engineer to provide structural engineering services for significant structures. To become licensed as a structural engineer, an applicant must meet the following requirements:
    a. Hold a current registration as a professional engineer in this state.
    b. Have at least two years of structural engineering experience of a character satisfactory to the board, in addition to the eight years' experience required for registration as a professional engineer.
    c. An applicant must pass additional examinations as prescribed by the board.
3. Professional Land Surveyor: To be licensed as a professional land surveyor, an applicant must meet the following requirements:
    a. Examination requirements: An applicant must have received passing scores on examinations required by the board which include:
        i. A board approved examination on the fundamentals of surveying which tests the applicant's knowledge of appropriate fundamentals of land surveying subjects, including mathematics and the basic sciences.
        ii. A board approved examination on the principles and practice of surveying which tests the applicant's ability to apply knowledge and experience in the land surveying field.
        iii. Other examinations as determined by the board.
    b. Experience requirements: A specific record of eight years or more of experience in land surveying work of a character satisfactory to the board and showing that the applicant is competent to practice land surveying.
        i. The experience must be broad based and progressive to include gaining knowledge and comprehension of land surveying subjects and applying land surveying principles.

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

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

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

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

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

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

The following will be considered as minimum evidence satisfactory to the board that the applicant is qualified for certification as an engineer-in-training or land surveyor-in-training:

4. Engineer-in-training: An applicant that has completed four years of experience of the type outlined in 1(b) of this section and has received a passing score on a board approved examination on the fundamentals of engineering may apply for an engineer-in-training certificate from the board.
5. Land Surveyor-in-training: An applicant that has completed four years of experience of the type outlined in 3(b) of this section and has received a passing score on a board approved examination on the fundamentals of surveying may apply for a land surveyor-in-training certificate from the board.

Any person having the necessary qualifications prescribed in this chapter to entitle themselves to registration shall be eligible for such registration although the person may not be practicing their profession at the time of making application.

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Structural Exam Results – 2024

SE **received** 1/1/2024 – 12/31/2024

- 139

SE **issued** 1/1/2024 – 12/31/2024

- 40