



Forms Task Force Committee Report

August 28, 2025 | 11:00 a.m.

Virtually via Microsoft Teams & in person:

BRPELS Office
605 11th Ave SE
Olympia, WA, 98501

Board Members: Marjorie Lund, PE, SE
Matt Rasmussen, PE, PLS

Support staff: Ken Fuller, PE, Director
Kristina Horton, PLS, Deputy Director
Kevin Ballard, Internal Control Manager
Shanan Gillespie, Regulatory Program Manager
Bryce Dickison, Administrative Assistant
Vonna Cramer, Licensing Lead

Discussion topics

- **Review of Task Force Scope**
Ms. Lund presented snips of online forms for discussion
- **Review of Roles**
Kevin Ballard provided an orientation of the TF SharePoint location. Mr. Ballard provided an orientation of the TF SharePoint location.
- **Timeline and Phases**
Kevin Ballard provided a timeline for staff working group meetings & reviews.

Action Items (Assigned to Staff Working Group)

- Scope: Staff to compile PE, PLS, EIT, LSIT, SE, OSWI, OSWD forms.
- Merge Application & Work Experience forms.
- Include Law Review as portion of the application
- Consolidate legal/ background questions.
- All forms to conform to the following structure:
 - Section 1- Administrative & Education Information
 - Section 2- Work Experience
 - Section 3- Law Review
 - Section 4- Attestation & Payment
- Staff to coordinate with DOL and provide timeline required for flow changes to POLARIS.