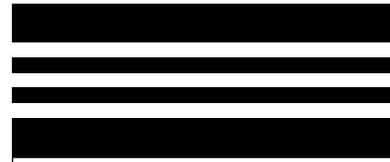




Structural Engineer Registration Application



Apply for a structural engineering license by comity or exam.

Online: <https://professions.dol.wa.gov>

Or by mail: Make checks payable to Department of Licensing. Send this checklist, form, supporting documents, and fees to:

Board of Registration for Professional Engineers and Land Surveyors
Department of Licensing
PO Box 3777
Seattle, WA 98124-3777



For questions or language help call (360) 664-1575

Your attention to these details will help us process your application quicker. See experience verification form for qualifying experience requirements.

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 of significant structures or the structural systems integrated within significant structures. [RCW 18.43.020\(11\)](#)

EXAM applicants:

You must submit your application by January 15 for the April exam; or July 31 for the October exam.

COMITY applicants:

- 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 can be obtained:
 - The NCEES 16-hour structural engineering examination (vertical and lateral); or
 - The Western States 16-hour Structural Examination as administered before 1998; or
 - A combination of NCEES SE II with Washington State SE III or with California SE III
- You can obtain verifications for examinations and licensure by visiting the NCEES website: <https://account.ncees.org>
- **NCEES Council records are not accepted for Structural Engineering Applications.**

Instruction checklist

Initial each item to acknowledge it as completed.

- _____ **Structural Engineer Registration Application.** All sections must be completely filled out and it must be signed and dated.
- _____ **Application fee** \$65 non-refundable fee for exam or \$110 non-refundable fee for comity. Submit a completed Structural Engineer Registration Application with a check or money order, payable to the Department of Licensing.
- _____ **Structural Engineering Experience and Verification** You must complete your section of the Experience form and send it to your verifier/supervisor. The verifier must complete their portion and return it to you in a sealed envelope signed across the flap. The verification must be submitted with your Application.

I declare that I have read this Instruction checklist and have initialed each item above to acknowledge its completeness.

PRINT or TYPE Name

X

Date and place signed

Signature

Structural Engineer Registration Application

Fees (check one):

- NCEES 16-hour Structural Exam—\$65
 Comity—\$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)		Social Security number*	
Military? (check if applicable) Current or former: <input type="checkbox"/> Military member <input type="checkbox"/> 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

Please list the structural experience you are verifying.

Project number	Time period (begin with most recent) From (month-year) To (month-year)	Employer	Name of person verifying your work
1.			
2.			
3.			

Legal background

Answer the following
 Answer the questions below. 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

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 the Department of Licensing? 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

X

Applicant signature

Date and place

Providing any false information in this application may be cause for denial, suspension, or revocation of your professional license in the state of Washington.

Structural Engineer Experience and Verification

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\(11\)](#).

- **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.
- The work experience should show two of the four common materials used (steel, concrete, wood, and masonry).
- Describe your structural design experience of significant structures by listing a **minimum of three projects** in either of the following categories where you had full or partial responsibility:
 - Building structure or non-building structure designed in Seismic Design Category D or above; and/or
 - Bridge with a total span (end to end) of 200 feet.
 - Qualifying experience consists of structural design experience in:
 1. Determination of lateral/gravity forces—seismic and /or wind
 2. Selection of framing systems
 3. Selection of foundation systems
 4. Application of code requirements
 5. Multi-story buildings or equivalent multi-level structures

Send the completed work experience descriptions and verification form (pages 4-9) to the persons verifying your engineering experience. **Each project must be verified.** If your supervisor/verifier is the same for more than one project, that person can choose to complete their portion of the verification form once. The verifiers must complete their portion and return it to you **in a sealed envelope signed across the flap** or the verifier can 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—dual credit will not be allowed for overlapping projects.

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.**

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.

Work experience information—Applicant complete this section

Applicant name	
Employed by	
Dates of employment From _____ To _____	Average hours per week
Verifier name and title	

Applicant name _____

Work experience descriptions—Applicant complete this section

Project 1: One sentence descriptions are not acceptable

<p>Project description. Location, type, size, and define how this is a significant structure.</p>
<p>General construction type/ project description. Explain how your project meets IBC Seismic Design Category D.</p>
<p>Primary gravity force resisting system. Using common construction materials (steel, concrete, wood, and masonry)</p>
<p>Primary lateral force resisting system. Using common construction materials (steel, concrete, wood, and masonry)</p>
<p>Scope of analysis and design responsibilities Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above</p>
<p>Structural documentation Explain responsibilities for drawing/specification preparation</p>
<p>Construction phase responsibilities Explain any structural construction related activities</p>

Applicant name _____

Work experience descriptions—Applicant complete this section

Project 2: One sentence descriptions are not acceptable

<p>Project description. Location, type, size, and define how this is a significant structure.</p>
<p>General construction type/ project description. Explain how your project meets IBC Seismic Design Category D.</p>
<p>Primary gravity force resisting system. Using common construction materials (steel, concrete, wood, and masonry)</p>
<p>Primary lateral force resisting system. Using common construction materials (steel, concrete, wood, and masonry)</p>
<p>Scope of analysis and design responsibilities Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above</p>
<p>Structural documentation Explain responsibilities for drawing/specification preparation</p>
<p>Construction phase responsibilities Explain any structural construction related activities</p>

Applicant name _____

Work experience descriptions—Applicant complete this section

Project 3: One sentence descriptions are not acceptable

Project description. Location, type, size, and define how this is a significant structure.

General construction type/ project description. Explain how your project meets IBC Seismic Design Category D.

Primary gravity force resisting system. Using common construction materials (steel, concrete, wood, and masonry)

Primary lateral force resisting system. Using common construction materials (steel, concrete, wood, and masonry)

Scope of analysis and design responsibilities

Explain your specific responsibilities in the gravity and lateral forces resisting systems listed above

Structural documentation

Explain responsibilities for drawing/specification preparation

Construction phase responsibilities

Explain any structural construction related activities

Applicant name _____

Instructions to person verifying work experience of applicant

The applicant should have sent you descriptions for 1 to 3 projects. Please refer to these descriptions for the verification below. After completing your verification, please return all pages to the applicant in a sealed envelope signed across the flap or email 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. 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 licensed as a structural engineer in Washington State, please describe your substantial structural experience and the jurisdictions where you have lawfully practiced.				
How does the applicant's descriptions of experience, including the scope and complexity of the work match your evaluation.				

Applicant name _____

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

Provide examples of engineering judgment or decisions made by the applicant in the projects you are verifying.

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

X

Signature

Date and place

Please affix your stamp or seal in the space below. If no stamp or seal is available, attach a copy of your current license. If the stamp/license cannot be provided, please give a detailed explanation.