

## **Professional Engineer Registration Application by Exam Instructions**

### **What are the requirements?**

- A minimum of 8 years of approved engineering experience. A maximum of 5 years of education may be credited towards the experience.
- You must have successfully completed the EIT\* exam.
- You must take and pass the Washington Law and Ethics exam.

\*You can apply to waive the EIT exam, if you have an ABET approved degree in engineering plus 12 years of verifiable experience after getting your degree.

### **How do I apply for the Professional Engineer's exam in Washington State?**

- 1.** Send the fee and pages 2, 3, and 4 to the Board's address. Make your check or money order payable to the **Washington State Treasurer (WST)**.
- 2.** Complete the Experience Description/Verification forms, and send them to the person(s) verifying your experience. The person verifying will send the forms directly to our office.
- 3.** Request an official transcript be sent to our office if you want any education credited towards the requirements. Photocopies are not acceptable.
- 4.** Send the License or Exam Verification Request form to the state board where you took the Fundamentals of Engineering (EIT) exam. If you have taken and passed the EIT exam in Washington State, do not complete this form.
- 5.** Once you have been approved for the exam, you will receive:
  - a.** The Law and Ethics exam you must take and pass before a license will be issued.
  - b.** A letter with information to schedule your exam with Engineering and Land Surveying Examination Services (ELSES). **Do not** schedule with ELSES until you receive your approval letter from us.



## Professional Engineer Registration Application by Exam

FOR VALIDATION ONLY

Make check or money order payable to: State Treasurer  
 Send this application with your \$65.00 fee to:  
 P. O. Box 9048  
 Olympia, WA 98507-9048

***Your wall certificate will have the same name you list on this application (they will appear in the proper order).***

*Please type or print clearly in dark ink*

Applicant's name <i>(last, first, middle)</i>		Maiden name <i>(if any – will not appear on cert.)</i>		
Social Security no. <i>(RCW26.23.150)</i>	Birth date	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		
Branch of engineering in which licensure is desired				
Mailing address	City	State	Zip	County
Present position	Business name			
Business location address	City	State	Zip	County
Business telephone no. (    )	E-mail address	Residence telephone no. (    )		
Has any court or licensing jurisdiction taken action against you for your practice in Engineering or Land Surveying? If yes, please attach explanation on additional sheet.		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of, pled guilty to, or entered a plea of <i>nolo contendere</i> to any criminal offense? If yes, please attach explanation on an additional sheet.		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you requesting to waive the EIT exam <i>(reference WAC196-12-050)?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No		

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

APPLICANT'S NAME:



**Educational Background**

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

**Previous and Current Registration**

Have you filed an application with this office within the last 5 years?  Yes  No

If yes:  EIT  PE  PLS Date applied: \_\_\_\_\_ Cert. no. \_\_\_\_\_

Written EIT exam in state of \_\_\_\_\_  Written PE exam in state of \_\_\_\_\_

Written SE exam in state of \_\_\_\_\_

Number(s) and date(s) of original certificate(s): PE no. \_\_\_\_\_ State \_\_\_\_\_ Issue date \_\_\_\_\_

EIT no. \_\_\_\_\_ State \_\_\_\_\_ Issue date \_\_\_\_\_

SE no. \_\_\_\_\_ State \_\_\_\_\_ Issue date \_\_\_\_\_

Is certificate now in force in original state?  Yes  No If not, why? \_\_\_\_\_

**Engineer References** – Give names and addresses of five references (*not relatives*), at least three of which shall be registered professional engineers, having personal knowledge of your character and professional reputation.

Name	Position	Address/City/State	Certificate No.
1.			
2.			
3.			
4.			
5.			

**Certification**

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

Signature **X** \_\_\_\_\_ Date \_\_\_\_\_



## Professional Engineering Experience and Verification

*Forms may be photocopied for additional events*

### Instructions for Applicant

After completing the work experience descriptions on the following pages, send the work experience descriptions and this form to the person verifying your engineering experience for that period of time. Additional sheets may be attached, if needed, but please identify the categories (A-H) you are describing.

### Work Experience Information – to be completed by applicant

Applicant's name \_\_\_\_\_

Verification no. (from page 4) \_\_\_\_\_ Branch applying for: \_\_\_\_\_

Employed by \_\_\_\_\_

Job title \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Average hours per week \_\_\_\_\_

Supervisor's name and title \_\_\_\_\_

Supervisor's business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone no. (\_\_\_\_) \_\_\_\_\_

### Who is required to verify an applicant's experience?

- In most cases, experience is to be gained under the direct supervision of a professional engineer.
- An exemption is in law for those applicants working in the **manufacturing industry**. Experience is not required to be gained **under** the supervision of a professional engineer, but there does need to be a PE employed by the firm. If this is the case, please indicate the name and license number of the PE at the time of your employment. Your direct supervisor would do the actual verifying.

Name and License No. of the PE \_\_\_\_\_

- If employed by the Federal Government, it is not required that an applicant be gaining experience under a professional engineer. The experience **does need** to be verified by the direct supervisor.

### Instructions for Applicant's Experience Verifier

Once completed, return this form and the attached work experience descriptions directly to the Board at :

**Washington State Board of Registration for  
Professional Engineers and Land Surveyors  
P.O. Box 9025  
Olympia, WA 98507-9025**

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

**Work Experience Information – to be completed by experience verifier**



Your name \_\_\_\_\_ Applicant's name \_\_\_\_\_

**If you are not** the applicant's supervisor for this event, please explain your working relationship to the applicant, and the basis upon how you are able to provide this verification

If you are not a **licensed** professional engineer, under what authority are you verifying experience?

(federal agency, exempt corporation, etc.) \_\_\_\_\_

Number of years of engineering experience you have: \_\_\_\_\_

Do you feel qualified and prepared to verify the experience in the categories A through H listed below?  Yes  No

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

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

If no, please explain:

**Work Experience Descriptions – to be completed by applicant**

**Instructions** – WAC 196-12 requires eight (8) years of broad based, progressive experience in engineering work under the direct supervision of a person authorized by Chapter 18.43 RCW, or other applicable statute to practice engineering, of which a minimum of four (4) years shall be in a position of making independent judgements and decisions under the general guidance and direct supervision of an authorized professional. This experience is broken down into eight categories (A-H) for each event. When describing your experience for each event and applicable category, be specific about your contribution to engineering projects. Avoid terms like "participated in", "involved with", or similar generalities. State your exact duties. One detailed example for each applicable category will be adequate.

**General Job Descriptions**

**Describe your experience in:**

A. Formulating conclusions and recommendations.

B. Identifying design and/or project objectives.

## **General Job Descriptions – continued**



### **Describe your experience in:**

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.

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

**Work Experience Information – continued – to be completed by the experience verifier**



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

Please check the **categories** listed below in which you believe the applicant is competent and prepared to be examined for admission to the profession.

- A. Formulating conclusions and recommendations
- 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
- H. Demonstrating an understanding and concern for energy/environmental considerations, and sustainability of resources

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 have any belief that this applicant does not satisfy this requirement, please explain:

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

**X** \_\_\_\_\_  
*Signature* *Date* *License No.* *State*

## License or Exam Verification Request

TO: Board of Registration for Professional  
Engineers & Land Surveyors  
Post Office Box 9025  
Olympia, WA 98507-9025

Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail: npham@dol.wa.gov

FROM (state board & address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ SSN: \_\_\_\_\_  
\_\_\_\_\_ Birthdate: \_\_\_\_\_  
\_\_\_\_\_

**I: The above named person was certified or licensed as:**

	Certificate Number	Date Issued	Valid Until
<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 _____	_____	_____	_____

**II: Basis of licensure**

		Hours	Results	NCEES	Exam Date
1. <input type="checkbox"/> <b>Written Exam</b>	FE	_____	_____	_____	_____
	PE	_____	_____	_____	_____
	STR	_____	_____	_____	_____
	FLS	_____	_____	_____	_____
	PLS	_____	_____	_____	_____

State Specific/Other: \_\_\_\_\_  
Exam/Discipline \_\_\_\_\_

2.  **Oral Exam** \_\_\_\_\_ Hrs. PE \_\_\_\_\_ Hrs. PLS
3.  **FE/FLS Accepted From:** \_\_\_\_\_  
 **PE/PLS Accepted From:** \_\_\_\_\_

**III. Questions**

1. Has any disciplinary action ever been taken against this applicant?  Yes  No
2. If yes, has this disciplinary case been satisfied to the board's requirements?  Yes  No  
If no, give details \_\_\_\_\_
3. Was the NCEES Cut-Score used?  Yes  No – If no, please explain \_\_\_\_\_

**IV. Remarks**

**SEAL**

By: \_\_\_\_\_ Title: \_\_\_\_\_