

Structural Engineer Registration Application

To become a structural engineer in Washington State:

- You must be currently licensed as a Washington Professional Engineer (PE).
- You must have at least 2 years of progressive structural experience in addition to the 8 years required for a PE license.
- You must successfully complete the NCEES Structural II and WA-Structural III exams or the NCEES 16-hour Structural exam.

For validation only

To apply for the NCEES 16-hour Structural or WA-Structural III exam:

- Complete this form and send the signed application (page 1) with a check or money order, payable to the Washington State Treasurer, to:

**Board of Registration for Professional Engineers and Land Surveyors, Department of Licensing
PO Box 9025, Olympia, WA 98507**

- Complete the Experience Description and Verification section (pages 2-4) and send to the person(s) verifying your work experience. The person verifying will send the completed form directly to our office. If you are having an NCEES engineering record sent, only page 1 of the application must be completed and returned to us.
- Send the License or Exam Verification Request form (page 5) to the state board where you took the NCEES SE II exam.
- If applying for the NCEES 16-hour structural exam, once you have been approved for the exam you will receive an email with information to schedule your exam with NCEES.
- If applying for the Washington Structural III exam, you will receive an email scheduling you for the exam.

Exam type (*check one*):

- NCEES 16-hour Structural exam – **\$65**
- WA-Structural III exam – **\$365**

Applicant

PRINT or TYPE Name (<i>As shown on your PE license – will appear in the proper order on your wall certificate</i>)			Washington PE license number		
Social Security number <small>Used for child-support enforcement. Kept on file. RCW 26.23.150</small>			Date of birth		
Mailing address					
City		State	ZIP code	County	
Present position			Business name		
Business location address					
City		State	ZIP code	County	
(Area code) Business telephone number		(Area code) Residence telephone number		email	
Are you having an NCEES experience record sent? <input type="checkbox"/> Yes <input type="checkbox"/> No			Exam location preference (WA SE III only) <input type="checkbox"/> Eastern Washington <input type="checkbox"/> Western Washington		
Answer the following Has any court or licensing jurisdiction taken action against you for your practice in engineering or land surveying? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach an explanation on additional sheet. Have you ever been convicted of or entered a plea of <i>nolo contendere</i> to any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach an explanation on additional sheet.					

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____ **X** _____
 Date and place Applicant signature

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

Structural Engineer Experience and Verification

Instructions for applicant

Experience is gained under the direct supervision of a licensed structural engineer, or a licensed professional engineer with significant structural engineering experience.

Send the completed work experience descriptions and verification form (pages 2-4) to the person(s) verifying your engineering experience. Additional sheets may be attached if needed, but please identify the categories (A-H) you are describing. You may make photocopies of this form for additional experience verification.

Work experience information – applicant complete this section

Applicant name		
Employed by		
Job title	Dates of employment From To	Average hours per week
Supervisor/verifier name and title		(Area code) Telephone number
Supervisor/verifier business address		
City	State	ZIP code

Work experience descriptions – applicant complete this section

<p>This experience is broken down into eight categories (A-H). When describing your experience, be specific about your contribution to structural engineering projects. Avoid terms like “participated in”, “involved with”, or similar generalities. State your exact duties.</p>
<p>Describe your experience</p> <p>A. Formulating conclusions and recommendations.</p>
<p>B. Identifying design and/or project objectives.</p>
<p>C. Identifying possible alternative methods and concepts.</p>

Applicant name _____

Work experience descriptions – continued

Describe your experience

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.

H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources.

Applicant name _____

Verification instructions

After completing your verification, please return this form and the attached work experience descriptions (pages 2-4) to:

Board of Registration for Professional Engineers and Land Surveyors
Department of Licensing
PO Box 9025
Olympia, WA 98507

Work experience verification – supervisor/verifier complete this section

Name of person completing this verification	Professional registration number	State
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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: _____

Answer the following

Are you licensed as a structural engineer by passing a structural exam? Yes No

If no, are you a professional engineer? Yes No

How many years of structural experience do you have? _____

Do you feel qualified and prepared to verify the experience in categories A through H from the attached Work Experience section? Yes No

If no, please explain: _____

Do you agree with the applicant's employment time and hours worked? Yes No

If no, please explain: _____

Do you agree with the applicant's description of work and duties? Yes No

If no, please explain: _____

During this time of employment, how long has the applicant been in a position of making engineering judgments and decisions? _____ years/months

Please check the work experience categories in which you believe the applicant is competent and prepared to be examined for admission to the profession:

- | | |
|---|---|
| <input type="checkbox"/> A. Formulating conclusions and recommendations | <input type="checkbox"/> F. Interacting with professionals from other areas of practice |
| <input type="checkbox"/> B. Identifying design and/or project objectives | <input type="checkbox"/> G. Effectively communicating recommendations and conclusions |
| <input type="checkbox"/> C. Identifying possible alternative methods and concepts | <input type="checkbox"/> H. Demonstrating an understanding and concern for energy/environmental considerations, and sustainability of resources |
| <input type="checkbox"/> D. Defining performance specifications and functional requirements | |
| <input type="checkbox"/> E. Solving engineering problems | |

Would you recommend this applicant for licensure if requirements are met? Yes No

RCW 18.43.040 states that no person shall be eligible for registration as a professional engineer who is not of good character and reputation. If you believe this applicant does not satisfy this requirement, please explain:

X

Supervisor/Verifier signature

Date

License or Exam Verification Request

Send this completed form to: **Board of Registration for Professional Engineers and Land Surveyors, Department of Licensing, PO Box 9025, Olympia, WA 98507** or email to: **npham@dol.wa.gov**.

Applicant – applicant complete this section

Name	Social Security number	Date of birth
Address		
City	State	ZIP code

Certification verification – state board complete this section

State board name		
Address		
City	State	ZIP code

Applicant certification/license information

The applicant named above was certified or licensed as:

	Certificate number	Date issued	Expiration date
<input type="checkbox"/> Engineer-in-Training	_____	_____	_____
<input type="checkbox"/> Professional Engineer	_____	_____	_____
<input type="checkbox"/> Structural Engineer	_____	_____	_____
<input type="checkbox"/> Land Surveyor-in-Training	_____	_____	_____
<input type="checkbox"/> Professional Land Surveyor	_____	_____	_____
<input type="checkbox"/> Other _____	_____	_____	_____

Basis of licensure	Hours	Results	NCEES	Exam date
<input type="checkbox"/> Written exam: FE	_____	_____	_____	_____
PE	_____	_____	_____	_____
STR	_____	_____	_____	_____
FLS	_____	_____	_____	_____
PLS	_____	_____	_____	_____
State specific/ Other _____	_____	_____	_____	_____
Exam option (<i>discipline</i>): _____				
<input type="checkbox"/> Oral exam: PE hours _____ PLS hours _____				
<input type="checkbox"/> FE/FLS accepted from: _____				
<input type="checkbox"/> PE/PLS accepted from: _____				

Answer the following

Has any disciplinary action ever been taken against this applicant? Yes No
 If yes, has this disciplinary case been satisfied to the board's requirements? Yes No
 If no, please explain: _____

Was the NCEES Cut-Score used? Yes No
 If no, please explain: _____

Remarks

SEAL

X

State board representative signature

Date

Title