

## **Professional Engineer Registration Application by Comity**

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

- A minimum of eight years of approved engineering experience. A maximum of five years of education may be credited towards the experience.
- You must have successfully completed the EIT\* and PE exams
- You must be currently licensed in another state.
- 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, or you have a PhD in engineering.

### **How do I apply for a Professional Engineer's License by comity in Washington?**

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).
  - If you are having an NCEES engineering record sent\*\*, only pages 2 and 3 must be completed.
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 were originally licensed by exam.
5. You will receive a Law and Ethics exam that must be taken and passed before a license will be issued.

\*\* The NCEES engineering record is a service provided by NCEES that contains a record of education, experience, references, exam results, and license.



# Professional Engineer Registration Application by Comity

Board of Registration for  
Professional Engineers  
and Land Surveyors  
PO Box 9048  
Olympia WA 98507-9048  
(360) 664-1575

For validation only

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

Make check or money order payable to: State Treasurer  
Send this application with your \$110.00 fee to:  
PO Box 9048  
Olympia, WA 98507-9048

*Please type or print clearly in dark ink*

Applicant's name (Last, First, Middle)		Maiden name (If any – will not appear on cert.)		
Social Security no. (RCW26.23.150)	Birth date	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		
Branch of engineering in which exam was taken				
Mailing address	City	State	ZIP	County
Present position	Business name			
Business location address	City	State	ZIP	County
Business area code & telephone number	E-mail address	Residence area code & telephone number		
<p>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</p> <p>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</p> <p>Are you having an NCEES experience record sent (<i>See page 1</i>)? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you requesting to waive the EIT exam (<i>Reference WAC196-12-050</i>)? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				

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 five years?  Yes  No

If yes:  EIT  PE  PLS Date applied (if known) \_\_\_\_\_ Certificate number \_\_\_\_\_

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

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

Number(s) and date(s) PE number \_\_\_\_\_ State \_\_\_\_\_ Issue date \_\_\_\_\_  
of original certyificate(s): EIT number \_\_\_\_\_ State \_\_\_\_\_ Issue date \_\_\_\_\_  
SE number \_\_\_\_\_ 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

**Work experience information – to be completed by experience verifier**

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

Please explain your working relationship to the applicant, and the basis on 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 – H listed below? . . . . .  Yes  No

Do you agree with the applicant's employment time? . . . . .  Yes  No

Do you agree with the applicant's description of categories A – H listed below? . . . . .  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.

- 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  
PO Box 9025  
Olympia, WA 98507-9025  
E-mail npham@dol.wa.gov

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

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. <input type="checkbox"/> <b>Oral exam</b>		_____ Hrs. PE		_____ Hrs. PLS	
3. <input type="checkbox"/> <b>FE/FLS</b> Accepted from _____					
<input type="checkbox"/> <b>PE/PLS</b> 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 \_\_\_\_\_